

## Harvard-Smithsonian Center for Astrophysics Safety Policy

The Harvard-Smithsonian Center for Astrophysics (CfA) considers no phase of its operation more important than safety and health protection. We will provide and maintain safe and healthful working conditions and establish and insist upon safe work methods and practices always.

Safety and health shall be an integral part of all operations including planning, procurement, development, production, administration, and transportation. To this end CfA will:

- Strive to achieve the goal of zero accidents and injuries
- Comply with all applicable environmental health and safety laws and regulations
- Maintain, encourage and support Safety Committees which will meet regularly, periodically inspect the facilities and work with the Safety office to identify hazards and unsafe work practices, remove obstacles to accident prevention, and evaluate the CfA's effort to achieve an accident free and healthy workplace
- Provide mechanical and physical safeguards wherever they are necessary
- Train all employees in applicable safe work practices and procedures
- Provide employees with necessary personal protective equipment and train them to use and care for it properly
- Enforce CfA safety and health rules and require employees to follow such rules as a condition of employment
- Investigate accidents to determine the cause and prevent similar accidents

The CfA recognizes that responsibility for safety and health at the CfA is shared by The Smithsonian, Harvard, The CfA, CfA supervisors and management, and all other CfA employees.

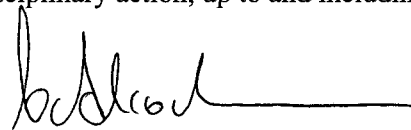
Management and staff are responsible for the safety and prevention of workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. The Safety Office and Safety Committees will keep management apprised of workplace safety and health hazards.

Supervisors are responsible for supervising and training workers in safe work practices. Supervisors will enforce CfA rules and ensure that employees follow safe practices while at work.

All employees are responsible for their own safety as well as for the safety of their fellow workers. Employees are expected to participate in the safety and health program, which includes:

- Immediately reporting accidents, hazards, near-miss incidents and unsafe work practices to a supervisor, the Safety Office, or a safety committee representative
- Wearing required personal protective equipment and using and maintaining it properly
- Participating in and supporting CfA safety programs and activities.

Failure to adhere to the CfA Safety Policy may lead to disciplinary action, up to and including termination.



Charles Alcock  
Director, CfA