Programme: GEN

Project/WP: General ESO Documents

Contractor Safety Procedure. La Silla Paranal Observatory

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<th>Affiliation</th>
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<tbody>
<tr>
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</tr>
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</table>

## Change Record from previous Version

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<th>Affected Section(s)</th>
<th>Changes / Reason / Remarks</th>
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1. Introduction

1.1 Scope

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).

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

1.2 Definitions, Acronyms and Abbreviations

This document employs several abbreviations and acronyms to refer concisely to an item, after it has been introduced. The following list is aimed to help the reader in recalling the extended meaning of each short expression:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESO</td>
<td>European Southern Observatory</td>
</tr>
<tr>
<td>LPO</td>
<td>La Silla Paranal Observatory</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
</tbody>
</table>

2. Related Documents

2.1 Applicable Documents

The following documents, of the exact version shown, form part of this document to the extent specified herein.

AD references shall be specific about which part of the target document is the subject of the reference.

AD1 Health, Safety & Environmental Manual – La Silla Paranal Observatory
ESO-201112 v3

AD2 LPO Driving Procedure
ESO-20113 v3

AD3 Hazardous Material Procedure - LPO
ESO-20115 v4

2.2 Reference Documents

The following documents, of the exact version shown herein, are listed as background references only. They are not to be construed as a binding complement to the present document.
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 Technical Contact Person

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.

The contract might consist of only a PO, in that case the responsible person for the PR/PO is the contact person.

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.

The LPO Safety Office reviews the contractor documentation, validates and archives it. It makes accessible an archive with all contractors and their validation dates for contract coordinates, parlogs and other parties.

Make periodic visits to the contractor work site and review working conditions are in compliance with national/ international standards.

Review submitted contractor documentation and validate or reject within 24 hours after reception.

4.2 LPO Technical Contact Person

Inform the Contractor/ Subcontractor about specific risks regarding their service provided and the work site.

Ensure that

- Required documentation is complete, before forwarding it to the Safety Office for processing and validation
- 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 staying overnight have access to a dining facility or reasonable dining areas if the work requires staying at the work site.
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.
- Comply with all legal requirements according to national law.
- Provide all necessary equipment and safety devices to ensure efficient and safe working.
- 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

At least 72 hours before arriving and starting activities on site, the following documents shall be delivered by the Contractor, in electronic form, to the LPO Technical Contact Person:

- for each individual worker:
  - Risk evaluation and prevention program for services to be provided
  - Documentation of conducted internal induction (Obligacion de Informar)
  - Receipts of Personal Protective Equipment for staff
  - Medical Exams according to requirements for the activity. For activities at Armazones a high-altitude exam is mandatory.
  - Valid employment contract
• Valid Driver’s licenses (if applicable)
• Specific licenses (such as: forklift, crane operator), if applicable

- for each company:

• List of personnel working on site
• Certificate of affiliation with Accident Insurance carrier (mutualidad)
• Latest version of the internal safety program of the Contractor (Reglamento Interno de Orden, Higiene y Seguridad)

If the documentation is not provided on time, access to the site will not be authorized.

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 Technical Contact Person.

Periodic meetings with the LPO Technical Contact Person/ 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 Safety Office.

Documentation of monthly safety committee meetings (Comite Paritario) if applicable
Submit a monthly report about internal safety activities and/ or incidents to the LPO Safety Office.

5.3 Accidents

Any accident/ incident shall be reported immediately 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 Safety Office, including detailed information about notifications to authorities, if applicable.
6. Attachments

6.1 Contractor Table

| Nr | RUT/Pasaporte |Apellido| Nombre | Fecha de Nacimiento | Cargo | Proyecto | Contrato de Trabajo | EXAMEN MEDICO VALIDO HASTA | LICENCIA DE CONDUCIR VALIDO HASTA | Licencia Clase | Operador | RIHS | EPP | DAS/ODI | Charla Seguridad PAO | Analisis de Riesgo | RIHS (Last Version) | Mutual Certificate (Last Version) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 11950316-4 | Sanchez | Alexis | 25/05/18 | 16/06/22 |
| 2 | 23114869-k | Bravo | Claudio | 18/04/20 | 23/01/21 |
| 3 | 09378801-0 | Medel | Gary | Fin de proyecto | 21/01/18 | n/a |
| 4 | | | | | | | | | | | | | | | | | |

RIHS  Reglamento Interno de Higiene y Seguridad

EPP  Equipo Proteccion Personal

DAS/ODI  Derecho a Saber o Obligacion de Informar

6.1.1 Validation of Contractors

Example 1: Alexis Sanchez medical exam expires on 25.05.18, so he is validated until that date. After this date he needs an updated exam to enter the site.

Example 2: Claudia Bravo needs to receive a new safety induction after 31.01.19 to get re-validated.

Example 3: If the contract is limited or has a fixed date, this needs to be re-newed before entering the site.
6.2 Monthly Report

1. Información de la empresa:

<table>
<thead>
<tr>
<th>Nombre de la Empresa:</th>
<th>ABC Shop</th>
<th>R.U.T: 88029977-6</th>
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</thead>
<tbody>
<tr>
<td>Projecto, trabajo o servicio:</td>
<td>Maintenance Services</td>
<td></td>
</tr>
<tr>
<td>Nombre del Administrador:</td>
<td>Jorge Valderama</td>
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2. Indicadores

<table>
<thead>
<tr>
<th>Mes:</th>
<th>February 2010</th>
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<tbody>
<tr>
<td>Staff Promedio:</td>
<td>15</td>
</tr>
<tr>
<td>Staff actual:</td>
<td>16</td>
</tr>
<tr>
<td>Hora / hombre trabajadas:</td>
<td>2315</td>
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<tr>
<td>Mes anterior:</td>
<td>2300</td>
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<tr>
<td>Total del año:</td>
<td>4615</td>
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<tr>
<td>Numero de Accidentes con dias perdidos:</td>
<td>0</td>
</tr>
<tr>
<td>Numero de dias perdidos:</td>
<td>0</td>
</tr>
<tr>
<td>Numero de accidentes sin tiempo perdido:</td>
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3. Accidentes (adjuntar informes)

<table>
<thead>
<tr>
<th>Fecha</th>
<th>Hora</th>
<th>Nombre</th>
<th>Tipo de Accidente</th>
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<tbody>
<tr>
<td>16 Feb 2010</td>
<td>8:15 am</td>
<td>Pedro Jerez</td>
<td>step</td>
</tr>
</tbody>
</table>

Firmado por: Hugo Boss
Cargo: Safety Engineer

ABC Shop

Firma