

2.3 metre Safety Induction Siding Spring Observatory

Contents

Introduction	2
Safety at the 2.3m Telescope.....	2
Access to the 2.3m	2
Emergency Contacts	3
Emergency Procedures	3
Dome Access	4
Dome Access Additional	4
First Aid Procedures	4
Defib.....	5
Working in the Dome.....	5
Visitors	5
No Smoking	5
PPE	5
CCTV.....	6
Covid 19 Safe Workplace	6
Night-time Driving.....	6
Staff Induction Checklist – 2.3m	7
Contractor Safety Induction Checklist – 2.3m	9

Introduction

The purpose of this document is to provide an induction to our observatory for astronomers, contractors, visiting staff and for site 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.

Safety at the 2.3m Telescope

ANU responsibility: 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. As such the Australian Astronomical Observatory has wishes to keep all of its employees, contractors and visitors safe and free from harm. 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: Also under the *Work Health and Safety Act 2011*, sections 28 & 29 “*Duties of workers and other persons at the workplace*” state that workers and others must take reasonable care for their own health and safety and for those around them. To this end, your actions or inactions should not adversely affect the health or safety of yourself or those around you.

The overall structures, responsibilities and consultative forums for health and safety are described in the Australian National University’s Health and Safety Management Arrangements. These documents, as well as other specific safety procedures are available on the AAT Intranet and the ANU website or please see a AAT Staff member.

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

1. Your direct **supervisor**
2. Your **section manager**
3. SSO **Health and Safety Representatives (HSRs)**
4. The SSO **Work Health and Safety Committee**

Access to the 2.3m

Normal hours: All visitors and contractors to the 2.3m must report to reception Ext 26291 sign the “Sign IN/OUT” form in the AAT Reception Office (Zoe’s Office).

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 AAT reception/operations to arrive on a weekend.

Emergency Contacts

Emergency contact numbers are listed throughout the 2.3m, along with First Aid officers indicated.

Emergency Contact Numbers

Site Chief Warden –ANU – Brad Condon – 0419 511 046 / 26210

Deputy Chief Warden – AAT – Robert Brookfield – 0403 354 788 / 26347

SSO Emergency Mobile: 0427 685 288 (*carried by shift staff and only used for emergencies*)

AAT Reception – 26291

AAT PA System - 26351

Ambulance – 000

Police – 000

Fire – 000

The SSO address is: **418 Observatory Road Coonabarabran**; the nearest crossroad / intersection is **Timor Road**.

Emergency Procedures

a) Fire Alarm

Our buildings, workshop and plant rooms are equipped with smoke and heat sensors. When there is a fire alarm there is an alarm siren followed by a voice telling everyone to evacuate the building. Immediately,

- stop what you are doing,
- proceed to the nearest emergency exit and go the emergency assembly point (in front of AAT),
- at the assembly point have you name checked off by the warden, and
- await further instructions.

b) Emergency Exits

In case of fire do not use the lifts (AAT only). Lifts are well known to fail during fires. Follow the signs the nearest exit. Do not prop open any fire doors. Please wait at the assembly area in front of the building to have your name checked off. When the all clear is given, you may then re-enter the building.

c) Emergency Evacuation

Siding Spring emergency evacuation siren will sound when a Site evacuation is required.

In the advent of an emergency situation and there is a need to evacuate the site, please calmly evacuate the building to the emergency assembly point and wait for your name to be checked off. Once everyone is accounted for and transport is arranged, everyone will be evacuated to the designated meeting point at the Coonabarabran Bowling Club.

If the emergency controller advises that it is impossible to evacuate the Siding Spring site due to road blockages or other situation, staff and visitors should take refuge on the AAT Ground Floor until further notice. This area is known as a “Safer Place” to the RFS.

d) Other SITE Building Alarm

Siding Spring emergency building alarm will sound when there is an alarm going off in another building on site of Siding Spring. This alarm sounds like a “fog horn”. Staff should make themselves aware of this alarm especially when the CHIEF WARDEN is not on site. Staff will be trained in how to use the fire alarm panel and what to do when this alarm goes off.

Dome Access

The 2.3 metre telescope is normally run as a robotic facility. This means at any stage, someone not in the building or the automation system 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 prevent this from happening during normal work hours. However, it is always recommended to carry a torch/ or phone with torch, whilst in the 2.3 metre building.

Dome Access Additional

Before the remote lockout is activated, the building may rotate under remote control.

The Apron in front of the building may slowly rotate when accessing the front door. Caution should be applied when stepping from concrete to apron.

First Aid Procedures

If you require **emergency first aid** assistance:

DO NOT SEARCH FOR A FIRST AID OFFICER YOURSELF

Call Reception or the P.A:

Dial **“26291”** or **“26351”**

Or SSO Emergency Mobile **“0427 685 288”**

Ask for a first aid officer and tell them your location

If you need to, call Emergency Services directly:

Dial **“0-000”**

Our Location address at SSO is 418 Observatory Road

Advise emergency services of Boom gate codes

All incidents, accidents and near misses must be reported to a manager or first aid officer immediately. Staff will need to access **FIGTREE to report ALL incidents and Near Misses.**

Name	Number
	02 684 ex

Zoe Holcombe	26291
Glen Murphy	26232
Zac Smith	26232
Ian Adams	26224
Steve Chapman	Night Assistant
Andre Phillips	Night Assistant

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 area on the 4th floor (Console room). A contact list for first aid officers is listed on all first aid kits.

Defib

There is a Defib located at the front door of the 2.3m.

Working in the Dome

If a visiting staff member/contractor/astronomer needs the telescope to be moved during a normal work day, they must ask RSAA staff to do it for them. If you need to do any work on the telescope, RSAA staff will perform the lock out procedure. This will prevent any unexpected movement of the telescope and prevent injury to you or others.

Visitors

All visitors are required to check in at the AAT upon arrival at the observatory. As this observatory has many hidden dangers, we require that you do not roam through the observatory buildings unless you are accompanied by a staff member.

No Smoking

Here at the observatory we have a no-smoking policy which covers all of our buildings and vehicles. If smoking, a designated area has been set up between Bingar and House 3. All smoking on site is restricted to this area as part of 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.

PPE

Enclosed shoes must to be worn at all times while on site. Wear suitable footwear for the job you are doing. This is true for **all** visitors to site. Short pants and sleeves are acceptable in most areas of the site, except in workshop areas or where there are signs or procedures stating other requirements. Safety goggles, ear plugs and hard hats are available for designated areas.

CCTV

The 2.3m dome area is under live video surveillance. The dome camera is used for remote checking of the telescope position.

Covid 19 Safe Workplace

The RSAA is committed to providing a safe workplace. Staff, contractors or visitors that are feeling unwell or have flu-like symptoms **MUST** stay at home. Extra cleaning of FTS (frequently touched surfaces) has been implemented. Hand sanitiser is available at the entry of the 2.3m building. If you contract COVID19 you **MUST** tell your manager ASAP. Wipes and disinfectant spray bottles are available so you can wipe down equipment when you are finished.

Night-time Driving

If you need to drive to other telescopes at SSO at night time, please turn your headlights off and drive with your hazards on. Please take it slow and be aware of the surrounding barriers and observant of your position on the road.

Staff Induction Checklist – 2.3m

Task	Explain element	Date	Initial
Site Conditions	<input type="checkbox"/> No Smoking Policy ANU		
	<input type="checkbox"/> Keys and Boom gate code		
	<input type="checkbox"/> Fleet Cars -Fuel, Log books, accidents / Licence		
Relevant Licences (incl. 1 st Aid, Fire Warden, Fork Lift, EWP, Working at Heights, Confined Spaces etc)	Licences		
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 Emergency Procedures (Green/white Folder)		
	<input type="checkbox"/> Fire Danger Ratings Board & Procedures		
	<input type="checkbox"/> 2.3m Fire Alarm Panel		
Tour of workplace/facilities	<input type="checkbox"/> Toilets and facilities		
	<input type="checkbox"/> Building and surrounding		
	<input type="checkbox"/> ANU Visitor Centre		
	<input type="checkbox"/> AAT Reception/Admin Office – supplies, trays, forms		
CCTV Usage	<input type="checkbox"/> CCTV Usage		
Introductions to key personnel	<input type="checkbox"/> Colleagues		
	<input type="checkbox"/> Supervisors		
	<input type="checkbox"/> Site Operations Manager – Rob Brookfield		
	<input type="checkbox"/> SSO Director – RSAA Director		
	<input type="checkbox"/> HSR Representative		
	<input type="checkbox"/> Site Manager / Deputy		
Work Health & Safety	<input type="checkbox"/> SSO Safety Pages - Confluence		
	<input type="checkbox"/> AAT Safety Board		
	<input type="checkbox"/> Personal Protective Equipment Locations		
	<input type="checkbox"/> Accessing Dome Area		
	<input type="checkbox"/> Accessing Switch Boards		
	<input type="checkbox"/> Laser safety training (if applicable)		
	<input type="checkbox"/> Working on Dome/Telescope – Isolation Procedures		
	<input type="checkbox"/> Remote Access		

Task	Explain element	Date	Initial
	<input type="checkbox"/> Location of SDS in Chemwatch – Chemical Safety		
	<input type="checkbox"/> Risk Assessments / SWP		
	<input type="checkbox"/> Figtree – Hazard and Incident Reporting		
Asbestos	<input type="checkbox"/> Asbestos register		
Covid 19	<input type="checkbox"/> Covid 19 in the Workplace		
Other:			
Induction conducted by:			
Date of induction:			
Employee's signature:			

Contractor Safety Induction Checklist – 2.3m

Contractors engaged by F&S; 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 Contractor SSO 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 or inducted into the area.
2. Working on certain Telescopes will require Lock Out procedures to be completed before you start your work, this will be done by RSAA Staff.

Task	Explain element	Date	Initial
Contract of Work	Signed contract		
	Liability Insurance		
	Risk Assessments/ JSEA / SWMS / Permits		
	Relevant licenses		
	Hours of Work inside building and site		
	Contact numbers in the ANU		
	Access Key (if applicable)		
	Accessing Dome Area		
	Isolation and Remote Access (Lock outs)		
	Check copies of their relevant SDS		
	Electrical equipment tagged		
	No Smoking Policy		
	Location of CCTV		
	Covid 19		
Emergency procedures	Incident/accident reporting		
	Who to contact in an emergency		
	First aid stations and officers		
	Evacuation procedures, exits and assembly point		
Tour of workplace/facilities	Toilets and facilities		
	Building and surrounding		
Introductions to key personnel	Colleagues and Supervisors		
	Site Manager		
	Other		
Other:			
Induction conducted by:		Date:	
Contractor Name:		Signature:	