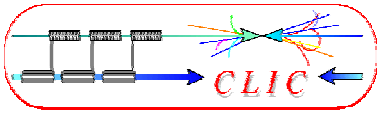


Safety Issues for Collaborations and some reminders for staff



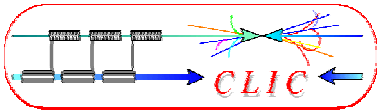
REGISTRATION PROCEDURE

- Departmental Administrative Officer(DAO) :- Laurence Van Caeter
- Tel 72606, 72523, 164743
- Building 10 1-020

- One visit per year less than 2 weeks, contact Laurence for registration

- Short term visits, but a few during the year:-Fill in EXTERNAL registration registration form-
http://service-procedures.web.cern.ch/service-procedures/AdminMan/Forms/EXT_E.pdf

- More than 3 consecutive months or more than 25% of time at CERN in 1 year
Fill in unpaid associate registration form
<http://ph-dep.web.cern.ch/ph-dep/UsersOffice/UsersContractsInfo/ChecklistE.pdf>



Film Badge

3 CATEGORIES OF PERSONS

3.1 Members of the CERN personnel

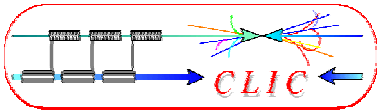
Members of the CERN personnel, within the meaning of the Staff Rules and Regulations, are subject to the radiation protection standards quoted in § 4.

Members of the personnel who are **associates**, within the meaning of the Staff Rules and Regulations, **and who are required to work in controlled areas must, upon arrival, provide CERN's Medical Service with a certificate authorizing them to work in the presence of ionizing radiation.** This certificate must be issued by a competent medical service. The persons concerned will receive a personal dosimeter.

To meet the needs of members of the personnel or associates who are at CERN for a period of less than two months once a year, and who must have access to controlled areas to take part in an experiment, the category of "short-term visitor" (VCT)* has been introduced.

Such persons need not provide a certificate or take a medical examination but their exposure during their stay must be lower than 1 mSv. A personal dosimeter will be issued to them to check their exposure when they have access to controlled areas.

* VCT, French: Visiteur à Court Terme.



Film Badge

5 PERSONAL MONITORING

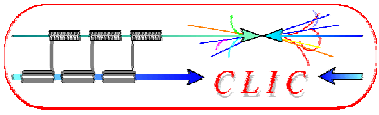
5.1 Registration and identification

A person who is to be classed as individually monitored shall complete:

- either a registration form, available from the RP Group (Personal Dosimetry Section), if a staff member,
- or an information slip, available from the Main Gate Reception (Meyrin site), if he is employed by a contractor.

The RP Group (Personal Dosimetry Section) will place the registered person on the list of a dosimeter distribution group. The person in charge of the group will periodically change his dosimeters. During all work in radiation areas, the dosimeters issued shall be worn in a clearly visible position and, where possible, at the point most representative of whole-body exposure, i.e. at the level of the upper body.

The responsible person of a distribution group shall inform the RP Group (Personal Dosimetry Section) of any change in his distribution group (arrivals or departures).



Film Badge

6 MEDICAL EXAMINATION

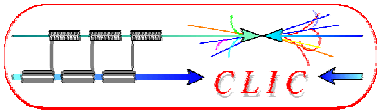
6.1 Medical capacity for work in the presence of radiation

An individually monitored person must undergo a medical examination to confirm his fitness for work in the presence of ionizing radiation. This examination is performed for CERN personnel by the Medical Service.

However, for associate members of the personnel (as defined in § 3.1) this examination is usually undertaken, before work is started, by a competent medical service outside CERN; a certificate confirming his fitness for radiation work shall be forwarded to the Medical Service, which shall check its validity.

The short-term visitors (VCTs) are exempted from this examination, but are not allowed to receive any exposure greater than 1 mSv in a year.

Contractors' personnel who need to work in radiation areas shall, on their entry to the site, provide a medical certificate authorizing work in the presence of radiation.



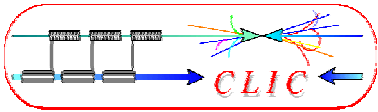
Safety Course

5.2 Safety Training

Group leaders must take the necessary steps to ensure that all members of the personnel in their group are given the required safety information. Safety training courses are intended for all persons working on the CERN site, including students, apprentices, contractors' personnel and registered visitors.

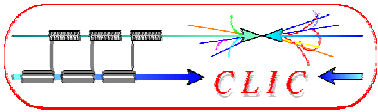
The purpose of the various training courses is to make people aware of risk prevention and risk management issues and therefore to draw their attention to the Organization's safety regulations and provide them with information on accident prevention, first aid and fire-fighting.

In particular, safety briefings for newcomers are held every Tuesday; they are compulsory for all persons working on the CERN site. On request, these courses may be given in languages other than French and English.



General Comments

- Visitors without film badges can go to controlled areas if they are accompanied by a CERN member who is wearing his film badge. **THEY ARE NOT ALLOWED TO DO ANY WORK !!** And the CERN staff member should ensure that the visitors stay clear of radiation hot spots or at least minimise the time spent beside it.
- Film badges and CERN id cards should be worn at all times in controlled areas (preferably where they are visible)
- No eating, drinking or smoking in any controlled area
- When machine is under access control entrance is forbidden to anyone who has not been registered as having participated in the safety course, even if they have a CERN id and a film badge
- All equipment leaving the controlled area must be controlled by an RP technician including the rubbish containers



General Comments

- CTF3 is a controlled area so where possible please unpack any equipment before bringing it into the machine, otherwise the RP technician has to unnecessarily control the non radioactive packing before it can be removed
- After installation is completed the area must be cleaned and any rubbish put into the appropriate containers supplied by RP
- Do not store any equipment in the alcoves next to the hot points e.g. beside PETS line. Why irradiate equipment when it is not necessary