Working on the CERN Site
Travailler sur le Site du CERN
Agenda

• Getting familiar with the document
• “Working on the CERN Site”
  1. Compliance with Laws
  2. Working Hours, Access
  3. Safety and Safety Coordination
  4. Storage, Transport and Handling
  5. Utilities and Worksite Services
  6. Miscellaneous
Purpose

- CERN has set up working rules
- Contractors shall comply with these rules where applicable and ensure that their personnel do the same
- 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 available online: https://procurement.web.cern.ch/document-category/key-reference-documents

- The Contractor shall regularly consult this link
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/hoststates)
  - [http://cern.ch/safety-rules](http://cern.ch/safety-rules)
  - See also presentation related to the “4P” by the Procurement Officer
1.1 General Obligation (cont’d)

INTEGRITY – CODE OF CONDUCT – DATA PRIVACY
And other Key documents

Intégrité au CERN / Integrity at CERN:

Code de Conduite :

Code of Conduct:

Confidentialité des données / Data Privacy:


Circulaires opérationnelles (CO) / Operational circulars (OC) :
https://procurement.web.cern.ch/document-category/key-reference-documents
Status of Contractor’s personnel

The Firm’s personnel shall not be considered as employed by CERN

The Firm shall ensure that its personnel:
- Is identifiable as such (as well as its equipment and premises);
- Complies with any CERN communication instructions;
- Does not act on behalf of CERN without prior authorisation.
1.2 Competent Authorities

The French and Swiss work inspectorates may carry out controls on the CERN site
Section 2

Working hours
Access
Operation schedule
Facilities
2.1 Working Hours and Days

- **Official** CERN Working Hours
  - from **08:30** to **05:30**

- **Normal** Working Hours (Monday to Friday excl. CERN holidays)
  - from **07:00** to **07:00**

- **Special Authorisation** (outside Normal Working Hours)
  - starts before **06:00** or ends after **06:00**
  - “Authorisation to work outside normal working hours and days”
  - Authorisation(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
- 1st January
- Good Friday
- Easter Monday
- 1st May
- Ascension Thursday
- Whit Monday
- The “Jeûne genevois”
- 24th December
- 25th December
- 26th December
- 31st 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 authorisations are required for:

- 2.3.1 Surface Technical Installations
- 2.3.2 Beam Facilities
  - PS Complex *
  - SPS Complex *
  - LHC Complex *
  - * incl. corresponding Experimental Areas

Operation vs. Shutdown periods
2.5 Access Card Withdrawal

Non-compliance with the rules applicable on the CERN Site can lead to the withdrawal of the access card, and thus of the access authorisation to the CERN Site!
Section 3

Safety and Safety Coordination

3. SÉCURITÉ ET COORDINATION DE LA SÉCURITÉ
SAFETY AND SAFETY COORDINATION

CERN defines and implements a Safety Policy that sets out the general principles governing Safety at CERN. CERN further establishes its own Safety rules as required for its proper functioning. The CERN Safety Policy and the CERN Safety rules apply to all CERN’s activities and all persons participating in them or present on its Site.

This chapter provides a summary of the main risks that a Firm may encounter at CERN and sets out the corresponding Safety rules and procedures. Firms shall make sure they are familiar with the CERN Safety Policy and the CERN Safety rules, which can be found at:

https://cern.ch/politique-de-securite
https://base.cern.ch/content/cern-safety-policy

3.1 Catégories d’opérations ■ Categories of Operations

Les différentes Activités exécutées par une Firme, le plus souvent sur des ouvrages, installations et équipements existants ou à proximité de ceux-ci, comportent des risques liés :

- à l’environnement ;
- à l’interférence entre les activités, les installations et les équipements des différents services du CERN et autres Firms intervenant sur le Site du CERN et sur un même lieu de travail ;
- aux Activités elles-mêmes.

Toutes les Activités exécutées par une Firme doivent faire l’objet d’une démarche de coordination de la sécurité opérationnelle.

Le CERN distingue trois catégories d’Opérations\(^{6}\). La catégorie d’Opérations envisagée est précisée dans le Contrat:

\(^{6}\) Au sens du Règlement de sécurité SR-WS : https://base.cern.ch/content/reglement-de-securite-ssr

\(^{6}\) As per Safety regulation SR-WS : https://base.cern.ch/content/safety-regulation-ssr
## 3.1 Categories of Operations

<table>
<thead>
<tr>
<th>First Category Operations</th>
<th>large-scale operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WSCP</strong> (Work &amp; Safety Coordination Plan)</td>
<td>Drawn up by CERN</td>
</tr>
<tr>
<td><strong>SSHPP</strong> (Special Safety &amp; Health Protection Plan)</td>
<td>Drawn up by the Contractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Category Operations</th>
<th>other operations or Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PP</strong> (Prevention Plan)</td>
<td>Prepared jointly by CERN and the Contractor (at CERN’s initiative)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical stops</th>
<th>specific operations or Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WSCP</strong> (Work &amp; Safety Coordination Plan)</td>
<td>Drawn up by CERN</td>
</tr>
<tr>
<td>Risk assessment(s)</td>
<td>Drawn up by the Contractor</td>
</tr>
</tbody>
</table>
3.2 Monitoring and Inspection

The Firm is responsible for monitoring the health of its personnel in compliance with Laws.

Special monitoring may be required.
3.3 Specific Risks

Protective and preventive measures to implement
3.4 Electrical Risks

Access to technical buildings and facilities housing electrical installations is authorised only for personnel:

• In possession of electrical Certification in accordance with the CERN electrical Safety rules;

• In possession of access and work authorisations issued by CERN
3.5 Fire Risks

CERN Fire Permit procedure

CERN Fire & Rescue Service

74444
3.6 Flammable Gases Risks

Limited to some facilities or equipment
Participation in risk assessments
3.7 Bursting Risks

Limited to some facilities or equipment
Participation in risk assessments
3.8 Cryogenic Risks

Pressure  Asphyxiation  (O$_2$ deficiency)  Cold burns

Wearing of a portable ODH detector may be required + CERN’s 10-min on-line ODH detector awareness
3.9 Self-Rescue Masks

LHC and SPS underground areas

Self-rescue mask safety training

Masks supplied and maintained by the Contractor
3.10 Chemical Risks

3.10.1 Pollutants
3.10.2 Storage of Hazardous Materials
3.10.3 Transportation of Hazardous Materials

Limited to some facilities or equipment
Participation in risk assessments
3.11 Work in Confined Space

The presence of a person supervising outside the area is compulsory.

CERN permit to enter procedure

One-day Safety course given by CERN
3.13 Ionising Radiation

Works in Radiation Areas:
- **Authorisations** from competent authorities
- **Qualified expert** (2013/59/EURATOM)

Exposed workers:
- Appropriate **RP training**
- **Dosimetric monitoring**
- **Medical follow-up**
3.13 Ionising Radiation (cont’d)

CERN’s 45-min on-line RP training

One-day RP training organised by CERN
In addition to their own dosimeter (handled by the Contractor), CERN provides to exposed workers:

- Personal dosimeters (obligatory)
- Operational dosimeters as required

All industrial radiography activities are subject to CERN’s prior written approval.
3.18 Magnetic Field Risks

Restriction for persons not medically fit to work in magnetic field environment
3.20 Working at Height Risks
3.22 Risks with Lone Working

Participation in risk assessments
3.23 Emergency Response Organisation

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 and to comply with applicable environmental Laws

Waste shall be temporarily stored in the designated areas and regularly evacuated
Section 4

Storage

Transport

Handling

4. ENTREPOSAGE, TRANSPORT ET MANUTENTION
STORAGE, TRANSPORT AND HANDLING

4.1 Entreposage ▪ Storage Areas

Les zones d'entreposage doivent faire l'objet d'une autorisation écrite préalable du CERN. Elles sont clairement identifiées comme telles par des marquages au sol effectués par le CERN. Les voies de circulation doivent être maintenues libres.

Il en est ainsi notamment dans les installations faisant parties des complexes SPS et LHC, où le Contractant doit veiller à laisser un passage au sol de 60 cm au minimum dans les ares (et 50 cm dans les autres secteurs) en limite de ses chantiers et dépôts de matériel, et ce quelles que soient les circonstances, afin de garantir le passage des moyens de transport et des secours.

Pour cela, le Contractant doit:

- sécuriser ses zones d'entreposage de matériels;
- signaler ses zones d'entreposage par des panneaux en amont et en aval.

Le CERN peut attribuer au Contractant qui en fait la demande des espaces d'entreposage dits «partagés», et cela dans la limite de la place disponible et des impératifs des chantiers.

Les zones d'entreposage ne sont pas systématiquement clôturées ni spécifiquement surveillées par le CERN.

Le CERN décline toute responsabilité en cas de disparition ou de dommage au matériel ou équipements entreposés.

L'accès à ces zones est possible uniquement pendant l'horaire normal du CERN.

Aucun espace d'entreposage ne peut être mis à disposition dans les bâtiments de tête de puits et les installations souterraines en raison de leur exigüité.

Storage areas are subject to CERN’s prior written authorisation. They will be clearly marked on the ground by CERN. The maneuvering areas must be kept free.

In the beam facilities of the SPS complex and the LHC complex in particular, the Contractor must leave a passage around its work sites and equipment storage areas of at least 60 cm at ground level in the area (and 50 cm everywhere else), at all times and in all circumstances, to allow access for transport means and for the emergency rescue services.

For this purpose the Contractor shall:

- Secure its equipment storage areas;
- Install warning signs on both sides of these storage areas.

CERN may, upon request, assigns shared storage space to the Contractor, subject to availability and according to the requirements of the work.

The storage areas are not systematically fenced off or specifically supervised by CERN.

CERN accepts no responsibility for any loss of or damage to the equipment and materials in the storage areas.

Access to these areas is possible only during CERN’s normal working hours.

No storage areas can be made available in the buildings at the top of the access shafts or in the underground areas because of the limited space available.
4.1 Storage Areas

Storage space availability is an issue in underground areas (SPS and LHC)

- Passage areas shall be kept free
- Only marked out storage area
- Stored equipment/bulk property clearly identified
- Warning signs on both/all sides
4.2.1 Vertical Handling Operations in the Access Shafts

Handling equipment: operated exclusively by CERN

Requests: through CERN Technical Contact (5 working days before)
4.2.2 Use of Bicycles in the Underground Structures

The Contractor may use bicycles

- Model approved
- Parked in compliance with rules
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
Section 5
Utilities
Worksite Services
5.1 CERN Computing Resources

In compliance with CERN OC 5
5.2 Telephones

CERN fixed telephone system with 6XXXX, 7XXXX and 8XXXX

CERN may, subject to a monthly subscription at the Contractor’s expense, make SIM cards available to the Contractor for internal communications.
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
5.5 Principle of Ventilation of Underground Structures

Constant air velocities in underground structures

Ambient temperature ca. 16 °C
5.8 Use of CERN Vehicles

In compliance with CERN OC 4
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.
Section 6

Miscellaneous

6. DIVERS MISCÉLLÉNEUX

6.1 Assurance ■ Insurance

Il est recommandé au Contratant de souscrire les assurances nécessaires pour couvrir ses risques, et ceux de son personnel, et sa responsabilité potentielle au titre du Contrat et du Droit en vigueur.

Dans sa couverture d’assurance, le Contratant doit tenir compte en particulier des risques spécifiques liés à la nature des Activités et à l’environnement dans lequel elles seront exécutées.

6.2 Exécution du Contrat ■ Performance of the Contract

6.2.1 Planification à la charge du Contratant ■ Time Management by the Contractor

Par sa signature, le Contratant confirme qu’il accepte les dispositions du Contrat, qu’il a pleine connaissance de et que le montant du Contrat est suffisant pour couvrir toutes les exigences du Contrat ainsi que de toutes les conditions relatives à l’exécution de ses obligations contractuelles, notamment :

- les conditions d’accès aux lieux de travail, y compris les exigences d’accès aux Zones Réglementées ou zones d’expérience (accès difficile aux équipements) ;
- le planning des travaux, dont l’exécution par phases ou simultanéité de travaux par le CERN ou d’autres intervenants et les délais d’attente mentionnés dans le Contrat ;
- les arrêts de chantier pour cause de non-respect des règles de Sécurité, et d’autres exigences liées à la sécurité, telles que par exemple l’ouverture et la fermeture des dalles de faux plafond en début et fin de journée ou l’obligation d’emploi d’un échafaudage fixe plutôt que mobile ;
- les exigences liées à la nature des installations, telles que la présence d’obstacles de toute nature.

By signing the Contract, the Contractor confirms that it accepts the provisions of the Contract and that it has full knowledge of, and that the amount of the Contract is sufficient to cover all of the requirements of the Contract and all the conditions associated with the performance of the obligations under the Contract, such as:

- The conditions of access to work areas, including constraints associated with access to Radiation Areas and experimental areas (difficult access to equipment);
- The scheduling of work, including the execution of work in phases and the simultaneous execution of different types of work by CERN or other contractors, and the waiting times mentioned in the Contract;
- Work stoppages due to non-compliance with Safety rules and other Safety related requirements, such as, for example, the opening and closing of false-floor tiles at the beginning and end of each day, or the requirement to use fixed rather than mobile scaffolding;
- Requirements linked to the nature of the facilities, such as the presence of obstacles of all kinds.
6.1 Insurance

The Contractor shall take out the necessary insurance to cover its risks and those of its personnel and potential liability under the Contract and Laws.
6.2 Performance of the Contract

- 6.2.1 Time Management by the Contractor
- 6.2.2 Disappearance, Loss or Theft of CERN Property
  - Specific procedure (CERN/DG-RH/17306)
  - Penalties:

<table>
<thead>
<tr>
<th>Equipment belonging to CERN</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access card</td>
<td>CHF 100.– per card and per day of delay</td>
</tr>
<tr>
<td>Keys</td>
<td>CHF 200.– per key non returned key</td>
</tr>
<tr>
<td>SIM cards for mobile phones</td>
<td>CHF 500.– per day of delay</td>
</tr>
<tr>
<td>Personal dosimeter</td>
<td>CHF 350.– per non returned personal dosimeter</td>
</tr>
<tr>
<td>Operational dosimeter</td>
<td>CHF 700.– per non returned operational dosimeter</td>
</tr>
<tr>
<td>Portable ODH detector</td>
<td>CHF 950.– per non returned portable ODH detector</td>
</tr>
</tbody>
</table>
Many thanks for submitting a Bid