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MQP Detailed Policy

Internal Regulations

The Internal Regulations provide the rules concerning working conditions, occupational health, safety and security for persons undertaking activities at the ITER Site

<i>Approval Process</i>			
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Change Log

Internal Regulations (27WDZW)

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v1.0	Approved	01 Dec 2008	
v1.1	Approved	17 Dec 2008	
v1.2	Approved	18 Dec 2008	
v1.3	Approved	06 Aug 2009	Update of the Circular with the new ITER Template
v2.0	Signed	20 Oct 2015	Revision of all provisions in view of the reconfiguration of the ITER Site and the reorganization of the ITER Organization
v2.1	Approved	26 Oct 2015	This version takes into account the changes proposed by reviewers to version 2.0
v2.2	Approved	06 Dec 2016	<ul style="list-style-type: none">- inclusion of the relevant provisions of the Working Conditions on the ITER Site- new principles on the display of the Internal Regulations- modification of Site Access Hours- clarification of definitions (e.g. contractors) and processes (alert of Security Command Post)- general improvement of wording

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Part 1. Purpose and Scope

Article 1.1 Purpose

The ITER Site¹ is under the responsibility of the IO represented by its DG. The IO is the nuclear operator of the ITER Nuclear Facility (INB 174).

The purpose of these Internal Regulations is to provide the rules concerning working conditions, occupational health, safety² and security³ for persons undertaking activities at the ITER Site.

The Internal Regulations are displayed in public spaces in each building. 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 with third parties by the IO or by the Domestic Agencies.

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 reason of their employment contract with their employers.

For IO staff members, the IO Staff Regulations (hereinafter Staff Regulations - [2EFKUE](#)) shall take precedence over these Internal Regulations.

Article 1.3 Definitions

Contractor: Any public or private institution, other than a Domestic Agency, who, for the execution of a contract with the IO, assigns personnel on the ITER Site.

Corrective Action: corrective action is action taken after an incident to correct the problem and to prevent a recurrence.

Environmental Incident: an environmental incident is one that has caused, or has the potential to cause, one or more of the following:

- Adverse impact on the quality of air, land or water, wildlife, aquatic species or species at risk;
- Notification of external agencies due to emergency beyond normal circumstances;
- Adverse publicity with respect to environment;
- Legal or regulatory action with respect to violation of statutes;
- Environmental damage;
- Alteration of, or damage to, ancestral or archaeological artifacts.

Incident: incident is defined as any occurrence that leads to, or might have led to, injury or illness to people, danger to health and/or damage to property or the environment. For the purpose of these internal regulations, the term 'incident' is used as an inclusive term for injuries/illnesses, accidents and near misses.

¹ See ITER Site Plan ([RZGQKW](#)).

² 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).

³ 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).

Near miss: a near miss is defined as any occurrence that might have led to injury or illness to people, danger to health and/or damage to property or the environment.

Nuclear safety: nuclear safety is the set of technical provisions and organisational measures related to the design, construction, operation, and shut-down and decommissioning of basic nuclear installations, as well as the transport of radioactive substances – which are adopted with a view to preventing accidents or limiting their effects (Article L591-1 of the French Environmental Code).

Nuclear security: nuclear security comprises nuclear safety, radiation protection, the prevention and fight against malicious acts, and also civil security actions in the event of an accident (Article L591-1 of the French Environmental Code).

Occupational Accident: an occupational accident at work, whatever the cause and the place, is an accident involving any person working on the ITER Site arising out of or in connection with work.

An occupational accident is also considered to be any accident that occurs to an IO staff member during his journey between:

- The place of residence and the workplace. This route may not be the most direct if a detour is required as part of a regular carpool; or
- The workplace and the place where the staff member usually eats, and to the extent that the course has not been interrupted or diverted for any personal reason other than the basic necessities of life.

OHS Hazard: an OHS (Occupational Health and Safety) hazard is anything that has the potential to cause injury or illness to people and/or damage to property or the environment or a combination of these. The situation could involve a task, chemical or item of equipment/machinery.

Preventive Actions: preventive action is pro-active and involves taking action before an incident occurs, e.g. by identifying a hazard and taking steps to prevent any incident which may result from the hazard.

Reasonable and Practicable: reasonable and practicable is defined as having assessed the following in relation to ensuring health and safety:

- the likelihood of the hazard or risk concerned occurring;
- the degree of harm that would result if the hazard or risk occurred; what the person concerned knows, or ought to reasonably know, about the hazard or risk; and any ways of eliminating or reducing the hazard or risk;
- the availability and suitability of ways to eliminate or reduce the hazard or risk;
- the cost of eliminating or reducing the hazard or risk.

Reportable hazard/incident: hazards and incidents which, in accordance with legislative obligations, are required to be reported to a statutory authority.

Article 1.4 Acronyms

CHS: ITER Organization Committee for Health and Safety

DG: ITER Organization Director-General. All powers conferred to the DG per the Internal Regulations may be delegated to a duly empowered representative.

HRD: ITER Organization Human Resources Department

IO: ITER Organization

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 IO or broadcast over the public-address system and with instructions given by duly authorized persons.

Documents issued by the IO implementing and complementing these Internal Regulations, shall be made available from the home page of the IO Internal Website listed in an itemized web catalogue (IDM, buzz, etc).

Article 2.2 Office Access Hours

Access hours for the ITER Office Area shall be from 07:00 – 19:30 on working days (Monday to Friday) except IO closure days.

Access to the ITER Office Area outside the access hours shall be subject to:

- prior written agreement of the DG,
- the condition that the Management ensures that no person is working alone (isolated).

In addition, it is tolerated to remain in the ITER Office Area between 19.30 and 21.00 on weekdays without formal authorization to the extent that the manager ensures that the person is not working alone (isolated).

Article 2.3 ITER Construction Site Access Hours

Regular access hours for the ITER Construction Site shall be from 5:30 to 22:30 (Monday to Saturday). IO closure days are not applicable to the ITER Construction Site.

Access to the ITER Construction Site outside regular access hours shall be possible for specific activities.

Access to buildings 81 and 82 is subject to the provisions of Article 2.2 of the present Regulations.

Article 2.4 ITER Site Access Modalities

General Principles.

Access to the ITER Site is subject to entrance and exit control measures enacted by the DG and enforced by the Safety Department.

All persons entering the ITER 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 IO.

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.

Security guards may carry out security checks on the access badges and on the reasons for the presence of any individual on the site.

Principles for IO Staff Members and Persons Undertaking Activities on the ITER Site.

All individuals entering 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 in correspondence with security database.

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 specific badge for one day. In addition, the loss or theft of a badge must be notified as soon as possible to the Safety Department.

Article 2.5 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 through specific access procedures issued by the Safety Department.

Article 2.6 Driving and Parking Rules on the ITER Site

The provisions of the French Traffic Code (Code de la Route) for driving and parking in urban areas apply inside the ITER Site. The DG may refuse access to specific vehicles for reasons of safety, security or public order.

The use of motor and non-motor vehicles on the ITER Site shall be subject to dedicated procedures and rules. Specific traffic rules adopted by the IO shall be complied with (Vehicule Access and Traffic Circulation and Parking on the ITER Site ([N3MG3V](#))).

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 inside the ITER 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.

Use of IO service vehicles shall be subject to an IO written authorization.

Traffic accidents on the Site must be reported immediately to the Security Command Post (04 42 17 20 00).

Article 2.7 Protection of Goods and Security Controls

The DG may authorize security controls to be carried out on the ITER Site. All vehicles entering or present on the ITER Site may be subject to security controls.

Bringing the following items shall be prohibited on the ITER Site without prior written authorization from the DG:

- 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 IO network must:

- Comply with the IO procedures in force (in particular ITER Information Technology (IT) Acceptable Use Policy ([27ZPBE](#)));
- Not divulge their password(s);
- Prevent access to their computer when not at their workstation.

Suspicious items shall be reported to the Security Command post.

Article 2.8 Use of the IO's name and logo

Any reference to or use of the IO's name or logo is prohibited, except otherwise agreed by the IO and subject to prior written authorization by the DG. Refer to form on the IO public website.

Article 2.9 Laws and regulations

Non-IO staff members cannot avail themselves of the privileges and immunities which have been accorded to the IO and its staff members, by virtue of its status as an International Organization, as laid by the Agreement on Privileges and Immunities of the IO and the Host State France.

Contractors shall ensure that general principles of international labour law transposed in the European Community laws and their implementation concerning transnational workers are respected such as in particular:

- maximum work periods and minimum rest periods;
- minimum paid annual holidays;
- minimum rates of pay, including overtime rates;
- the conditions of hiring-out of workers, in particular the supply of workers by temporary employment undertakings;
- health, safety and hygiene at work;
- protective measures with regard to the terms and conditions of employment of pregnant women or women who have recently given birth, of children and of young people;
- equality of treatment between men and women and other provisions on non-discrimination

Contractors shall ensure that for the execution of the work, the necessary administrative requirements resulting from the Host State regulations such as visa and working permit procedures shall be respected (Guidelines for foreign companies seconding their employees to the ITER Project in France ([QQF3DM](#))).

Part 3. General Working Conditions on the ITER Site

Article 3.1 General Provisions

Persons on the ITER Site must be appropriately 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 line-management.

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 DG, to:

- Solicit or collect money;
- Organize any commercial operation on the ITER Site;
- 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 dedicated areas;
- Use IO tools for private purposes.

Article 3.2 Confidentiality-discretion

All persons on the ITER Site shall show discretion with respect to any information obtained in connection with the execution of the work and shall treat it as confidential.

Article 3.3 Taking Pictures

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

Article 3.4 Alcohol, Tobacco and Illicit Substances

It is prohibited to consume any alcoholic beverage on the ITER Site without prior written authorization from the DG or Head of Safety Department. It is forbidden for an intoxicated person to enter the ITER Site and for the IO to allow the person to enter the work environment or the presence of this person in the work environment. The blood alcohol level must be zero from the start of working hours for certain "high-risk" functions, namely those involving a danger for the people performing them or for third parties, in particular:

- the handling of hazardous products;
- work with hazardous machines;
- the driving of motor vehicles.

In case of suspicion of a state of intoxication by alcohol that could cause a threat to safety and security to people and property, an alcohol test may be administered by a duly authorized officer of the IO designated by the DG. The person may request to be assisted by an IO staff member and for a counter expertise to be carried out.

Smoking is authorized only in duly designated areas.

It is prohibited to bring and/or consume illicit substances on the ITER Site. Drug testing may only be performed upon a decision by the relevant Occupational Physician. Those concerned must be notified beforehand and the tests shall be protected by medical confidentiality. The

person may request to be assisted by an IO staff member and for a counter expertise to be carried out. Employees may refuse a drug test; however, in such cases the relevant Occupational Physician may pronounce them unfit to work.

Article 3.5 Other Provisions

All mail on the ITER Site shall be handled by the IO Mail Service and may be opened by Safety Department in case of safety and security concerns. Use of the IO stamp to send personal external mail is prohibited.

IO resources shall be used for professional purposes only except as otherwise authorized by the DG and any other use may be billed to the person concerned.

Part 4. Enforcement

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

Any breach of the present Internal Regulations shall be construed as failure on the part of an IO staff member to comply with his obligation under the Staff Regulations, and could be considered/qualified as misconduct, within the meaning of corresponding article of the Staff Regulations.

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

In the case of misconduct, or of failure to comply with the present Internal Regulations, access of Non-IO staff members to the ITER Site may be denied by the DG, without prejudice to measures and actions employers of non-IO staff members may take.

Part 5. Occupational Health, Safety and Security Measures

Article 5.1 General Provisions

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;
- specific requirements/documents, written and verbal instructions including signs.

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

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

Article 5.2 Provisions in Case of an Emergency

In case of an accident necessitating emergency care, any person in the area should immediately alert the IO Security Command Post by:

- dialing 04 42 17 20 00 from any phone;
- by triggering the nearest red alarm box (fire only);
- by picking up the nearest red emergency phone.

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 not inside a building 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 IO staff members shall be trained in safety and health issues and security upon their arrival on the ITER Site. Staff may be required to attend a complementary training program. Before any activity is carried out by a contractor on the ITER Site, the contractor's staff must report to the Safety and Security Supervisor.

Article 6.2 Signage and Exits

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 signage concerning health and safety matters.

Article 6.3 Specific Instructions

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.

Article 6.4 Protection of the ITER Site and its Environment

Waste should be disposed of only in the designated areas or facilities.

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

It is strictly prohibited to dump any waste whatsoever into the drainage systems.

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

Any plant picking or harvesting is prohibited, unless authorized by the DG.

Part 7. Prevention and Protection Measures

Article 7.1 Protection Against Ionizing Radiations in case of an event on the CEA Site

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. Specific emergency plans ([RC2KW3](#)) are in place.

Article 7.2 Prevention against Ionizing Radiations on the ITER Site

Specific instructions are established to protect the persons carrying out activities at the ITER Site involving Ionizing Radiations.

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

Article 7.3 Prevention Against Fire Risks

It is prohibited for any person present on the ITER Site:

- To unnecessarily accumulate flammable products: boxes, packaging, etc.;
- To overload electrical circuits;
- To deposit anything that could hinder access to any exits;
- To light a fire inside or outside the buildings;
- To throw away cigarette butts other than in designated areas.

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

Persons present on 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.

Article 7.4 Prevention Against Electrical Risks

Persons present on 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-IO staff members 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 IO must be verified by duly qualified IO staff before being installed at the ITER Site.

Article 7.5 Prevention 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-IO staff members of lifting and hoisting equipment belonging to the IO shall be forbidden, without prior authorization from the IO.

Removing or neutralizing any protective system on machines or equipment is prohibited.

Any machine to handle heavy equipment shall be used in compliance with the related instructions.

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

Article 7.6 Preventing Chemical Risks

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

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

- Have read the product risk notice beforehand;
- Verify that the label conforms to the product;
- Ensure that the vapor-trapping system, if any, is operating correctly;
- Be equipped with adequate personal protection gear/equipment (gloves, facial mask, inhalation protection);
- Handle the product as little as possible;
- Draw up periodic stock records;
- Periodically carry out evacuation of superfluous products in compliance with laws and regulations.

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, shall immediately notify his/her supervisor and the IO Safety Department as follows:

- In case of real and immediate danger: by dialing 04 42 17 20 00; or
- In any other case: Safety ticket system ([Safety Tickets](#)).

In this situation, any person has the right to leave and shall not be requested to return to their work if the risk persists.

If a staff representative of the CHS ascertains that there is cause for serious and imminent danger, either directly or by the intermediary of an IO staff member or a non-IO staff member at the ITER Site; notice shall immediately be given to the Safety Department to record the incident in a special register to be maintained by the Safety Department. In order to rectify the specific situation or defect, the IO shall immediately proceed with an investigation, working with the CHS staff representative who reported the danger.

Article 8.2 Conduct in Case of an Accident

Anybody witnessing an accident at the ITER Site must:

- Alert the Emergency Response Team (by dialing 04 42 17 20 00, or in case of fire, by triggering the alarm), who will implement the procedure in force: intervening with the infirmary staff and evacuating the injured person;
- Assist the victim(s) of the accident without exposing himself or other persons to any risk (for example, in the case of asphyxia, suffocation or electrocution);
- Alert the local first aid team if it exists;
- Remain at the disposal of the Emergency Response Team and notify the HRD which informs the victim's manager.

Subsequent to any occupational accident or injury to an IO staff member, a meeting shall be held between the victim, the Health and Safety Supervisor and the IO management. An Accident Report Form, filled out by the injured person and his/her IO supervisor, must be addressed to the Health and Safety Supervisor and to the HRD. The CHS shall be duly informed in order to take appropriate action.

Article 8.3 Declaring an Accident

Any IO staff member who is a victim of an occupational accident must, within 24 hours, report, or have the accident reported by a witness, to the Occupational Doctor for it to be recorded in the Register of Occupational Accidents.

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

The Safety Department, HRD and the CHS shall immediately be informed of the occurrence of any accident on the ITER Site.