

Name _____

Date _____

VISITOR INFORMATION: WORKING AT LIGO LIVINGSTON OBSERVATORY (LLO)

1. A TECHNICAL LIAISON individual is assigned to all visitors coming to work at the LLO. 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, Joe Giaime, and (3) use the TECHNICAL LIAISON to help coordinate and facilitate their activities during their stay. NOTE: Joe Giaime will also serve in whatever capacity is required when other responsible parties are unavailable.
2. OVERALL SAFETY RESPONSIBILITY is assigned to the LLO Operations Manager, Richard Oram.
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 contamination of property or environment.
4. ALL VISITORS must read, complete the applicable training, and maintain familiarity with the following documents: (1) Emergency Action Plan (LIGO-M040116-v2), Security Procedures (LIGO-M040118) and Lock & Tag Procedure (LIGO-M9910190)
5. RESTRICTED AREAS: Visitors are allowed unescorted access to these areas only if: (1) they have read and agreed to all provisions of the appropriate governing document; Laser Safety Training for Certification and Recertification of LIGO Personnel (LIGO-M0900241-v3): (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.
6. RESTRICTED EQUIPMENT: (not to be operated without authorization): Overhead Cranes, Forklifts, Man lifts, Trailer, Truck, LLO Vehicle (Van or Car), Wood and Metal Shop Equipment - Contact Person for Training/Certification is Richard Oram
7. USE OF LLO VEHICLES: All drivers must be approved to drive by the Safety Office at the California Institute of Technology. Check with the site administrator, Melanie McCandless, for further information. Seatbelts must be worn at ALL times. No smoking in LLO vehicles is permitted.
8. A WORK PERMIT system is used at LLO to coordinate all activities. Any activity that can affect, interfere with or be disrupted by other operations on site, requires a work permit. Work permits can be accessed at: <https://workpermit.ligo-la.caltech.edu/>. Check with your TECHNICAL LIAISON or operations staff for instructions to ensure that your group's interests are represented.
9. REQUIRED SAFETY EQUIPMENT: LLO policy requires that all workers use the proper safety gear. LLO will provide (1) nonprescription laser safety goggles or impact resistant safety glasses, hardhats, and gloves for visitors requiring this protection equipment. (2) If an activity requires safety shoes (e.g., lifting items in excess of 50lbs.), visitors must supply their own approved safety shoes that meet ANSI-Z41 requirements. For all other safety equipment that may be needed, see David Nolting for details.
10. CUSTOM SET-UPS / EXPERIMENTS: Prior to initiating a custom set-up/experiment, and again prior to energizing the setup/experiment, see Danny Sellers (LSO) 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:

Name _____

Date _____

LLO Observatory Head	Joe Giaime
LLO Operations Site Safety	Richard Oram
Lasers, Laser Labs	Danny Sellers
Site Security	Richard Oram
Site Facilities	Tim Nelson
Vacuum Systems	Scott McCormick
Electrical/Electronic Systems	Keith Thorne
Control Room	Gary Traylor
Property	Richard Oram
CDS Computing	Keith Thorne
General Computing	Dwayne Giardina
Material Handling Equipment	Richard Oram/David Nolting
Machine/Wood Shops	Richard Oram/David Nolting
Site Administrator	Melanie McCandless
Site Safety/Orientation	Richard Oram/David Nolting

Governing Documents Applicable Areas Contact Person

- LIGO-M960001-F-M (Laser Safety Plan) - Danny Sellers
- LIGO-E0900047-v6 (LIGO Contamination Control) - Matthew Heintze
- LIGO-M990193 (BTE Entry/Egress) Beam Tube Enclosure (BTE) Entry/Egress - Richard Oram/David Nolting

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

Signature: _____