

EISCAT Scientific Association

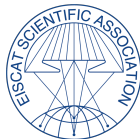
Health and safety policy



Standard Operating Procedure

Title: Health and safety policy	Effective Date: 2020-12-09	Page 1 of #
Identifier:	Author:	

Revision History		
Version No.	Effective Date	Description
0	2020-10-14	New document Merger of Health and Safety Plan (I1. R0) and Action Plan (I1. R0) and thereafter updated
1	2020-10-27	Changes to paragraphs 3, 4.2 and incident report form Based on suggestions from AFC
2	2020-12-09	Added final EISCAT incident report form
3	2020-12-09	EISCAT Health and Safety published. This document replaces Health and Safety Plan (I1. R0) and Health and Safety Action Plan (I1. R0).



EISCAT Scientific Association

STANDARD OPERATING PROCEDURE	1
1 INTRODUCTION	3
2 REFERENCE DOCUMENTS	3
3 OVERALL OBJECTIVE FOR EISCAT HEALTH AND SAFETY.....	3
4 IMPLEMENTATION	3
4.1 RESPONSIBILITIES	3
4.2 MITIGATION PRINCIPLES	4
4.3 HEALTH AND SAFETY AWARENESS	5
4.4 LOCATION-SPECIFIC ACTIONS	5
4.4.1 <i>EISCAT, Rymd-campus - Kiruna</i>	5
4.4.2 <i>ESCAT, Ramfjordmoen and Svalbard</i>	6
4.4.3 <i>EISCAT, Sodankylä</i>	6
4.4.4 <i>EISCAT 3D sites</i>	6
4.5 INCIDENT REPORT FORM	7



1 Introduction

The EISCAT Health and Safety sums up the intentions and goals described in the earlier published Health and Safety and Health and Safety Action plans.

2 Reference documents

RD1 EISCAT Health and Safety Plan (I1. R0)

RD2 EISCAT Health and Safety Action Plan (I1. R0)

3 Overall objective for EISCAT health and safety

The basis of the EISCAT Health and Safety can be summarised as:

- ☐ To ensure the Health and Safety competence of all EISCAT staff. This is especially important for the E3D sites, where only authorised personnel with dedicated competence will have access.
- ☐ Reduction of risk level and prevention of incidents with moderate or serious consequences for people, material, external environment, or reputation.
- ☐ Ensure that we pay as much attention to health and safety as to any other key objective.
- ☐ Always require equally high standards of health and safety from external collaborators.
- ☐ Always follow safe systems of work, avoid buying in unsafe products or services.
- ☐ Using professional advice and services where necessary.
- ☐ Achieving continuous improvement in health and safety standards to comply with legal requirements as a minimum standard.
- ☐ Regularly reviewing and developing the Action Plan and strive for continuous improvement in health and safety performance.
- ☐ Maintaining an effective system for communication and documentation on all health and safety matters (e.g. having Health and Safety as a standing point at the weekly E3D progress meetings).
- ☐ Define incident reporting and how to follow up incidents.

4 Implementation

4.1 Responsibilities

EISCAT has host organisations in the Nordic countries, those are: the University of Oulu in Finland, the University of Tromsø in Norway and the Institute of Space Physics in Sweden.

EISCAT Headquarters is located in Sweden, and has its own staff, whereas the site staff at the EISCAT installations in Finland, Norway and Sweden are provided by the host organisations in each country respectively. The host organisations are responsible for that their personnel complies with safety regulations, codes of practice and project instructions in force.



EISCAT Scientific Association

The local site leaders report to the host organisation in all matters concerning safety regulations, and the host organisation reports any safety-related incidents to EISCAT Headquarters.

- ☐ The EISCAT Director has the overall responsibility for health and safety.
- ☐ The EISCAT host organisations are responsible to observe the EISCAT Health and Safety regulations for any EISCAT related work.
- ☐ The EISCAT and host organisation leaders are responsible to make sure that any work (planned or unplanned) is compliant with the Health and Safety regulations.
- ☐ Every member of EISCAT and host organisation staff is responsible to co-operate in following safety procedures, report problems and make suggestions for improvements.
- ☐ Contractors and suppliers are responsible to provide EISCAT with all necessary safety information and co-operate with EISCAT health and safety requirements.

4.2 Mitigation principles

To minimize risk and hazardous incidents, EISCAT and host organisations will always:

- ☐ Make sure we consider health and safety in all plans including identifying hazards and assess risks.
- ☐ Do and document risk assessments of activities with moderate or serious consequences, and risk assessments of new activities. Risk assessments are an important basis and starting point for implementing risk-reducing measures, or alternatively prevent the implementation of activities with unacceptable risk.
- ☐ Report and record all accidents and incidents and investigate them to see why we have not been able to prevent them.
- ☐ Consult all involved to get their views about possible health and safety problems and solutions.
- ☐ Provide necessary training for everyone so they can meet their health and safety responsibilities.
- ☐ Get advice from outside competent specialists whenever we need it.
- ☐ Meet basic workplace welfare requirements.
- ☐ Take appropriate first aid and fire precautions and regularly arrange dedicated training and/or meetings.
- ☐ Always have valid employee liability insurance.



4.3 Health and Safety awareness

The health and safety guideline serves a tool to keep staff, guests and contractors continuously aware of the importance to minimise risks and incidents:

- To ensure the Health and Safety competence of all EISCAT staff. This is especially important for the E3D sites, where only authorized personnel with dedicated competence will have access
- Reduction of risk level and prevention of incidents with moderate or serious consequences for people, material, external environment or reputation.
- Ensure that we pay as much attention to health and safety as to any other key objective
- Always require equally high standards of health and safety from external collaborators
- Always follow safe systems of work, avoid buying in unsafe products or services
- Using professional advice and services where necessary
- Achieving continuous improvement in health and safety standards to comply with legal requirements as a minimum standard
- Regularly reviewing and developing the Action Plan, and strive for continuous improvement in health and safety performance
- Maintaining an effective system for communication and documentation on all health and safety matters (e.g. having Health and Safety as a standing point at the weekly E3D progress meetings)
- Define incident reporting and how to follow up incidents

Figure 1: Health and Safety Guideline

4.4 Location-specific actions

4.4.1 EISCAT, Rymd-campus - Kiruna

EISCAT Headquarters staff located in the premises of Swedish Institute of Space Physics (IRF) are covered by IRF's Policies and instructions for fire protection, work environment and action plans for those. The staff are required to comply with EISCAT's own safety regulations and, as relevant, those appropriate for IRF employees. This means that EISCAT staff participates in annual fire- and safety relocation drills and is included in IRF's recurring work environment security checks.

EISCAT promotes health and a healthy lifestyle and promotes an active lifestyle. At Rymd-campus, EISCAT collaborates actively with IRF and local gyms, the local swimming pool, and other facilities and activities to provide a free availability to various activities. Headquarters staff are encouraged to participate in group training events, utilize gyms and/or use the local pool.

In the case where lack of health becomes restrictive for work, EISCAT provides an occupational health service where employees can get direct, adequate and dedicated care.



EISCAT Scientific Association

4.4.2 EISCAT, Ramfjordmoen and Svalbard

The sites are surrounded with specific procedures and protections to ensure safety with respect to the high voltages included in the systems and high-altitude work. Procedures and protections are also in place to ensure both staff and public safety with regards to the high-power radio frequency (RF) transmissions.

The University of Tromsø is liable for the overall staff safety and a suitable work environment. EISCAT is liable for providing mandatory safety equipment related to EISCAT owned systems and installations.

In Svalbard, special safety procedures are required due to the presence of polar bears. The University of Tromsø is liable for their staff to have access to a weapon for their own protection, and that they have the required authorization for carry and use the weapon.

4.4.3 EISCAT, Sodankylä

The sites are surrounded with specific procedures and protections to ensure safety with respect to highaltitude work.

The University of Oulu is liable for the overall staff safety and a suitable work environment. EISCAT is liable for providing mandatory safety equipment related to EISCAT owned systems and installations.

4.4.4 EISCAT 3D sites

Common for all site construction and installation work is that the contractors are responsible for their own staff but that they need to be compliant with local regulations and with EISCATs Health and Safety at a minimum.

The sites are built, designed and constructed to allow for remote access and control, and will normally be run as unmanned stations. Installation and maintenance will require EISCAT personnel to operate in the environment of EISCAT 3D, which includes outdoor as well as indoor work, work at heights above 2 meters and work that includes special protection and care from high-power RF hazards.

4.4.4.1 Site workforce

The remoteness and nature of the sites requires that two or more personnel be required at all times for potentially hazardous work on any site. The basis of EISCATs Health and Safety must be fulfilled.

4.4.4.2 Work at heights

Some work will require personnel to operate at heights above 2 meters. For all such work, safety measures are required. The type of safety measure depends on the hazard and nature of the work and needs to be assessed on a case-by-case basis. In general:



EISCAT Scientific Association

- ☐ It is never allowed to carry out any elevated work without having one or more persons monitoring the whole operation.
- ☐ No elevated work is allowed without a confirmed way to raise an alarm by the monitoring person(s) (cell phone or communication radio coverage).
- ☐ All safety measures for elevated work needs to comply to the local regulations, at a minimum.
- ☐ Any use of sky lifts, platforms, barrier guards etc. must comply with the instructions and procedures for those.

4.4.4.3 High-power RF

For all sites, all places and areas outside the RF fence and inside the house are within the safe RF-levels for all operations with EISCAT 3D.

For stage 1, it is only the transmitting site in Skibotn that is populated with high-power transmitters and that requires extra safety measures. However, all sites will be designed and constructed having the same safety measures to ensure that high-power RF never can be activated while personnel are exposed. All transmitting sites (only Skibotn at stage 1) will have an inter-lock system for running any existing amplifiers in high-power mode.

4.5 Incident Report form

All accidents and incidents are to be reported to EISCAT using the Incident Report Form (example below).

The form can be retrieved from:

<https://www.eiscat.se/about/organisation/governing-rules/health-and-safety/>



Clear

Print

EISCAT Scientific Association

Incident Report

Filled in by staff

Type of Incident and Damage:			
<input type="checkbox"/> Mishap	<input type="checkbox"/> Accident (that could have been prevented)	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Personal Injury

Reported by:	Date of Report:
Title / Role / Department:	E-mail:
Manager Responsible:	E-mail:

Incident information

Date of Incident:	Location:
Incident Description:	

Property Damage Description:

Personal Injury Description:



Follow up

Filled in by employer

Followed up by:	Date:
Immediate Actions taken:	
Proposed Preventive Measures:	

Filled in by EISCAT

Decision about Preventive Measures taken by:	Date:
<input type="checkbox"/> Approval <input type="checkbox"/> Rejection <input type="checkbox"/> New Evaluation of Preventive Measures Requested	
Comments:	

Final Remarks by EISCAT:

Archived/Filed Signature:	Date:
------------------------------	-------