GENERAL SAFETY INSTRUCTION GSI-SO-5

EXPERIMENT SAFETY OFFICER (EXSO)
1 INTRODUCTION
For the convenience of the reader, this General Safety Instruction 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 General Safety Instruction 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 General Safety Instruction is to define the terms of reference of the Experiment Safety Officer (EXSO).

1.3 Definitions
For definitions please refer to the Safety Regulation SR-SO “Responsibilities and Organisational Structure in Matters of Safety at CERN”.

1.4 CERN Safety Rules and Laws
This General Safety Instruction 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 MISSION AND SCOPE OF WORK
The EXSO shall support, via the Departmental Safety Officer (DSO), the Head of the Department hosting the Experiment for which the EXSO is appointed in fulfilling his obligations in matters of Safety.
He shall in particular:
• keep himself and his DSO informed regarding all aspects of Safety within the Experiment;
• propose and monitor the implementation of appropriate measures for all persons participating in his Experiment and present on the CERN site to receive information on and comply with the CERN Safety Policy, the CERN Safety Rules and best practices;
• propose and monitor the implementation of appropriate measures to ensure the compliance of Installations, activities and projects under the responsibility of the Experiment with the CERN Safety Rules and best practices;
• oversee the establishment and updating of Safety Files;
• contribute to the improvement of Safety in the Experiment;
• support the Experiment in obtaining Safety clearance in accordance with the applicable CERN Safety Rules;
• execute any other Safety tasks as may be assigned to him by the Department Head, via the DSO, or a CERN Safety Rule;
• collaborate with other Safety Officers and Safety Support Officers, as well as with the HSE Unit, the Medical Service and the Fire and Rescue Service, as required.
3 **APPOINTMENT – REPORTING**

The EXSO shall be appointed by the Head of the Department hosting the Experiment concerned from among Members of the Personnel, in consultation with the DSO and, if the EXSO is an associated Member of the Personnel, in consultation with his home institution.

The EXSO shall have a deputy who shall meet the same conditions as the EXSO and who shall be appointed by the Department Head, in consultation with the DSO, the EXSO and, if the deputy EXSO is an associated Member of the Personnel, in consultation with his home institution. The deputy shall replace the EXSO in the event of his absence.

The EXSO shall be knowledgeable in matters of Safety concerning the Installations, activities and projects under the responsibility of the Experiment and shall have successfully completed the required training, if any.

The EXSO shall be appointed for a period defined in his appointment letter. Each appointment shall be made in writing.

The EXSO shall act on behalf of and report to the DSO concerned.

4 **MEANS**

The EXSO shall be given the necessary authority and means, including training, information and resources, to fulfil his obligations.

5 **FINAL PROVISIONS**

5.1 **Replacement of existing documents**

This General Safety Instruction (version 1), including the applicable CERN Safety Rules and Laws (cf. section 1.4), cancels and replaces the corresponding provisions of SAPOCO 42 “Safety Policy at CERN” and of Safety Code A9 “Safety Responsibilities in the Divisions”.

5.2 **Entry into force**

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