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Internal Regulations

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Internal Regulations

Table of Contents

Part 1 - Purpose and Scope	2.1
Article 1.1 - Purpose	2.1
Article 1.2 - Scope	2.1
Part 2 - General Rules	2.1
Article 2.1 - Principles	2.1
Article 2.2 - Working Hours	2.1
Article 2.3 - Open Access Hours	2.2
Article 2.4 - Site Access	2.2
Article 2.5 - Entrance and Exit Controls	2.2
Article 2.6 - Entrance and Exit Controls of Restricted Access Areas and Buildings	2.2
Article 2.7 - Driving and Praking Rules on the Site	2.2
Article 2.8 - Protection of Goods and Security Controls	2.3
Part 3 - General Working Conditions on the ITER Site	2.4
Article 3.1 - General Provisions	2.4
Article 3.2 - Protection of the ITER Site and its Environment	2.4
Article 3.3 - Taking Pictures	2.4
Article 3.4 - Alcohol, Tobacco and Illicit Substances	2.4
Article 3.5 - Other Provisions	2.5
Part 4 - Enforcement	2.5
Article 4.1 - Breach of the Internal Regulations by an ITER Staff Member	2.5
Article 4.2 - Denial of Access to the ITER Site for Non-ITER Staff	2.5
Part 5 - Health and Safety Measures	2.5
Article 5.1 - General Provisions	2.5
Article 5.2 - Penalties	2.6
Article 5.3 - Provisions in Case of an Emergency	2.6
Part 6 - General Risk Prevention Measures	2.6
Article 6.1 - Information Concerning Risks	2.6
Article 6.2 - Medical Supervision	2.6
Article 6.3 - Instructions Concerning Prevention Measures	2.6
Article 6.4 - Sign Posting	2.6
Article 6.5 - Specific Instructions	2.7

Part 7 - Specific Risk Prevention Measures	2.7
Article 7.1 - Protection Against Ionizing Radiations	2.7
Article 7.2 - Protection Against Fire Risks	2.7
Article 7.3 - Protection Against Electrical Risks	2.7
Article 7.4 - Protection Against Risks When Handling Heavy Equipment	2.8
Article 7.5 - Preventing Chemical Risks	2.8
Part 8 - Rights and Obligations with Regard to Preventing and Declaring Accidents	2.9
Article 8.1 - Serious and Imminent Danger, Right to Withdraw	2.9
Article 8.2 - Conduct in Case of an Accident	2.9
Article 8.3 - Declaring an Accident	2.9

Part 1 Purpose and Scope

Article 1.1 Purpose

The ITER site comes under the responsibility of the ITER Organization represented by its Director-General.

The purpose of these Internal Regulations is to provide the rules concerning work, health, and safety¹ and security² regulations for persons undertaking activities at the ITER site.

The Internal Regulations, including possible amendments, shall be available from the ITER Human Resources Division (HRD) and at the Secretariat of each ITER Department. All staff and companies undertaking activities at the ITER site shall receive a copy of the Internal Regulations, which shall be attached to every contract signed by ITER with third parties.

Article 1.2 Scope

Unless otherwise provided, the provisions of these Internal Regulations shall apply to any person undertaking activities at the ITER site at St Paul-Lez-Durance without prejudice to the provisions applicable by their employers.

For ITER staff members, the Staff Regulations of the ITER Organization (hereinafter Staff Regulations) shall take precedence over these Internal Regulations.

Part 2 General Rules

Article 2.1 Principles

Persons undertaking activities at the ITER site must comply with instructions provided in official written documents issued by the ITER Organization or broadcast over the public-address system and with instructions given by duly authorized persons while performing their duties in terms of health, safety, security and discipline regulations.

Administrative notes issued by the ITER Organization implementing and complementing these Internal Regulations, stipulating requirements for health, safety and disciplinary matters, shall be distributed to every ITER Department Secretariat and listed in an itemized web catalogue.

Article 2.2 Working Hours

Except for official closure dates decided by the Director-General; open access hours on the ITER site shall be from 7.30 a.m. to 7.30 p.m. on weekdays.

The working hours of reference are 40 hours per week.

¹ In this document the term *Safety* refers to providing protection to people and the environment against all kinds of risks except those related to security (see below); it includes occupational safety and nuclear safety (often referred to simply as safety in nuclear facilities like ITER).

² The term *Security* is reserved for the protection of people, the environment and investment against intentionally malevolent acts (for instance, theft, sabotage or acts of terrorism).

Article 2.3 Open Access Hours

Access to the ITER site outside the open access hours shall be subject to prior written agreement by the Director-General or his representative.

Article 2.4 Site Access

Access to the ITER site shall be subject to entrance and exit control measures enacted by the Director-General or his representative and enforced by the Department for Safety and Security.

All persons entering the site shall receive a badge which must be visibly worn at all times. When the right to access has expired, the badge must be returned to the ITER Organization.

Security guards may carry out security checks on the access badges and on the reasons for anyone's presence on the site.

Article 2.5 Entrance and Exit Controls

ITER staff and persons who have to undertake activities on the ITER site shall be provided with a badge containing nominative data adapted to the automated access control card reader.

The badge shall allow for the identification and authentication of the carrier:

- By visual means: name and photograph;
- By automation: data registered in the memory chip.

Persons provided with a badge shall have the right to consult their specific data collected through computerized processing after proper identification. Such consultation shall be provided in a manner that ensures the confidentiality of this right of access.

If a badge is forgotten or lost, the person concerned may present identification at the access control building where he/she shall be issued with a visitor's badge for one day. In addition, the loss or theft of a badge must be notified as soon as possible to the Department for Safety and Security.

Article 2.6 Entrance and Exit Controls of Restricted Access Areas and Buildings

Access to certain areas and buildings, or parts of buildings, may be restricted to duly authorized persons who shall have a badge programmed for this purpose.

The Department for Safety and Security shall be responsible for authorizing access to areas and buildings or part of the buildings concerned.

Article 2.7 Driving and Parking Rules on the Site

The provisions of the French Road Code (*Code de la Route*) for driving and parking in urban areas, apply inside the ITER site unless stipulated in the present Internal Regulations. For instance, the speed limits may be adapted to the configuration of the ITER site.

The Director-General or his representative may refuse access to specific vehicles for reasons of safety, security or public order.

Driving on the site shall be limited to the designated roads. Pedestrians shall only be allowed on the designated paths.

People who do not comply with these rules may be refused access to the ITER site with their own vehicles as well as being prohibited to drive any vehicle on the site.

At the entrance, and possibly at the exit, drivers and their passengers must present their badges to the security guards or insert them into a card reader.

Driving service vehicles belonging to the ITER Organization shall be subject to an ITER written authorization.

Traffic accidents on the site must be reported immediately to the Safety and Security Supervisor.

Article 2.8 Protection of Goods and Security Controls

The Director-General or his representative may authorize security controls to be carried out on the ITER site.

The following items shall be prohibited on the ITER site without prior written authorization from the Director-General or his representative:

- Weapons, ammunition or explosive materials of any nature;
- Animals.

All valuable objects and documents needing special protection should be stored and locked before leaving the office.

Windows and sliding glass door panels must be closed, lights turned off and electrical appliances shut down, except duly registered exceptions.

All users of IO computers or the ITER network must:

- Comply with the ITER procedures in force;
- Not divulge their password(s);
- Prevent access to their computer when they have left their workstation.

Delivery of materials and supplies for the ITER Organization shall only be authorized by the Division responsible for Logistics and Support.

Lost objects found at the ITER site shall be deposited at the Division responsible for Logistics and Support.

Part 3 General Working Conditions on the ITER Site

Article 3.1 General Provisions

Persons on the ITER site must be dressed and conduct themselves appropriately at all times.

Staff shall be responsible for material and clothes provided to them. Any disappearance or deterioration of such must be reported immediately to the Division responsible for Logistics and Support.

It is prohibited to carry out work on the ITER site for private purposes.

It is also prohibited, unless having received the express authorization from the Director-General or his representative, to:

- Solicit or collect money;
- Organize, on the ITER site, a sale or any other commercial operation;
- Organize a lottery or any form of gambling;
- Hold general assemblies, even outside of working hours, except if called by the Staff Committee;
- Consume food at the ITER site outside of designated areas, unless authorized by the ITER management;
- Use ITER Organization tools for private purposes.

Article 3.2 Protection of the ITER Site and its Environment

It is prohibited to deposit any equipment, supplies or materials outside areas developed for this purpose.

The evacuation of materials, waste or inert rubbish (solid or liquid) shall be handled by the Division responsible for Logistics and Support.

Disposal of liquid effluents into the drainage system shall be regulated by specific instructions from the relevant department.

All persons admitted on to the site must respect the green and wooded areas, as well as the good state of the buildings' surroundings.

Hunting and any plant picking or harvesting is prohibited, unless authorized by the Director-General.

Article 3.3 Taking Pictures

The conditions for taking pictures of the ITER site shall be subject to specific rules established by the Department for Safety and Security, and shall be specified in circulars to be made available to all persons visiting the ITER site.

Article 3.4 Alcohol, Tobacco and Illicit Substances

It is prohibited to bring any alcoholic beverage into the workplace without prior written authorization from the Director-General or his representative.

Smoking is authorized only in duly designated areas.

It is prohibited to bring and/or consume illicit substances on the ITER site. Drug testing for drug addiction may only be performed by the decision of the Occupational Physician designated by the ITER Organization.

Those concerned must be notified beforehand and the tests shall be protected by medical confidentiality. Employees may refuse a drug test; however, in such cases the Occupational Physician may pronounce them unfit to work.

Article 3.5 Other Provisions

All mail on the ITER site shall be handled by the ITER Mail Service and may be opened only by the Safety and Security Supervisor for safety and security reasons. Use of the ITER stamp to send personal external mail is prohibited.

Telephone communication shall be used for professional purposes only and any other use may be billed to the staff concerned.

Part 4 Enforcement

Article 4.1 Breach of the Internal Regulations by an ITER Staff Member

Any breach of the present Internal Regulations shall be construed as failure on the part of an ITER staff member to comply with his obligation under the Staff Regulations, or as serious misconduct, within the meaning of Articles 23.1 or 23.2 of the Staff Regulations.

Article 4.2 Denial of Access to the ITER Site for Non-ITER Staff

In the case of serious misconduct, or of failure to comply with the ITER Internal Regulations, access of non-ITER staff members to the ITER site may be denied by the Director-General, without prejudice to measures and actions employers of ITER non-staff members may take.

Part 5 Health and Safety Measures

Article 5.1 General Provisions

1. All persons at the ITER site shall strictly comply with health, safety and security regulations and instructions set out or given in:

- The present Internal Regulations;
- The requirements concerning occupational safety and security, the specific instructions for:
 - a category of employees;
 - a building;
 - a room;
 - a facility, or
 - a piece of equipment, which are the subject of a sign, a notice, or which are made available in the workplace;
- Written and verbal safety instructions on the execution of an activity. Such instructions shall also be notified to external firms when the prevention plan has been drawn up.

2. A Health Protection and Safety Coordinator shall be responsible for the implementation of these provisions on the construction worksites.

3. Only equipment that conforms to regulatory standards shall be authorized on the ITER site.

Article 5.2 Penalties

Failure to comply with the security, safety and health requirements and instructions for ITER staff and non-staff members may result in actions taken in accordance with Part 4 of the present Internal Regulations.

Article 5.3 Provisions in Case of an Emergency

In case of an accident or incident necessitating emergency care, any person in the area should immediately alert:

The ITER Organization Safety Team by dialling 18 from an internal phone or

- 04 42 25 22 18 from any phone or by triggering the nearest red alarm box;

In case of a general alert announced by sirens or by public-address system in the facilities:

- Persons present in the buildings should remain where they are and await further instructions by the Safety and Security Supervisor;
- Persons circulating on the ITER site should immediately enter the nearest building and await further instructions by the Safety and Security Supervisor.

Part 6 General Risk Prevention Measures

Article 6.1 Information Concerning Risks

All ITER staff members shall be trained on safety and health issues upon their arrival on the ITER site; this training shall be supplemented by a general safety training course. Staff may be required to attend a complementary training program. Before any service is provided by a firm on the ITER site, the contractor's staff must report to the Safety and Security Supervisor.

Article 6.2 Medical Supervision

All ITER staff members must undergo a medical examination and complementary exams as provided for in the Staff Regulations. The examinations are carried out by a designated medical service.

Article 6.3 Instructions Concerning Prevention Measures

In order to prevent industrial accidents and occupational illnesses, the personnel must strictly follow all instructions aiming at observing legal requirements concerning prevention and the safety of persons at the ITER site.

Article 6.4 Sign Posting

All persons on the ITER site are required to respect the marking system in place at the facilities as well as evacuation routes, emergency exits and sign postings concerning health and safety matters.

Article 6.5 Specific Instructions

Worksite waste: Dirt, old material, rubble and non-inflammable materials shall be deposited solely at the waste disposal or storage sites indicated by the responsible department of the ITER Organization. Non-ITER staff must request access to the disposal sites in advance. It is strictly prohibited to dump any waste whatsoever into the sewage system.

Maintaining and cleaning worksites: All equipment used on the worksites must meet the safety standards in force and be up-to-date in terms of the schedule for periodic controls. Worksites must be left clean and tidy.

Part 7 Specific Risk Prevention Measures

Article 7.1 Protection Against Ionizing Radiations

The ITER site is located in close proximity to the CEA Cadarache Centre, where nuclear facilities are operated that could present risks related to radioactivity. If ionizing radiations are used on the ITER site or if there is an incident at the Cadarache site which causes a release of radioactivity or emissions of ionizing radiations, specific instructions shall be issued to protect the persons at the ITER site.

The transportation of radioactive materials shall be subject to specific regulations, entailing special authorization and controls.

Article 7.2 Protection Against Fire Risks

It is prohibited for any person at the ITER site:

- To unnecessarily accumulate inflammable products: boxes, packaging, etc.;
- To deposit anything that could hinder access to any exits;
- To light a fire inside or outside the buildings.

A fire permit must be systematically issued by the Safety and Security Supervisor before any work with hot spots is conducted.

Persons at the ITER site shall not block access to fire extinguishers, fire posts or electrical stations, and shall warn the Safety Team:

- When an extinguisher is used, in order to return it immediately to working order;
- When an extinguisher or fire post is moved.

All persons regularly undertaking activities at the ITER site shall participate in training sessions on the use of fire extinguishers as planned by the Safety and Security Supervisor.

Article 7.3 Protection Against Electrical Risks

Persons at the ITER site must comply with the instructions provided in the buildings and facilities. Any anomaly or malfunctioning of electrical equipment must be reported immediately to the person in charge of supervising the electrical installations. Maintenance and repair work on electrical installations shall only be undertaken by suitably qualified persons.

Non-ITER staff must comply with the established instructions concerning the buildings and facilities in which they work, in particular, with the instructions set out in the Prevention Plan. Portable or semi-fixed electrical equipment not belonging to the ITER Organization must be verified by duly qualified ITER personnel before being installed at the ITER site.

Article 7.4 Protection Against Risks When Handling Heavy Equipment

The use of lifting and hoisting equipment shall be strictly reserved for duly qualified and authorized personnel.

The use by non-ITER staff of lifting and hoisting equipment belonging to the ITER Organization shall be forbidden, without prior authorization from the Safety and Security Supervisor.

Removing or neutralizing any protective system on machines or equipment constitutes an offence which may lead to disciplinary action.

Any machine to handle heavy equipment shall be used in compliance with the instructions provided for this purpose.

Instructions placed in working areas, near the tools, on the machine tools or on various gear (belt conveyors, lifts, cranes, etc.) must be strictly observed.

Article 7.5 Preventing Chemical Risks

The prevention of chemical risk is based on limiting the use of dangerous substances. For the correct use of a chemical product, each user must:

- Have read the product risk notice beforehand;
- Verify that the label conforms to the product;
- Ensure that the vapour-trapping system is operating correctly;
- Be equipped with adequate personal protection gear (gloves, facial mask, inhalation protection);
- Handle the product as little as possible;
- Draw up periodic stock records;
- Periodically carry out evacuation procedures for superfluous products in liaison with the Department responsible for Health and Safety.

Part 8 Rights and Obligations with Regard to Preventing and Declaring Accidents

Article 8.1 Serious and Imminent Danger, Right to Withdraw

Any person who has reasonable grounds for thinking that a situation at work presents a serious and imminent danger to health or safety, or observes a defect in the safety system, must immediately notify his/her supervisor (or designated person). In this situation, any person has the right to leave his workstation. Staff shall not be requested to return to their work if the danger persists.

If a staff representative of the ITER Health, Security and Safety Committee³ ascertains that there is cause for serious and imminent danger, either directly or by the intermediary of a staff member or non-staff person at the ITER site; notice shall immediately be given to the ITER management and a record of the incident shall be placed in the special register kept at the Safety and Security Department. In order to take the necessary steps to solve the problem, the ITER Organization shall immediately proceed with an investigation with the staff representative of the ITER Health, Security and Safety Committee who reported the danger.

Article 8.2 Conduct in Case of an Accident

Anybody witnessing an accident at the ITER site must:

- Assist the victim(s) of the accident without exposing him/herself or other staff to any risk (for example, in the case of asphyxiation or electrocution);
- Simultaneously alert the Rescue Team (by triggering the alarm, or dialling 18), who will implement the procedure in force: intervening with the infirmary staff and evacuating the injured to the Medical Service;
- Remain at the disposal of the rescue team;
- Notify the local first aid team if it exists;
- Notify an IO supervisor and the HRD.

Subsequent to any occupational accident or injury to an ITER staff member, a meeting shall be held between the injured person, the Safety and Security supervisor and the ITER management. An Accident Report Form, filled out by the injured person and his/her ITER supervisor, must be addressed to the Security Supervisor and to the HRD.

Article 8.3 Declaring an Accident

Any staff member who suffers an occupational accident must, within 24 hours, report, or have the accident reported by a witness, to the Medical Service of CEA Cadarache for it to be recorded in the Register of Occupational Accidents.

The administrative procedure for occupational accidents involving non-ITER staff shall be under the sole authority of the responsible contractor concerned.

The ITER management shall immediately be informed of the occurrence of any accident on the site.

³ As an interim measure, the Staff Committee could act on behalf of the Health, Safety and Security Committee.