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Contractor Safety Procedure. La Silla Paranal Observatory

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Contents

| | |
|---|----|
| 1. Introduction | 4 |
| 1.1 Scope | 4 |
| 1.2 Definitions, Acronyms and Abbreviations..... | 4 |
| 2. Related Documents | 4 |
| 2.1 Applicable Documents | 4 |
| 2.2 Reference Documents | 5 |
| 3. Definitions | 5 |
| 3.1 La Silla Paranal Observatory | 5 |
| 3.2 Contractor | 5 |
| 3.3 LPO Technical Contact Person..... | 5 |
| 3.4 National Standard..... | 5 |
| 3.5 International Standards | 6 |
| 4. Responsibilities | 6 |
| 4.1 La Silla Paranal Observatory Safety Office | 6 |
| 4.2 LPO Technical Contact Person..... | 6 |
| 4.3 Contractors/ Subcontractors | 7 |
| 5. General Duties for Contractors | 7 |
| 5.1 Documentation prior to activity for National companies | 8 |
| 5.2 Documentation prior to activity for International companies | 9 |
| 5.3 Special case: Delivery Drivers | 9 |
| 5.4 During activities | 10 |
| 5.5 Accidents..... | 10 |
| 6. Attachments | 10 |
| 6.1 Contractor Table..... | 10 |
| 6.1.1 Validation of Contractors | 11 |
| 6.2 Monthly Report..... | 12 |



1. Introduction

1.1 Scope

The purpose of this document is to describe the applicable safety procedures to 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:

| | |
|---------|---|
| ESO | European Southern Observatory |
| LPO | La Silla Paranal Observatory |
| PR/PO | Purchase Request/Purchase Order |
| RIOHS | <i>Reglamento Interno de Orden, Higiene y Seguridad</i> |
| m.a.s.l | meters above sea level |

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.

Health, Safety & Environmental Manual – La Silla Paranal Observatory

ESO-201112 v3

LPO Driving Procedure

ESO-20113 v3

Hazardous Material Procedure - LPO

ESO-201115 v5



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.

RD1 Workplace Accidents and Occupational Diseases

Ley 16.744

RD2 Work activities with Contractors

Ley 20.123

RD3 Safety Organisation for Work Activities with Contractors

Decreto Supremo 76

RD4 Basic Safety & Health Requirements for Workplaces

Decreto Supremo 594

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 (ANSI).

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 coordinators, Logistics and other parties.

Make periodic visits to the contractor work site and review working conditions according to national / international standards.

Review submitted contractor documentation and validate or reject within three days 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.
- Inform contractor about site specific requirements and conditions, such as use of flashlights, sun radiation and protection, etc.

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.
- Provide the documentation described in chapters 5.1, 5.2 or 5.3 according to the company status.
- 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. Validity 3 years.

Only the Director of La Silla Paranal Observatories or the Deputy might authorize a Contractor to access the installations without fulfilling the previous requirements.



5.1 Documentation prior to activity for National companies

This chapter apply to any Chilean company or any company having legal existence in Chile.

At least four days 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:

1) For each individual worker:

- Valid employment contract
- Occupational health exam according to job description. For activities above 3.000 m.a.s.l, a high-altitude exam is mandatory.
- Documentation of conducted internal induction (*Obligación de Informar*). 3 years validity or anytime it is renewed.
- Receipts of “*Reglamento Interno de Orden, Higiene y Seguridad*”. 3 years validity or anytime it is updated.
- Latest valid receipts of Personal Protective Equipment for staff.
- Valid National Identification Card. (*Cédula de Identidad*)
- For Drivers:
 - Valid Driver's or machinery license
 - Operator certificate for machinery (forklift, crane operator...)
- For the Risk Prevention Expert, SNS Credential (if applicable).

2) For the company:

- F30-1 certificate (To update every 6 month).
- Work procedures for each project or activity. In addition, if the work is scheduled to last more than 7 days, a timeline of the work to perform is required.
- Prevention program **including risk analysis** for each project or activity
- Provide the “*Reglamento Interno de Orden, Higiene y Seguridad*”:
 - Latest version of the internal safety program (RIOHS)
 - Copy of the presentation and actualization letter sent to the authorities (*Seremi de Salud, Inspección del Trabajo...*)
- Accident Rate Certificate (*Certificado de Siniestralidad*)
- List of personnel working on site.
- Documentation for vehicles:
 - Vehicle Inscription Certificate (*Certificado Inscripción R.V.M.*)



- Valid Circulation Permission (*Permiso de Circulación*)
- Valid Vehicle Safety Inspection (*Certificado de Revisión Técnica*)
- Special shifts authorization by *Dirección del Trabajo* (if necessary).
- Conformation act of the “*Comité Paritario*” for permanent contractors of more than 25 persons.

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

5.2 Documentation prior to activity for International companies

This chapter apply to any company without legal existence in Chile.

At least 4 full days 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:

1) For each individual worker:

- Passport
- Health insurance
- Valid Occupational health exam (*Examen de Salud Ocupacional*)
- For Drivers:
 - Valid Driver's or machinery license
 - Operator certificate for machinery (forklift, crane operator...)

2) For the company:

- Work procedures for each project or activity
- Prevention program including risk analysis for each project or activity

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

5.3 Special case: Delivery Drivers

A Delivery Driver is defined as a driver being a non-permanent ESO contractor, having a short delivery at ESO premises with **no participation** to the vehicle loading or unloading activities.

At least 4 full days before arriving on site, the following documents shall be delivered by the Contractor, in electronic form, to the LPO Technical Contact Person:

- Valid Identification Card
- Valid National Driving licence



- Vehicle Inscription Certificate (*Certificado Inscripción R.V.M.*)
- Valid Circulation permission (*Permiso de Circulación*)
- Valid Vehicle Safety Inspection (*Certificado de Revisión Técnica*)

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

5.4 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 by the contractor 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 (*Comité Paritario*) if applicable

Submit a monthly report about internal safety activities and / or incidents to the LPO Safety Office.

5.5 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

Se requiere el listado COMPLETO de personal de la empresa por lo menos 72 horas antes del ingreso al sitio

| 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 | Entrega RIHS | Entrega EPP | DAS/ODI | Charla Seguridad PAO | Análisis de Riesgo | RIHS (Last Version) | Mutual Certificate (Last version) | |
|----|-----------------|---|--------|---------------------|-------|----------|--------------------------|----------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------|----------------------|-----------------------------------|--|
| 1 | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 2 | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 3 | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 4 | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | 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

| Se requiere el listado COMPLETO de personal de la empresa por lo menos 72 horas antes del ingreso al sitio | | | | | | | | | | | | | | | |
|--|-------------------|---|---------|-------------------------------------|----------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|-----------------------------------|
| Nr | RUT/ Pasaporte | Apellido | Nombre | Contrato de Trabajo | EXAMEN MEDICO VALIDO HASTA | LICENCIA DE CONDUCCION VALIDO HASTA | Licencia Clase | Operador | Entrega RIHS | Entrega EPP | DAS/ODI | Charla Seguridad PAO | Análisis de Riesgo | RIHS (Last Version) | Mutual Certificate (Last version) |
| 1 | 11502316-4 | Sanchez | Alexis | <input checked="" type="checkbox"/> | 25/05/18 | 16/06/22 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15/02/20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | 23114869-k | Bravo | Claudio | <input type="checkbox"/> | 18/04/20 | 23/01/21 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31/01/19 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | 09378801-o | Medel | Gary | fin de proyecto | 21/11/18 | n/a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18/02/20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | | | | | | | | | | | | | | | |
| | RIHS | Reglamento Interno de Higiene y Seguridad | | | | | | | | | | | | | |
| | EPP | Equipo Proteccion Personal | | | | | | | | | | | | | |
| | DAS/ ODI | Derecho a Saber o Obligacion de Informar | | | | | | | | | | | | | |

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-renewed before entering the site.



6.2 Monthly Report

1. Información de la empresa:

| | | |
|-------------------------------|----------------------|-------------------|
| Nombre de la Empresa: | ABC Shop | R.U.T: 88029977-6 |
| Proyecto, trabajo o servicio: | Maintenance Services | |
| Nombre del Administrador: | Jorge Valderama | |

2. Indicadores

| | | |
|--|-----------------------|------------------------|
| Mes: | February 2010 | |
| Staff Promedio: | 15 | Staff actual: 16 |
| Hora / hombre trabajadas: 2315 | Mes anterior: 2300 | Total del año: 4615 |
| Numero de Accidentes con dias perdidos: | 0 | |
| Numero de dias perdidos: | 0 | |
| Numero de accidentes sin tiempo perdido: | 1 | |

3. Accidentes (adjuntar informes)

| Fecha | Hora | Nombre | Tipo de Accidente |
|-------------|---------|-------------|-------------------|
| 16 Feb 2010 | 8:15 am | Pedro Jerez | step |
| | | | |
| | | | |
| | | | |

Firmado por: Hugo Boss

Cargo: Safety Engineer
ABC Shop

Firma



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