Pierre Bonnal, Simon Cherault, 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:

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/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
Section 2

Hours, Access and Reception Conditions on Site
2.1 Working Hours and Days

Official CERN Working Hours

from **08:30** to **09:30**

Normal Working Hours

from **08:00** to **08:00**

Specific Authorizations (outside Normal Working Hours)

starts before **08:00** or ends after **08:00**

- “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
1st January
Good Friday
Easter Monday
Ascension Thursday
1st May
Whit Monday
The “Jeûne Genevois”
24th December
25th 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 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
Section 3
Safety and Safety Coordination
# 3.1 Work Categories

### First Category Works → large-scale operations

<table>
<thead>
<tr>
<th><strong>WSCP</strong></th>
<th>Work &amp; Safety Coordination Plan</th>
<th>Drawn up by <strong>CERN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSHPP</strong></td>
<td>Special Safety &amp; Health Protection Plan</td>
<td>Drawn up by the <strong>contractor</strong></td>
</tr>
</tbody>
</table>

### Second Category Works → other operations or services

<table>
<thead>
<tr>
<th><strong>PP</strong></th>
<th>Prevention Plan</th>
<th>Prepared jointly by <strong>CERN</strong> and the <strong>contractor</strong> (at CERN’s initiative)</th>
</tr>
</thead>
</table>

### Technical Stops → specific operations or services

<table>
<thead>
<tr>
<th><strong>WSCP</strong></th>
<th>Work &amp; Safety Coordination Plan</th>
<th>Drawn up by <strong>CERN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk assessment(s)</strong></td>
<td></td>
<td>Drawn up by the <strong>contractor</strong></td>
</tr>
</tbody>
</table>
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 1: Non-electrical works in technical installations and beam facilities

Prerequisite:

• Having followed CERN’s 15-min on-line electrical safety awareness
• Then, access authorization delivered by CERN
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
3.6 Flammable Gases Hazards

Limited to some facilities or equipment
Participation in risk assessments
3.7 Rupture Hazards

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

Pressure  Asphyxiation  Cold burns

(O_2 deficiency)

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
(2-hour training, organized by CERN)

Masks supplied and maintained by the contractor
3.10 Chemical Hazards

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

Exposed workers:

- Appropriate **RP training**
- **Dosimetric** monitoring
- **Medical follow-up**
3.13 Ionising Radiation

CERN’s 45-min on-line RP training

One-day RP training organised by CERN
In addition to their own dosimeter, CERN provides to exposed workers:

- Personal dosimeters (obligatory)
- Additional extremity or operational dosimeters as required

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

Restriction for persons not medically fit to work in magnetic field environment
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.
Section 4
Storage, Transport and Handling
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 and Work Site Services

Prestations sur le Site du CERN
Working on the CERN Site

The purpose of the present document is to provide guidance on utilities and services for work on the CERN site with information relating to 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 specifications 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
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 and 16XXXX

“CERN Mobile Phone” Contract limited to 6XXXX, 7XXXX and 16XXXX
External communications at contractor’s expense
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 Works

Constant air velocities in underground works

Ambient temperature ca. 16 °C
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.
Section 6

Miscellaneous

Prestations sur le Site du CERN

Working on the CERN Site

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.

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https://edms.cern.ch/file/1115899/last_released/PrestationsSiteCERN_WorkingCERNSite.pdf
6.1 Visual Identity of the Contractor
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:

<table>
<thead>
<tr>
<th>Goods 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 to you for submitting a bid