IMPORTANT REMINDER – USER S’ SAFETY COURSES (1)

- Users must follow the safety awareness courses on SIR depending on their activities and the zones to which they will need access:

"Reminder: Please check the validity of your Safety courses

Since April 2009 the compulsory basic Safety awareness courses (levels 1, 2 and 3) have been accessible on a "self-service" basis on the web (see CERN Bulletin). Participants are required to pass a test at the end of each course. The test is valid for 3 years so courses must be repeated on a regular basis. A system of automatic e-mail reminders already exists for level 4 courses on SIR and will be extended to the other levels shortly. The number of levels you are required to complete depends on your professional category.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Personnel concerned</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Basic safety</td>
<td>Specific risks</td>
<td>Controlled access areas</td>
<td></td>
</tr>
<tr>
<td>Tertiary activities</td>
<td>&quot;Administrative&quot;: office work, etc.</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>&quot;On site&quot; activities</td>
<td>All professional categories other than the administrative category: manual work, work in hazardous areas, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>Activities in underground areas</td>
<td>All professional categories</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

You are kindly requested to follow the level 1, 2 and 3 courses on the SIR system if you last completed them (in a class or by video in Building 55) more than 3 years ago. You can follow the courses and complete the corresponding tests on the web site http://sir.cern.ch from any computer on or off the CERN site. If you do not have a CERN account, you can access the courses at the kiosks on the ground floor of Building 55 from 7.30 a.m. to 4.00 p.m."
Users must also follow the safety courses for specific risks depending on the risks to which they are exposed (Radiation safety, magnetic fields, biocell...): these courses are available on the « training catalogue ».
The use of lifting equipment by ‘Users’ is determined by an authorization procedure which is available from the following link: ‘Occasional users of lifting equipment – associated members of the personnel’.

**Occasional Users of Lifting Equipment - Associated Members of the Personnel**

The following text applies only to associated members of the personnel, where their respective home institutes have signed a collaboration agreement with CERN.

A different procedure applies for CERN staff members and contractors' employees to operate lifting equipment at CERN.

As a general rule lifting equipment at CERN may be operated only by qualified staff, i.e. those who have had intensive training in and adequate experience of using such equipment. However, for straightforward recurrent lifting operations, the Organization issues authorisations to use lifting equipment at CERN to members of the personnel, including Associated members of the personnel, who have followed a suitable course of training (less than 5 years ago).

**Associated members of the personnel procedure.**

Project Associates, Associates, Users and Students may apply to operate lifting equipment at CERN by completing the following procedure:

1. The applicant must submit an on-line application for authorisation to operate lifting equipment at CERN under Access Request in EDH:

   https://edh.cern.ch/Document/ACRQ (see help note)