



ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

SAFETY REGULATION SR-SO

RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE IN MATTERS OF SAFETY AT CERN

1 INTRODUCTION

For the convenience of the reader, this Safety Regulation uses the masculine gender only. However, its use shall be understood as referring to both genders unless the context clearly indicates a reference to one gender only.

1.1 Legal basis

In accordance with its intergovernmental status, the Organization establishes and updates Safety Rules to implement its Safety Policy.

This Safety Regulation forms part of the CERN Safety Rules and is issued pursuant to the Staff Rules and Regulations and the CERN Safety Policy.

1.2 Purpose and scope

The purpose of this Safety Regulation is to define the responsibilities and organisational structure in matters of Safety at CERN.

It covers all persons participating in the activities of the Organization or present on its site, irrespective of their status.

1.3 Safety responsibilities

Responsibilities in matters of Safety regarding employed Members of the Personnel follow the hierarchical line. Responsibilities regarding associated Members of the Personnel are shared between the Organization and the home institution in accordance with the applicable contractual provisions, CERN rules and regulations and Laws. Responsibilities regarding contractors' personnel are shared between the Organization and the employer in accordance with the applicable contractual provisions, CERN rules and regulations and Laws.

Safety responsibilities cannot be delegated. An assignment of tasks in matters of Safety in no event implies a transfer of Safety responsibilities.

1.4 Definitions

- CERN Experiment: comprises both Large Experiments and Experiments.
- Collaborating Institution: a university or research institution participating in CERN activities and/or a CERN Experiment.
- Complex: a set of beam and associated experimental facilities; the CERN Complexes are the LHC, SPS and PS.
- Complex Manager: person appointed by the Director-General to ensure the safe operation of all CERN Complexes.
- Department: CERN Departments and administratively assimilated units.
- Experiment: any approved Experiment other than a Large Experiment and any recognised Experiment carrying out activities with Safety implications at CERN.
- Fire and Rescue Service: organic unit competent in matters of Incident and rescue preparedness and responses.
- HSE Unit: organic unit competent in matters of occupational health and safety and environmental protection.
- Incident: an unintended event (including accidents, operating errors, equipment failures, near misses or other mishaps) or an unauthorised act that occurs on the CERN site or is directly related to CERN's activities, the consequences or potential consequences of which are not negligible from the point of view of Safety.
- Installations: buildings, premises, technical infrastructure and equipment necessary for the functioning of CERN, including the operation of its beam facilities and the conduct of CERN Experiments.
- Large Experiment: ATLAS, CMS, ALICE, LHCb and any other Experiment which the hosting Department deems should be considered as a Large Experiment for the purpose of this Safety Regulation.
- Laws: laws, rules, regulations, ordinances, prescriptions, directives, standards and procedures issued by a national or international authority other than CERN or by a professional association or standardisation body.

- **Medical Service:** organic unit competent in matters of occupational medicine.
- **Members of the Personnel:** CERN Members of the Personnel as defined by the CERN Staff Rules and Regulations. Members of the Personnel comprise both employed and associated Members of the Personnel.
- **Occupational Medicine:** the branch of medicine that deals with the prevention and treatment of diseases and injuries occurring at work or in specific occupations. Occupational medicine falls under the exclusive responsibility of the Medical Service.
- **Project:** a collaborative, temporary enterprise, involving several Departments and/or Collaborating Institutions, with the aim of designing and building an installation or facility.
- **Radiation Protection:** the protection of people from the effects of ionising radiation and the means of achieving this. Radiation Protection includes assessment of radiological risks, classification of work places in radiation zones, implementation of control measures and monitoring of radiation levels and doses. Radiation Protection falls under the exclusive responsibility of the Radiation Protection Group of the HSE Unit.
- **Radiation Safety:** the achievement of proper operating conditions, prevention of incidents or risk mitigation, resulting in the protection of workers, the public and the environment from undue radiation hazards.
- **Safety:** comprises occupational health and Safety (including radiation protection), the protection of the environment and the safe operation of CERN's Installations (including radiation Safety).
- **Safety Correspondent:** person appointed by a Collaborating Institution or a contractor to represent it or him at CERN in matters of Safety.
- **Safety File:** set of documents and data relating to the assessment of the Safety, at all stages of their life cycle, of Installations, projects, facilities or CERN Experiments and the corresponding implementation measures and procedures as well as lessons learned.
- **Safety Folder:** a set of Safety Files relating to a Complex.
- **Safety Officer:** person appointed by a Department Head, a Technical Coordinator or a Project Leader to support him in fulfilling his obligations in matters of Safety.
- **Safety Support Officer:** person appointed by a Group Leader or a Safety Officer to support him in fulfilling his obligations in matters of Safety.
- **Technical Coordinator:** person appointed as the Technical Coordinator of a Large Experiment.

1.5 CERN Safety Rules and Laws

This Safety Regulation is supplemented by the documents listed below, where they exist:

- Safety Regulations (SR);
- General Safety Instructions (GSI);
- Specific Safety Instructions (SSI).

In the event of any ambiguity or contradiction between the above-mentioned documents, they shall apply in decreasing order of priority, starting from the top.

2 LINE MANAGEMENT SAFETY RESPONSIBILITIES

2.1 Director-General

As the executive of the Organization, ultimately responsible for Safety at CERN, the Director-General shall take the appropriate measures and shall make the necessary means available to ensure the Safety of all persons participating in the activities of the Organization or present on its site, as well as of CERN's Installations, activities and projects and CERN Experiments. He shall ensure that a Safety Policy and Safety Rules are established and updated and shall regularly define Safety Objectives for the Organization.

2.2 Directors and Complex Manager

2.2.1 Directors

Each Director shall be responsible for Safety within the Departments and the Large Experiments under his responsibility, including the Installations, activities and projects under the responsibility of those Departments and Large Experiments, and in particular for the implementation, by such Departments and Large Experiments, of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives

and best practices. He shall make the necessary means available to the Departments and the Large Experiments under his responsibility.

Each Director shall be responsible for the safe interaction of the Installations, activities and projects under his responsibility with those under the responsibility of other Directors. To this end he shall collaborate with the other Directors and ensure that the Departments and the Large Experiments under his responsibility collaborate with other Departments and Large Experiments, as required.

2.2.2 Complex Manager

The Complex Manager shall be responsible for the safe operation of all CERN Complexes and shall ensure that the Departments and Large Experiments concerned take the necessary measures to this end. The Director-General shall appoint him from among the Directors, following consultation with all of them.

2.3 Department Heads

Each Department Head shall be responsible for Safety within his Department, including for the Safety of Installations, activities and projects under its responsibility, and in particular for the implementation within his Department of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices.

He shall in particular:

- keep himself informed regarding all aspects of Safety within his Department and the Experiments hosted by it;
- take the necessary measures to ensure that all members of the Department receive adequate means to fulfil their obligations in matters of Safety, including training and information;
- take the necessary measures to ensure that all other persons participating in the activities of his Department or in Experiments hosted by it receive information regarding the CERN Safety Policy, the relevant CERN Safety Rules and best practices and that they comply with them;
- take the necessary measures to ensure the compliance of Installations, activities and projects under the responsibility of his Department with the CERN Safety Rules and best practices;
- take measures with a view to the implementation of the CERN Safety Objectives in his Department by defining the associated priorities and time scales;
- take the necessary measures to ensure that Safety Files and Safety Folders are established and updated;
- improve Safety in his Department, in particular by reviewing records of Incidents and implementing appropriate measures;
- take the necessary measures to ensure the follow-up of Safety audits;
- take the necessary measures to ensure that, for Experiments hosted by his Department, Safety clearance is obtained in accordance with the applicable CERN Safety Rules;
- appoint such Safety Officers as he may require to fulfil his obligations in matters of Safety. He shall in any event appoint a Departmental Safety Officer (DSO) as well as Territorial Safety Officers (TSOs) for buildings and premises under his responsibility. He shall further appoint Experiment Safety Officers (EXSOs) for Experiments hosted by his Department, it being understood that an Experiment Safety Officer may be responsible for several Experiments. He shall also set up a Safety office if he so deems appropriate or if required by a CERN Safety Rule;
- collaborate with other Departments, CERN Experiments, the HSE Unit, the Medical Service and the Fire and Rescue Service, as required.

Each Department Head shall take the necessary measures to ensure the safe interaction of the Installations, activities and projects under his responsibility with those under the responsibility of other Departments or of Large Experiments.

He shall, in particular, ensure consistency between the Safety measures or actions of his Department and those of other Departments and Large Experiments and collaborate and take, together with other Department Heads and Technical Coordinators concerned, such measures as are necessary to ensure:

- the Safety of Installations owned by and activities and projects involving his Department, as well as other Departments or Large Experiments;
- the safe operation of the CERN Complexes in which his Department is involved.

2.4 Group Leaders

Each Group Leader shall be responsible for Safety within his group, including for the Safety of Installations, activities and projects under its responsibility, and, in particular, for the implementation, within his group, of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices.

He shall in particular:

- keep himself informed regarding all aspects of Safety within his group;
- take the necessary measures to ensure that all members of the group receive adequate means to fulfil their obligations in matters of Safety, including training and information;
- take the necessary measures to ensure that all other persons participating in the activities of his group receive information regarding the CERN Safety Policy, the relevant CERN Safety Rules and best practices and that they comply with them;
- take the necessary measures to ensure the compliance of Installations, activities and projects under the responsibility of his group with the CERN Safety Rules and best practices;
- take measures with a view of the implementation in his group of the CERN Safety Objectives;
- take the necessary measures to ensure that appropriate Safety documentation for Installations, activities and projects under the responsibility of his group is established and updated;
- report Incidents within his group to his Department Head;
- improve Safety in his group, in particular by reviewing records of Incidents and implementing appropriate measures;
- take the necessary measures to ensure the follow-up of Safety audits;
- appoint such Safety Support Officers as he may require to fulfil his obligations in matters of Safety and, in particular, a Safety Linkperson (SLP) where the activities of the group so require;
- collaborate with other groups, the HSE Unit, the Medical Service and the Fire and Rescue Service, as required.

Each Group Leader shall further take the necessary measures to ensure the safe interaction of the Installations, activities and projects under his responsibility with those under the responsibility of others.

2.5 Section Leaders

Each Section Leader shall be responsible for Safety within his section, including for the Safety of Installations, activities and projects under its responsibility and, in particular, for the implementation, within his section, of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices.

He shall in particular:

- keep himself informed regarding all aspects of Safety within his section;
- take the necessary measures to ensure that members of the section receive adequate means to fulfil their obligations in matters of Safety, including training and information;
- take the necessary measures to ensure that all other persons participating in the activities of his section receive information regarding the CERN Safety Policy, the relevant CERN Safety Rules and best practices and that they comply with them;
- take the necessary measures to ensure the compliance of Installations, activities and projects under the responsibility of the section with the CERN Safety Rules and best practices;
- take measures with a view to the implementation, in his section, of the CERN Safety Objectives;
- take the necessary measures to ensure that appropriate Safety documentation for Installations, activities and projects under the responsibility of his section is established and updated;
- report Incidents within his section to his Group Leader;
- improve Safety in his section, in particular by reviewing records of Incidents and implementing appropriate measures;
- take the necessary measures to ensure the follow-up of Safety audits.

Each Section Leader shall further take the necessary measures to ensure the safe interaction of the Installations, activities and projects under his responsibility with those under the responsibility of others.

2.6 Supervisors

Each person with supervisory functions shall have Safety responsibilities matching his functions and level of responsibility.

3 SAFETY RESPONSIBILITIES FOR EXPERIMENTS

3.1 Large Experiments

The Safety organisation, including Safety responsibilities, of a Large Experiment shall be defined in writing.

Under the oversight of the Technical Coordinator, the Collaborating Institutions participating in a Large Experiment shall each be responsible for Safety within the Large Experiment, in accordance with the CERN Safety Policy, the CERN Safety Rules and best practices, including for the Safety of the Installations, activities and projects under its responsibility.

Each Large Experiment shall, in matters of Safety, be represented at CERN by its Technical Coordinator, who shall in particular:

- keep himself informed regarding all aspects of Safety within the Large Experiment;
- take the necessary measures to ensure that all persons participating in the Large Experiment and intervening on the CERN site receive adequate means to fulfil their obligations in matters of Safety, including training and information;
- take the necessary measures to ensure the compliance of Installations, activities and projects under the responsibility of the Large Experiment with the CERN Safety Rules and best practices;
- take measures with a view to the implementation of the CERN Safety Objectives in the Large Experiment by defining the associated priorities and time scales;
- take the necessary measures to ensure that Safety Files and Safety Folders are established and updated;
- improve Safety in the Large Experiment, in particular by reviewing records of Incidents and implementing appropriate measures;
- take the necessary measures to ensure the follow-up of Safety audits;
- take the necessary measures to ensure that Safety clearance is obtained in accordance with the applicable CERN Safety Rules;
- appoint such Safety Officers as he may require to fulfil his obligations regarding all aspects of Safety and in any event a Large Experiment Group Leader in Matters of Safety (LEXGLIMOS). He shall also set up a Safety office if he so deems appropriate or if required by a CERN Safety Rule;
- collaborate with the Departments, other CERN Experiments, the HSE Unit, the Medical Service and the Fire and Rescue Service, as required;
- liaise with the Safety Correspondents of the Collaborating Institutions participating in the Large Experiment, as required.

Each Technical Coordinator shall take the necessary measures to ensure the safe interaction of the Installations, activities and projects under the responsibility of the Large Experiment with those under the responsibility of other Large Experiments or Departments.

He shall, in particular, ensure consistency between the Safety measures or actions of the Large Experiment and those of other Large Experiments and Departments and collaborate and take, together with other Technical Coordinators and Department Heads, such measures as are necessary to ensure:

- the Safety of Installations owned by and activities and projects involving the Large Experiment as well as other Large Experiments or Departments;
- the safe operation of the CERN Complexes in which the Large Experiment is involved.

3.2 Experiments

The Safety organisation of an Experiment, including Safety responsibilities and its representative in the hosting Department, shall be defined in writing.

Under the oversight of the head of the hosting Department, the Collaborating Institutions participating in an Experiment shall each be responsible for Safety, in accordance with the CERN Safety Policy, the CERN Safety Rules and best practices, within the Experiment, including Installations, activities and projects under its responsibility.

4 SAFETY RESPONSIBILITIES FOR PROJECTS

The Safety organisation, including Safety responsibilities, of a Project shall be defined in writing, it being understood that such responsibilities shall in no way replace the Safety responsibilities of the line management of the Departments involved.

The Project Leader shall be responsible for Safety within his Project.

He shall in particular:

- keep himself informed regarding all aspects of Safety within his Project;
- take the necessary measures to ensure that Safety Files for his Project are established and updated;
- improve Safety within his Project;
- take the necessary measures to ensure that Safety clearance is obtained in accordance with the applicable CERN Safety Rules;
- appoint a Project Safety Officer if he so deems appropriate;
- collaborate with the HSE Unit, the Medical Service, the Fire and Rescue Service and Safety Correspondents, as required.

5 SAFETY OFFICERS AND SAFETY SUPPORT OFFICERS

Safety Officers and Safety Support Officers other than the Safety Officers and Safety Support Officers for CERN Experiments shall be employed Members of the Personnel. Safety Officers and Safety Support Officers for CERN Experiments may be either employed or associated Members of the Personnel, except in the case of the LEXGLIMOS, who shall always be an employed Member of the Personnel.

Each appointment of a Safety Officer or Safety Support Officer shall be made in writing. The appointment letter shall clearly specify his functions and the means to achieve them in accordance with the applicable CERN Safety Rules. The CERN Safety Rules defining the terms of reference of a given Safety Officer or Safety Support Officer shall specify the persons or entities to be consulted for each appointment.

Each Safety Officer and Safety Support Officer shall have the necessary competence and experience and shall be adequately trained to fulfil his functions. The minimum requirements in terms of competence, experience and the necessary training for each type of Safety Officer and Safety Support Officer are laid down in a Safety Guideline.

Each Safety Officer shall have a deputy who replaces him in his absence.

6 SAFETY RESPONSIBILITIES OF COLLABORATING INSTITUTIONS

Each Collaborating Institution shall take the necessary measures to ensure that its activities at CERN, equipment brought by it onto the CERN site and its personnel present on the CERN site comply with the CERN Safety Policy, the CERN Safety Rules, best practices and Laws. It shall pay particular attention to any specific Safety requirements stipulated in the documents applicable to its activities at CERN, including any participation in CERN Experiments.

The Collaborating Institution shall furthermore comply with any Safety obligations it may have towards its personnel as the employer in accordance with Laws.

Each Collaborating Institution shall in particular:

- keep itself informed regarding all aspects of Safety related to the activities it performs on the CERN site and any CERN Experiments in which it participates;
- take the necessary measures to ensure that its personnel present on the CERN site receive adequate means to fulfil their obligations in matters of Safety, including training and information;
- contribute to the establishment and updating of Safety Files and Safety Folders, as required;
- contribute to the improvement of Safety within any CERN Experiment in which it participates;
- comply with any instructions given by, and collaborate as required with, the hosting Department or the Large Experiment to which it is attached, the HSE Unit, the Medical Service, the Fire and Rescue Service and the CERN Users Office.

Each Collaborating Institution shall appoint, for each CERN activity or CERN Experiment in which it participates, a Safety Correspondent who shall act as its representative at CERN in matters of Safety. A Collaborating Institution may appoint one person to be the Safety Correspondent for several activities and/or CERN Experiments.

7 CONTRACTORS' SAFETY RESPONSIBILITIES

Each contractor shall take the necessary measures to ensure that his activities at CERN, equipment brought by him onto the CERN site and his personnel present on the CERN site comply with the CERN Safety Policy, the CERN Safety Rules, best practices and Laws. He shall pay particular attention to any specific Safety requirements stipulated in the contract.

The contractor shall furthermore comply with any Safety obligations he may have towards his personnel as the employer in accordance with Laws.

Each contractor shall in particular:

- keep himself informed regarding all aspects of the Safety related to the performance of his contractual obligations at CERN;
- take the necessary measures to ensure that his personnel present on the CERN site receive adequate means to fulfil their obligations in matters of Safety, including training and information;
- notify CERN of any Incident involving his personnel present on the CERN site and, in collaboration with CERN, review records of Incidents and implement appropriate measures;
- liaise with his designated contacts at CERN and the competent national authorities, as required.

Each contractor shall appoint, for each contract he executes on the CERN site, a Safety Correspondent who shall act as his representative at CERN in matters of Safety. A contractor may appoint one person as the Safety Correspondent for several contracts.

8 INDIVIDUAL RESPONSIBILITY

Each person participating in the activities of the Organization or present on its site shall actively contribute to the implementation of the CERN Safety Policy through exemplary conduct and, in particular, compliance with the CERN Safety Rules, the CERN Safety Objectives and best practices, actively seeking information to minimise risks, avoiding dangerous situations for himself and others and exercising the responsibilities assigned to him safely.

9 HSE UNIT

The HSE Unit shall:

- support and monitor the implementation of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices at all levels;
- be responsible for Radiation Protection within the Organization;
- establish and update Safety Rules as required for the proper functioning of the Organization;
- grant Safety clearance for Installations, including special equipment, activities, projects and CERN Experiments with major Safety implications.

The detailed terms of reference of the HSE Unit are laid down in Annex 1 of this Safety Regulation.

10 MEDICAL SERVICE

The Medical Service shall:

- support the implementation, in the field of occupational medicine, of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices;
- monitor the health of employed Members of the Personnel and advise on their fitness to perform their work;
- contribute to the protection of the health of persons participating in CERN's activities or present on its site;
- provide initial medical attention on the CERN site;
- participate, in collaboration with the relevant services, in the provision of emergency medical responses in accordance with agreements between CERN and the Host States;
- assist in the prevention and detection of occupational accidents and illnesses;
- assist in the prevention of work-related psychological problems.

The detailed terms of reference of the Medical Service are laid down in Annex 2 of this Safety Regulation.

11 THE FIRE AND RESCUE SERVICE

The Fire and Rescue Service (FRS) shall, 24 hours a day and 7 days a week:

- support the Organization in emergency preparedness and response;
- provide, in collaboration with the relevant services, a fire and rescue service in order to protect the physical integrity of persons, and to minimise, to the extent possible, damage to the environment and property and disruption of CERN's activities;
- provide, in collaboration with the relevant services, a fire and rescue service in accordance with agreements between CERN and its Host States;
- in the event of an Incident, represent CERN in contacts with its Host States and third parties outside working hours until the competent CERN services are available;
- collaborate with the HSE Unit to define the Organization's needs in matters of fire, Incident and pollution prevention;
- provide any other services as may be assigned to it by the Director-General in the wider interests of the Organization.

The detailed terms of reference of the FRS are laid down in Annex 3 of this Safety Regulation.

12 ADVISORY BODIES

12.1 Safety Policy Committee (SAPOCO)

In accordance with the Staff Rules and Regulations, the Director-General shall appoint a Committee to advise him on the definition of the CERN Safety Policy and on appropriate measures for its implementation.

The detailed terms of reference of the SAPOCO are laid down in Annex 4 of this Safety Regulation.

12.2 Other advisory bodies appointed by the Director-General

The Director-General may appoint such additional advisory bodies in matters of Safety as he deems necessary.

Their terms of reference are laid down in the CERN Safety Rules.

12.3 Advisory bodies appointed by the Complex Manager

The Complex Manager shall appoint a Complex Safety Advisory Panel (CSAP) for each Complex.

Their terms of reference are laid down in the CERN Safety Rules.

13 REPORTING

Each Director shall report to the Director-General on Safety within the Departments and the Large Experiments under his responsibility.

The Complex Manager shall report to the Director-General on the Safety aspects of the operation of the CERN Complexes.

Each Department Head shall report to the Director responsible for the Department concerned on Safety within his Department and within each Experiment hosted by his Department and to the Complex Manager on aspects related to the safe operation of the CERN Complexes.

Group Leaders shall report to their Department Head.

Section Leaders shall report to their Group Leader.

Supervisors shall report according to their hierarchical line.

Each Technical Coordinator shall report to the Director responsible for the Large Experiment concerned and to the Complex Manager on the aspects related to the safe operation of the CERN Complex(es) in which the Large Experiment is involved.

Safety Officers, Safety Support Officers and Project Leaders shall report to those who have appointed them, or as defined in the applicable CERN Safety Rules.

The head of the HSE Unit shall report to the Director-General on the activities of the HSE Unit and their results, including the progress achieved by the Organization regarding continuous improvement in matters of Safety.

The head of the Medical Service shall report to the Director-General on the activities of the Medical Service, on CERN-wide issues regarding occupational medicine and on any specific situation regarding a pandemic alert or contagious disease.

The head of the Fire and Rescue Service (FRS) shall report to the Director-General on the activities of the FRS and on CERN-wide issues regarding emergency fire and rescue responses.

The Chair of SAPOCO shall report to the Director-General on the CERN Safety Policy and its implementation.

The reporting lines of other advisory bodies that the Director-General may appoint shall be specified in their terms of reference.

The Chair of each CSAP shall regularly report to the Complex Manager and to the executive committee of the Complex concerned. The head of the HSE Unit shall be present or represented at these meetings.

14 FINAL PROVISIONS

14.1 Replacement of existing documents

This Safety Regulation (version 1), including the applicable CERN Safety Rules and Laws (cf. Section 1.5), cancels and replaces the corresponding provisions of SAPOCO 42 “Safety Policy at CERN” and Safety Codes A1 “CERN Medical Code”, A5 “Safety of Experimental Apparatus”, A9 “Safety Responsibilities in the Divisions” and A10 “The Safety Policy Committee (SAPOCO) and Safety Officers’ Committees”.

14.2 Entry into force

This Safety Regulation (version 1) enters into force upon its publication on the CERN website dedicated to the CERN Safety Rules: <https://www.cern.ch/safety-rules>.



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SAFETY REGULATION SR-SO - ANNEX 1

OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION (HSE) UNIT
TERMS OF REFERENCE

1 MISSION

The occupational Health & Safety and Environmental protection (HSE) Unit shall:

- support and monitor the implementation of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices at all levels;
- be responsible for Radiation Protection within the Organization;
- establish and update Safety Rules as required for the proper functioning of the Organization;
- grant Safety clearance for Installations, including special equipment, activities, projects and CERN Experiments with major Safety implications.

2 SCOPE OF WORK

To achieve its mission, the HSE Unit shall in particular:

- provide expert support in Safety risk assessment, risk mitigation and risk control;
- propose Safety improvements based, inter alia, on lessons learnt and best practices;
- provide training, information and awareness-raising in Safety matters;
- support proactive communication in matters of Safety by initiating and contributing to corporate internal communication and providing assistance to the relevant CERN services regarding external communications;
- establish and publish periodic reports on the Organization's Safety performance, in particular concerning Radiation Protection and environmental protection;
- assist the Director-General concerning collaboration with the Host States in matters of Safety and coordinate CERN's implementation of agreements with them in this field;
- monitor compliance in matters of Safety through targeted audits, reviews and inspections;

Radiation Protection

- define protective measures against ionising radiation and monitor their implementation;
- assess and control radiation hazards of Installations, activities, projects and CERN Experiments;
- ensure dose monitoring of all persons working in CERN radiation areas;
- be responsible for the management and handling of radioactive sources and radioactive waste;

Establishment and updating of CERN Safety Rules

- maintain a watching brief on emerging trends and the evolution of Host State regulations, European directives, international standards and best practices relevant to the activities of the Organization;
- establish and update Safety Rules as required for the proper functioning of the Organization;
- publish the CERN Safety Rules on a dedicated website and ensure that related documents are available;

Safety Clearance

- grant Safety clearance for Installations, including special equipment, activities, projects and CERN Experiments with major Safety implications prior to design, operation or dismantling.

The head of the HSE Unit may decide to refer clearance decisions to the discretion of the Director-General.

3 REPORTING AND REPRESENTATION

The head of the HSE Unit shall report to the Director-General on the activities of the HSE Unit and their results, including the progress achieved by the Organization regarding the continuous improvement in matters of Safety.

The head of the HSE Unit shall be considered as equivalent to a Department Head for the purposes of attendance at management meetings.

The head of the HSE Unit shall report, in the management meetings which he attends, on difficulties in the implementation of the CERN Safety Rules, the CERN Safety Objectives and best practices, on possible improvements to the CERN Safety Rules and the CERN Safety Objectives identified by the Departmental Safety Officers Committee (DSOC) and on any measures and actions taken by the HSE Unit with regard to the suggested changes and improvements.

4 MEANS

To carry out its mission as the Organization's centre of dedicated competence in Safety matters, the HSE Unit shall maintain at least:

- an adequate number of competent and trained staff;
- radiation and environmental monitoring systems;
- dedicated laboratories;
- a personal dosimetry service;
- a calibration service for Radiation Protection instrumentation;
- a precondition facility and interim storage for radioactive waste;
- a Safety Training Centre (STC).



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SAFETY REGULATION SR-SO - ANNEX 2

MEDICAL SERVICE
TERMS OF REFERENCE

1 MISSION

The Medical Service shall:

- support the implementation, in the field of occupational medicine, of the CERN Safety Policy, the CERN Safety Rules, the CERN Safety Objectives and best practices;
- monitor the health of employed Members of the Personnel and advise on their fitness to perform their work;
- contribute to the protection of the health of persons participating in CERN's activities or present on its site;
- provide initial medical attention on the CERN site;
- participate, in collaboration with the relevant services, in the provision of emergency medical responses in accordance with agreements between CERN and its Host States;
- assist in the prevention and detection of occupational accidents and illnesses;
- assist in the prevention of work-related psychological problems.

Personnel working for the Medical Service shall observe medical secrecy.

The Medical Service shall carry out its mission in accordance with the applicable provisions of the Staff Rules and Regulations, including the relevant administrative and operational circulars, the CERN Safety Rules, the CHIS rules, the CERN Pension Fund rules, Laws and best practices in matters of occupational medicine.

2 SCOPE OF WORK

To achieve its mission, the Medical Service shall in particular:

- monitor work-related factors that may affect health;
- monitor personnel exposed to potentially harmful occupational hazards as defined by the Staff Rules and Regulations and the CERN Safety Rules;
- carry out general and specialised compulsory medical examinations as defined by the Staff Rules and Regulations, the CERN Safety Rules, the CHIS rules and the CERN Pension Fund rules;
- carry out supplementary examinations such as blood tests, biological and toxicological examinations, electrocardiograms, sight tests, hearing tests and lung-capacity tests;
- carry out workplace visits;
- provide persons injured or falling ill on the CERN site with initial medical attention;
- provide psychological support by means of a dedicated psychologist;
- provide vaccinations and recommendations for duty trips, as required;
- promote prevention of addictions such as smoking and alcohol and drug addictions;
- draw up medical statistics and keep medical records;
- collaborate, with the CERN Medical Advisor and services in the Host States specialised in occupational medicine, as required;
- collaborate with other organic units, in particular the HSE Unit and the FRS, as well as with CERN Human Resources Advisors and the Ombud.

The CERN medical officers shall:

- decide on the type of examination relevant for each particular case and perform it according to the most advanced practices. They may call on specialists outside the Organization for additional examinations;
- advise on the fitness of employed Members of the Personnel to perform work, including specific tasks assigned to them. For this purpose, they lay down the applicable criteria based on the best practices applied in the Host States;
- manage the follow-up of occupational accidents and illnesses;
- provide the Human Resources (HR) department with medical opinions in the context of procedures laid down in the CERN Staff Rules and Regulations.

3 REPORTING

The head of the Medical Service shall report to the Director-General on the activities of the Medical Service, on CERN-wide issues regarding occupational medicine, and on any specific situation relating to a pandemic alert or contagious disease, in coordination with the World Health Organization (WHO) and the Host States.

4 MEANS

To carry out its mission, the Medical Service shall have at its disposal at least:

- medical doctors specialised in occupational health;
- an infirmary equipped with installations for medical emergencies;
- a psychologist;
- a laboratory for medical analyses;
- a medical secretariat;
- a medical database including a record of occupational hazards.

The head of the Medical Service shall ensure that all Medical Service personnel receive continuous training to keep them up-to-date with best medical practice.



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EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

SAFETY REGULATION SR-SO - ANNEX 3

FIRE AND RESCUE SERVICE (FRS)
TERMS OF REFERENCE

1 MISSION

The Fire and Rescue Service (FRS) shall, 24 hours a day and 7 days a week:

- support the Organization in emergency preparedness and response;
- provide, in collaboration with the relevant services, a fire and rescue service in order to protect the physical integrity of persons, and to minimise, to the extent possible, damage to the environment and property and disruption of CERN's activities;
- provide, in collaboration with the relevant services, a fire and rescue service in accordance with agreements between CERN and its Host States;
- in the event of an Incident, represent CERN in contacts with its Host States and third parties outside working hours until the competent CERN services are available;
- collaborate with the HSE Unit to define the Organization's needs in matters of fire, Incident and pollution prevention;
- provide any other services as may be assigned to it by the Director-General in the wider interests of the Organization.

2 SCOPE OF WORK

To achieve its mission, the FRS shall in particular:

- respond to emergency calls on the fenced parts of the CERN site;
- respond to level-3 alarms transmitted by the CERN Safety Alarm Monitoring System (CSAM);
- operate the Safety Control Room (SCR) dispatch centre;
- when an emergency response requires the support of the Host State emergency services, request their assistance and coordinate the response on the fenced parts of the CERN site;
- ensure and maintain emergency preparedness and establish and update fire and rescue response procedures including communication, documentation, logistics and training policies;
- in the event of an Incident outside working hours, contact the competent CERN services and, awaiting their availability, contact the relevant services in the Host States when immediate action is required;
- participate in the implementation of the Organization's Incident management policy (prevention, preparedness, response and recovery);
- provide training and organise drills in its fields of expertise;
- carry out services such as checks of confined spaces and, outside working hours, the opening of doors.

3 REPORTING

The head of the FRS shall report to the Director-General on the activities of the FRS and on CERN-wide issues regarding emergency responses.

4 MEANS

To carry out its mission, the FRS shall maintain at least:

- an adequate number of competent and trained staff;
- fire and rescue equipment, Personal Protective Equipment (PPE) and other equipment such as fire engines, ambulances and communications systems;
- an SCR dispatch centre with adequate redundancy;
- a training programme and training facilities;
- procedures and documentation, including those needed to ensure the traceability of the activities of the FRS.



ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

SAFETY REGULATION SR-SO - ANNEX 4

SAFETY POLICY COMMITTEE (SAPOCO)
TERMS OF REFERENCE

1 MISSION AND ORGANISATION

The Safety Policy Committee (SAPOCO) is an advisory body to the Director-General on matters related to the CERN Safety Policy.

It advises him on the definition of the CERN Safety Policy and on appropriate measures for its implementation.

It contributes to the establishment and revision of the CERN Safety Rules, as specified by the relevant procedures.

It nominates the Chair of the Departmental Safety Officers' Committee (DSOC).

The SAPOCO meets as often as necessary and at least three times a year.

Meetings are called by the Chair.

The SAPOCO designates one of its members to act as Secretary.

2 MEMBERSHIP

The Director-General appoints the members of the SAPOCO, which shall be composed of the following:

- one senior staff member who shall act as Chair;
- two senior staff members for each sector, nominated by each of the Directors for Research and Computing, for Accelerators and Technology and for Administration and General Infrastructure, and representing those responsible for the corresponding technical activities of the Organization;
- two representatives of the Staff Association nominated by the latter;
- the Head of the HSE Unit (ex officio);
- the Chair of the DSOC (ex officio);
- one member of the DG Unit (ex officio);
- a legal officer (ex officio).

All non-ex-officio members shall be appointed for two years, renewable once for a further maximum period of two years. As a general principle, the simultaneous replacement of the two senior staff members representing the same sector shall be avoided.

The SAPOCO may invite experts to participate in its meetings if it so deems necessary.

3 REPORTING

The Chair of SAPOCO shall report to the Director-General on the CERN Safety Policy and its implementation.