

New Users at CERN: Before arrival

- Prepare your registration:
<http://cern.ch/ph-dep/UsersOffice/UsersContractsInfo/UserContractsRegistration.htm>
- Flow chart:
<http://cern.ch/ph-dep/UsersOffice/BeforeComingToCERN.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/DoreallyneedaCERNmailaccount.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

PH-Department:
<http://ph-dep.web.cern.ch/ph-dep/>
PH Safety Office:
<http://ph-dep.web.cern.ch/ph-dep/Safety/SafetyOffice.html>
DSO: dso.ph@cern.ch
SPS Coordinator: sps.coordinator@cern.ch

EA Beam and Liaison Physicist:
http://ph-dep.web.cern.ch/ph-dep/Safety/Experiments/EA_LP.htm
• For ISOLDE Users: isolde.secretariat@cern.ch
<http://isolde.web.cern.ch/ISOLDE/frames/contuse.html>

ISOLDE Coordinator: isolde.coordinator@cern.ch
TSO of Bldg.: <http://safety.cern.ch/TSO.html>

SAFETY COMMISSION
<http://safety-commission.web.cern.ch/safety-commission/SC-site/index.html>
Technical services: 77777

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

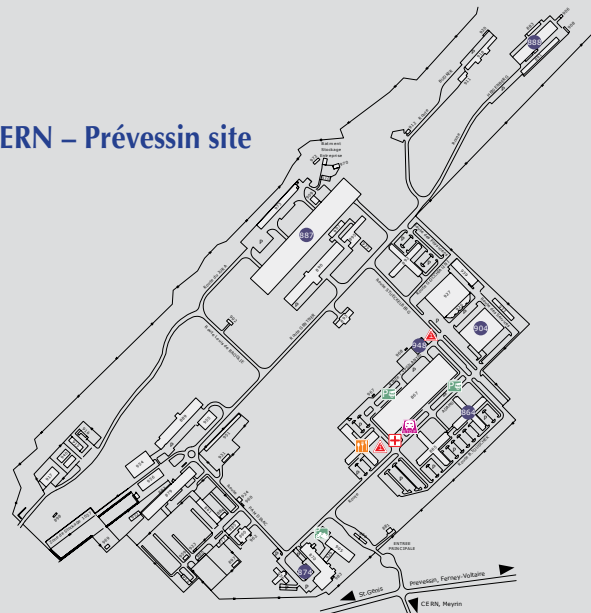
Technical help desk: 77777 or Fm.Support@cern.ch
IT Support: 78888
Waste collection: 77777 or 77434
Technical Control Room (TCR): 72201
CERN Control Center (CCC): 77500
Removal Service: 164684
Goods distribution or transport: 163844
Light logistic services: 72500
IT Services: <http://it-div.web.cern.ch/it-div/>

On site services

<http://user.web.cern.ch/user/AcceleratorServices/OnSiteServices/OnSiteServices.html>
Internal Shuttle Bus: 76969

User services for: cars, bikes, small works, locks, keys
http://ep-div-smi.web.cern.ch/ep-div-smi/Service_point.html

CERN – Prévessin site



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/>



PH SAFETY OFFICE APRIL 2008 – (Contact Bruno Pichler)

Equipment installation check-list (✓)

- After approval of the experiment by the Research Board the Spokesperson (or GLIMOS, delegated safety person) completes the **ISIEC form**:
<http://spsschedule.web.cern.ch/SPSSchedule/ISIECV1.xls>
 and distribute to: dso.ph@cern.ch
sps.coordinator@cern.ch
 and to the EA Beam and Liaison Physicist:
http://ph-dep.web.cern.ch/ph-dep/Safety/Experiments/EA_LP.htm
 For ISOLDE Users: isolde.coordinator@cern.ch
- Provide the following items for the planned equipment installation:

 - Drawing or draft
 - Detailed planning (date/time)
 - Installation procedure document
 and distribute to: dso.ph@cern.ch
sps.coordinator@cern.ch
 and to the EA Beam and Liaison Physicist:
http://ph-dep.web.cern.ch/ph-dep/Safety/Experiments/EA_LP.htm
 For ISOLDE Users: isolde.coordinator@cern.ch
- GLIMOS must request a safety training course:
dso.ph@cern.ch
- Install the blue poster in your zone and counting room:
https://edms.cern.ch/file/359578/LAST_RELEASED/Form_F4.doc
- Request an initial safety visit with the DSO:
dso.ph@cern.ch



Medical Service

Located in Bldg. 57,
8:00 a.m. - 5:30 p.m.,
Monday to Friday

Emergency care: Infirmary
73476 or 73802
Appointments: Secretariat
73186 or 78435
 Medical doctors
73156 or 74166
 Hematology
73186

Reporting of accidents, incidents, near misses: fill in the A2 form:
http://edms.cern.ch/file/335502/LAST_RELEASED/E_A2.pdf

EDH: <https://edh.cern.ch/Document/Accident>

Safety for Users means to identify in their zone...



1. nearest fire extinguishers,
2. emergency stops: AUG, AUL,
3. evacuation paths,
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, ..

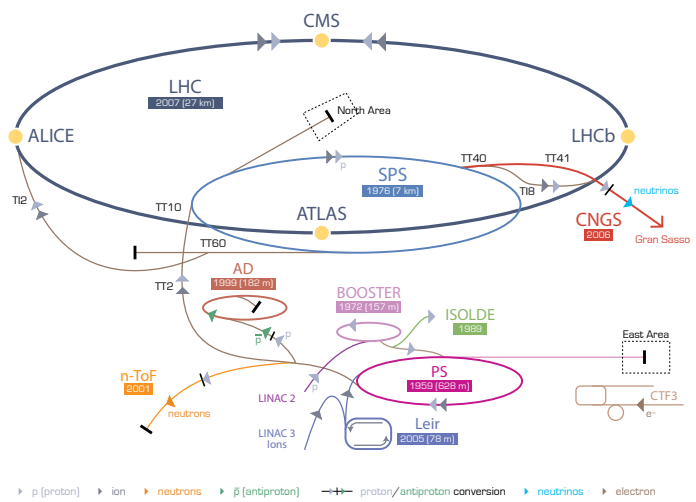
Radiation (Chapter 40,41,42) Ionizing, non ionizing, magnetic field, ..

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	LSO	Laser Safety Officer
ISIEC	Initial Safety Information on Experiments at CERN	RSO	Radiation Safety Officer
EA	Experimental Area	TSO	Territorial Safety Officer
DSO	Department Safety Officer	EO	Equipment Supervisor
CSO	Cryogenic Safety Officer	PH	Physics Department
FGSO	Flammable Gas Safety Officer	AUG	General Emergency Stop
		AUL	Local Emergency Stop
		RP	Radiation Protection
		SAPOCO	Safety Policy at CERN