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OHSE Instructions

ITER Site Golden Rules of Safety Enforcement Rules

The purpose of this document is to define the ITER Safety Golden Rules (SGR) and related safety consequence management arrangements:

This document also identifies specific violations for which disciplinary sanctions are mandated throughout the IO and its (Sub) Contractors.

<i>Approval Process</i>			
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Change Log

ITER Site Golden Rules of Safety Enforcement Rules (YSU3VK)

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v1.0	Signed	24 Feb 2020	
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ITER Site Golden Rules of Safety Enforcement Rules

1 Purpose

All ITER activities taking place on ITER site are to be compliant with the article 14 of the ITER agreement, *“The ITER Organization shall observe applicable national laws and regulations of the Host state in the fields of public and occupational health and safety, nuclear safety, radiation protection, licensing, nuclear substances, environmental protection and protection from acts of malevolence”*.

IO requires that employees comply with safety rules and instructions.

The purpose of this document is to define the ITER Safety Golden Rules (SGR) and related safety consequence management arrangements:

This document also identifies specific violations for which disciplinary sanctions are mandated throughout the IO and its (Sub) Contractors.

2 Scope

This document applies to all categories of personnel undertaking work activities at the ITER Site¹ including IO and Domestic Agencies Staff members and their Contractors’ personnel.

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It is everyone’s responsibility to know the rules and comply with them.

This document doesn’t deal with the disciplinary procedure applying to IO staff members and described in the IO Staff Regulations as well as with breach of security follow-up process which is described in ITER Site Protection Enforcement Rules.

3 Definitions and Abbreviations

3.1 Definitions

Infringements	Infringements are all unsafe acts or breaches of the French Labour legislation and IO site specific safety instructions, in particular Golden Rules of Safety referred to in Section 7.
Protection Actions	<p>Protection Actions are imposed to any person who has committed an infringement in the sense of this document. Protection Actions include, by order of severity:</p> <ul style="list-style-type: none"> • Verbal warning: Verbal statement to the person that he/she has infringed an instruction or rule and that such infringement may not continue. <p>The person shall be met and informed that he/she is being issued a verbal warning and informed of his/her unsafe activity or behavior that needs correction and the corrective action to be taken. The specific rule that was infringed shall be discussed to clarify the situation and allow the person to understand and correct his/her behavior. Verbal warnings may be confirmed by SHS to the person by email and, if appropriate, to the relevant line manager so that the line manager may make a written record of the verbal warning.Ban: the person is temporarily or permanently</p>

¹ ITER site boundaries are specified in [Ref.1]

	banned from the ITER Site. For IO Staff members such protection action may be processed subject to the IO disciplinary procedure. The ban as well as the reason for it are formally notified to the person and, if appropriate, to the relevant line manager.
Incident (OHS)	Any (work related) unplanned event or chain of events that has resulted or could have resulted (near miss) in an injury, illness or property damage.

3.2 Abbreviations

DG	Director General
DA	Domestic Agencies
F4E	Fusion for Energy
IO	ITER Organization
OHS	Occupational Health & Safety
PAC	Protection Action Committee
SGR	Safety Golden Rules
SHS	Security, Health and Safety Division
SQD	Safety & Quality Department

4 References

[Ref.1] PGC SPS Vol. 1 - IO&F4E ([T6V4RP](#))

5 Requirements - General Roles & Responsibilities

5.1 All persons undertaking work on the ITER site are accountable for the following requirements:

Anyone witnessing an infringement shall report it to their supervisors/line manager

5.2 Line Managers and Supervisors are accountable for the following requirements:

- a. This document shall be communicated, implemented and enforced for IO staff members including direct-hire, interim staff, visitors and contractors.
- b. If any of the violations specified in appendix A. of the present document come to the attention of any DA, IO, Contractors' person the IO/SQD/SHS/OHS section shall be contacted.

5.3 SHS Head or his delegate is responsible for:

- a. monitoring the application and dissemination of this document to all entities working on the ITER site (IO departments, Das, IO and DAs contractors);
- b. alerting Host State's Authorities when appropriate;
- c. imposing and notifying protection actions for any infringers;
- d. reporting to the SQD Head and Deputy Head on the observed infringements and protection actions that have been taken .

5.4 PAC is responsible for:

- a. providing guidance and advice to the SQD Head and Deputy Head on the application and development of this document.
- b. PAC shall ensure the consistency of rule interpretation and appropriateness of protection actions.

The PAC is composed of the following persons or their representatives/delegates:

- SHS Head (chair);
- One SHS staff member (secretary);
- Any other DA/IO/Contractors' person that the chair may deem relevant.

The PAC may be consulted by the SQD Heads on all questions associated with application and execution of this document.

The opinion of the PAC shall be communicated to the SQD Heads with due justification. It is not binding on the DG.

5.5 Director-General (DG)

The DG is responsible for the overall application and revision of this document. The DG decides on protection actions when a temporary or permanent ban is envisaged for an IO Staff member.

6 Requirements – Policy

Line Managers and Supervisors are accountable for implementation of the following requirements in their own department/organization:

6.1 Protection Actions

The violations of the of the following rules shall incur protection actions:

- Highway Code and traffic (speed limits, priorities, parking in reverse gear...)
- adequate PPE at all times
- Demarcation of work zone and respect of any demarcation already in place
- Pedestrian routes when on feet.
- Adherence to procedures explained by my manager.
- Work at height: all protections against falling (workers or items) in place. Scaffold verifications label check before use
- Stopping hazardous situations or one that is different from the one defined in the procedures
- Refusal to carry out any task without instruction, authorization and safety briefing.
- Protection of work environment when using flame, generating sparks or hot debris. Smoking in dedicated areas
- Preparation of lifting operation, using adequate and duly verified lifting accessories or equipment. Never walk under suspended loads
- Verification of application of isolation or absence of energy before work on all energy sources
- Work in confined spaces without being supervised and oxygen monitoring

The implementation details are specified in the golden rules [Appendix A in section 8]

The protection action shall consist of:

- **Verbal warning**
- **Permanent or Temporary Ban from the ITER Site**

Protection actions are decided without prejudice to:

- any disciplinary measure that may be imposed to an IO staff member following a disciplinary procedure under the IO Staff Regulations;
- any disciplinary measure that may be imposed by the person’s employer; and
- any measure decided by the IO against any contractor company.

They do not preclude the person concerned from their financial liability and duty to compensate the IO.

If the violation is due to manager’s and/or supervisor’s dereliction of duty, i.e. giving orders in conflict with French Labour legislation and ITER site specific safety instructions, the disciplinary actions will apply to the supervisor and/or manager and not to the employee.

7 RECORDS

The PAC secretary shall keep record of:

- the list of persons who have been subject to a protection action;
- the protection actions that were imposed during the past two years (except permanent bans which are recorded permanently).

8 Appendix A: Golden rules

“Operational or working” Golden rule		Deviation	Sanction
		Significant infringement may increase the sanction Penalties for companies may also be envisioned as mentioned in contracts and PGC	
1	I respect the Highway Code and traffic rules everywhere on the site: speed limits, priorities, parking on unauthorized place on the work platform ...	Driving while phoning	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from driving on ITER site for one year
		Driving without seatbelt or parking on an unauthorized place on the work platform	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from driving on ITER site for one year
		Speeding (obviously much more than the specified speed limit)	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from driving on ITER site for one year
2	I wear adequate PPE at all times	Working without the full set of minimum PPE	1st time: Recorded verbal warning (if immediate compliance) 2nd time: Recorded verbal warning (if immediate compliance) 3rd time: Recorded verbal warning (if immediate compliance) 4th time: 1 week offsite 5th time: 1 month offsite

			6th time: Banned from site for one year
		Working without wearing required PPE as mentioned in the risk analysis.	1st time: Recorded verbal warning (if immediate compliance) 2nd time: 1 week offsite 3rd time: 1 month offsite 4th time: Banned from site for one year
3	I mark out my work zone and respect any marking out already in place	No marking (If infringement under immediate risk)	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from site for one year
		Trespassing safe area (If infringement under immediate risk)	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from site for one year
4	On foot, I use pedestrian routes. I do not use the roads or tracks for machinery and vehicles	Walking on road	Oral reminder for the time being
5	I work according to procedures explained by my manager. I do not improvise, I ask if I do not know	Lack of dedicated procedure then sanctions should apply to the supervisor	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from site for one year
		No respect of the procedure	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from site for one year
6	When I work at height, I ensure that all protections against falling (workers or items) are in place. I verify scaffolding label before climbing on. If not, I do not carry out the task	Unauthorized scaffold modification, then sanctions may apply to the supervisor	1st time: 1 day offsite 2nd time: 1 month offsite 3rd time: Definitely banned from site
		Work at height without harness	1st time: 1 day offsite 2nd time: 1 month offsite 3rd time: Definitely banned from site

7	If I see a hazardous situation or one that is different from the one defined in the procedures, I stop and call my manager	Hazardous work	Oral reminder for the time being
8	I must refuse to carry out any task without instruction, authorization and safety briefing. I do comply with relevant procedures	If there is an obvious risk then: (sanction may apply either to the worker and/or to the supervisor depending on the context)	1st time: Recorded verbal warning 2nd time: 1 day offsite 3rd time: 1 week offsite 4th time: 1 month offsite 5th time: Banned from site for one year
9	I protect my environment when using flame, generating sparks or hot debris, I smoke in authorized areas	Hot work without permit	1st time: 1 day offsite 2nd time: 1 month offsite 3rd time: Definitely banned from site
		Failing to ensure that local extinguishers are not out of date (sanction may apply either to the worker and/or to the supervisor depending on the context)	1st time: Recorded verbal warning 2nd time: 1 week offsite 3rd time: 1 month offsite 4th time: Definitely banned from site
		No respect of the smoking area	1st time: Recorded verbal warning 2nd time: 1 month week offsite 3rd time: 1 month offsite 4th time: Definitely banned from site
10	I prepare lifting operation, use adequate and duly verified lifting accessories or equipment. I do not walk under lifting operation.	Lifting without lifting plan	1st time: Recorded verbal warning 2nd time: 1 month offsite 3rd time: Definitely banned from site
		Use of unverified material	1st time: Recorded verbal warning 2nd time: 1 month offsite 3rd time: Definitely banned from site
11	Verify isolation or zero energy before the work for all energy sources	No respect	1st time: 1 day offsite 2nd time: 1 month offsite 3rd time: Definitely banned from site
12	I never work in confined spaces without being supervised and oxygen monitoring	Entering confined space without permit	1st time: 1 day offsite 2nd time: 1 month offsite 3rd time: Definitely banned from site
		Working in confined space without all preventive measure listed	1st time: 1 day offsite 2nd time: 1 month offsite 3rd time: Definitely banned from site

		on the permit	
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