

Refer to LIGO-M980139-B-W

VISITORS INFORMATION: WORKING AT LIGO HANFORD OBSERVATORY (LHO)

- 1. A TECHNICAL LIAISON individual is assigned to all visitors coming to work at the LHO. Visitors are responsible to: (1) request a TECHNICAL LIAISON be assigned to them; (2) direct this request in advance of their visit to the Observatory Head, Fred Raab, and (3) use the TECHNICAL LIAISON to help coordinate and facilitate their activities during their stay. NOTE: Fred Raab will also serve in whatever capacity is required when other responsible parties are unavailable.
- 2. OVERALL SAFETY RESPONSIBILITY at LHO, is assigned to the Observatory Manager, Otto Matherny.
- 3. INCIDENT AND ACCIDENT REPORTING: A visitor shall immediately notify and promptly report any incident, accident or laser exposure resulting in hardware or property damage, injury or fatality, or contamination of property or environment.
- 4. ALL VISITORS must read, and maintain familiarity with the following documents:

Emergency Action Plan, LIGO-M980140	<u>Contact Person</u>
Lock & Tag Procedure, LIGO-M970144	O. Matherny
Hanford Safety Bulletin posted at the observatory front office.	R. McCarthy

- 5. RESTRICTED AREAS: Visitors are allowed unescorted access to these areas only if: (1) they have read and agree to all provisions of the appropriate governing documents; (2) they have made arrangements with the appropriate contact persons. NOTE: Certain provisions of these plans (e.g., baseline eye exams) should be completed in advance of your visit.

<u>Governing Documents</u>	<u>Applicable Areas</u>	<u>Contact Person</u>
LIGO-M980042 (Laser Safety Plan)	Optics Lab, Vacuum Assembly, LVEA, VEA	Doug Cook
LIGO-M990034 (Contamination Control)	Optics Lab, Vacuum Assembly, LVEA, VEA	Rick Savage
LIGO-M980001 (BTE Entry/Egress)	Beam Tube Enclosure (BTE) Entry/Egress	Mark Lubinski

The governing documents are posted at http://www.docuserv.ligo.caltech.edu/docuserv/home/ops_hanford.html.

- 6. RESTRICTED EQUIPMENT (not to be operated without authorization):

Overhead Cranes, Diesel Forklift, Electric Forklifts, Trailer, Truck, Van, High Lift	<u>Contact Person: Instruction/Familiarization</u>
Wood and Metal shop equipment	Otto Matherny
	John Worden
- 7. USE OF LHO VEHICLES: A copy of Drivers License must be in LHO files 48 hours prior to use of any LHO vehicles. Seatbelts must be worn at ALL times. No smoking in LHO vehicles is permitted.
- 8. A WORK PERMIT system is used at LHO to coordinate all activities. Any activity that can affect, interfere with or be disrupted by other operations on site, requires a work permit. Open work permits are reviewed and new permits are issued at the daily work briefing. Check with your TECHNICAL LIAISON or Otto Matherny for briefing time and location to ensure that your group's interests are represented at this meeting.
- 9. REQUIRED SAFETY EQUIPMENT: LHO policy requires that all workers use the proper safety gear. LHO will provide (1) non-prescription laser safety goggles or safety glasses, hardhats, and gloves for visitors requiring this equipment. (2) If an activity requires safety shoes (e.g., lifting items in excess of 35lbs.), visitors must supply their own approved safety shoes (ANSI Z41). (3) For all other safety equipment that may be needed, see Otto Matherny for details.
- 10. CUSTOM SET-UPS / EXPERIMENTS: Prior to initiating a custom set-up/experiment, and again prior to energizing the set-up/experiment, see Otto Matherny to ensure compliance with all safety and other observatory practices.
- 11. RESPONSIBLE CONTACT PERSONNEL: Prior to working with the following systems or labs, see the responsible person listed:

Laser, Optics, Vacuum Assembly	Doug Cook
Vacuum System	John Worden
Electrical/Electronic Systems	Richard McCarthy
General Computing*	Christine Patton
Material Handling	Otto Matherny

*Users of the observatory computer systems must share in the maintenance of that system.
Christine Patton will provide coordination and system oversight of these activities.

I am familiar with the information contained herein and in the cited documents. _____
Signature

Print name and date: _____