



2.3 metre Safety Induction Siding Spring Observatory

1.	Introduction	1
2.	Safety at the 2.3 metre	1
3.	Access to the 2.3 metre	1
4.	Emergency Contacts	2
5.	Emergency Procedures	2
6.	Dome access	3
7.	First Aid Incidents	3
8.	Working in the Dome	4
9.	Visitors	4
10.	No Smoking	4
11.	Protective Clothing	4
12.	CCTV	4
13.	Staff Safety Induction Checklist	5
14.	Contractor Safety Induction Checklist	6

1. Introduction

The purpose of this document is to provide an induction to our observatory for astronomers, contractors, visiting staff and for SSO based staff. This document contains information for everyone using our building. As this is a living document, it will be revised from time to time and as such people who visit us may need to be re-inducted as we improve our safety systems or changes to our working environment. The latest version will be found on the ANU intranet. <https://services.anu.edu.au/>

2. Safety at the 2.3 metre

Our responsibility: RSAA wishes to keep all of its employees, contractors and visitors safe and free from harm. Under the *Work Health and Safety Act 2011*, section 19 “*Primary duty of Care*”, we are required to ensure health and safety in the work place so far as is reasonably practicable. To this end we require that all contractors, astronomers, students and visitors complete the site induction as soon as possible on their arrival and at other times when required.

Your responsibility: The *Work Health and Safety Act 2011*, sections 28 & 29 “*Duties of workers and other persons at the workplace*”, states that workers and others must take reasonable care for their own health and safety and for those around them. Your our actions or inactions should not adversely affect the health or safety of yourself or those around you.

If you see any unsafe situations or practices, or have any suggestions for improvement in health and safety, speak to one of the following:

1. Your **supervisor**
2. Any **senior RSAA manager**
3. Any SSO **Health and Safety Representatives**

3. Access to the 2.3 metre

Normal hours

All staff/astronomers using the 2.3 metre must report to RSAA site staff at the 16 inch building.

After hours

Make contact with RSAA site staff before beginning work at the 2.3 metre telescope. This will need to be done in normal working hours to receive the safety induction and keys to the building.

After hours: Weekends

You should have made prior arrangements with RSAA site staff before your arrival. RSAA site staff generally do not work weekends.

4. Emergency Contacts

Emergency contact numbers are listed next to each phone within the 2.3 metre building. First aid attendants are listed on each first aid kit.

In an emergency **first contact** - Ambulance – 0-000 / Police – 0-000 / Fire – 0-000

Then **Site Chief Warden** – ANU – Brad Condon – 0419 511 046

Or next **Deputy Chief Warden** – AAT – Doug Gray – 0404 680 840

And then **RSAA technician** – RSAA – 0427 685 288

The SSO address is: **418 Observatory Road Coonabarabran**; the nearest cross is Timor Rd.

5. Emergency Procedures

a) Fire Alarm

At all times during an emergency follow the instructions of the Emergency Wardens

- On hearing the alert alarm “**beep beep**”, immediately prepare to leave the facility – secure confidential materials and valuables, collect immediate personal belongings, shut down experiments, switch off computers, electrical appliances, equipment and machinery.
- If the evacuation alarm “**whoop whoop**” sounds continuously, or if instructed to do so by a Warden, leave the facility by the nearest and safest exit route. Close (but not lock) all doors behind you as Fire & Rescue NSW may require access.
- If possible, take hand-held personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.
- Assist any person with a disability to leave the facility, or to the nearest fire-isolated stairwell or fire-safe haven for multi-storey facilities. Do not attempt to carry people down stairs.
- Walk quickly and calmly to the designated assembly area for your facility or as advised by a Warden.
- Remain at the assembly area (in groups) until instructed to leave by a Warden or Fire & Rescue NSW Officer.
- Do not re-enter the facility until informed that it is safe to do so by a Warden or Fire & Rescue NSW Officer.

b) Emergency Evacuation

Ensure that you are aware of the fire rating for the site each day and that you are aware of what to do if the rating is severe or extreme or catastrophic. Refer to the RFS website for the current rating. As a general rule, when an evacuation is initiated as a result of a genuine emergency situation or as a drill, the ECO should clear the facility by directing staff, students and visitors to their designated assembly area as quickly and calmly as possible. ECO members should then report to the Site Chief Warden advising that their area is cleared, then move to their designated locations and await further instructions from the Site Chief Warden / Security or Emergency Services.

All other staff and students should report to and remain at the designated assembly area until the situation is cleared by the emergency services.

6. Dome access

The 2.3 metre telescope is generally run as a remotely operated facility. This means at any stage, someone not in the building could potentially start the telescope, move the telescope and building, power up instruments and turn off all internal lights. For this reason we have a remote observer lock out switch to isolate this from happening. It is recommended to carry a torch at all times whilst in the 2.3 metre building.

7. First Aid Incidents

If you need to, call Emergency Services directly by dialling “**0-000**”. Our location address at SSO is **418 Siding Spring Observatory, Coonabarabran**; the nearest cross road is **Timor Road**.

Then call the RSAA technician on **0427 685 288** (keep repeating until someone answers). Ask for a first aid officer and tell them your location.

Do not search for the first aid officer yourself.

All incidents, accidents and near misses must be reported to a manager or first aid officer immediately.

A first aid officer should be advised of any use of the first aid boxes in the 2.3 metre. The first aid kits are located at the front door entry and in the kitchen on the 4th floor. A contact list for first aid officers is listed on all first aid kits.

8. Working in the Dome

If a visiting staff member/contractor/astronomer needs the telescope to be moved, they should ask a RSAA staff member to do it for them. This is because the situation can change here quite regularly. If you need to do any work on the telescope, please tag and lock it out. This will prevent any unexpected movement of the telescope and prevent injury to you or others.

9. Visitors

All visitors are required to contact RSAA staff upon arrival at the observatory. As this observatory has many hidden dangers, we require that you don't roam through the observatory building unless you are accompanied by a staff member.

10. No Smoking

The entire observatory has a no-smoking policy that covers all of our buildings and vehicles. If you wish to smoke, please use the designated area Bingar Cottage and House 3. All smoking on site is restricted to this area as part of the ANU Smoke-Free Policy. This is a restricted area to the public; tourists will not be able to smoke on site. Please advise contractors coming on site of these arrangements.

11. Protective Clothing

Enclosed shoes must be worn at all times while on site. This applies to all visitors to site. Appropriate PPE for the task to be undertaken must be worn. PPE is available in the cabinet at the front door and various work areas around the building.

12. CCTV

The building is under live video surveillance, which is used for remotely controlling the telescope.

13. Staff Safety Induction Checklist – 2.3 metre

Task	Explain element	Date	Initial
Emergency procedures	<input type="checkbox"/> Incident/accident reporting		
	<input type="checkbox"/> Who to contact in an emergency		
	<input type="checkbox"/> First aid stations and officers		
	<input type="checkbox"/> Evacuation procedures, exits and assembly point		
	<input type="checkbox"/> ANU Fire Alarm Panel		
Tour of workplace/facilities	<input type="checkbox"/> Toilets and facilities		
	<input type="checkbox"/> 2.3 metre Building		
	<input type="checkbox"/> Surrounding area		
	<input type="checkbox"/>		
Introductions to key personnel	<input type="checkbox"/> Colleagues		
	<input type="checkbox"/> Supervisors		
	<input type="checkbox"/> Site Manager		
	<input type="checkbox"/>		
Work Health & Safety	<input type="checkbox"/> ANU Safety Pages - Intranet		
	<input type="checkbox"/> ANU Safety Board		
	<input type="checkbox"/> Personal Protective Equipment Locations		
	<input type="checkbox"/> Accessing the Telescope		
	<input type="checkbox"/> Isolation and Remote Access		
	<input type="checkbox"/> Location of SDS – Chemical Safety		
	<input type="checkbox"/> No Smoking Policy		
	<input type="checkbox"/> Location of CCTV		
Other:			
Induction conducted by:			
Employee's name:			
Employee's signature:		Date:	

14. Contractor Safety Induction Checklist – 2.3 metre

A sign IN/OUT form will be available from ANU Facilities & Services. You are required to complete this on arrival and on departure from site before commencing work at the 2.3 metre. You must also have completed the ANU F&S site induction on computer before entering site.

1. As the observatory has many hidden dangers, we require that you don't roam from your work area unless you are accompanied by an observatory employee.
2. If you have any questions contact a RSAA staff member who can point you in the right direction.

Task	Explain element	Date	Initial
Contract of Work	<input type="checkbox"/> Signed contract		
	<input type="checkbox"/> Liability Insurance		
	<input type="checkbox"/> Risk Assessments/ JSEA / SWMS / Permits		
	<input type="checkbox"/> Relevant licences		
	<input type="checkbox"/> Hours of Work inside building and site		
	<input type="checkbox"/> Contact numbers in the ANU		
	<input type="checkbox"/> Access Key (if applicable)		
Work Health & Safety	<input type="checkbox"/> ANU Safety Board		
	<input type="checkbox"/> Accessing Dome Area		
	<input type="checkbox"/> Isolation and Remote Access		
	<input type="checkbox"/> Check copies of their relevant SDS		
	<input type="checkbox"/> Electrical equipment tagged		
	<input type="checkbox"/> No Smoking Policy		
	<input type="checkbox"/> Location of CCTV		
Emergency procedures	<input type="checkbox"/> Incident/accident reporting		
	<input type="checkbox"/> Who to contact in an emergency		
	<input type="checkbox"/> First aid stations and officers		
	<input type="checkbox"/> Evacuation procedures, exits and assembly point		
Tour of workplace/facilities	<input type="checkbox"/> Toilets and facilities		
	<input type="checkbox"/> Building and surrounding		
Introductions to key personnel	<input type="checkbox"/> Colleagues and Supervisors		
	<input type="checkbox"/> Site Manager		
	Other		
Other:			
Induction conducted by:			
Contractor Name:			
Contractor signature:		Date:	