

Acknowledgment of Safety Procedures and AURA/NOAO Policy Handout

4-Meter Observers

Please carefully read and follow the Policy information, the 4 METER SAFETY GUIDELINES, and the "**Kitt Peak Observer Safety Information and Requirements**" in this handout and sign below.

1. Code of Conduct

NOAO has a commitment to ensure an environment of the highest professional and ethical standards of conduct, free from all forms of discrimination, harassment, and retaliation, for all employees, contractors and visitors to NOAO/AURA facilities. We believe that this is essential to our ability to provide excellent service to the astronomical community.

NOAO and AURA policies prohibit:

- Harassment
- Sexual Harassment
- Bullying

Details of AURA's policy should be reviewed online at:

[http://www.aura-astronomy.org/about/policies/Section B/B25\) B-XXV-Standards of Workplace Conduct.pdf](http://www.aura-astronomy.org/about/policies/Section B/B25) B-XXV-Standards of Workplace Conduct.pdf)

All employees, contractors and visitors, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that their conduct reflects our values of civility and inclusiveness and that prohibited conduct does not occur.

Violators of NOAO/AURA policies will be subject to corrective and/or other disciplinary action, up to and including removal. If you encounter behavior that does not meet these standards, please report your concerns to any NOAO staff member. Or you can report anonymously through the AURA IntegrityLine: <https://secure.ethicspoint.com/domain/media/en/gui/32723/index.html>. Or Toll Free at 855-257-4106.

2. Acknowledgement of AURA Liability Disclaimer Policy and Hold Harmless Agreement

AURA has a Liability Disclaimer Policy details of which should be reviewed online at: [http://www.aura-astronomy.org/about/policies/Section A/16\) A-XVI Liability Disclaimer Regarding Users' Property.pdf](http://www.aura-astronomy.org/about/policies/Section A/16) A-XVI Liability Disclaimer Regarding Users' Property.pdf). As a user of AURA facilities, the undersigned does hereby acknowledge (i) receipt of a copy of AURA's policy titled, "Liability Disclaimer regarding User's Property," and that (ii) User has read and understands the policy.

In consideration of being granted the right to use the 4 Meter Telescope facilities which are managed by AURA/NOAO ("AURA Facilities"), the undersigned does hereby agree both individually and on behalf of the undersigned's employer to indemnify and hold harmless AURA, its directors, officers, employees, agents, independent contractors and assigns for, from and against any and all claims, demands, actions, causes of action or lawsuits regarding loss or damage to the undersigned's "personal property" while using AURA Facilities.

"Personal property" shall include, but not be limited to, any and all clothing, equipment, supplies, data (stored on any type of storage medium), records, personal papers, or other personal property of any kind that is owned by the undersigned or the undersigned's employer, and/or is brought to or generated or maintained at an AURA Facility by the undersigned.

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The undersigned's agreement to hold AURA harmless shall remain effective for three years from the date set forth below.

3. General safety considerations for all visitors to the mountain:

1. Be familiar with EMERGENCY PROCEDURES.
2. Know how to use extensions 8721 and 8777, or the radio to call for assistance.
3. Become familiar with the emergency evacuation procedures and exits if the fire alarm sounds.
4. Know the locations of fire extinguishers and first aid kits.
5. Carry a flashlight at all times, both day and night.
6. Understand the dangers of lightning and know the lightning safety guidelines.
7. Understand and respect the risks involved while working in this environment:
 - Observe all posted warning signs.
 - Always carry a radio when working alone or walking outside.
 - Exercise care on slippery (wet, icy or possibly oily) metal surfaces, uncarpeted areas and elevated platforms.
 - Beware of snakes both outside and when entering lower levels of telescope buildings.
 - Obey posted speed limits when driving.
8. Immediately report any potentially dangerous situations.
9. Access to any other telescope requires the approval of both the observer, and KPNO staff. If during the day contact Jessica Harris (phone:8279, or email:jessicah@noao.edu). If after dinner contact OA on duty.

4. Safety considerations specific to the 4-meter telescope:

1. Watch for water, ice and oil on the cement floors around the telescope.
2. Do not enter the following restricted areas:
 - Ground floor beyond the elevator area.
 - Third floor.
 - U (Utility) floor beyond the area between the elevator and the control room.
 - P (Pump) floor.
 - Under the telescope safety net on the main floor.
 - #5 coudé mirror area (exhaust/cooling fan area), unless accompanied by the OA.
 - Inner catwalk, console room level.
 - Crane stairway inside of the dome.
 - North stairway on telescope across the horseshoe.
 - Use the Bump Caps when working in places with low head room.
3. Always inform the OA of where you are going and how long you are likely to be gone.
4. During high winds you may want to park on the east side of the building and use the east entrance.
5. During winter months, ice falls from the top of the dome so you should avoid walking close to the exterior perimeter of the building. There is an ice shield on the east side for safe parking and building entry.
6. Watch for moving vehicles when exiting the building.

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We encourage you to report safety hazards that require correction and other conditions which you believe should be included in this list of safety procedures.

I have read and understand the 4 Meter safety guidelines, the Code of Conduct, the AURA Liability Disclaimer Requirements, and the Kitt Peak Observer Safety Information and Requirements handout; it is my intention to abide by these guidelines and to be bound by these terms.

Employer Name of principal investigator, if applicable

Print name of principal investigator for this run

Please provide Proposal ID

Signature

Date

Signature

Date

Signature

Date

AURA/NOAO Staff witness

Signature

Date