

**Pierre Bonnal, Frédéric Chapron or Bertrand  
Nicquevert**  
on the behalf of all Services concerned

**Working on the CERN Site**  
***Prestations sur le Site du CERN***

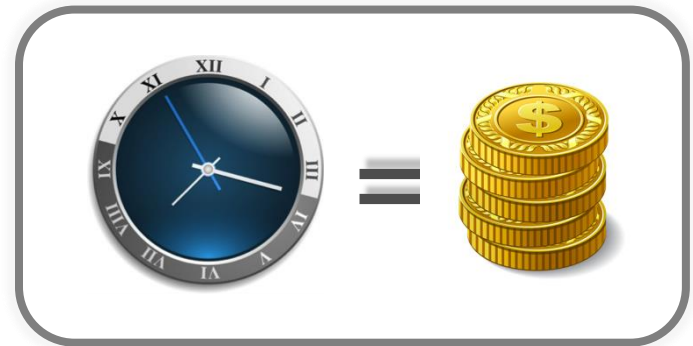
# Agenda

Aim: going through document  
**“Working on the CERN Site”**

1. Compliance with Laws
2. Hours, Access, Reception Conditions
3. Safety and Safety Coordination
4. Storage Transport and Handling
5. Utilities and Work Site Services
6. Miscellaneous...

# Purpose

- CERN has set up **working rules**
- Contractors and contractors' personnel shall comply these **rules** where applicable
- This document “Working on the CERN Site” highlights rules that may have a cost for contractors



# Applicability

This document is subject to change

The **latest version applies** and is downloadable from:

Documents: Key Reference Documents | Procurement and Industrial Services Group  
(cern.ch)



The contractor shall regularly consult this link



## Prestations sur le Site du CERN

### Working on the CERN Site

Le présent document vise à apporter aux soumissionnaires et contractants pour les contrats comportant une prestation sur le site du CERN des informations relatives aux conditions d'accès et de travail applicables.

Les installations concernées sont celles liées aux accélérateurs et expériences du CERN, ainsi que les ateliers, laboratoires et bâtiments tertiaires. Ce document est de portée générale. Les dispositions spécifiques sont stipulées dans la spécification technique et/ou le contrat.

Dans ce document, sauf mention contraire, le terme de "contractant" se réfère, selon le cas, au soumissionnaire, au contractant ou aux sous-traitants. Il relève de la responsabilité du contractant d'informer les sous-traitants du contenu de ce document.

Ce document est susceptible d'évoluer; c'est la version la plus récente qui est en vigueur, elle est disponible sous le lien suivant :

[https://edms.cern.ch/File/1155899/latest\\_released/PrestationsSiteCERN\\_WorkingCERNSite.pdf](https://edms.cern.ch/File/1155899/latest_released/PrestationsSiteCERN_WorkingCERNSite.pdf)

Octobre 2014 October 2014

# Section 1

## Compliance with Laws

# 1.1 General Obligation

The contractor shall comply with all applicable laws, i.e. all CERN rules and regulations applicable to the execution of the contract including:

<http://cern.ch/hoststates>

<http://cern.ch/safety-rules>



See also presentation related to the “4P” by the Procurement Officer

# 1.2 Competent Authorities



The French and Swiss work inspectorates may carry out controls on the CERN site





## Prestations sur le Site du CERN

### Working on the CERN Site

Le présent document vise à apporter aux soumissionnaires et contractants pour les contrats comportant une prestation sur le site du CERN des informations relatives aux conditions d'accès et de travail applicables.

Les installations concernées sont celles liées aux accélérateurs et expériences du CERN, ainsi que les ateliers, laboratoires et bâtiments tertiaires. Ce document est de portée générale. Les dispositions spécifiques sont stipulées dans la spécification technique et/ou le contrat.

Dans ce document, sauf mention contraire, le terme de "contractant" se réfère, selon le cas, au soumissionnaire, au contractant ou aux sous-traitants. Il relève de la responsabilité du contractant d'informer les sous-traitants du contenu de ce document.

Ce document est susceptible d'évoluer; c'est la version la plus récente qui est en vigueur, elle est disponible sous le lien suivant :

[https://edms.cern.ch/File/1155899/last\\_released/PrestationsSiteCERN\\_WorkingCERNSite.pdf](https://edms.cern.ch/File/1155899/last_released/PrestationsSiteCERN_WorkingCERNSite.pdf)

The purpose of present document is to provide bidders and contractors working on the CERN site with information relating to the applicable access and working conditions.

The installations concerned are those related to the accelerators and experiments at CERN, as well as workshops, laboratories and tertiary buildings. This document is general in scope. The specific provisions are stipulated in the technical specification and/or contract.

In this document, unless otherwise stated, the term "contractor" refers to the bidder, the contractor or sub-contractors, depending on the case. It is the responsibility of the contractor to inform the sub-contractors of the content of this document.

This document is subject to change; the latest version applies and is available upon the following link :

October 2014 October 2014

# Section 2

## Hours, Access and Reception Conditions on Site



# 2.1 Working Hours and Days

## Official CERN Working Hours

from  to 

## Normal Working Hours

from  to 

## Specific Authorizations (outside Normal Working Hours)

starts before  or ends after 

- “Authorization to work outside normal working hours and days”
- Authorization(s) from Work Inspectorate of the Host State

## 2.1 Working Hours and Days (cont'd)

Working Days

Monday

Tuesday

Wednesday

Thursday

Friday

Public Holidays

1<sup>st</sup> January

Good Friday

Easter Monday

Ascension Thursday

1<sup>st</sup> May

Whit Monday

The “Jeûne Genevois”

24<sup>th</sup> December

25<sup>th</sup> December

31<sup>st</sup> December

CERN closes for two weeks at the end of the year

# 2.2 Access to the CERN Site




Access card  
incl. access rights  
to specific areas

+



Safety awareness  
and/or training  
CERN general Safety course  
+ specific to the areas

 **This takes time !!** 

## 2.3 & 2.4 Access to Facilities

Specific authorizations are required for:

### 2.3 Surface Technical Installations

### 2.4 Beam Facilities

- **PS Complex \***
- **SPS Complex \***
- **LHC Complex \***

\* incl. corresponding **Experimental Areas**



**Operation vs. Shutdown periods**

## 2.6 Access Card Withdrawal



Non-compliance with the rules applicable on the CERN site can result in the withdrawal of the access card, and thus of the access authorization to the CERN site!

## 2.7 Portable Cabins and Car Parks







## Prestations sur le Site du CERN

### Working on the CERN Site

Le présent document vise à apporter aux soumissionnaires et contractants pour les contrats comportant une prestation sur le site du CERN des informations relatives aux conditions d'accès et de travail applicables.

Les installations concernées sont celles liées aux accélérateurs et expériences du CERN, ainsi que les ateliers, laboratoires et bâtiments tertiaires. Ce document est de portée générale. Les dispositions spécifiques sont stipulées dans la spécification technique et/ou le contrat.

Dans ce document, sauf mention contraire, le terme de "contractant" se réfère, selon le cas, au soumissionnaire, au contractant ou aux sous-traitants. Il relève de la responsabilité du contractant d'informer les sous-traitants du contenu de ce document.

Ce document est susceptible d'évoluer; c'est la version la plus récente qui est en vigueur, elle est disponible sous le lien suivant :

[https://edms.cern.ch/File/1155899/last\\_released/PrestationsSiteCERN\\_WorkingCERNSite.pdf](https://edms.cern.ch/File/1155899/last_released/PrestationsSiteCERN_WorkingCERNSite.pdf)

The purpose of present document is to provide bidders and contractors working on the CERN site with information relating to the applicable access and working conditions.

The installations concerned are those related to the accelerators and experiments at CERN, as well as workshops, laboratories and tertiary buildings. This document is general in scope. The specific provisions are stipulated in the technical specification and/or contract.

In this document, unless otherwise stated, the term "contractor" refers to the bidder, the contractor or sub-contractors, depending on the case. It is the responsibility of the contractor to inform the sub-contractors of the content of this document.

This document is subject to change; the latest version applies and is available upon the following link :

Octobre 2014 October 2014

# Section 3

## Safety and Safety Coordination





# 3.1 Work Categories

## First Category Works → large-scale operations

**WSCP** (Work & Safety Coordination Plan)

Drawn up by **CERN**

**SSHPP** (Special Safety & Health Protection Plan)

Drawn up by the **contractor**

## Second Category Works → other operations or services

**PP** (Prevention Plan)

Prepared jointly by **CERN** and the **contractor** (at CERN's initiative)

## Technical Stops → specific operations or services

**WSCP** (Work & Safety Coordination Plan)

Drawn up by **CERN**

**Risk assessment(s)**

Drawn up by the **contractor**

## 3.2 Monitoring of Health and Fitness to Work



Contractors are responsible for monitoring the health of their personnel in accordance with laws

Special monitoring may be required

## 3.3 Specific Hazards



Protective and preventive  
measures to implement

## 3.4 Electrical Hazards

Case 2: **Electrical works** in technical installations and beam facilities

Prerequisite:

- Having followed CERN's 15-min **on-line electrical safety awareness**
- Having followed the appropriate **electrical safety training** ← Contractor
- Being in possession of the appropriate **electrical certification** ← Contractor
- Then, access authorization delivered by CERN



## 3.5 Fire Hazards



### CERN Fire Permit procedure



**CERN Fire & Rescue Service**

# 3.10 Chemical Hazards

3.10.1 Asbestos Hazards

3.10.2 Storage of Hazardous Materials

3.10.3 Transport of Hazardous Materials



Limited to some facilities and equipment  
Participation in risk assessments

## 3.11 Working in Confined Space

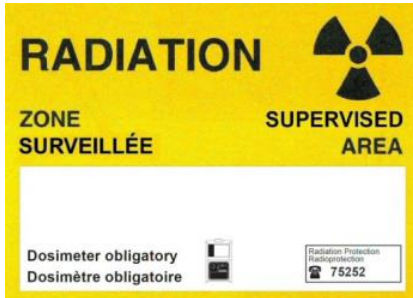


The presence of a person supervising outside the area is compulsory

**CERN permit to enter** procedure

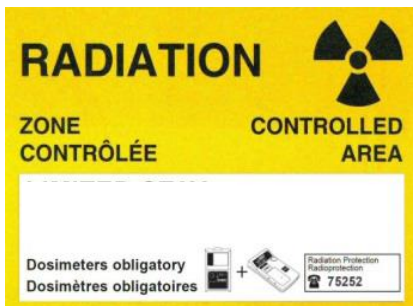
One-day training organized by CERN

# 3.13 Ionising Radiation



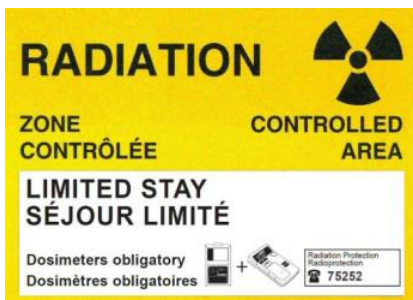
Works in Radiation Areas:

- **Authorisations** from competent authorities
- **Qualified expert** (2013/59/EURATOM 24 Dec. 2013)



Exposed workers:

- Appropriate **RP training**
- **Dosimetric monitoring**
- **Medical follow-up**





## 3.20 Working at Height Hazards



# 3.22 Hazards with Lone Working



Participation in risk assessments

## 3.23 Emergency Rescue Organization



Permanent presence of occupational **first-aiders**

## 3.24 Immediate Stoppage of Activities

All persons have the duty to stop an activity if they judge that it presents an imminent and serious danger



The competent Host State authorities and CERN representatives may also stop the activity with immediate effect

## 3.25 Environmental Protection

CERN commits itself to respect and protect the environment (air, soil, natural environment, etc.) and to respect the applicable environmental regulations

Waste shall be temporarily stored in the designated areas and regularly evacuated





## Prestations sur le Site du CERN

### Working on the CERN Site

Le présent document vise à apporter aux soumissionnaires et contractants pour les contrats comportant une prestation sur le site du CERN des informations relatives aux conditions d'accès et de travail applicables.

Les installations concernées sont celles liées aux accélérateurs et expériences du CERN, ainsi que les ateliers, laboratoires et bâtiments tertiaires.

Ce document est de portée générale. Les dispositions spécifiques sont stipulées dans la spécification technique et/ou le contrat.

Dans ce document, sauf mention contraire, le terme de "contractant" se réfère, selon le cas, au soumissionnaire, au contractant ou aux sous-traitants. Il relève de la responsabilité du contractant d'informer les sous-traitants du contenu de ce document.

Ce document est susceptible d'évoluer; c'est la version la plus récente qui est en vigueur, elle est disponible sous le lien suivant :

[https://edms.cern.ch/File/1155899/latest\\_released/PrestationsSiteCERN\\_WorkingCERNSite.pdf](https://edms.cern.ch/File/1155899/latest_released/PrestationsSiteCERN_WorkingCERNSite.pdf)

The purpose of present document is to provide bidders and contractors working on the CERN site with information relating to the applicable access and working conditions.

The installations concerned are those related to the accelerators and experiments at CERN, as well as workshops, laboratories and tertiary buildings. This document is general in scope. The specific provisions are stipulated in the technical specification and/or contract.

In this document, unless otherwise stated, the term "contractor" refers to the bidder, the contractor or sub-contractors, depending on the case. It is the responsibility of the contractor to inform the sub-contractors of the content of this document.

This document is subject to change; the latest version applies and is available upon the following link :

October 2014 October 2014

# Section 4

## Storage, Transport and Handling



## 4.3 Customs Formalities



**Belonging to CERN or being sent to CERN**

- by **CERN's Import-Export Service**

**Belonging to the contractor**

- contact **Custom's Office** or **Custom's Agent**





## Prestations sur le Site du CERN Working on the CERN Site

Le présent document vise à apporter aux soumissionnaires et contractants pour les contrats comportant une prestation sur le site du CERN des informations relatives aux conditions d'accès et de travail applicables.

Les installations concernées sont celles liées aux accélérateurs et expériences du CERN, ainsi que les ateliers, laboratoires et bâtiments tertiaires. Ce document est de portée générale. Les dispositions spécifiques sont stipulées dans la spécification technique et/ou le contrat.

Dans ce document, sauf mention contraire, le terme de "contractant" se réfère, selon le cas, au soumissionnaire, au contractant ou aux sous-traitants. Il relève de la responsabilité du contractant d'informer les sous-traitants du contenu de ce document.

Ce document est susceptible d'évoluer; c'est la version la plus récente qui est en vigueur, elle est disponible sous le lien suivant :

[https://edms.cern.ch/File/1155899/last\\_released/PrestationsSiteCERN\\_WorkingCERNSite.pdf](https://edms.cern.ch/File/1155899/last_released/PrestationsSiteCERN_WorkingCERNSite.pdf)

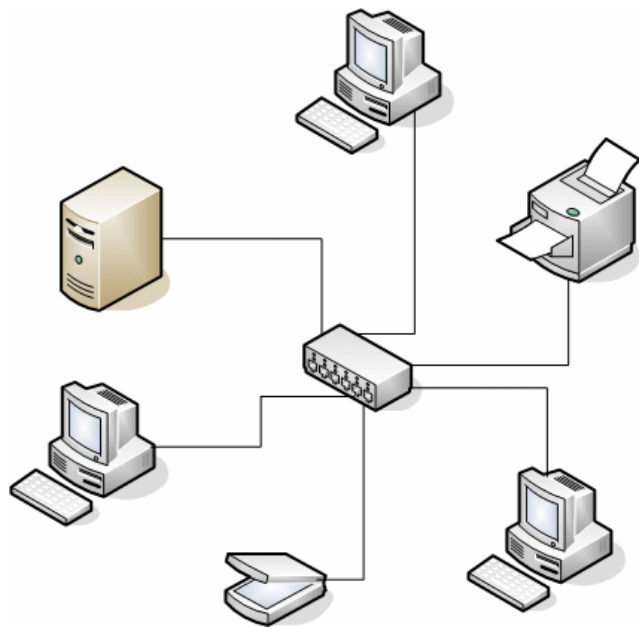
October 2014    Octobre 2014

# Section 5 Utilities and Work Site Services





# 5.1 CERN Computing Resources



In compliance with CERN Op. Circular no. 5

# 5.2 Communication Networks



CERN internal  
telecom network  
limited to  
6XXXX, 7XXXX, 8XXXX  
and 16XXXX



“CERN Mobile Phone”  
Contract limited to  
6XXXX, 7XXXX, 8XXXX  
and 16XXXX  
External communications  
at contractor’s expense  
**Note: CERNPhone app**

## 5.3 Electricity and Lighting



400 V, 32 A or 63 A  
**CE** type sockets



230 V, 10 A  
**Swiss** type sockets  
even on French side



Compliance  
with CERN  
Safety Code C1

# 5.6 Water Distribution and Sewage

- Water can be supplied to contractor (request shall be made to CERN technical contact)
- Water can be drained into the CERN site drainage or sewage water network (request authorization through CERN technical contact)
- The discharge of water into drainage/ sewage shall comply with laws where the water is collected (France or Switzerland)



## 5.9 Keys



- CERN will provide the contractor with keys to access **relevant buildings and rooms**, exclusively for the performance of the contract
- The contractor shall return all keys to CERN on the date of termination of the assignment of the personnel concerned



## Prestations sur le Site du CERN

### Working on the CERN Site

Le présent document vise à apporter aux soumissionnaires et contractants pour les contrats comportant une prestation sur le site du CERN des informations relatives aux conditions d'accès et de travail applicables.

Les installations concernées sont celles liées aux accélérateurs et expériences du CERN, ainsi que les ateliers, laboratoires et bâtiments tertiaires. Ce document est de portée générale. Les dispositions spécifiques sont stipulées dans la spécification technique et/ou le contrat.

Dans ce document, sauf mention contraire, le terme de "contractant" se réfère, selon le cas, au soumissionnaire, au contractant ou aux sous-traitants. Il relève de la responsabilité du contractant d'informer les sous-traitants du contenu de ce document.

Ce document est susceptible d'évoluer; c'est la version la plus récente qui est en vigueur, elle est disponible sous le lien suivant :

[https://edms.cern.ch/File/1155899/last\\_released/PrestationsSiteCERN\\_WorkingCERNSite.pdf](https://edms.cern.ch/File/1155899/last_released/PrestationsSiteCERN_WorkingCERNSite.pdf)

October 2014 October 2014

# Section 6

## Miscellaneous



# 6.1 Visual Identity of the Contractor



With reflecting parts of the suite or a reflecting vest



## 6.2 Liability and Insurance in Case of High Value Exposure

- See clause 27.4 of the *General Conditions of CERN Contracts*





# 6.3 Performance of the Contract

## 6.3.1 Time Loss by the Contractor

## 6.3.2 Disappearance, Loss or Theft of CERN Property

- Specific procedure (CERN/DSU-RH/13100)
- Penalties:

Goods belonging to CERN	Penalty
Access card	CHF 100.– per card and per day of delay
Keys	CHF 200.– per key non returned key
SIM cards for mobile phones	CHF 500.– per day of delay
Personal dosimeter	CHF 350.– per non returned personal dosimeter
Operational dosimeter	CHF 700.– per non returned operational dosimeter
Portable ODH detector	CHF 950.– per non returned portable ODH detector



Many thanks to you for submitting a bid



[www.cern.ch](http://www.cern.ch)