



W. M. KECK OBSERVATORY

Safety, Health, and Environmental Affairs (SHEA) Requirements for Service Agreements

1. General WMKO Contractor Policies

- a. Contractor shall adhere to applicable federal, state, local, municipal, and public laws, ordinances, rules, and regulations in conduct of work at California Association for Research in Astronomy dba W. M. Keck Observatory (WMKO). Should a conflict arise, the most stringent of these laws, ordinances, codes, rules, regulations, orders, or WMKO contract requirements shall apply.
- b. Contractor is directly responsible for the safety of its employees and subcontractor's employees and ensuring regulatory compliance.
- c. Contractor agrees to indemnify and hold WMKO harmless from Contractor's or its subcontractors, employees, agents, or invitee's failure to comply with the safety, health, and environmental laws, rules, and regulations discussed in this document.
- d. Unless stated otherwise, all references to Contractor shall include Contractor's employees, agents, delegates, invitees, and subcontractors, including subcontractor's employees, agents, delegates, and invitees.

2. WMKO SHEA Orientation

A WMKO representative will brief Contractor on safety rules and regulations in effect at the worksite. Contractor will be responsible for requiring its employees to receive this information prior to beginning work on WMKO premises. This briefing will include an explanation of WMKO's:

- a. Emergency System, including alarms, equipment, signals, emergency exit, and evacuation procedures.
- b. Hazardous materials or conditions which may affect Contractor's employees.
- c. Safety precautions for facilities in which the Contractor may be working.
- d. Facility fire safety rules.
- e. Requirements for work on the Summit of Maunakea, if applicable.

3. Contractor Responsibilities

- a. The Contractor is responsible for controlling the manner and methods of its operations, is directly responsible for the safety of its employees and subcontractors' employees, and ensuring regulatory compliance, including the following:
 - i. Appoint a Contractor designated representative responsible for project and safety coordination at the job site.
 - ii. Prohibit Contractor personnel from entering WMKO buildings or facilities outside scope of work.
 - iii. Follow local facility access control practice. WMKO may require Contractor's employees to check in and out with facility supervision whenever entering or leaving the facility.
 - iv. Ensure that all Contractor personnel comply with the terms of the contract, including applicable Fire Protection and SHEA rules.
 - v. Provide supervisors and employees who are competent and adequately trained to perform required work.
 - vi. Advise Contractor's employees of hazards associated with the work to be performed, including any hazardous information provided to the Contractor by WMKO.
 - vii. Provide appropriate tools and equipment for the work, including personal protective equipment. The tools and equipment must be properly maintained and guarded per manufacturer's design.
 - viii. Keep the work area clean and free from safety and health hazards.
 - ix. Immediately notify and fully inform the WMKO Representative of any work that may affect the safety of WMKO employees or property or which may violate regulatory compliance.
 - x. Know who to call and what to do in the event of an emergency involving the Contractor's work or employees.
 - xi. Immediately notify the WMKO Representative of any injury or illness to the Contractor's employees occurring while on the WMKO property.

- xii. Coordinate the use of all radiation producing devices or materials such as radiography equipment and alignment lasers with the WMKO Representative.
- 4. Contractor's Safety, Health, and Environmental Training**
- a. Contractor shall instruct each employee in recognition and correction of unsafe acts, behavior, and conditions, and the regulations applicable to Contractor's work environment.
 - b. Contractor shall acquaint each of its employees with the safety and emergency equipment available and the procedures to be followed in each type of accident occurrence.
 - c. Contractor shall provide a qualified supervisor who is responsible for maintaining job site safety and environmental compliance during all phases of work.
 - d. All Contractor personnel must receive an initial orientation by Contractor's supervisor into Contractor's safety procedures, Contractor's Injury & Illness Prevention Program, and the requirements of this Document.
 - e. Contractors are responsible for providing documented training to their personnel on the requirements of the Federal and Hawaii Hazard Communication Right-to-Know law regarding the hazardous chemical inventories, MSDSs, container labeling, and emergency procedures.
 - f. Contractor shall ensure that employees for whom they deem respiratory protection necessary while working at WMKO have been medically cleared, fit tested, and trained in the proper use, selection, and maintenance of respirators and cartridges.
- 5. First Aid and Medical Attention** All first aid and medical attention for Contractor's workers shall be handled by Contractor in accordance with OSHA regulations.
- 6. Recording and Reporting of Injuries/Illnesses**
- a. Contractors shall immediately notify WMKO Representative of occupational injuries or illnesses that occur to Contractor's employees while at WMKO, and all near-misses that could have led to an injury or illness.
 - b. Contractor shall maintain occupational injury and illness records for employees and comply with reporting requirements in accordance with 29 CFR 1904.
 - c. Contractor shall notify WMKO of the name of Contractor's employee who will be knowledgeable in the prevention of accidents at the job site, and whose duty will be to report immediately to WMKO all accidents and injuries occurring, including near misses, at the worksite.
 - d. Contractor shall investigate, as a minimum, each accident and near-miss to determine the cause and implement future corrective measures. Contractor will present a written copy of its investigation report to the WMKO Representative, within one working day.
- 7. Personal Attire**
- a. Contractor's employees shall wear clothing appropriate to the industrial environment while at WMKO.
 - b. Contractor's employees shall wear hard hats (ANSI Z89.1) within WMKO designated hard hat areas or when there is a potential for injury from objects falling from above.
 - c. Contractor's employees shall wear appropriate eye protection, consisting as a minimum of safety glasses with side shields (ANSI Z87.1), within WMKO designated areas and as required by OSHA during performance of work. Dark tinted lenses are prohibited indoors, excluding welding operations.
 - d. Contractor's employers shall wear safety-toe footwear (in accordance with 29 CFR 1910.136(b)) when there is potential for injury or within WMKO designated safety-toed footwear areas.
- 8. Personal Conduct/Restricted or Prohibited Items**
- a. Horseplay, fighting, gambling, unauthorized explosives, possession of firearms, drinking alcoholic beverages, use of regulated drugs, being under the influence of drugs or alcohol, theft, vandalism, or sabotage shall be cause to bar those involved from WMKO property.
 - b. Weapons, ammunition, narcotics, and intoxicating beverages are prohibited items on WMKO premises.
 - c. Radios and transmitting devices are restricted items. Such items are permitted onto the premises only if job related and after obtaining prior approval from the WMKO Representative.
 - d. Use of cellular phones on the summit of Maunakea is prohibited except for emergency use.

9. Smoking Regulations

- a. Smoking is prohibited within all WMKO buildings and within 20ft. of building entries.
- b. Contractor's employees are allowed to smoke only within WMKO designated areas.
- c. Contractor's employees shall use the special self-extinguishing receptacles located in the designated smoking areas and at the main building entrances. Littering or extinguishing cigarettes on the ground is prohibited.

10. Use of WMKO Tools/Equipment

- a. Building cranes may be used by the Contractor only with the prior approval of the WMKO Representative and only after appropriate bailment liability documentation is approved by WMKO.
- b. With the exception of the preceding paragraph, the use of WMKO tools and equipment is strictly forbidden unless explicitly authorized in writing by the WMKO Representative.

11. WMKO Work Safety Permits

- a. Permits may be required by WMKO or the State of Hawaii for certain work activities. Examples include:
 - i. Lockout/Tag out of hazardous energy sources
 - ii. Excavations
 - iii. Hot Work Permit
 - iv. Confined Space Entry
 - v. Certain mobile sources of air pollutants
 - vi. Demolition or erection of structures or buildings greater than 36 ft. high
 - vii. Operation of internal combustion engines below ground
 - viii. Operation of tower cranes
 - ix. Fire suppression/detection impairment
 1. All work that requires the disconnection, severance, or shutting off of a fire suppression or detection system, shall be coordinated through the WMKO Representative.
 2. WMKO will be responsible for closing all valves, aborting all fire suppression and detection systems, and completing an Impairment Permit (or "Red Tag").
- b. When the conditions of a job change, or when new tools requiring permits are needed to do the job, other than those originally covered in the initial permit, **WORK SHALL STOP IMMEDIATELY.**
- c. Contractor shall present permit to WMKO Representative for work scope concurrence.
- d. Contractor must ensure that the Contractor's employees are knowledgeable of the permit requirements.
- e. The permit must be posted in the work area or carried by one of the Contractor's supervisors in that area.

12. Hazardous Material Usage

- a. Before work begins, Contractor shall provide to the WMKO Representative a hazardous material inventory and the corresponding MSDS or SDS. Hazardous materials shall not be brought onto WMKO property until approval is received from the WMKO Representative.
- b. All containers of hazardous substances shall be properly labeled. At a minimum, label shall identify container contents and appropriate hazard warnings.
- c. No hazardous materials shall be brought onsite or used without MSDS or SDS.
- d. Contractor shall store hazardous materials in WMKO approved staging areas.

13. Air Contaminants and Noise Control

- a. WMKO employees shall not be subjected to excessive air contaminants and noise from Contractor's operations.
- b. Operations of gasoline engine or diesel engine-driven equipment, i.e., forklifts, air compressors, generators, pumps, etc., is prohibited in buildings unless approved by the WMKO Representative. On WMKO premises, gasoline or diesel-powered engines shall be shut down before fuel tanks are opened or refueled. No refueling is allowed within a building.

14. Asbestos

- a. WMKO defines all asbestos-containing material (ACM) as a material containing any amount of asbestos fibers.
- b. All Contractor employees that contact, or work on, asbestos-containing materials during their work shall have

appropriate asbestos awareness training. Training shall be current and completed prior to initiation of work.

15. Lead

- a. Contractor shall not install lead-containing materials, unless approved by the WMKO Representative. Furthermore, Contractor shall assume all existing paint contains lead, unless analytical data proves otherwise.
- b. If the Contractor's employees work with or on lead-containing materials, the Contractor shall submit a lead work plan.

16. Water Discharge Contractor shall not discharge industrial wastewater to WMKO ground, sanitary system, or storm drains. All equipment or area wash down water shall be contained and discharged according to instructions from the WMKO Representative.

17. Hazardous Waste

- a. Contractor shall notify the WMKO Representative prior to generation of any hazardous waste.
- b. All hazardous waste shall be handled, managed and packaged to meet all Federal, State and local regulations.
- c. Contractor shall store hazardous or potentially hazardous waste in WMKO provided hazardous waste containers in WMKO approved staging area(s) prior to arrangement for disposal in accordance with State and Federal regulation.
- d. Should the Contractor find any potential contamination spots in the soil, concrete, or asphalt, the Contractor shall immediately stop the project and notify the WMKO Representative.