



For the safety of all employees, it is essential that each employee be motivated to work and behave in a safe manner. It is up to each supervisor to provide this motivation. Part of this motivation will come with a consistent response from management to unsafe actions and violations of safety regulations.

Steward Observatory requires strict compliance with this manual and established work procedures. Failure to comply may result in disciplinary action. The following are guidelines for handling such situations:

1. Any supervisor, lead man, or journeyman responsible for the work of others, who witness an unsafe act, must react immediately, without consultation, with higher authority. His/her action will be limited to correcting the infraction, eliminating the hazard, and appropriate counseling of the offender. A report of the incident must be made to that person's supervisor.
2. Each Manager or Supervisor, upon notification of an unsafe act by one of his/her employees, has the responsibility to follow up and determine if discipline is warranted under the guidelines established in Policy 403.0 in the Human Resource Classified Staff Manual. For more information and the official University of Arizona documentation and procedures on this subject please go to <https://policy.arizona.edu/employment-human-resources/disciplinary-action>.