

## WIYN Observatory

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TO: All visitors

FROM: WIYN Management

SUBJECT: Acknowledgment of WIYN Safety Guidelines and Requirements

Please read the following WIYN SAFETY GUIDELINES, and the "**Kitt Peak Observer Safety Information and Requirements**" handout carefully and sign below.

POLICY CONSIDERATIONS:

- **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.

- **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 WIYN Observatory 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.

## WIYN Observatory

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“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.

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

### **GENERAL SAFETY CONSIDERATIONS:**

- Be familiar with EMERGENCY PROCEDURES.
- Know how to use extensions 8721 and 8777, or the radio to call for assistance.
- Become familiar with the emergency evacuation procedures and exits if the fire alarm sounds.
- Know locations of fire extinguishers and first aid kits.
- Carry a flashlight at all times both day and night.
- Understand the dangers of lightning and know the lightning safety guidelines.
- 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.
  - Beware of snakes both outside and when entering lower levels of telescope buildings.
  - Exercise care on slippery (wet, icy or possibly oily) surfaces.
  - Obey posted speed limits when driving.
- Immediately report any potentially dangerous situation.
- 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.

### **SAFETY CONSIDERATIONS SPECIFIC TO THE WIYN TELESCOPE:**

- Exercise care on slippery (wet, icy or possibly oily) metal surfaces, ladders, and elevated platforms.
- Never work alone when climbing or using heavy equipment.
- Watch out for protruding hazards around the telescope.
- Keep the area around the telescope clear out to the swing radius of the telescope.
- Never set anything down on the dome azimuth drive plate.
- Always notify the telescope operator when leaving the control room.

## WIYN Observatory

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- Never attempt to move the telescope, dome, or hoists unless authorized.
- Cryogenics are to be handled by authorized personnel only.

**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 WIYN 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.**

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Employer Name of principal investigator, if applicable

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**Print** name of principal investigator for this run

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Please provide Proposal ID

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Signature

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Date

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Signature

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Date

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Signature

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Date

**AURA/NOAO Staff witness**

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Signature

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Date