





EUROPEAN SOUTHERN OBSERVATORY

Organisation Européenne pour des Recherches Astronomiques dans l'Hémisphère Austral
Europäische Organisation für astronomische Forschung in der südlichen Hemisphäre

Contractor Safety Procedure La Silla Paranal Observatory

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Change Record

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1	09.08.13		New

Applicable Documents

The following Applicable Documents form a part of the present document to the extent specified herein. In the event of conflict between applicable documents and the content of the present document, the content of the present document shall be taken as superseding.

AD Nr	Doc Nr	Doc Title	Issue	Date
AD2	LPO-MAN-ESO-20100-0001	LPO Safety Manual	1	30.05.12
AD3	LPO-PRO-ESO-20100-0003	LPO Driving Procedure	2	09.05.12
AD4	LPO-PRO-ESO-20100-0002	Hazardous Material Procedure LPO	4	05.05.12



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1 Objective

Purpose of this document is to describe the basic safety procedures for any Contractor working on the La Silla Paranal Observatory (LPO) premises of the European Organisation for Astronomical Research in the Southern Hemisphere (ESO).

2 Scope

This procedure applies to all Contractors and their Subcontractors that provide services within La Silla Paranal Observatory

3 Definitions

3.1 La Silla Paranal Observatory

Premises of the LPO Observatories comprise the Paranal Observatory with the Antofagasta office, the La Silla Observatory with the La Serena office, the APEX telescope and the station in Sequitor.

3.2 Contractor

Any individual or legal entity that on basis of a contract provides services to LPO for its own account and on his own risk.

3.3 LPO Contract coordinator

The person assigned by ESO that is responsible for the technical aspects of the contract; monitoring the progress of work performed by the Contractor; and contact point for all technical matters of the contract.

3.4 National Standard

National Standard in the context of this procedure refers to applicable Chilean standards and Chilean national laws for health & safety at the workplace.

3.5 International Standards

International Standards in the context of this procedure refer to applicable International standards, such as the International Organization for Standardization (ISO), European Norms (EN), and American National Standards Institute.

It also refers to international regulation concerning health & safety at the workplace provided by respective agencies like, for example, Health & Safety Executive (HSE, Great Britain), German Statutory Accident Insurance, Occupational Safety & Health Administration (OSHA, USA)



4 Responsibilities

4.1 La Silla Paranal Observatory Safety Office

The LPO Safety Office is responsible for coordination of safety between Contractors and LPO. If several contractors work on site at the same time a special safety coordinator might be assigned.

It creates and administers the internal regulation and supervises the implementation of rules and standards.

It provides information about general and specific risks in respect to working in the observatory. Necessary information is also published on its website at <http://safety.pl.eso.org/wiki/index.php/Safety>

It supports the LPO Contract coordinator in his duties concerning supervision of health & safety.

4.2 LPO Contract Coordinator

Inform the Contractor/ Subcontractor about specific risks in regard to their service provided and the work site.

Ensure that

- Work sites comply with necessary sanitary conditions to protect health and safety of workers.
- Contractors have access to drinking water for personal use and hygiene
- Process of waste disposal is coordinated
- Contractors have access to bathrooms, changing rooms and lockers, or showers according to necessities
- Contractors have access to a dining facility or reasonable dining areas if the work requires staying at the work site.
- Working conditions meet legal requirements (for example, lighting, ventilation) and machinery and equipment used comply with national or international standards
- Fire protection at work site complies with national or international standards
- Risks of external agents such as hazardous materials, noise, vibrations, thermal environment, and/ or lasers are properly evaluated; protective measures, if applicable, need to meet national or international standards

4.3 Contractors/ Subcontractors

In addition to observing all relevant national legislation in safety and health matters, the Contractor/ Subcontractor shall, when on the ESO site, comply with the safety regulations in force thereon, with which he is required to become conversant. He shall take all necessary measures to this effect

Each Contractor shall assign a Safety representative who acts on behalf of the Contractor and as point of contact with LPO Safety Office.



5 General Duties for Contractors

Any Contractor or Subcontractor needs to be legally authorized or qualified to perform the service it is contracted for.

For the services to be provided the Contractor acts independently and maintains control over its employees, providers, and Subcontractors.

For the provision of all works under the contract the Contractor and/ or Subcontractor shall:

- Employ for the works to be performed under the contract only suitable, qualified persons with necessary licenses, if applicable, and that have a valid working contract or service contract.
- Prior to starting the work submit all workers to a health exam according to requirements for the service to be executed and to the LPO site conditions.
- Provide all necessary equipment and safety devices to ensure efficient and safe working.
- Insure his personnel in accordance with relevant applicable national legislation.
- Comply with all ESO internal procedures and rules that are in place for all works to be performed under the contract
- Attend a safety induction for site specific rules given by the LPO Safety office or a representative before starting activities.

5.1 Documentation prior to activity

Before starting activities on site the following documents shall be delivered by the Contractor, preferably in electronic form, to the LPO Contract coordinator/ LPO Safety Office:

- An up to date version of the internal safety program of the Contractor (Reglamento Interno de Orden, Higiene y Seguridad)
- Risk evaluation and prevention program for services to be provided
- Documentation of conducted internal induction (Derecho a Saber)
- Receipts of Personal Protective Equipment for staff
 - Additional LPO specific items: **flashlight, sunglasses**
- Medical Exams (for works - 3000m above sea level and higher a High-Altitude Exam is required)
- Valid Driver's licenses (if applicable)
- Specific licenses (such as: forklift, crane operator), if applicable
- List of personnel working on site
- Certificate of affiliation with Accident Insurance carrier (mutualidad)

5.2 During activities

During activities all documentation needs to be kept up to date and all certificates, licenses need to be kept valid and in force. If changes, for example, in the workforce take place, new information shall be submitted automatically to the LPO Contract coordinator / LPO Safety Office.

Periodic meetings with the LPO Contract coordinator/ LPO Safety Office shall be held to ensure that upcoming issues are resolved as soon as possible.

An internal safety inspection shall be carried out at least once a week. The report and the follow-up documentation shall be submitted, preferably in electronic form, to the LPO Contract coordinator/ LPO Safety Office.

Documentation of monthly safety committee meetings (Comite Paritario) if applicable



5.3 Accidents

Any work related accident shall be reported to the LPO Safety Office and followed up. Documentation shall be submitted accordingly.

Any major or fatal accident as defined by national legislation needs to be reported to the competent authorities. The LPO Safety Office needs to be notified immediately!

Each Contractor shall submit a monthly report (see attachment 1) to the LPO Contract coordinator/ LPO Safety Office, including detailed information about notifications to authorities, if applicable.



6 Attachments

6.1 Template Monthly Report



1. Company Information:

Company Name:	ABC Shop	R.U.T: 88029977-6
Project, Work or Service:	Maintenance Services	
Administrator Name:	John Doe	

2. Indicators

Month Data: February 2010		
Staff Average: 15	Current Staff: 16	
Men-Hours Worked: 2315	Previous Month: 2300	Total Year: 4615
Number of Accidents with Lost Days: 0		
Number of Lost Days: 0		
Number of Accidents without Downtime: 1		

3. Accidents (reports and information to authorities attached)

Date	Time	Name	Accident Type
16 Feb 2010	8:15 am	Pedro Jerez	s.t.p

Signed by: A.N. Other

Position: Safety Engineer
ABC Shop

Signature