

ES&H Briefing Teleconference Outline for SV-_____**Before Leaving for Overseas:**

1. Send TWP/AMF-MO:
 - Emergency contacts in U.S.A.
 - Your itinerary including hotels.
 - A copy of your passport via fax at 505-667-9122.
2. Submit a request for site access using ARM Site Access Request System (SARS) on the Internet (URL: <http://www.db.arm.gov/SARS2/>).
3. Make sure your laptop has virus protection.

Logistics:

1. Power is 240/50hz – use power converters and outlet adapters.
2. PNG baggage limits – 30 kg max. with two checked and only one carry-on (similar with Nauru).

General Site Visit (SV) Management:

1. _____ is in charge at Nauru and Manus.
 - Work to help the team leads.
 - Work to agreed upon hours – 10 hrs per day max.
 - Although task list identifies a lead responsible, others can help out. (Tasking list for SV-XXXX is on the TWP/AMF-MO website.)
2. Observers are encouraged to do inventory, shipping, and help out with tasks – INVOLVE THEM!
3. Identify hazards of the work and plan how to deal with them.
4. _____ is to file Daily Reports via e-mail.
5. _____ is to perform daily ftp data transfers.
6. Individuals must help by:
 - Volunteering to help and take on tasks.
 - Reporting progress to Daily Reporter.
 - Documenting configuration changes – VERY IMPORTANT ON CALIBRATION VISIT!
7. _____ is to do Audit-Out at each site.
8. Call TWP/AMF-MO at 505-667-1186 upon arrival in Australia, Nauru, or Manus, and check in every day (the Daily Report will do when on site).
9. Call TWP/AMF-MO at 505-667-1186 upon return to U.S.A.

Observer Interactions, Site Rules:

1. Sign in as visitor upon arrival and review the *Facility Safety Plan*.
2. No alcohol is allowed on site.
3. STAY OUT OF LOCAL WORK POLITICS.
4. Include Observers in your work.
5. Take time to train Observers.
6. Keep site and the vans clean. (Set an example!)
7. Work to procedures. (Set an example!)
8. Possibly hire local security during visit. (Evaluate each trip.)

Site Regulation Jurisdiction Guidance:

1. Manus Facility (ARCS-1):
 - New work to comply with Australian regulations – need to locate them and reference them.
 - Comply with *Manus Facility Safety Plan* stored in the E-Van.
 - No work without approval of site OIC, Site Visit lead, or TWP/AMF-MO management.
2. Nauru Facility (ARCS-2):
 - New work to comply with Australian regulations – need to locate them and reference them.
 - Comply with *Nauru Facility Safety Plan* stored in the E-Van.
 - No work without approval of site OIC, Site Visit lead, or TWP/AMF-MO management.
3. Darwin Facility (ARCS-3):
 - Comply with Australian regulations – need to locate them and reference them.
 - Comply with Australian Department of Defense regulations – need to locate them and reference them.
 - Comply with *Darwin Facility Safety Plan* stored in the Operations Center.
 - Do not perform any work without approval of Lead Technician Rex Pearson.
4. AMF Niger Site:
 - TBD.

General Hazards:

1. Before starting work analyze the hazards.
2. Plan for the hazards.
3. Stop work if there are concerns for ES&H incidents.

Note: *Safety Plans* are also available on the TWP/AMF-MO website – check them out!

Electrical Hazards:

1. Power panels:
 - 416V power – Only local utility company technicians and electricians are allowed to work.
 - 110/220V – Only utility company technicians or electricians are allowed to work.
2. Observers are prohibited from all electrical power work except 24V DC (but take care with battery acid).
3. Lock-out/tag-out is required for all work on energized systems.
4. Diesel Generator – Caterpillar technicians perform maintenance work and battery service.
5. Diesel Generator – Routine operations are covered by site procedures.

Other Hazards:

1. SMET Tower – Take care in lowering the mast and with minimum of two people.
2. MPL laser is eye safe.
3. MMCR – Stay off I-Van roof near the MMCR antenna.
4. Pressurized gasses:
 - Only trained BOM personnel maintain Hydrogen Generator.
 - Balloon launching using pressurized gas is performed as per the following procedures:
 - ⇒ *BBSS Launch Operation, PRO(BBSS)-002.*
 - ⇒ *Launching Balloons Using Helium or Other Commercial Gas, PRO(BBSS)-016.*
 - ⇒ *BBSS Consecutive (Two) RS-90 Launch Procedure, PRO(BBSS)-019.*
 - Gas cylinder handling as per *Compressed Gas Cylinder Handling, PRO(OPS)-031.*
 - Move gas cylinders using dolly on site
5. H2 Generator caustic chemicals are handled by trained electrolyzer personnel only.
6. Gasoline (petrol) shall not be stored on site.
7. Operate portable gasoline generator according to Owner's Manual on site.
8. Hand tools are to be used by BOM/LANL/ARM technicians only.
9. Stairs are on site for the instrument platforms – use them instead of ladders.
10. During thunderstorms/lightning, stay inside – mainly in Darwin.
11. In Port Moresby, stay in the hotel complex and NEVER travel in the city alone – best with a local, and NEVER at night. (People have been shot near the hotel!!)

Safety Equipment at Site:

1. Emergency contact phone numbers are posted in the E-Van (D-Van at AMF).
2. Fire extinguishers are stored in each van.
3. Outdoor Emergency shower is near H2 Generator (Manus, Nauru).
4. First-aid kits are in the E-Van D-Van at AMF).
5. Safety glasses and gloves are stored in the storage van.
6. Dollies, rolling carts for boxes, and gas cylinders are available on site.
7. Ear protection is stored in the U-Van.
8. Iridium phones in Manus and Nauru are under the D-Van seat.

Taking Care of Your Health:

1. See your doctor, go over the Centers for Disease Control and Prevention (CDC) recommendations, and get your shots well before leaving (e.g., malaria, hepatitis, typhoid, dengue fever, meningitis, and yellow fever).
2. First-aid/CPR training is recommended prior to your travel.
3. Emergency evacuation insurance recommended for PNG and Nauru – know how to engage it (LANL provides this with foreign travel packages).
4. Take general medicines with you (e.g., general antibiotics, diarrhea medicine, decongestants, etc.).
5. Take ample supply of special medications you need – they will probably not be available overseas.

6. Carry critical medicines (e.g., malaria, asthma, etc.) with you, not in checked luggage.
7. Inform teammates of medical conditions of which they should be aware.
8. Drink bottled water in Papua New Guinea (PNG), Nauru, and Niger.
9. There is a risk of the following illnesses:
 - Malaria in PNG and Niger (also at the Honiara stop between Nauru and Brisbane) – You must take appropriate medicine and avoid mosquitoes. **Note: Take medicine religiously as prescribed and, at the same time, every day.**
 - Dengue fever in PNG and Nauru, no prophylactic available – use deet for repelling mosquitoes.
 - Melioidosis in Darwin – don't hand dig in the dirt during wet season.
 - Meningitis and yellow fever in Niger.
10. Know signs of dehydration and heat stroke – Ask Larry Jones about the signs.
11. On the first day at the site, visit lead should buy enough bottled water for EVERYONE for the week and keep it on site.
12. Use sunscreen, especially if using doxycycline.
13. DO NOT WORK AT SITE ALONE!

Driving:

1. Drive slowly!
2. Do not drink and drive!!
3. Avoid driving after dark.
4. Take iridium phone when driving in Manus.
5. Travel in pairs
6. "Drive away" policy:
 - POM – yes.
 - Manus – no, if with a local.
 - Nauru – no.
 - Darwin – no.
7. Drive on left side.
8. Be careful when stepping off curb.

Recreation/Social Life:

1. Respect local culture.
2. Go in pairs.
3. Snorkel/swim in pairs.
4. Do not boat alone, and always take life preservers.
5. Be careful of crocodiles (Manus, Darwin, and Niger), Jellyfish and snakes (Darwin and Niger).
6. Be aware of ciguatera, fresh reef fish poisoning.
7. Do not out after dark.
8. Avoid drinking sessions with locals.
9. No romance with locals.

Special Issues/Conclusion:

1. Keep a low profile and do not “advertise” that you are from the U.S.A.
2. When on travel, go in pairs, lock your hotel doors, keep track of your stuff, and do not flash cash in public.
3. Be aware of your surroundings and use common sense – You are a LONG way from home!
4. The TWP/AMF management has trusted in its judgment to make the call on your foreign travel – Do not put the program in jeopardy by betraying that trust with a “the rules don’t really apply to me” attitude.