**GEMINI HILO BASE FACILITY (HBF) GUIDELINES, REQUIREMENTS, AND INFORMATION**

(To apply any time Contractor staff or subcontractors work on the Hilo Base Facility)

1. **AURA/Gemini Standards for Workplace Conduct**

AURA/Gemini affirms its commitment to providing a work place environment of the highest professional and ethical standards of conduct for all employees and one that is fair and humane. AURA is a highly diverse organization composed of people from differing backgrounds, perspectives and experiences. We are dedicated to fostering a civil and inclusive community characterized by mutual respect for the contributions of all individuals. We believe that this is essential to our ability to provide excellent service to the astronomical community. Although not all inclusive, we embrace the following values:

* Civility and respect for others should be demonstrated through behavior, attitude, language and tone of voice.
* Embracing difference and fostering an inclusive environment creates opportunities for participation and innovation and contributes to a productive, high-achieving workforce.
* Each person’s contribution is valued and his/her opinion should be heard and treated with dignity, civility and respect.
* All individuals should demonstrate personal and organizational integrity in all matters.
* Accepting personal responsibility and accountability are the foundation of successful outcomes for individuals, teams and the organization.

All employees and contractors performing work on-site, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that their conduct reflects our values of civility, respect and inclusiveness and that prohibited behavior does not occur.

<http://www.aura-astronomy.org/about/policies/Section%20B/B25)%20B-XXV-Standards%20of%20Workplace%20Conduct.pdf>

1. **Hilo Base Facility Work Hours.** All work performed by Contractors at HBF shall be performed during normal work days described as Monday through Friday from 7:00 am till 5:00 pm, excluding observed AURA/Gemini Holidays.

* ***Stop Work Authority*** – In the event any Gemini personnel perceive any work, method or practice performed by Contractor to be unsafe to personnel, equipment or Gemini operations; Gemini Telescope Representative, Gemini Safety Officer or Gemini Site Manager shall have the authority to direct Contractor to stop work immediately and perform emergency correction action.

1. **Hilo Base Facility Coordination of Work.** All work performed by Contractors at HBF shall be carefully coordinated in advance with the AURA/Gemini Technical Representative. As much as possible, all work shall be planned and coordinated in advance with work varying daily. Daily planning of services will take place on-site and led by the AURA/Gemini Technical Representative.

* ***Contractor HBF Site Manager*.** Contractor shall designate a Contractor Site Manager who will oversee all contractor operations at HBF in coordination with the AURA/Gemini Technical Representative. The Contractor Site Manager shall be the technical point of contact between Contractor and AURA/Gemini Technical Representative

1. **Hilo Base Facility Daily Site Safety Briefing.** Daily Site Safety Briefings occur each morning at nominally 7:00 a.m. for approximately 15 minutes to coordinate site wide activities. Contractor Site Manager **MUST** attend the daily HBF Site Safety Briefing each morning when Contractor staff are on-site to coordinate Contractors work with Gemini Operations.
2. **Hilo Base Facility Job Safety Analysis (JSA).** To effectively reduce incidents, accidents, and injuries and to facilitate coordination of Contractor’s work and Gemini operations, all work performed at the Gemini HBF Facility must undergo a Job Hazard Analysis (JSA). Contractor’s Project Manager and Gemini Technical Representative shall collaboratively perform the analysis in advance of the work, typically a minimum of 14 days prior to commencement of work. AURA/Gemini performs the JSA using a third party web based tool from JSA Builder (https://[www.jsabuilder.com/).](http://www.jsabuilder.com/)) AURA/Gemini shall provide Contractor with ID and password to the JSA Gemini portal.
3. **Hilo Base Facility Safety.**All Contractors working for AURA/Gemini shall comply with the Gemini Safety Manual. The Gemini Safety Manual covers various aspects of occupational safety, fire safety, product safety, and environmental good practices. This document will serve as a binding reference document for all Gemini/AURA employees, visitors, and Contractors.

The latest version of the Gemini Safety Manual is available at the following link: <http://www.gemini.edu/images/pio/announcements/2015/SafetyManualV8(1).pdf>

* 1. Contractor shall be responsible for all safety aspects related to performance of the Work, which shall include adequate safety precautions to protect all personnel employed by the Contractor and its subcontractors as well as all third parties who may be present at the Site, provided, however, that the provisions of this section are not intended to, and shall not, extend to the benefit of any such personnel or parties as third party beneficiaries under this Contract. Contractor shall prepare and implement an adequate safety program that complies with recognized safety standards and all applicable laws, statutes, rules, and regulations, including those of OSHA, ANSI, and the NFPA. Contractor shall ensure that all personnel engaged in the work are familiar with all pertinent aspects of Contractor's safety program.
  2. Contractor Site Manager shall ensure that all personnel engaged in the work will have and use all proper Personal Protection Equipment (PPE) for said task.
  3. Nothing contained in this section shall be construed to limit, waive, or terminate the provisions of this Contract that requires Contractor to carry insurance.
  4. Site safety briefings will occur each morning at nominally 9 am for approximately 15 minutes to coordinate site wide activities. Ameresco Site Manager shall attend all morning meetings when Ameresco staff are on-site.
  5. If death or serious injuries and damages occur, the accident shall be reported immediately by telephone or messenger to the Technical Representative. In addition, Contractor shall promptly report in writing to the Technical Representative all accidents whatsoever arising out of, or in connection with, the performance of the work whether on or adjacent to the Site, and shall provide full details and statements of witnesses if and when requested by AURA. If a claim is made by anyone against Contractor in the event of any accident, Contractor shall promptly report the facts in writing to the Technical Representative, giving full details of the claim.
  6. Contractor shall be responsible for ensuring that it complies with the requirements of this Section, and AURA shall have no obligation to review or inspect the adequacy of Contractor’s safety program

1. **Hilo Base Facility Tools and Equipment.** Contractor will provide all tools and equipment needed to perform the work. AURA/Gemini will not provide any tools, facilities, support services, scaffolding, lifts, lighting, equipment, power distribution cords, or any other materials, supplies, or equipment, except as specifically provided otherwise in this Contract.

Before starting work at the Site, Contractor shall provide the AURA/Gemini Technical Representative with a list of equipment (other than hand tools) they will use to perform the Services, and for each piece of equipment provide evidence of inspection during the previous 30 days. Contractor shall obtain advance written permission from the AURA/Gemini Technical Representative for any rentals or purchases of tools or equipment not identified in Contractor's Proposal.

1. **Hilo Base Facility Restrooms.**  The HBF has has one men’s and women’s restroom shared by all Gemini Staff located near the main kitchenette entrance way. AURA/Gemini shall allow the Contractor shared use of the restrooms as long as the activity does not interfere with normal observatory operations.
2. **Hilo Base Facility Lunch Area*.*** The HBF has a Lanai area shared by all Gemini staff located on the outside of the building near the main kitchenette entrance way. AURA/Gemini shall allow Contractor shared use of the Lanai area as long as the activity does not interfere with normal observatory operations.
3. **Hilo Base Facility Office Space*.*** The HBF has NO available office space and only a limited amount of desk space. AURA/GEMINI shall provide Contractor with a small amount of desk space for an on-site office use on a best effort basis. At the discretion of AURA/Gemini, the designated space may change during the duration of the project.
4. **Hilo Base Facility Cleaning*.*** Contractor, at its own expense, shall be responsible for appropriately cleaning and securing its area of work at the end of each work day. It is imperative that HBF and support equipment at the end of each work day are left in a safe, clean, and ready to operate mode. The AURA/Gemini Technical Representative in coordination with the Contractor Site Manager shall conduct final end-of-day checks to assure Contractor is in full compliance with this requirement.
5. **Hilo Base Facility Disposal of Solid, Liquid, and Hazardous Waste*.***  Contractor at its own expense, shall be responsible for appropriately disposing off-site all solid, liquid, and hazardous waste generated while performing its scope of work in a manner that is in compliance with all laws and regulations.