New Users at CERN:
Before arrival

- Prepare your registration:
- Flow chart:
  http://cern.ch/ph-dep/UsersOffice/BeforComingToCERN.pdf
- Ask a CERN contact to arrange a 1-day pass for the day of your arrival (weekdays only).
- CERN mail-box:
  http://it-div.web.cern.ch/it-div/comp-usage/DoIreallyneedACERNmailaccount.htm

Upon arrival

- Go to reception in Bldg. 33 to get a 1-day visitor pass (if not pre-arranged, a CERN person on site will need to be contacted).
- Go to the Users’ Office.

After registration

- CERN computer account:
  https://cernaccount.web.cern.ch/cernaccount/
- CERN ACCESS CARD: Issued in Bldg. 55/1-002: access registration@cern.ch once registered by the Users’ Office.
- Basic safety and access courses: Bldg. 55-R-001
- Personal Dosimeter:
  http://service-rp-dosimetry.web.cern.ch/service-rp-dosimetry/

Contact information

- CERN Stores:
  cern.stores@cern.ch
- CERN-Sites:
  http://building.web.cern.ch/building/
- SHIPPING and CUSTOMS FORMALITIES:
  http://service-logistics.web.cern.ch/service-logistics/shipping/formalites%20douanieres.htm

Technical services

- Technical help desk:
  77777 or Fm.Support@cern.ch
- IT Support:
  78888
- Waste collection:
  77777 or 77434
- Technical Control Room (TCR):
  72201
- CERN Control Center (CCC):
  77500
- Removal Service:
  164684
- Goods distribution or transport:
  163844
- Light logistic services:
  72500
- IT Services:
  http://it-div.web.cern.ch/it-div/

On site services

- User services for: cars, bikes, small works, locks, keys

CERN – Prévessin site

- Internal Shuttle Bus: 76969
- Technical help desk: 77777 or Fm.Support@cern.ch
- IT Services: http://it-div.web.cern.ch/it-div/

This document is intended for Users who are installing equipment in the experimental areas. It outlines the procedures the Users are required to fulfill, covering the most important topics. However, the material given in this guide is for information only and does not imply any responsibility on the part of CERN.

The non-compliance with these procedures may result in significant delay to your experiment. More information on the safety guide for experiments is available at:

http://safetyguide.web.cern.ch/safetyguide/
Safety for Users means to identify
in their zone...

1. nearest fire extinguishers,
2. emergency stops: AUG, AUL,
3. evacuation stops: AUG, AUL,
4. fire alarm system,
5. first aid box,
6. evacuation assembly point,
7. nearest telephone,

In case of emergency, call the fire brigade:
74444

Main safety topics

See Safety Guide, Part III:
http://safetyguide.web.cern.ch/safetyguide/

Mechanical (Chapter 37) Pressure vessel, lifting and handling, structures, machine, gas bottles, ...

Chemical (Chapter 26, 34, 35) Flammable gas, chemicals, dye, ...

Electrical (Chapter 36) Grounding, cable installation, emergency stop

Fire prevention (Chapter 38, 39) Safety passage, fire extinguisher, ...

Radiation (Chapter 40, 41, 42) Ionizing, non ionizing, magnetic field, ...

Laser (Chapter 41.1)

Cryogenics (Part II Chapter 14.3)

General working safety (Chapter 17 pp) cleanliness, ergonomics, passages, falling objects, ...

Road safety (Chapter 33) Traffic rules and accidents, good habits on the road, ...

Safety for Users coming to CERN: you must ...

1. have attended the basic safety and access courses,
2. have attended RP course,
3. wear personal dosimeter in radiation controlled areas at all times,
4. inform all participants of safety hazards and risks in their zone,
5. wear personal protective equipment during installation,
6. take note of safety equipment,
7. keep zone and counting room organized and clean: “Good house keeping”,
8. keep evacuation paths clear,
9. store safely and remove unused material,
10. respect traffic and usage rules of CERN vehicles, ...

Glossary

GLIMOS Group Leader In Matters Of Safety
ISIEC Initial Safety Information
EA Experimental Area
DSO Department Safety Officer
CSO Cryogenic Safety Officer
FGSO Flammable Gas Safety Officer
LSO Laser Safety Officer
RSO Radiation Safety Officer
TSO Territorial Safety Officer
ECO Equipment Supervisor
EO Physics Department
AUG General Emergency Stop
AUL Local Emergency Stop
RP Radiation Protection
SAPOCO Safety Policy at CERN