GENERAL SAFETY INSTRUCTION GSI-WS-1

SAFETY COORDINATION FOR WORKS AND SERVICES
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 minimum Safety requirements for the Safety coordination of operations, managed by CERN or otherwise and executed on the CERN site.

This General Safety Instruction does not apply to the following:

- design aspects;
- technical provisions for the layout of the work area and the execution of works and services;
- organisation of medical monitoring based on the risks associated with the activity or with the location where the operation is carried out.

1.3 Definitions

For the purposes of this General Safety Instruction, the following definitions shall apply:

- **Category 1 operation**: all the works and services executed towards the same objective:
  - of a total volume greater than 4000 hours; and
  - on a single, cordonned-off worksite; and
  - involving several operating entities and not interfering with CERN’s operations.

- **Category 2 operation**: all the works and services executed towards the same objective that are not Category 1 operations, including in particular:
  - all works of a total volume of less than 4000 hours, or involving a single operating entity, regardless of the volume of activity;
  - activities of any duration relating to the services and concessions.

- **Complex**: a set of beam and associated experimental facilities; the CERN Complexes are the LHC, SPS and PS.

- **HSE Unit**: organic unit competent in matters of occupational health and safety and environmental protection.

- **Intercompany Health, Safety and Working Conditions Committee** (known by the French abbreviation CISSCT): committee associated with a Category 1 operation, composed of representatives of the competent bodies in the Host States, of CERN and of each company, the purpose of which is to coordinate all actions relating to Safety.

- **Joint Inspection Visit** (known by the French abbreviation VIC): meeting at the location where an activity is being carried out with the aim of validating and adapting, if applicable, the Safety measures defined in the preparatory phase. Joint Inspection Visits are carried out in accordance with the applicable CERN Safety Rules.

- **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.

- **Logbook**: document in which the Safety Coordinator records, as the operation progresses, at least:
  - the minutes of Joint Inspection Visits and any associated instructions;
  - observations or notifications addressed to CERN, its representatives on the worksite or any other person, which shall be signed by the parties concerned and to which any responses they make shall be appended;
  - a record of the handover of instructions to the Safety Coordinator designated to succeed him;
  - a record of the transfer of the file listing expected future maintenance work on the structure concerned to the Safety Coordinator designated to succeed him.

- **Operating entity**: organic unit, institute, contractor, concession holder, self-employed person or other entity, including subcontractors, if applicable, carrying out an activity as part of an operation.
Operation: all the works and services executed by one or more operating entities towards the same objective.

Organic unit: department or administratively assimilated unit or a CERN Experiment.

Prevention Plan (PP): based on a risk analysis, document that defines at least:
- the hazardous phases of activities and the corresponding specific preventive measures;
- the manner in which equipment and installations shall be adapted to make them suitable for the activities to be carried out, as well as details of their maintenance conditions;
- instructions to be issued to the various operating entities;
- the organisation of first aid in the event of an emergency;
- the conditions under which one operating entity may participate in the work being carried out by another, with a view to ensuring the coordination required to maintain Safety.

Project Leader: person in charge of the design of a project and of the execution and monitoring of one or more operations involved in the completion of the project. This person acts on behalf of the organic unit responsible for the project.

Review Committee on Contractors’ Occupational Safety Conditions (known by the French abbreviation CECSTE): committee composed of representatives of the competent bodies in the Host States and representatives of CERN, the purpose of which is to coordinate all preventive actions relating to the Safety of the activities carried out by companies on the CERN site.

Safety coordination: in the framework of an operation, the management of risks associated with activities carried out simultaneously or otherwise in the same work area by one or more operating entities.

Safety Coordinator for Category 1 operations (hereinafter “Safety Coordinator”): person who, under the Project Leader’s responsibility, is tasked with coordinating Safety during the execution phase of a Category 1 operation and assisting the Project Leader during the project design and Safety File compilation phases.

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.

Special Health and Safety Protection Schedule (known by the French abbreviation PPSPS): based on a risk assessment, document meeting the requirements of the WSCP and including, as a minimum, the details of the operating entity, the names of the contact persons, changes in the site workforce and a description of the works and the associated foreseeable risks, and indicating the protection measures relating to the operating procedures, the equipment, apparatus and installations involved, the use of products, the movements of the workforce and the organisation of the worksite and processes. The PPSPS also contains provisions relating to health, rescue and evacuation.

Services: any activity for which an operating entity provides CERN with know-how or skills in a specific and defined domain, such as maintenance, transport, IT or telephone support, catering, inspection or assistance, and that is the subject of a contract, a concession or another form of agreement.

Technical Stop: a scheduled shutdown for preventive or corrective maintenance or for performance upgrades of the Complexes.

Works: any temporary or mobile activity in the fields of building or civil engineering, such as excavation, earthworks, construction, assembly and dismantling of prefabricated components, fitting out and furnishing, conversion, renovation, repair, dismantling, demolition, maintenance, upkeep (painting, cleaning), sanitation, etc.

Work and Safety Coordination Plan (WSCP): based on a risk analysis, document defining all the measures for the prevention of risks stemming from the simultaneous performance of activities by the various operating entities on the worksite or from consecutive activities when a completed operation leaves a legacy of risks for other operating entities.

Works and Services Supervisor: person under the responsibility of the Project Leader or the organic unit responsible for the contract who monitors a specific activity in an operation on behalf of CERN.

Worksite: area, physically delimited or otherwise, where an operation (excluding concessions) is carried out, including areas reserved for storage, dedicated parking and huts, where relevant.

For other definitions please refer to Section 1.3 of Safety Regulation SR-WS “Works and services”.
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);

and by the relevant provisions of the following Laws:

- Council Directive 92/57/EEC of 24 June 1992 on the implementation of minimum safety and health requirements at temporary or mobile construction sites (European Union);
- Décret n° 94-1159 du 26 décembre 1994 relatif à l'intégration de la sécurité et à l'organisation de la coordination en matière de sécurité et de protection de la santé lors des opérations de bâtiment ou de génie civil et modifiant le code du travail (France).
- Décret n° 92-158 du 20 février 1992 complétant le code du travail et fixant les prescriptions particulières d'hygiène et de sécurité applicables aux travaux effectués dans un établissement par une entreprise extérieure (France).
- Ordonnance (832.311.141) du 29 juin 2005 sur la sécurité et la protection de la santé des travailleurs dans les travaux de construction (Switzerland).
- Règlement sur les chantiers (L5 05.03) du 30 juillet 1958 (Switzerland).

2 MINIMUM SAFETY REQUIREMENTS RELATING TO SAFETY COORDINATION FOR WORKS AND SERVICES

2.1 Safety coordination for Category 1 operations

2.1.1 General provisions for Category 1 operations

The organic unit responsible for a Category 1 operation:

- appoints a Safety Coordinator for the duration of the operation, starting from the design phase;
- ensures that the Safety Coordinator remains assigned to the operation throughout all its phases.

2.1.2 Documents associated with a Category 1 operation

For each Category 1 operation the following documents shall be established:

- a Work and Safety Coordination Plan (WSCP) written by the Safety Coordinator (Cf. Safety Form SF-WS-1-0-1);
- a Special Health and Safety Protection Schedule (PPSPS) for each activity, written by the operating entity and forwarded to the Safety Coordinator (Cf. Safety Form SF WS-1-0-2 or equivalent).

The WSCP and PPSPS of the operating entities shall be included in the Safety File for the project.

In cases where an operating entity is already working on a Category 2 operation and will begin working on a Category 1 operation, it is the responsibility of the Safety Coordinator to specify whether the information contained in the Prevention Plan (PP) (Cf. Section 2.2.3) is sufficient and can be used in place of the compulsory information in the PPSPS, or whether additional documents are required.

2.1.3 Monitoring of a Category 1 operation

All activities that take place within the worksite of a Category 1 operation shall:

- be announced to the organic unit responsible for the operation;
- be accepted by the organic unit responsible for the operation according to the organisational structure it has put in place;
- comply with the requirements set out in the WSCP;
- be the subject of one or more advance Joint Inspection Visits (VICs) (Cf. Safety Form SF-WS-1-0-5).

In cases where an operating entity is already working on a Category 2 operation is required to begin working on a Category 1 operation, it is the responsibility of the Safety Coordinator to decide if one or more VICs are required.
In addition to the tasks of the Safety Coordinator, the organic unit responsible for a Category 1 operation shall:

- ensure the follow-up of the Safety aspects of the operation, through regular observation of the activities by the Works and Services Supervisors;
- add an item on Safety to the agenda of all regular meetings organised for the operation, which shall be held at least weekly.

Each meeting shall be minuted, by the Safety Coordinator in the case of VICS or by the organic unit responsible for the operation in the case of regular meetings. These minutes shall be distributed to the operating entities and any other person concerned, then included in the Safety File for the project.

Any modification to a provision (operating procedure, schedule, etc.) that may have an influence on Safety shall result in an amendment to or an update of the WSCPs and PPSPs.

Any Safety breach witnessed by a member of the personnel of an operating entity shall be documented in writing, at least in the logbook.

The organic unit responsible for the operation shall ensure that the communication of decisions is fully traceable and that such decisions are taken into consideration by the operating entity.

### 2.1.4 Worksites where a CISSCT must be set up

The organic unit responsible for a Category 1 operation shall set up an Intercompany Health, Safety and Working Conditions Committee (CISSCT), at the request of the Review Committee on Contractors’ Occupational Safety Conditions (CECSTE), the HSE Unit or the Host State authorities, where the operation concerned is:

- a building operation for which:
  - the work exceeds 10,000 person-days, and
  - more than ten operating entities are involved;
- or
- a civil-engineering operation for which:
  - the work exceeds 10,000 person-days, and
  - more than five operating entities are involved.

### 2.2 Safety coordination for Category 2 operations

#### 2.2.1 General provisions for Category 2 operations

The organic unit responsible for a Category 2 operation ensures the Safety coordination.

#### 2.2.2 Documents associated with a Category 2 operation

For each Category 2 operation, a PP shall be drawn-up, using either Safety Form SF-WS-1-0-3 or, in the case of a one-off operation involving one or several operating entities, Safety Form SF-WS-1-0-4 (simplified PP).

Each PP shall be:

- prepared and written by the organic unit responsible for the operation, in collaboration with the operating entity/entities;
- signed by the organic unit responsible for the operation, as well as the designated person responsible for each of the operating entities;
- forwarded by the organic unit responsible for the operation to the HSE Unit for information.

The organic unit responsible for a Category 2 operation shall ensure that:

- its Works and Services Supervisors and the other users involved in the contract are informed of the provisions of the PP;
- the person responsible for each operating entity informs his own personnel, including any subcontractors, of the provisions of the PP.

Each Category 2 operation shall be the subject of one or more VICS (Cf. Safety Form SF-WS-1-0-5) organised and led by the organic unit responsible for the operation, aimed at preparing or adapting the PP. The minutes of the VICS shall be annexed to the PP.

The PPs shall be updated by the organic unit responsible for the Category 2 operation periodically, and at least once a year.
Where operating entities whose activities are already subject to an annual PP are called upon to execute a one-off Category 2 operation, the organic unit responsible for the operation shall:

- verify that the work to be carried out by each operating entity is already covered in the respective PPs and, if not, ensure that the operating procedures are updated;
- carry out a VIC to take account, in particular, of the context and any concurrent activities.

In the case of an annual PP, the VIC minutes may serve as an amendment to the PP.

### 2.2.3 Monitoring of a Category 2 operation

#### 2.2.3.1 General case of a Category 2 operation

The organic unit responsible for a Category 2 operation shall coordinate the Safety aspects of the operation, with the aim of:

- checking that the measures decided in the framework of the PP are being applied;
- identifying and assessing Safety issues that were not initially foreseen;
- defining and coordinating new measures, if applicable;
- dealing with any deviations.

This follow-up shall be achieved at least through:

- regular monitoring of the activity/activities associated with the operation;
- carrying out supplementary VICS;
- holding periodic meetings for the operation including an agenda item on Safety;
- inspections of the premises concerned, whenever this is considered necessary by the organic unit responsible for the operation.

The regular monitoring shall be undertaken at intervals to be decided by the organic unit responsible for the operation, on the basis of a risk assessment of the operation.

The meetings shall be held at least:

- monthly, for contracts of a duration of more than a year;
- weekly, in all other cases.

These meetings shall be minuted by the organic unit responsible for the operation and the minutes shall be forwarded to the operating entities.

Any modification to a provision, such as operating procedures or schedules, that may have an influence on Safety, shall result in an amendment to or update of the PP.

Any Safety breach witnessed by a member of the personnel of an operating entity shall be reported in writing.

#### 2.2.3.2 Specific case of a Category 2 operation in addition to the above-mentioned provisions (Cf. Section 2.2.3.1)

Where different from the organic unit responsible for the contract, the organic unit responsible for a Category 2 operation shall, in addition to the above-mentioned provisions:

- communicate its decisions to the operating entity via the organic unit responsible for the contract;
- ensure that they are taken into consideration and implemented.

### 2.3 Safety coordination for Technical Stops

Technical Stops are considered to be special operations within a particular organisation.

The provisions of this section shall not apply to a Category 1 operation, even if carried out in the framework of a Technical Stop.

Each Technical Stop is subject to work and Safety coordination, requiring tasks to be scheduled.

The organic unit responsible for the coordination of a Technical Stop shall:

- also be in charge of Safety coordination;
- draft and updates a specific WSCP using Safety Form SF-WS-1-0-1;
- include an item on Safety on the agenda of every coordination meeting or other associated meeting;
- document and distribute the Safety requirements it defines, throughout the duration of the Technical Stop.
Each operating entity participating in a Technical Stop shall:
- assess the risks connected with each of the activities it carries out and define the associated preventive and protective measures, documenting such provisions in writing and forwarding them to the organic unit responsible for the coordination of the Technical Stop;
- communicate with the organic unit responsible for the coordination of the technical stop to ensure that all the necessary provisions can be made in advance with regard to planning, managing and ensuring the safety of concurrent activities;
- take account of and implement any provision requested in the framework of coordination meetings and VICs;
- ensure that all of its own personnel are informed of Safety requirements and have all the necessary means to meet them.

Each one-off operation shall be the subject of a VIC when it is required by:
- the organic unit responsible for the coordination of the Technical Stop;
- any operating entity, particularly in the framework of work taking place adjacent to or above/below other work;
- any CERN Safety representative.

Each VIC shall be:
- organised and led by the Works and Services Supervisor, in the presence of a CERN Safety representative if the latter so requests;
- minuted using the announcement system for works and services and distributed via this system.

2.4 Announcement and approval of one-off activities

In the framework of an operation, one-off activities that generate specific risks, risks due to concurrent activities or those carried out in premises presenting specific risks shall be subject to:
- an internal announcement by the organic unit responsible for the operation;
- an approval by the organic unit responsible for the Safety of the premises, among others.

This announcement and approval shall be carried out in accordance with the applicable CERN Safety Rules.

2.5 Responsibility for the transmission of Safety documents outside of CERN

The operating entities, other than organic units, are in charge of forwarding the Safety documents to their own internal bodies and to their subcontractors, if applicable, and to representatives of the competent authorities of the Host States where required by the applicable regulations.

The following documents that may need to be submitted to the authorities of the Host States shall be written at least in French:
- the WSCP;
- the PPSPSs of the operating entities;
- the PP;
and all associated documents.

3 FINAL PROVISIONS

3.1 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 Instruction IS39 “Notice of Start of Works (AOC)” and Safety Instruction IS50 “Safety Coordination on CERN Worksites”.

3.2 Entry into force

This General Safety Instruction (version 1) is published on the CERN website dedicated to the Safety Rules: https://www.cern.ch/safety-rules and shall be implemented as from 1st of June 2016. Until this date, Safety Instruction IS39 “Notice of Start of Works (AOC)” and Safety Instruction IS50 “Safety Coordination on CERN Worksites” remain applicable.