**GEMINI MAUNAKEA (MK) FACILITY GUIDELINES, REQUIREMENTS, AND INFORMATION**

(To apply any time Contractor staff or subcontractors work on the Summit of Maunakea)

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. **Summit Location and Altitude.** The AURA/Gemini Mauna Kea (MK) Facility is located at an elevation of 13,750 feet above sea level, which means that there are reduced oxygen levels at the Site which may cause mild to severe health problems that may substantially reduce worker efficiency. All contractors working for AURA/Gemini above Hale Pohaku at 9,200 ft. elevation shall thoroughly investigate the special challenges posed by working at this altitude and take all appropriate measures to deal with the issues raised by working at this altitude. AURA/Gemini shall in no event be responsible for any delays, additional costs or health problems related to the high altitude of the Site.

* ***Required Summit Acclimation*** – All Contractors, subcontractors and workers working on site for AURA/Gemini at the MK Facility are required to acclimate for a period of **no less than 30 minutes** at the Maunakea Visitor Information Center (MK VIC).

For further details on the hazards of working on Maunakea as described by the Maunakea Visitor Information Station, please visit the following link: <http://www.ifa.hawaii.edu/info/vis/visiting-mauna-kea/health-and-safety-advisories.html>

1. **Summit Safety Briefing and Facility Orientation.** All Contractors, subcontractors and workers working for AURA/Gemini above the Maunakea Visitor Information Center (MK VIC) at 9,000 ft. elevation **MUST** participate in an in-person safety briefing and facility orientation. The informal briefing lasts approximately 15 minutes and typically occurs at or near the MK VIC prior to contractor’s first day of work at the summit. Contractors/Subcontractors shall schedule the Safety Briefing and Facility Orientation with the AURA/Gemini Technical Representative

* ***Required Summit Daily Site Briefing*** - Daily Site Safety Briefings occur each morning at nominally 9:00 am for approximately 15 minutes to coordinate site wide activities. Contractor Site Manager **MUST** attend the daily Summit Site Safety Briefing each morning when Contractor staff are on-site to coordinate Contractor’s work with Gemini Operations.

1. **Summit Visitors (Contractors) Safety Release Form.** All contractors working for AURA/Gemini above the MK VIC **MUST** complete and submit to AURA/Gemini Technical Representative a Safety Release Form ***prior***to traveling to the MK Summit Facility.

Please review the following Gemini North Visitors Safety Information; sign and return the mandatory Gemini North Release Form found at the following link: <http://www.gemini.edu/sciops/visinfo/HRC_IV_05_282_A_GN_Visitor_Safety_Information.pdf>

1. **Summit 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 MK 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.
2. **Summit 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. **OMKM Maunakea Resource Orientation.** All Contractors, subcontractors and workers working for AURA/Gemini above the MK VIC **MUST** attend a one-hour resource orientation presented by the Office of Maunakea Management (OMKM). The MK Resource Orientation includes training on cultural, archaeological and environmental resources of Maunakea. The orientation also describes mandatory requirements and guidelines that must be followed when traveling and working above the MK VIC. One can attend the orientation either in person at the University of Hawaii Institute for Astronomy (UH IFA) Hilo Auditorium or via a Webinar. Orientations typically occur monthly or possibly upon special request. All Contractors, subcontractors and workers shall be responsible for scheduling the orientation directly with the OMKM.

Please see the following link for details: <http://www.malamamaunakea.org/about-us/calendar>

1. **OMKM Maunakea Invasive Species Management Plan.** All Contractors, subcontractors and workers working for AURA/Gemini above the MK VIC **MUST** comply with all aspects of the Maunakea Invasive Species Management Plan designed, implemented and enforced to prevent and control invasive species on Maunakea

Please visit the following link for details: <http://www.malamamaunakea.org/environment/invasive-species>

In particular, all Contractors **MUST** comply with all aspects of the OMKM SOP02 Inspection of Vehicles, Construction Material, Scientific Equipment and Supplies. Please visit the following link for details: <http://www.malamamaunakea.org/uploads/environment/MKISMP/SOP02_VehicleEquipmentSupplies-Inspection.pdf>

1. **Summit Transportation.** All Contractors working for AURA/Gemini above the MK VIC shall be responsible for providing transportation for its staff and equipment to and from the Site unless otherwise arranged with the AURA/Gemini Technical Representative in advance.

* ***Summit Access.*** Access to the summit of Maunakea involves unpaved roads with steep grades. All Contractors **MUST** travel to the summit with four-wheel drive vehicles. During severe weather conditions, OMKM Rangers at their discretion may mandate that all vehicles passing above the MK VIC must install appropriate tire snow chains. Under these conditions, Contractors will NOT be able to travel beyond the MK VIC unless appropriate tire snow chains are installed on their vehicles
* ***Summit Vehicle RFID.*** All Contractor vehicles traveling above the MK VIC while working for AURA/Gemini **MUST** display an OMKM Radio Frequency Identification Devise (RFID). The OMKM uses the device to identify, monitor and log vehicles traveling the summit road above the MK VIC. Contractor request for RFID’s will be transmitted to the AURA/Gemini Technical Representative; one for each vehicle traveling to the summit.
* ***OMKM Ranger Speed Survey*.** All vehicles traveling the road above the MK VIC may be subject to random Maunakea Access Road Speed Surveys intended to monitor and enforce the speed limit. All vehicles traveling the Summit Access Road are observed by other Maunakea observatories, may report speeding vehicles to OMKM. At Aura/Gemini’s discretion, any Contractor, Subcontractor or worker working for AURA/Gemini surveyed by OMKM rangers or reported by other Maunakea observatories to be exceeding the posted speed limit may be banned from returning to the Site.

1. **Summit Weather.** Weather on the summit of Maunakea is substantially colder and more severe than at sea level in Hawaii, and winter blizzards and/or extremely high winds requiring evacuation of the summit occur a number of times each winter. Weather can deteriorate rapidly with ice, snow, wind or fog being factors that require special attention.

All Contractors working for AURA/Gemini above the MK VIC shall check the weather forecast each trip to the summit.

The Maunakea weather forecast can best be accessed at the following link: <http://mkwc.ifa.hawaii.edu/>

1. **Summit Work Hours.** All work performed by Contractors at the summit shall be performed during normal work days described as Monday through Friday from 9:00 am till 4:45 pm, excluding observed AURA/Gemini Holidays.

* ***Summit 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. **Contractor Summit Site Manager.** Contractor shall designate a Contractor Site Manager who will oversee all contractor operations at the summit 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
2. **Summit Coordination of Work.** All work performed by Contractors at the summit 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.
3. **Summit 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. **Summit Phones.** The use of cellular phones at the summit is discouraged except in emergency situations because cellular transmissions can negatively interfere with the performance of summit telescopes. Gemini shall allow Contractor’s use of the observatory land based phones for business and incidental personal communication as long as the activity does not interfere with normal observatory operations.

If anyone accidentally dials 911 please do not hang up. Stay on the line and inform the emergency response attendant that the call was accidental.

1. **Summit Restrooms.** The summit observatory has two single-occupancy restrooms shared by all Gemini staff located on the 2nd floor of the observatory near the main entrance way. Gemini/AURA shall allow the Contractor shared use of the restrooms as long as the activity does not interfere with normal observatory operations.
2. **Summit Lunch Room*.*** The summit observatory has a small crew room shared by all Gemini staff located on the 2nd floor of the observatory near the main entrance way. Gemini/AURA shall allow Contractor shared use of the crew room as long as the activity does not interfere with normal observatory operations and Gemini personnel.
3. **Summit Office Space*.*** The summit observatory has NO available office space and only a limited amount of desk space. Geminin/AURA 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 project.
4. **Summit 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 observatory 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. **Summit 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 OMKM and all laws and regulations.
6. **Summit Storage**.AURA/Gemini shall provide approximately 200 sq.ft. of rent free storage space on the ground level of the observatory for Contractor and/or its subcontractors to mobilize and store their supplies, tools, and equipment in support of on-site work. The storage space in the Observatory is secured from the public, however, not from Gemini staff. Contractor may make reasonable adjustments to secure the storage area to its satisfaction. AURA/Gemini assumes no responsibility for safe storage nor will AURA/Gemini provide any additional security for the storage provided.