

# **GNTO Safety Procedures**

**GNTO Document #2 (GNTO-2)**

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## **1. PURPOSE AND SCOPE**

This document provides information on the equipment and processes that address personal safety at GNTO during observation, education, and social activities. It is integrated with GNTO Document 1 – Emergency Procedures, which addresses procedures for emergencies. It emphasizes that personal safety is paramount at all times and during all GNTO activities.

## **2. RESPONSIBILITIES**

- 2.1. Keyholders are encouraged to participate in safety and emergency action training. They should be trained in the location of First Aid Kits, the Automated External Defibrillator (AED), and the Fire Extinguishers. They should know the location of posted GNTO Emergency information and checklists.
- 2.2. All GNTO users are encouraged to learn the location of First Aid Kits, the AED, and fire extinguishers. Each is encouraged to locate posted GNTO Emergency information and checklists.

## **3. QUALIFICATIONS**

Keyholders should be familiar with procedures for First Aid, AED, and Fire Extinguishers. They should know the location of electrical system breakers and propane shutoffs.

## **4. REFERENCES**

- 4.1. GNTO Document 1 – Emergency Procedures
- 4.2. GNTO Emergency Notification Checklist

## **5. EQUIPMENT, INFORMATION, AND SUPPLIES**

### 5.1. Equipment:

- 5.1.1. First Aid Kits: Located in the Cocina and the Main Dome. Details of the contents of the First Aid Kits are in Attachments 1 and 2.
- 5.1.2. Fire Extinguishers: Located in the Ortega Building, the Cocina, the Main Dome, and the Outhouse.
- 5.1.3. Automated External Defibrillator (AED): Located in the Cocina.
- 5.1.4. Beacon: Mounted on top of the Outhouse.

- 5.2. Personal Equipment and Practices: When observing or performing construction, maintenance, cleaning, or other associated activity all GNTO users are encouraged to use appropriate dress and safety equipment. This could include, among others, cold weather clothing, hard hats, gloves, and protective footwear.

## **6. AED TRAINING**

All GNTO Keyholders are encouraged to take AED training and to keep their AED certification current.

## **7. SAFETY EQUIPMENT**

- 7.1. The Safety Lead will acquire, locate, maintain, monitor, and replace safety equipment.
  - 7.1.1. First Aid Kits: Maintain a current inventory of the contents of the kits. Replace items when indicated.
  - 7.1.2. AED: Maintain and periodically test the AED. Monitor and replace batteries and pads as needed.
  - 7.1.3. Fire Extinguishers: Maintain the Fire Extinguishers. Service them when indicated.
- 7.2. Beacon: The Operations Lead is responsible for maintenance of the Beacon.

## **8. ELECTRICAL SAFETY DURING MAINTENANCE**

- 8.1. During maintenance, replacement, upgrade, or associated activity in and around electrical equipment observe appropriate electrical safety procedures.
- 8.2. During such activity around electrical equipment, use a two-man safety procedure. While one person performs the activity the other will provide safety over-watch and backup.

## **9. TAAS MEMBERS AND THEIR GUESTS**

- 9.1. TAAS members are responsible for personally observing GNTO safety procedures. Members:
  - 9.1.1. Will not smoke anywhere at GNTO.
  - 9.1.2. Will not have open flames anywhere in GNTO buildings.
  - 9.1.3. If windy, will have no fire in the fire pits.
  - 9.1.4. Will bring no firearms or ammunition, on themselves or in their vehicles, to GNTO.
  - 9.1.5. Will play no music or other automated sounds or pictures (such as weather forecasts, news, TV programs, etc.) without the consent of others who can hear or see it.
  - 9.1.6. Will not run (or trot or canter).
  - 9.1.7. Will not climb on any roof or other GNTO building.
  - 9.1.8. Will not disrupt any other user's activities.
  - 9.1.9. Will not bring any alcohol or non-prescription drugs onto the site.
  - 9.1.10. Will not bring any pets onto GNTO, including pets kept in vehicles. The exception is a service animal needed by someone with a disability.
  - 9.1.11. Will ensure that at least one other adult TAAS member is continuously present during a GNTO activity.

- 9.1.12. Will dress appropriately for the weather and conditions. This may include warm clothing, gloves, hats, and sturdy shoes for walking on dirt and uneven surfaces.
  - 9.1.13. Will bring sufficient water to remain hydrated while at GNTO.
  - 9.1.14. Will not do anything illegal.
  - 9.1.15. Will use awareness and, during darkness, a red light to detect and avoid snakes, insects, scorpions, centipedes, and cacti.
  - 9.1.16. Will be especially careful on any GNTO stairs especially the steep stairs in the Main Dome.
  - 9.1.17. If at all possible, will include two capable vehicle drivers with each group driving to and from GNTO.
  - 9.1.18. If having observed late into the early morning will consider remaining at GNTO and sleeping until sunrise before driving home.
- 9.2. TAAS members may bring guests to GNTO. Guests may participate in an individual TAAS member's activity or join a group activity, such as a TAAS picnic or an invited observing group.
- 9.2.1. When a TAAS member invites a guest, the TAAS member is personally responsible for them. When a group of guests is invited for a social or educational activity the TAAS member who invited them is personally responsible for them. The TAAS member is to accompany and monitor their guests and ensure that they observe GNTO safety procedures.
  - 9.2.2. When a group of guests is at GNTO, an individual TAAS member is to be their host.
    - 9.2.2.1. For example, if a TAAS Director invites a class of astronomy students to GNTO, then that Director is responsible for being present to monitor and accompany the students during their entire stay at GNTO.
  - 9.2.3. Any TAAS member who invites a guest or group of guests to GNTO and then is not present, or, if present, allows the guests to

wander and investigate whatever interests them is not acting consistently with GNTO safety procedures

## **10. DEFINITIONS/ACRONYMS**

10.1. GNTO: The General Nathan Twining Observatory

10.2. AED: Automated External Defibrillator

## **11. FORMS**

11.1. Cocina First Aid Kit (Attachment 1)

11.2. Outhouse First Aid Kit (Attachment 2)

**VERSION HISTORY**

<b>Version</b>	<b>Effective Date</b>	<b>Description of Change</b>
1	07/14/16	Initial Document



## **GNTO Safety Procedures - Attachment 1**

As of 14 Jul 2016

<b>COCINA FIRST AID KIT</b>			
<b>ITEM</b>	<b>SIZE</b>	<b>NUMBER</b>	<b>EXPIRES</b>
SAM splint		1	
Stretch bandage	3"x75"	2	
Antibiotic ointment		3	07/2016
Tylenol packets		4	10/2018
Advil		50	07/2017
Benadryl tablets		12	03/2018
Thermometer			
Pencil			
Bandage Scissors			
Book: "Wilderness and Travel Medicine			
Tourniquets		2	
Gloves			
Liquid bandage			01/2018
Razors		2	
Triangular bandage	36x36x51		
Band-aids			
Gauze	4x4"		
Burn pads			
Syringe	20cc		

If any items are used, please report to the Safety Lead for replacement.

## ***GNTO Safety Procedures - Attachment 2***

As of 14 Jul 2016

<b>OUTHOUSE FIRST AID KIT</b>			
<b>ITEM</b>	<b>SIZE</b>	<b>NUMBER</b>	<b>EXPIRES</b>
Burn Kit Instructions			
Burn cooling gel		2	
Gauze pad	2x2"	2	
Adhesive dressings	2x3"	4	
Adaptic	3x3"	2	
Topper dressing	4x4"	1	
Band-aids		2 boxes	
Glowlight stick			
Coldpack		1	
Tylenol			
Cleaning wipe			
Advil			
Immodium			
Tongue depressors		5	
Tape	1/2"	2 rolls	
Cortaid Anti-itch cream			
Survival wrap		1	
Gloves		1 pr	
Tweezers		1	
Eye pad compress		1	
NuGauge All-Purpose Dressing	2x2"	6	

If any items are used, please report to the Safety Lead for replacement.