



An accident is an unexpected consequence to an event resulting in personal injury or property damage.

CATEGORIES OF ACCIDENTS

Personal Injury - Any personal injury or occupational illness involving a Steward Observatory employee, visitor, or member of the public due to an accident associated with the operation of the Observatory.

- Injuries that are fatal or imminently fatal
- Injuries that are disabling and/or permanent, or require hospitalization
- All other injuries

Near Miss - Any accident which had the potential for personal injury or occupational illness involving persons at or near the scene of the accident. Or, any accident which could have caused personal injury or occupational illness if any personnel were at or near the scene of the accident.

Property Loss - Any accident, not in one of the above categories, which involves a property loss or damage to any UA property and is deemed worthy of documentation by an Observatory Safety Representative. Property losses greater than \$10,000.00 must be reported to U of A Risk Management Services within one working day of the discovered loss. Property losses less than \$10,000.00 must be reported within 10 working days of the discovered loss.

Public Interest - Any accident which is likely to give rise to inquiry by the public or news media. Where a Public Interest accident is declared, all employees should immediately be notified and advised on communication with the news media. A public spokesperson should be appointed and all statements and information issued through that person. All accidents in this category, which may also fit another category, shall be classified as such by the Associate Director of Administration.

RESPONSIBILITY FOR NOTIFICATION

All category A and B accidents shall be investigated immediately by an Observatory Safety Representative in cooperation with U of A Risk Management Services, the Assistant Director, Business Services and the Telescope or Laboratory Director or Manager involved. In addition, the Safety Representative shall appoint an Investigating Committee. The Chairman of the Investigating Committee shall issue a final written report. The written report prepared by the Investigating Committee shall be distributed to the Associate Director for Administration, U of A Risk Management Services, the Steward Observatory Business Manager and other appropriate personnel.



All other personal accidents shall be investigated by the Safety Representative and the Telescope or Laboratory Director or Manager. If deemed necessary, the Safety Representative will appoint an Investigating Subcommittee of the Safety Committee. The Safety Representative will chair this committee and issue a final written report. The written report prepared by the Investigating Subcommittee will be distributed to the Assistant Director, Business Services, U of A Risk Management Services, the Steward Observatory Business Manager and other appropriate personnel.

The Safety Representative and appropriate supervisor shall investigate any property damage and near-miss accidents deemed appropriate. Other personnel as needed will aid the Safety Representative.

For all categories, it is prudent to assume the accident will at least be a valuable learning experience and any supervisor on hand should request, where practical, a photographic record.

RESPONSIBILITY FOR INVESTIGATING

A Supervisor's Report of Injury/Illness Form must be filed with U of A Risk Management Services for every employee injury accident within 24 hours of the occurrence and should include the signature of the injured employee's supervisor. The supervisor of the person or area involved in the accident is responsible for completing the report and giving copies to the Safety Representative. The Safety Representative shall give copies to the Associate Director for Administration and the Steward Observatory Business Manager. Copies of the Supervisor's Report of Injury/Illness Form and Near-Miss Form are available in the "Form" section of this manual and on the U of A Risk Management Services website.

<https://risk.arizona.edu/insurance/workers-compensation>

In the event of a fatality or incident requiring immediate medical treatment, the supervisor must report the accident immediately via telephone call to Arizona Department of Administration - Risk Management Division at 1-800-837-8583. A telephone call, e-mail or text message to the Associate Director for Administration, U of A Risk Management Services, the Safety Representative(s) and the Steward Observatory Business Manager are also required.



All accidents should be reported, since there may be unforeseen medical complications.

Completing a Near-Miss FYI Report is at the discretion of the Safety Representative/Supervisor/Employee for a near-miss accident.

RESPONSIBILITY FOR EXTERNAL REPORTING

Any employee who knows of an unsafe condition or has witnessed an unsafe act, is responsible for reporting the condition or act to the Safety Representative.

Motor vehicle accidents occurring on public highways involving property damage or personal injury are to be reported to the State Police and/or the Local Police. If University of Arizona vehicles are involved, reports must be filed with the University of Arizona Motor Pool. This should be coordinated with the Steward Observatory Business Office. **If U.S. Government vehicles are involved, reports must be filed with the GSA Motor Pool as well.**

Driving citations received while driving on authorized University business must be reported immediately to that person's supervisor. Any driving citations received while driving on off work hours that change the driver's status per the University's Fleet Safety Policy, must be reported immediately to that person's supervisor. Supervisors must report these incidents to U of A Risk Management Services. The University Fleet Safety Policy can be found at:
<https://risk.arizona.edu/occupational-safety/fleet-safety>