GENERAL SAFETY INSTRUCTION GSI-SO-6

SPECIALISED SAFETY OFFICER (SSO)
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 Specialised Safety Officer (SSO).

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 SSO shall support the Department Head, via the Departmental Safety Officer (DSO), or, as the case may be, the Technical Coordinator, via the Large Experiment Group Leader in Matters of Safety (LEXGLIMOS), in fulfilling their obligations in matters of Safety in the SSO’s particular field of expertise (cryogenics, gazes, laser, etc.).

He shall in particular:

- keep himself and the DSO or the LEXGLIMOS concerned informed regarding all aspects of Safety related to his field of expertise;
- support, in his field of expertise, the DSO in fulfilling his obligations regarding all members of the Department or participating in the Department’s activities, or the LEXGLIMOS in fulfilling his obligations regarding all persons participating in the activities of the Large Experiment and present on the CERN site;
- propose and monitor, in his field of expertise, the implementation of appropriate measures to ensure the compliance of Installations, activities and projects under the responsibility of the Department or the Large Experiment with the CERN Safety Rules and best practices;
- support, in his field of expertise, the DSO or the LEXGLIMOS with a view to the implementation of the Safety Objectives in the Department or the Large Experiment;
- contribute, in his field of expertise, to the establishment and updating of Safety Files, as required;
- contribute, in his field of expertise, to the improvement of Safety in the Department or the Large Experiment;
- represent the Department or the Large Experiment concerned in advisory bodies in matters of Safety as defined by the applicable CERN Safety Rules;
- execute any other Safety tasks as may be assigned to him by the Department Head or the Technical Coordinator, via the DSO or the LEXGLIMOS concerned or a CERN Safety Rule;
- collaborate with other SSOs in his field of expertise, as well as with Safety Officers and Safety Support Officers of the Department(s) or the Large Experiment(s) concerned, the HSE Unit, the Medical Service and the Fire and Rescue Service, as required.
3 APPOINTMENT – REPORTING

The SSO shall be appointed by the Department Head, in consultation with the DSO, from among employed Members of the Personnel of his Department or, as the case may be, by the Technical Coordinator from among Members of the Personnel participating in the Large Experiment, in consultation with the LEXGLIMOS and the Department Head of the SSO or, if the SSO is an associated Member of the Personnel, in consultation with his home institution. The SSO of a given Department or Large Experiment may act as SSO for another Department or Large Experiment if the Department Head(s) and/or Technical Coordinator(s) concerned so agree. Such agreement shall be made in writing.

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

The SSO shall be knowledgeable in matters of Safety concerning his field of expertise and shall have successfully completed the required Safety training, if any.

The SSO shall be appointed for a period defined in his appointment letter. Each appointment shall be made in writing. In case the SSO also acts as SSO for another Department and/or Large Experiment, this shall be clearly stipulated in the appointment letter, as well as any conditions related thereto.

The SSO shall act on behalf of and report to the DSO of the Department or the LEXGLIMOS of the Large Experiment concerned. In case the SSO also acts as SSO for another Department or a Large Experiment, he shall also report to the DSO of that Department or the LEXGLIMOS of that Large Experiment for matters concerning the latter.

4 MEANS

The SSO 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 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.