Did you know? It is required for all employees to read and sign a form certifying their understanding of the Steward Observatory Manual. This manual can be found online either from the Department homepage under Resources —> Safety or by going to the website below.

https://www.as.arizona.edu/Resources/safety/safety.html

While this document is long and may seem tedious to read, it contains valuable information. If you don’t know the answers to the following questions, it is a good sign you may need to read or review the Safety Manual, especially if the specific subjects apply to your job. Even if you do know all the answers, you should test your knowledge against the guidelines found in the Safety Manual.

- Do you know the details of Steward Observatory’s online training program?
- Do you know the recommendations for the handling of Cryogenic Liquids?
- Can you explain the details of the Two-Person Work Rule and the situations under which it applies?
- Do you know the meaning of all the safety signs you see around your workplace?
- Do you know what Steward Observatory asks its employees to do in their offices to increase safety?
- Do you know the procedures for mountain driving, keeping in mind that hazardous weather can happen during all times of the year?
- Do you know where to find the form to certify your reading and comprehension of the safety manual?

You should be familiar in general with all of the things covered in the manual, especially with those sections that apply to your job. This manual can also be used as a good reference if you are unsure about the proper safety procedures of a new or somewhat unfamiliar task.

Becca Bunker
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