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Contractor Safety Procedure. La Silla Paranal Observatory

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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.

This procedure does not apply to visitors (e.g., call for tender, applicants, authorities...).

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
RIOHS	Internal Safety Procedure " <i>Reglamento Interno de Orden, Higiene y Seguridad</i> "
M.A.S.L	Metres Above Sea Level
Verification Company	External company chosen by ESO to check contractor documentation

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.

ESO-201112 Health, Safety & Environmental Manual – La Silla Paranal Observatory version 3

ESO-201113 LPO Driving Procedure version 3

ESO-201115 Hazardous Material Procedure – LPO version 5



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 *“Establece Normas Sobre Accidentes Del Trabajo y Enfermedades Profesionales”*
Ley 16.744
- RD2 Work activities with Contractors *“Regula Trabajo en regimen de subcontratacion, el funcionamiento de las empresas de servicios transitorios y el contrato de trabajo de servicios transitorios”*
Ley 20.123
- RD3 Safety Organisation for Work Activities with Contractors *“Reglamento Sobre la gestion de la seguridad y salud en el Trabajo en obras, faenas o servicios”*
Decreto Supremo 76
- RD4 Basic Safety & Health Requirements for Workplaces *“Aprueba reglamento sobre condiciones sanitarias y ambientales basicas en los lugares de trabajo.”*
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, starting with the planning, preparation, execution, monitoring the progress of work performed by the Contractor and finalising the activity.

The LPO technical contact person is specified in the contractual documents namely in the Contract or the Purchase Order articles).

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 Technical Contact Person in his duties concerning supervision of health & safety.

The LPO Safety Office is in charge of the contractor documentation management. It makes accessible the relevant information for the LPO technical contact persons, Logistics and other parties.

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

It ensures that the documentation submitted by the contractor is reviewed and validate or reject within three (3) working days after reception by the service provider.

4.2 LPO Technical Contact Person

The person informs the Contractor/ Subcontractor about specific risks regarding their service provided and the work site prior to arrival for the activity.

The LPO Technical Contact Person ensures that:

- The Safety team is informed of the exact intervention date at least seven (7) calendar days before the visit.
- The Safety team has a contact point in the contractor company in case of issues with documentation
- 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 his 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 applies to any Chilean company or any company having legal existence in Chile.

At least seven (7) full calendar days before arriving and starting activities on site, the following documents shall be delivered by the Contractor, in electronic form, to the verification service provider chosen by ESO.

Documentation might be partially reduced on a case by case analysis for short term or low-frequency contractors.

5.1.1 For the company:

See annex 1.1: List of documentation for national companies.

5.1.2 For each individual worker:

See annex 1.2: List of documentation for each individual worker (national companies).

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 applies to any company or consultant without legal existence in Chile.

At least seven (7) full calendar 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:

See annex 3: List of documentation for international companies.

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 four (4) calendar 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 in the workforce take place, for example, new information shall be submitted automatically to the verification service provider.

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*) must be shared with the LPO Safety Office if applicable.

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.

In addition, the Contractor shall send to the LPO Safety Office a detailed information about the notifications to the Chilean authorities.



6. Annex 1: List of documentation for national companies.

A 1.1 Company related documents

Non-periodical documentation

- 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...*).
- Signed acceptance of ESO Contractor Safety Procedure LPO Doc. ESO-231076. Find form in Annex 2
- Insurance Mutual Affiliation Certificate (*Certificado Afiliación a Mutualidad*).
- Accident Rate Certificate (*Certificado de Accidentabilidad y Siniestralidad*).
- Prevention program **including risk analysis** for each project or activity.
- Work procedures for each project or activity (*Procedimiento de Trabajo Seguro*). In addition, if the work is scheduled to last more than 7 days, a timeline of the work to perform is required.
- Conformation act of the “*Comité Paritario*” for permanent contractors if applicable.
- 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*).
 - Valid Gas Emission Certificate (*Certificado de Emisión de Gases*).
 - Valid Obligatory Insurance (*Seguro Obligatorio de Accidentes*).
- Special shifts authorization by *Dirección del Trabajo* (if necessary).

Periodical documentation

- List of personnel working on site.
- F30 certificate (every month).
- F30-1 certificate (every month).
- Absence justification (Vacations, medical license...).



A 1.2 Individual worker documentation

Non periodical documentation

- Valid Employment Contract. transfer annex if applicable.
- Documentation of conducted internal induction (*Obligación de Informar*).
- Occupational health exam according to job description. For activities above 3.000 m.a.s.l, a high-altitude exam is mandatory.
- Receipts of “*Reglamento Interno de Orden, Higiene y Seguridad*”.
- Receipts of “*Procedimiento Trabajo Seguro*”.
- Valid national identification card. (*Cédula de Identidad*).
- Valid receipts of Personal Protective Equipment for staff.
- Worker settlement if applicable (*Finiquito Del Trabajador*).
- For Drivers/ Operators:
 - Valid Driver’s or machinery license.
 - Operator certificate for machinery (forklift, crane operator...).
- For the Risk Prevention Expert, SNS Credential.
- For Security Companies, OS/10 certificate.
- For Specialized Worker, adequate certificate (operators, welders, food handler, SEC certification...).

Periodical documentation

- Signed monthly payslip or electronical transfer (every month).
- Social security contribution payroll.



A 1.3 Summary of documentation requirements and validity conditions for national companies (Spanish).

Documentos de Cumplimiento Laboral y Previsional - Empresa							
Nº	Documento	Responsabilidad de emisión y carga documental en sistema	Carga documental en sistema	Alcance del documento	Vigencia	Tipo de Periodicidad	Fecha tope de entrega
1	Certificado de antecedentes laborales (F30)	Empresa Contratista	Al ingreso de la Empresa	Por empresa	No	Mensual	05 de cada mes
2	Certificado de cumplimiento de obligaciones laborales y previsionales (F30-1)	Empresa Contratista	Al ingreso de la Empresa	Por empresa	No	Mensual	18 de cada mes
3	Nómina de Trabajadores	Empresa Contratista	Al ingreso de la Empresa	Por empresa	No	Mensual	05 de cada mes
4	Justificaciones de Inasistencia (Comprobante de vacaciones-licencias médicas-permisos c/g o s/g-constancias por faltas injustificadas)	Empresa Contratista	Al ingreso de la Empresa	Por empresa	No	Mensual cuando aplica	05 de cada mes
Documentos de Seguridad y Salud Ocupacional Decreto Supremo 76 - Empresa							
Nº	Documento	Responsabilidad de emisión y carga documental en sistema	Carga documental en sistema	Alcance del documento	Control de vigencia	Tipo de Periodicidad	Fecha tope de entrega
1	Copia Reglamento Interno de Orden, Higiene y Seguridad y actas de recepción timbradas por SS y DT	Empresa Contratista	Al ingreso de la Empresa	Por empresa	No	No	Al día 01 de Ingreso



2	Recibo reglamento Orden, Higiene y Seguridad del Contratista	Empresa Contratista	Al ingreso de la Empresa	Por empresa	No	No	Al día 01 de Ingreso
3	Certificado de Afiliación a Mutualidad	Empresa Contratista	Al ingreso de la Empresa	Por empresa	Si	Anual	Al día 01 de Ingreso
4	Certificado de Tasas Accidentabilidad y Siniestralidad	Empresa Contratista	Al ingreso de la Empresa	Por empresa	Si	Anual	Al día 01 de Ingreso
5	Plan de prevención con análisis de riesgos	Empresa Contratista	Al ingreso de la Empresa	Por empresa	Si	Anual	Al día 01 de Ingreso
6	Procedimiento de Trabajo Seguro (todas las tareas)	Empresa Contratista	Al ingreso de la Empresa	Por empresa	Si	Anual	Al día 01 de Ingreso
7	Documentación de Comité Paritario (si es necesario) (MTM)	Empresa Contratista	Al ingreso de la Empresa	Por empresa	Si	Cuando aplique	Al día 01 de Ingreso

Documentos de Cumplimiento Laboral y Previsional - Trabajador

Nº	Documento	Responsabilidad de emisión y carga documental en sistema	Carga documental en sistema	Alcance del documento	Vigencia	Tipo de Periodicidad	Fecha tope de entrega
1	Contrato de trabajo	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	No	No	Al día 01 de Ingreso
2	Pasaporte o documento de identidad	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	Si	Definido por documento	Al día 01 de Ingreso
3	Liquidación de sueldo mensual firmada o con transferencia electrónica	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	No	Mensual	10 de cada mes
4	Planillas de pago de Cotizaciones Previsionales	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	No	Mensual	15 de cada mes



5	Finiquito del Trabajador	Empresa Contratista	Al Termino del trabajador	Por Trabajador	No	No	Al termino
6	Carta/anexo de traslado	Empresa Contratista	Al Termino del trabajador	Por Trabajador	No	No	Al termino
7	Certificado OS/10 (Empresa de Seguridad)	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	Si	Definido por documento	Al día 01 de Ingreso
8	Licencia de Conducir de Trabajadores	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	Si	Definida por documento	Al día 01 de Ingreso
9	Certificado de operadores, soldadura, etc.	Empresa Contratista	Al ingreso del trabajador	Por Trabajador	Si	Definida por documento	Al día 01 de Ingreso
Documentos de Seguridad y Salud Ocupacional Decreto Supremo 76 - Empresa - Trabajador							
N°	Documento	Responsabilidad de emisión y carga documental en sistema	Carga documental en sistema	Alcance del documento	Vigencia	Tipo de Periodicidad	Fecha tope de entrega
1	Registro de entrega de Elementos de Protección Personal	Empresa Contratista	Al ingreso del Trabajador	Por Trabajador	Si	Anual	Al día 01 de Ingreso
2	Registro de entrega de RHIS/ RIOHS	Empresa Contratista	Al ingreso del Trabajador	Por Trabajador	No	No	Al día 01 de Ingreso
3	Registro de entrega de Obligación de Informar	Empresa Contratista	Al ingreso del Trabajador	Por Trabajador	No	No	Al día 01 de Ingreso
4	Registro de entrega de Procedimiento de Trabajo Seguro (Según Cargo)	Empresa Contratista	Al ingreso del Trabajador	Por Trabajador	Si	Anual	Al día 01 de Ingreso
5	Examen ocupacional (definir a que cargos y que tipo de examen) ex. Altura geográfica/ ex. Batería básica	Empresa Contratista	Al ingreso del Trabajador	Por Trabajador	Si	Definida por el Documento	Al día 01 de Ingreso



6	Credencial SNS para prevencionistas	Empresa Contratista	Al ingreso del Trabajador	Por Trabajador	No	Cuando aplique	Al día 01 de Ingreso
Documentos de Vehículos							
N°	Documento	Responsabilidad de emisión y carga documental en sistema	Carga documental en sistema	Alcance del documento	Vigencia	Tipo de Periodicidad	Fecha tope de entrega
1	Permiso de Circulación	Empresa Contratista	Al ingreso del Vehículo	Por Vehículo	Si	Definida por documento	Al día 01 de Ingreso
2	Padrón o Registro de Inscripción	Empresa Contratista	Al ingreso del Vehículo	Por Vehículo	No	No	Al día 01 de Ingreso
3	Certificado de Revisión Técnica	Empresa Contratista	Al ingreso del Vehículo	Por Vehículo	Si	Definida por documento	Al día 01 de Ingreso
4	Seguro Obligatorio de Accidentes (SOAP)	Empresa Contratista	Al ingreso del Vehículo	Por Vehículo	Si	Anual	Al día 01 de Ingreso
5	Certificado de Emisión de Gases	Empresa Contratista	Al ingreso del Vehículo	Por Vehículo	Si	Definida por documento	Al día 01 de Ingreso



Annex 2

Acceptance form of ESO Contractor Safety Procedure LPO Doc. ESO-231076 (To be signed by the Contractor legal representative or his representative).

1. Legal representative information (or his representative)	
Names:	
Last names:	
R.U.T:	
2. Company Information	
Company name:	
Trade name:	
Company R.U.T:	

I declare to have read, understood and accepted the terms and conditions of ESO Contractor Safety Procedure document ESO-231076 v5.

(Signature)

(Date)



Annex 3: List of documentation for international companies.

For the company

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

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...)

--- End of document ---