



Safety checklist for WHT visiting astronomers

Purpose: To inform WHT visiting astronomers of identified risks in the workplace and control measures to be followed.

The signed check list is collected by the WHT SA and sent to Admin.

Risk:	Control Measure:
Covid-19	https://ingconfluence.ing.iac.es:8444/confluence/display/INGPublic/Covid-19+procedures+for+visiting+astronomers+and+contractors
Lone working	The SA will explain you how to use the lone working alarm system in presence of the OSA (in order not to cause an unwanted call out!). http://www.ing.iac.es/Intranet/safety/WHT_lone_worker_alarm.html . You should carry this system while you are alone in the building. This will particularly be the case outside normal working hours, when the Observing Support Assistant (OSA) has not started work. The OSA starts work usually 30 minutes before sun set. If no member of ING staff is on site (this is the case on days when the OSA change shift) visitors are not allowed to work alone. Nobody would be available to investigate a lone worker alarm! Visiting observers must inform the Residencia receptionist before they leave to work alone on our telescopes. The receptionist will inform them about restrictions and provide information e.g. on weather pre-alerts. In case of weather alert, visitors must not work alone.
Visiting instrument setup	Activities like working at height, use of working platforms, electrical work, use of cranes, laser alignment work, that come with identified hazards in http://www.ing.iac.es/Intranet/safety/BUSINESS%20COORDINATION.pdf must be agreed with the head of operations and must not be carried out working alone.
Roof access	Always use a torch in darkness. No roof access is allowed outside the cage. No roof access is allowed when the laser is in use or when there is snow and ice on the buildings or other structures.
Falling down stairs at night	Always use a torch in darkness. Carry lone working alarm system.
Ice or snow	Never walk close to buildings or other structures. Use only main entries to buildings. See http://www.ing.iac.es/Intranet/safety/IceSafety.php . Park cars in distance to buildings and other structures. Follow instructions for driving ING vehicles.
Walking into obstructions	Always use a torch in darkness.
Crushed by moving floor/ dome or hit by moving telescope	Always use a torch in darkness. Only trained ING staff may move the telescope and dome or change optical components in the instruments.
Driving	Obey the driving instructions you signed when receiving the car key. http://www.ing.iac.es/Intranet/safety/VisitingAstronomersVehicle.pdf and read the related risk assessment .
Driving in adverse weather	Ask ING staff for advice and coordinate driving with ING staff. This is especially important when driving from the telescopes back to the Residencia at night, e.g. when abandoning due to bad weather.
Walking on paths near site	Follow advice in the visitor pack.
Incident reporting	Always report accidents (or near misses) of any kind to ING staff, who will ensure that the incident is recorded properly, and that any appropriate measures are put in place to avoid a repeat incident.

I understand, accept and will comply with the recommended control measures.

Name:

Signed:

Date: