

# RULES APPLICABLE TO EXTERNAL COMPANIES (Contractors or Subcontractors)



## General Working Time (GWT)

**7.55 a.m. to 4.35 p.m.**

## Working Hours (WH)

on working days, Monday to Friday

**6.00 a.m. to 8.30 p.m.** for the **Grenoble** site

**7.00 a.m. to 8.00 p.m.** for the **INES** site

## Non Working Hours (NWH)

Monday to Friday

**8.30 p.m. to 6.00 a.m.** for the **Grenoble** site

**8.00 p.m. to 7.00 a.m.** for the **INES** site

Saturday, Sunday, Public Holidays, non-working days and CEA closing days all day

## Useful numbers

GRENOBLE Reception Desk: **+33 4 38 78 32 60**

INES Reception Desk: **+33 4 79 44 45 46**

Badge Office: **+33 4 38 78 32 42**

FLS (local safety team) : **+33 4 38 78 45 45**

## Emergency numbers

Grenoble: **18 or +33 4 38 78 45 45**

INES: **18 or 112**

**ESTABLISHMENT UNDER VIDEO SURVEILLANCE**



This establishment is under video surveillance to guarantee the security of property and people.  
You have the right to access the images which concern you. For any information, please contact the FLS.

## SCOPE

By virtue of article R 4512-4 of the French Labour Code, this regulation applies in its entirety to all external companies hereinafter referred to as Contractors and any Subcontractors they may have, regardless of their status, performing operations at CEA Grenoble (on the Grenoble or INES site).

In case of discrepancy between this English translation and the official French version the latter shall prevail.



## Access procedures and issuing the access pass

Access to the CEA is subject to:

- either an Authorisation to Enter, valid for a maximum of one month (upon presentation of a valid ID card or passport),
- or a secure red badge, valid for a maximum of one year, if the individual requires access for more than one month (via the "LPE" pass application issued by the works manager)

**Attending the monthly safety conference is compulsory before obtaining a secure badge.**

This Authorisation to Enter or secure badge is strictly personal. It cannot be copied and must be returned at the end of the intervention. It must be worn visibly at all times. Misplaced, lost or stolen Authorisation to Enter or badges must be notified as soon as possible at the CEA reception desk. Access to the Grenoble site is controlled by the Authorisation to Enter or the secure badge:

- upon presentation to security, at the entrances accessible by motor vehicle (LV or HGV),
- by electronic reading at the turnstiles.

Access to the INES site is controlled by the electronic reading of the secure badge at the entrance of each building.

Only individuals aged over 16 are allowed to work within the CEA, with the exception of apprentices for whom access is allowed for vocational training (in accordance with the legislation on night work and working time) and upon written justification handed into the reception office.

In the event of the temporary posting of workers from a foreign company to France, the contractor must ensure that the employer has completed all the required formalities prior to the posting.

Foreign workers must be capable of understanding the safety instructions stipulated in French and, when relevant, make themselves understood in emergency situations (in particular to alert the emergency services).



## Opening days and working hours

Operations must be carried out during the General Working Time of the CEA (see cover page) but can be extended to the Working Hours. The interventions to be carried out during Non-Working Hours are subject to a prior specific authorisation, issued by the Management of the CEA via the Installation Manager (CI), Contracting Authority Representative (RMOA) or their representative (works foreman).

The CEA opening calendar (available from the CEA initiator) is determined at the beginning of every year and stipulates closing days and periods. It is incumbent upon the Contractor and his Subcontractors to ensure the legal compliance of their personnel's working time, in accordance with the French labour code.



## Circulation and parking

- The provisions stipulated in the French Highway Code apply within the CEA.
- The speed limit is 50 km/h (outside pedestrian areas) and 30 km/h (in pedestrian areas where only authorised vehicles can operate).
- Pedestrian areas, no-parking zones, works signage must be respected at all times.
- For security reasons, means of transport such as roller blades, scooters or skate boards are prohibited within the CEA.

**A control system known as MINAPASS, limits access to pedestrian areas to authorised vehicles only. If necessary, an exemption may be issued under certain conditions for accessing these pedestrian areas (equipment delivery, access for disabled people etc.).**



## CEA safety management

The Director of CEA Grenoble is responsible for the overall safety of people and is advised by the Establishment Safety Engineer (ISE).

The Installation Manager – CI (or Contracting Authority Representative - RMOA) is responsible for the safety of his Installation (or work site) and acts as the representative of the user company.

He/she is advised by his/her Installation Safety Engineer - ISI or Safety Officer - AS.



The CI is in charge of the overall coordination of the prevention measures decided with participation of all Heads of external companies (or their on-site representatives) involved in a given operation.

In case of emergency (risky situation for the safety of people or goods), they can prohibit the use of defective equipment or work continuation. They inform the company's safety manager as soon as possible.

The Director of CEA Grenoble can use the help of support services including:

- the Engineering and Operations Department : Service d'Ingénierie et d'Exploitation (SIE)
- the Local Safety Team : la Formation Locale de Sécurité (FLS)
- the Occupational Health Department : le Service de Santé au Travail (SST)
- the Establishment Safety Engineer's Department : l'Ingénieur Sécurité d'Etablissement (ISE)
- the Medical Biology Laboratory : le Laboratoire de Biologie Médicale (LBM)
- the Radiation Protection and Environmental Monitoring Department : Le Service de Radioprotection et de la Surveillance de l'Environnement (SRSE)



## Hygiene conditions

It is strictly prohibited to enter and remain in the Establishment while inebriated and to bring in and/or consume any alcoholic beverage other than those mentioned in the French labour code (this ban also applies to psychoactive products identified as drugs).

Only a CEA manager may authorise in advance the organisation of informal events involving the possibility of consuming alcoholic beverages authorised above.

The personnel having lunch on the Grenoble site must take their meals in the company restaurants (to date, buildings H1, H2, H3 and H5) or on the premises provided for this purpose (a "self-catering room" is available in the basement of restaurant H1).

For other sites than Grenoble, employees take their meals in the business restaurants or on the dedicated premises.

Access to catering premises is prohibited to personnel in work uniform (not "civilian" clothes).

We remind you that smoking is prohibited in enclosed and covered premises allocated to staff. There is no smoking area in the buildings.

Outside the buildings, smoking restrictions in front of fresh air intakes must be respected at all times.

The CEA provides:

- toilets in the buildings (in some cases, notably for work sites, the Contractor may be required to install others).
- changing rooms for certain operations (building C2-154 for the Grenoble site).



## Emergency call – Occupational injury

In the event of an incident or accident, the Contractors and potential Subcontractors may have to immediately alert emergency services:

- On the Grenoble site, using a red phone, ordinary phone, mobile phone or any other warning device (Fire alarm call point, push button etc.). On this site, an internal service (FLS) provides emergency assistance 24/7 all year long.
- On the INES site, using an ordinary phone or mobile phone. On this site, assistance is provided by the Departmental Fire and Emergency Services (SDIS) of the Savoie *département*. This is why the CEA must also be immediately informed.

**Injured people can only be transported by emergency services, in particular FLS or SDIS. If emergency care is provided (using a first-aid kit for example), the CEA must be immediately informed.**



## Emergency evacuation

Evacuation routes and emergency exits must never be obstructed or blocked.

If a building must be evacuated (even for a drill), the on-site personnel must go to the assembly point of the building concerned and follow the instructions given by the FLS, SDIS, CI or Local First-Aid Team - ELPS.

A roll call must be quickly conducted. Anyone missing must be reported to a member of the ELPS or FLS officer.



## Medical supervision

The medical supervision of Contractor and Subcontractor's workers assigned for the execution of the contract is the responsibility of their own occupational physician, who issues certificates of fitness for the workstation.

Based on the risk analysis provided by the CEA, carried out during the prevention plan, further examinations can be prescribed. In this case, they are conducted by the CEA.

The results are communicated to the occupational physician of the workers concerned, to determine their medical fitness.

## Information and documents communication

The Contractor communicates in writing to the CEA his arrival date, expected duration and expected number of workers assigned for his intervention. They must communicate the **names and details of potential Subcontractors** as soon as possible (prior to the beginning of the services entrusted to these subcontractors), as well as the identification of subcontracted services.

**The operations requiring on-site subcontracting must be agreed upon in writing by the CEA. This agreement is subject to reception of the complete dossier. Subcontracting more than 2 levels (not including the Contractor) must be justified, by demonstrating in particular the suitability and reliability of the safety organisation at multiple levels.**

In addition to the administrative documents, they have to communicate to the CEA the following:

- the details of the **occupational health organisations** to which the workers concerned belong,
- the details of the **Expert in Radiation protection (PCR)** if the workers are exposed to radiological risk,
- all **information required to prevent** the risk of interference (work description, machinery and working equipment, material safety data sheets etc.).

He must also communicate this information to his Subcontractors.

He must certify that the service will be performed by legally employed workers, in accordance with the provisions of the French labour code.

## Preliminary joint inspection

Prior to the execution of the Contract, the Contractor, along with potential Subcontractors, have to:

- Participate in a **joint inspection** :  
**the Contractor must inform his potential Subcontractors of their obligation to participate in this preliminary joint inspection.**
- Carry out a joint **risk analysis of interference** and provide the required information.

Any intervention by the Contractor outside the area of the intervention determined during the preliminary joint inspection requires **another risk analysis of interference** as well as the adoption of adapted prevention measures, and cannot therefore be carried out without prior authorisation from the CEA. If relevant, the prevention plan described hereafter will be updated accordingly.

In the event of an operation exposing the workers to a radiological risk, the CEA's PCR contacts the Contractor's PCR and invites them to participate in the preliminary joint inspection as well as any subsequent inspections and periodic coordination meetings.

The joint inspection and the result of the interference risk analysis lead to a written statement of conclusions: the prevention plan.

## Prevention plan

The Contractor, along with all potential Subcontractors, have to participate in the drawing up of the prevention plan. It is determined by mutual agreement following the risk analysis of interference between activities, installations and equipment. It must be **drawn up in writing**, in accordance with the provisions stipulated in the French labour code.

The performance of the services can only begin once the provisions stipulated and validated by the different representatives have been implemented.

## Content

The Contractor must communicate the following information to the CEA:

- the prevention measures implemented to guarantee his workers safety,
- dangerous activity phases and specific corresponding means of prevention,
- the suitability of the equipment, installations and systems to the nature of the operations to be carried out, as well as the definition of their maintenance conditions,
- all relevant instructions and documents to be given to the workers involved in the operation,
- the prerequisites for the participation of his workers or those of his Subcontractors in the works carried out by another company with a view to guaranteeing the coordination necessary for ensuring safety, in particular the chain of command,
- the list of positions held by workers who may be subject to reinforced medical supervision as a result of the risks associated with the work to be done.

Prior to the beginning of the Contract execution, the Contractor must, and on the execution site, **inform the workers** assigned to the operation of :

- specific hazards
- risks of interference to which they may be exposed
- prevention measures agreed upon

A meeting room can be supplied by the CEA for this purpose.

In the event of services performed during the closing phase of the CEA Grenoble or at a time when the activity has been interrupted, in a remote location, the Contractor must take the necessary steps to ensure that no worker is working on his own in a location where they could not be quickly rescued in case of accident.

The Contractor's interventions in areas exposed to specific risks or in a controlled atmosphere (chemical, electrical, biological, artificial optical radiation, radiological hazards etc.) must systematically be planned on a case by case basis by the CEA and the Contractor during lower-risk phases, with a view to limiting simultaneous activity periods and the combination of different risks as much as possible.

## PREVENTION MEASURES DURING THE EXECUTION OF THE CONTRACT

The Contractor and his potential Subcontractors must participate in the **coordination meetings and inspections** organised by the CEA and to which they are invited.

The Contractor must also inform his Hygiene, Safety and Working Conditions Commission (CHSCT) or, if not, his staff representatives, of the date of the periodic coordination meetings and inspections.

The Contractor can ask the CEA to organise coordination meetings or inspections if he considers it necessary for his workers' safety. They can also ask to participate in those to which they would not be invited.

The Contractor must provide the CEA with all elements to ensure the proper implementation of the measures stipulated in the prevention plan and make sure that every worker involved has received the instructions necessary for preventing the risk of interference and ensuring the proper performance of the services.

Periodic coordination meetings and inspections result in a **statement of conclusions signed** by all representatives present. It is attached to the prevention plan.

The prevention plan is updated at least once a year and, if necessary, upon completion of these periodic coordination meetings and inspections.

## SPECIAL PROVISIONS



### Access to building terraces

Access to the building terraces/roofs is prohibited except for works authorised by the SIE (or CI concerned) and under conditions specified in the Prevention Plan.



### Fire and explosion hazards

The storage of large amounts\* of combustible materials and hazardous gas cylinders inside the premises is prohibited.  
The use of a fire extinguisher (whether or not it belongs to the CEA) must be immediately reported to the CEA.

All hot spot work have to be subject to a fire permit.

In light of the history of the Grenoble site, should explosive devices be discovered (notably during excavation works), the FLS must immediately be alerted. Handling these devices is prohibited.

*\*when the facility's prevention measures are no longer adapted to the risk involved*



## Electrical hazard

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Anyone likely to perform electrical operations must be duly qualified and equipped with Personal Protective Equipment (gloves, visor etc.) and adapted equipment (Voltage detector, marking etc.).

### Work on live equipment is prohibited

Work within the Minimum Approach Distance area must remain exceptional and is subject to prior authorisation issued by the Management of the CEA before the first operation.



## Building and civil engineering operations

When the Contract is executed on a building and civil engineering site, a coordination mission is entrusted by the CEA to a Safety and Health Protection Coordinator (CSPS).

In this context, the Contractor must:

- give the CSPS an unrestricted access to anywhere and anyone and cooperate with him/her so he/she can perform his/her mission,
- comply, within the timeframe indicated by the CSPS, with the instructions given by the CSPS,
- when relevant, send his Specific Safety and Health Protection Plan (PPSPS) to the CEA before the beginning of the services and ensure the Subcontractors comply with it,
- provide free of charge and within the timeframe and in the format indicated by the SHPC, all the documents necessary for compiling the 'Subsequent Project Interventions' File,
- participate, when relevant and in accordance with the terms stipulated in the abovementioned provisions, in the Inter-company Health, Safety and Working Conditions Committee (CISSCT) and impose this obligation on his Subcontractors.



## Asbestos risk

The Technical File on Asbestos (DTA) is available on demand from the EOD.

Asbestos encapsulation is strictly prohibited.

**For the work concerned, do not hesitate to ask the CEA initiator for the asbestos detection report prior to any work or demolition.**



## Loading and unloading operations

When the contract includes the performance of a loading or unloading operation, the Contractor or one of his potential Subcontractors must communicate the information and recommendations necessary for the establishment of the safety protocol to the CEA in advance.

This protocol is signed by the Contractor (or Subcontractor) and the CEA.

Every loading or unloading operation is subject to a specific safety protocol. However, in the event of repetitive operations (concerning products or substances of similar nature, performed in the same location, in accordance with an identical operating methods and involving the same types of vehicle and handling equipment), a single protocol is established prior to the first operation.



## Waste treatment

Waste must be disposed of by the contractor or his subcontractors.

Hazardous Waste (industrial waste, asbestos and any waste from nuclear facilities) Tracking Documents must be systematically returned to the CEA.

The Contractor and his subcontractors are strictly prohibited from:

- using the CEA's waste bins and containers to dispose of the waste generated by his services,
- bringing waste produced outside the CEA's sites onto the CEA site,
- discharging chemical, radioactive or biological products into stormwater or wastewater systems.

For the Grenoble site, **passage through the Vehicle Load Radioactivity Control Gate** located near building 10.03 is **compulsory before leaving the site.**



## Radiological sources

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When the Contractor or one of his potential Subcontractors introduces a sealed or unsealed source into the CEA, they communicate its characteristics and the documents relating to the holding permit and the using permit into the CEA.

When the Contractor or one of his potential Subcontractors uses a sealed, unsealed source or generator emitting ionising radiation owned by the CEA, they must be in possession of an authorisation issued by the ASN (French nuclear safety authority).



## Protection of sites, facilities

The Contractor must comply with the legal and regulatory provisions ensuring that the CEA is protected under the Protection of the National Scientific and Technical Heritage (PPSTN).

## RESOURCES PROVIDED BY THE CONTRACTOR



### Personnel resources

The Contractor assigns a sufficient number of **trained, able, qualified, authorised, skilled** personnel to execute the Contract to guarantee service quality and continuity, notably when the regular people are absent, for whatever reason.



### Material resources

The Contractor supplies all material resources, including the equipment, tools, lifting devices, fluids, etc., necessary for the execution of the Contract.

For hot spot work, the Contractor must supply extinguishing resources.

The resources provided by the Contractor or his Subcontractors must be in good condition (identified as belonging to them when relevant) and **comply with the applicable regulations and standards.**

**The same applies if the Contractor or his Subcontractors use rented equipment.**

The Contractor and his Subcontractors are also responsible for the selection and supply to his personnel of the Personal Protective Equipment (EPI) necessary for preventing the risks associated with the services (work clothes, gloves, goggles, safety footwear, safety harness etc.) as well as the specific risks that may be identified within the facility where the service is performed.

**Work clothes subject to radiological control must not leave the site without the CEA's prior consent.**

The Contractor is responsible for the reference dosimetric monitoring of his workers. In this respect, they provide them with a passive dosimeter adapted to the type of radiation and level of exposure and ensure that it is worn in accordance with the manufacturer's instructions.

During operations in controlled areas, the Contractor provides his workers, when they use an operational dosimetry system compatible with that of the CEA, with operational dosimeters and ensures their maintenance and periodic regulatory verifications. In the absence of a compatible system, the CEA provides the Contractor's workers with operational dosimeters and ensures their maintenance and periodic verifications.

## RESOURCES SUPPLIED BY THE CEA

If the CEA provides the Contractor with tangible or intangible, material or immaterial resources, these resources must be specified in a list attached to the Contract and must be identified.

## INTERRUPTION OF THE CONTRACT EXECUTION

Failure to comply with the applicable safety provisions may result in the interruption of all or part of the execution of the Contract by the CEA at any time, without prejudicing the Contractor's entire liability, until the Contractor has taken the prevention measures necessary for the situation to return to normal, as confirmed by the CI or the RMOA.

Similarly, depending on the actual infraction, the access badges of the workers concerned can be temporarily or definitively withdrawn.

## Commitment to safety

The Contractor commits to:

- considering safety an absolute priority as part of the execution of the Contract,
- implementing the resources and organisation to achieve this objective and guaranteeing their suitability for the purposes of the execution of the Contract,

They must ensure that **the potential Subcontractors, regardless of their status, comply** with his commitments as well as all the provisions of this document.

## Applicable safety regulations

The Contractor applies, for themselves as well as his potential Subcontractors, regardless of their status, the legal and regulatory Safety provisions.

As a reminder, article D4154-1 of the French Labour Code specifies that it is prohibited to employ fixed-term contracts and temporary employees for works which might expose them to certain hazardous chemicals.

## Training, qualification, accreditation and authorisation

Prior to and during the execution of the Contract:

The Contractor is in charge of the training and qualification of his personnel.

He must justify that his employees:

- have been **adequately trained** in the specific risks associated with the execution of the Contract.
- have **a sufficient experience** relative to the different requirements expressed.
- When the service involves a specific **authorisation** or **accreditation**, the Contractor guarantees that the workers have the required authorisation and accreditation for any work that would ask for it. They provide evidence of this if requested by the CEA. Controls can be carried out by the CEA at any time (the documents must therefore be accessible and available on the CEA sites), including medical fitness and radiological classifications when relevant.
- When the Contract involves access to or use of **classified information**, the Contractor must justify that they have national defence security clearance (according to the required clearance level), as do the workers assigned to the execution of the contract.

## Contractor's security organisation

The Contractor appoints, from his personnel (when possible, one of the workers who will participate in the execution of the operations), a representative, hereinafter referred to as **"Safety Manager"**. He has the authority, competence and resources required to ensure that the requirements of the applicable regulations in all Safety domains, as well as the CEA's specific guidelines are complied with, implemented and monitored.

## Declarations

The Contractor must immediately inform the CEA of any **occupational injury** involving his workers or those of his Subcontractors (regardless of their status) during an operation carried out at CEA Grenoble, any **occupational illness** affecting these workers, any Safety **incident or accident** and, more generally, **any deviation** from the Safety Rules applicable to the Contract.

**Every quarter**, the Contractor must send to the CEA the recap of occupational injuries and illness and, when relevant, the copies of the social security declarations linked with the execution of the Contract.

**They also send them an annual** summary of these accidents or illnesses, along with the number of working hours, the number of days lost as a result of occupational injury and the occupational illnesses reports in connection with the execution of the Contract.

The Contractor, when requested by the CEA, must **supply all the information** relating to the event or deviation, analyse it and, when relevant, provide feedback.