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| CHECK LIST  TSO |
| IdentifY THE RISKS IN MY BUILDING |
| **Target:** The purpose of this document is to provide a checklist for TSOs to ensure that workplaces / building activities are compliant to applicable safety requirements and CERN procedures. |
| **Content**: This safety form provides a list of generic hazards usually present at the workplace. Other hazards may be added to the document to reflect the additional specific hazards present in the evaluated workshop.This checklist is complementary to the visit of the HSE inspectors, it is a help for the TSOs in monitoring the work and the evolution of their building(s).**Note:** The names of people and contact services may be subjected to changes. This checklist will be regularly updated and subject to change. The latest version of this checklist is available on the following link: https://edms.cern.ch/document/1852947/1 or on the TSO EN SharePoint site. |
| ***Date:*** [Click here to enter a date] | ***Date:*** [Click here to enter a date] | ***Date:*** [Click here to enter a date] |
| ***DSO:*** Ramon Folch EN-DSO***TSO:*** [type name] |
| ***EDMS No.:*** [EDMS No] |



Following there are the themes proposed, you can choose the pages concerned by your building:

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| **CHECK LIST OUTSIDE THE BUILDING** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| On each access way the mandatory PPE are indicated. |  |  |  | Insert the necessary pictograms.Order pictogram at CERN market SCEM: 50.55. |
| On each access the name of the TSO is indicated |  |  |  | Put TSO’s name label on the doors Label order at the CERN market SCEM store: 50.55.92.502.0. |
| Hazardous areas are inaccessible to unauthorized persons. |  |  |  | Evaluate the access system to put in place.Contact: EN-DSO *Mariantonia Zappone.* |
| Locals with particular risk (lift machinery room, electrical substation,...) are identified with the name of the responsible person for such local. |  |  |  | Add, on the door, the name of the person responsible for that particular local.Contact: EN-DSO *Simon Chérault.* |
| Accesses to the buildings (bicycles, pedestrians, Fire Brigades, etc.) are identified and accessible. |  |  |  | Verify and complete the outdoor signage.Contact: HSE-SEE *Valentin Algoet.*If necessary, purchase at the CERN market the items within the SCEM group 50.55. |
| Fire equipment (fire hydrant) is accessible and verified. |  |  |  | Check the hydrants with the Fire Brigades.Contact: HSE-FB *Rui Samoes.* |
| Pipelines, manholes, canals, collectors are not obstructed. |  |  |  | Request a cleaning to avoid flooding during heavy rain or thunderstorms.Create a ticket on Service NOW |
| Outdoor lighting is suitable. |  |  |  | Repair outdoor lighting, add more if it is necessary.Create a ticket on Service NOW.To perform a brightness measurements contact: HSE-SEE *Laetitia Wohlgemuth.* |
| Outer areas are clean, unobstructed, in good condition and free of obstacles. |  |  |  | Clear the external accesses prohibit wild/disorganized storage.Create a ticket on Service NOW, contact the works managers. |
| Green spaces and vegetation do not interfere with building activities |  |  |  | Create a ticket on Service NOW. |
| The assembly point is identified. |  |  |  | Contact: HSE-SEE  *Valentin  Algoet.* |
| Evacuation ways are free. |  |  |  | Remind the instruction to the users, personnel of the building and work supervisors.Send the SIR link for the emergency evacuation course |
| Evacuation directions are indicated |  |  |  | Contact: HSE-SEE *Valentin  Algoet.* |

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| CHECK LIST EXTERIOR/INTERIOR BUILDING ENVIRONMENT/WASTE |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Presence of adapted sorting containers (outside). |  |  |  | Order proper containers.Consult the service NOW webpage : Functional Element[Conventional Waste Collection and Classification](https://cern.service-now.com/service-portal/function.do?name=conventional-waste). |
| Identification of the containers |  |  |  | Identify the different type of waste (wood, metals…).Request order for the labels CERN : 50.55.92.A. |
| Sorting instructions are respected. |  |  |  | Remind the instructions to the users, office occupants and work supervisors.Contact: HSE- ENV *Sonia Kleiner.* |
| Internal waste storage areas are present and identified. |  |  |  | Create and identify areas. |

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| CHECK LIST INSIDE THE BUILDING EMERGENCY DEVICES |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Evacuation plans have been put up in sufficient numbers and are up to date. |  |  |  | Contact: HSE-SEE *Valentin Algoet.* |
| The evacuation ways are free. |  |  |  | Contact: HSE-SEE *Valentin Algoet.* |
| The evacuation directions are indicated. |  |  |  | Contact: HSE-SEE *Valentin Algoet.* |
| Emergency exits are identified and indicated by lighting. |  |  |  | Contact: HSE-SEE *Valentin Algoet.* |
| Evacuation ways are of proper width. |  |  |  | Contact: HSE-SEE *Valentin Algoet.* |
| Fire extinguishers are present, identified and verified. |  |  |  | Present: Contact HSE-SEE *Valentin Algoet.*Identified: Get identification at the market SCEM: 50.55.88 – EXTINCTEURS.Verified: Contact *HSE-FB-TEC Rui Samoes.* |
| Fire hoses (RIA - Robinet d’Incendie Armé) are present, identified and verified. |  |  |  | Present: Contact *Valentin Algoet*Identified: Get identification at CERN market SCEM: 50.55.88.Verified: Contact *HSE-FB-TEC Rui Samoes.* |
| Evacuation alarm buttons are identified and accessible. |  |  |  | Identification available at the CERN market SCEM 50.55.88.Remind the instruction to the users, office occupants and work supervisors. |
| All above mentioned systems are well accessible. |  |  |  | Remind the instruction to the users, office occupants and work supervisors. |
| AUG/AUL are identified and accessible |  |  |  | Identification available at CERN market:For AUG: SCEM 50.55.81.250.0.For AUL: SCEM 50.55.81.240.2.Remind the instruction to the users, office occupants and work supervisors. |
| The annual test for AUL were realized according to EDMS 1580507. |  |  |  | Proceed with the verification procedure according to EDMS 1580507. |

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| CHECK LIST INSIDE THE BUILDING CHEMICAL PRODUCTS |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Chemical products are labelled. |  |  |  | Refer to the procedure EDMS 1029740.If necessary buy the labels at CERN market: SCEM 50.55.20. |
| Chemicals products are identified (Chemical inventory). |  |  |  | Ensure that the form C-1-0-2 – Chemical inventory has been completed and sent to HSE. Contact HSE-SEE-XP *J. Gulley*. |
| Storage rules are respected. |  |  |  | To storage chemical products respect the safety guideline SG-C-1-0-1 – Storage of hazardous chemical agents. |
| Dangerous liquids have a retention tank. |  |  |  | Remind the instruction to the users, office occupants and work supervisors. If necessary buy a retention tank at CERN Store: SCEM 55.50.71. |
| Expiry dates of the containers are respected. |  |  |  | If the expiry date is not present, contact HSE-SEE-XP *J. Gulley*. |
| Presence of eye rinse or emergency shower nearby, the checks were made. |  |  |  | Presence: Buy the eye shower at CERN market: 50.64.41.Identification: Buy the identification signs at CERN market. SCEM 50.55.87.194.4 et SCEM 50.55.87.193.3.Verification: Fill the test of safety showers / eyes washes SF-C-1-0-3. |
| An asbestos analysis was made. |  |  |  | Refer to the procedure EDMS 335809.Contact: HSE-SEE-SV *O. Prouteau* |
| Use of lead is mastered. |  |  |  | Refer to the procedure EDMS 1050102.Contact: HSE-SEE-XP *J. Gulley*. |

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| CHECK LIST EXTERIOR/INTERIOR OF THE BUILDING **GAS POINT** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| No combustible material are nearby. |  |  |  | Remind the instructions to the users, office occupants and work supervisors. |
| Gas bottles are attached to the wall by chain. |  |  |  | Buy chains at CERN market: SCEM 45.75.10. |
| Gas bottles not in use are equipped with protection covers. |  |  |  | Remind the instructions to the users, office occupants and work supervisors. |
| Storage areas are identified and classified. |  |  |  | Contact EN-EA-CT *D. Jaillet* to identify ATEX zones using the safety form C-2-0-2 Hazardous areas classification. Purchase the identification pictograms at CERN market: SCEM 50.55.89. |
| Gas points are identified. |  |  |  | Purchase the identification signs at CERN market: SCEM 45.75.1050.55.82.B.Contact EN-EA-CT *D. Jaillet.* |
| All equipment is protected from mechanical shock (falls etc.). |  |  |  | Ask for the bottle storage bins at SMB-SC-SO J. Donche.Contact: EN-EA-CT D. Jaillet. |
| Gas points are ventilated and sheltered against bad weather and sun radiations. |  |  |  | Contact: EN-EA-CT *D. Jaillet.* |
| Empty and full gas bottles must be separated. |  |  |  | If necessary, ask for bottle storage bins at SMB-SC-SO J. Donche.Contact: EN-EA David Jaillet. |

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| **CHECK LIST INTERIOR OF THE BUILDING FIRST AID** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| The medicine cabinet is present and identified. |  |  |  | Purchase the medicine cabinet at CERN market: SCEM 54.99.80.001.5. |
| The expiry dates of the products are respected. |  |  |  | The products must be checked at least once a month. |
| The list of products contained in the cabinet is present.The necessary products are present. |  |  |  | Ask to the medical service which products to buy, then make an order via EDH.Complete the list according to the CERN market: SCEM 54.99.80. |
| The defibrillator is identified. |  |  |  | Purchase the identification at CERN market: SCEM 50.55.87.511.6. |

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| **CHECK LIST INTERIOR ELECTRICAL EQUIPMENT** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Electrical zones are identified (pictograms). |  |  |  | Purchase pictograms at CERN market: SCEM 50.55.81.A. |
| Absence of deteriorated equipment. |  |  |  | In case of damage, create a ticket to the NOW service. |
| Access to electrical cabinets is restricted. |  |  |  | Cabinets are locked and no key on the lock.Remind the instructions to the users, building occupants and work supervisors.  |

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| **CHECK LIST INTERIOR OF THE BUILDING GENERAL ORGANIZATION** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Pedestrian and traffic ways are identified. |  |  |  | Define the areas of circulation with the workshop manager and mark them on the floor and on the Workshop Safety sheet. |
| All areas are clean, in good general condition and free of obstacles. |  |  |  | In case repairs are necessary: Set up the appropriate signalization and create a ticket to Service NOW.In case of other observations, remind the instructions to the users, building occupants and supervisors of works. |
| False floors have no significant lag between the tiles and all tiles are stable. |  |  |  | Close off the area with barriers and create a Service NOW ticket and copy EN-DSO R.Folch and SMB-SE-CEB F. Magnin. |
| Fixing false floors. |  |  |  | Create a Service NOW ticket. |
| Hazardous areas for falls (trips) are signalized. |  |  |  | Put in place the signalization CERN SCEM :50.55.89.060.2 and 50.55.80 (Black and yellow band). |
| Hazardous areas for hurts (sharp edges, bumps to the head ...) are signalized and / or equipped with protection . |  |  |  | Put fixed guards and secure them. If necessary, set up adequate safety distances.Add protective foam, supplier : [Fournisseur Radiospares](http://fr.rs-online.com/web/c/sante-securite-protection-electrostatique-esd-et-salle-blanche/protection-contre-les-chocs/tampons-et-butoirs/). Request the wearing of personal protective equipment (PPE) in the affected area if necessary.  |
| Lightning is suitable. |  |  |  | For brightness (lux) measurements contact HSE-SEE-SV *Laetitia Wohlgemuth.* For lamping service create a ticket to the Service NOW. |
| There aren’t any water leakage  |  |  |  | Create a Service NOW ticket. |
| Earplug distributors are available in all noisy areas and well filled up.  |  |  |  | Recharge and distributor available on CERN market: SCEM 50.48.01.C. |
| All moving or cutting elements of machines are protected. |  |  |  | Put fixed guards and secure them. If necessary, set up adequate safety distances.Add protective foam:[Fournisseur Radiospares](http://fr.rs-online.com/web/c/sante-securite-protection-electrostatique-esd-et-salle-blanche/protection-contre-les-chocs/tampons-et-butoirs/).If necessary, request the wearing of PPE. |
| Warning signs prohibiting access to unauthorized persons are present. |  |  |  | Purchase at CERN market: SCEM 50.55.81.A. |
| The responsible person of the different zones are identified |  |  |  | Purchase the identification at CERN market: SCEM 50.55.92.504.8. |
| Slings and all lifting equipment are identified and controlled. |  |  |  | Contact:HSE-SEE-SI *Laurent Colly* to receive the equipment and integrate it into the inspection schedule. |
| Floor loads are known.  |  |  |  | Contact: EN-HE-HH *S. Pelletier* |

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| **CHECK LIST INTERIOR OF THE BUILDING RADIOPROTECTION** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| The area is identified |  |  |  | Contact RP.Purchased the identification panel at CERN market: SCEM 50.55.89.713.8. |
| The access is limited. |  |  |  | Contact RP. |
| Radioactive waste management rules are respected. |  |  |  | Remind the instructions to users, building occupants and work supervisors.Courses on SIR: Radioactive Equipment, Traceability - TREC.In case of doubt, contact RP.To purchase the bags for radioactive waste ref store CERN SCEM 50.46.02. |
| All personnel working in the RP areas respect the general safety instructions (PPE, pause zone, smoking area, passageways, priority, etc.). |  |  |  | Reminder the instructions to the users, building occcupants and work supervisors.Courses on SIR: Radiation Protection - Awareness and Radiation Protection - Supervised Area Courses. |

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| **CHECK LIST INTERIOR OF THE BUILDING LASER** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Warning signs indicating danger of laser equipment close by are present. |  |  |  | Purchase the pictograms at CERN market: SCEM 50.55.81.A. |
| Access to lasers is restricted. |  |  |  | Contact LSO EN-STI-LP *B. Marsh.* |
| Warning signs indicating the danger of laser equipment on doors are present. |  |  |  | Purchase the pictograms at CERN market: SCEM 50.55.81.A. |
| Access is restricted and prohibited for people wearing a pacemaker. |  |  |  | Purchase the pictograms at CERN market: SCEM 50.55.84.040.6. |

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| **CHECK LIST INTERIOR OF THE BUILDINGS WORKSHOP** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Safety folders of machines are available. |  |  |  | Contact the respective workshop supervisor reference: GSI M6. |
| Work equipment are identified and marked with identification plates. |  |  |  | In collaboration with the workshop manager.Contact EN-MME-MA *A. Stalder.* |
| Risks are identified (hazard cards and hazard pictograms are present). |  |  |  | In collaboration with the workshop supervisor, realize and display the worksheet at the workstation (EDMS 1218315)Pictograms are available at the CERN store SCEM: 50.55. |
| Moving or cutting parts are protected. |  |  |  | Put in place and secure fixed guards. If necessary, set up adequate safety distances.Add protective foam, supplier: [Fournisseur Radiospares](http://fr.rs-online.com/web/c/sante-securite-protection-electrostatique-esd-et-salle-blanche/protection-contre-les-chocs/tampons-et-butoirs/)Request the wearing of personal protective equipment (PPE) in the affected area if necessary.  |
| All personnel working in the workshop respect the general safety instructions (PPE, pause zone, smoking area, passageways, priority etc.). |  |  |  | Remind the instructions to the users, building occupants and workshop supervisors. |

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| **CHECK LIST AROUND THE BUILDING** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Do you know about all works in your building? |  |  |  | In collaboration with the work supervisor.Contact EN Safety Office. |
| All worksites are indicated (duration and activity concerned). |  |  |  | Ensure that the information are present in collaboration with the work supervisor. |
| Access to worksites is restricted (closed off with appropriate equipment). |  |  |  | Collaboration with the work supervisor.SCEM signalization tape 50.55.80. |
| The responsible persons are defined (telephone numbers are indicated). |  |  |  | Collaboration with the work supervisor. |
| The PPE to be worn are defined. |  |  |  | Collaboration with the work supervisor.Purchase the PPE on CERN market: 50.00.Associated pictogram: SCEM 50.55.85.B. |
| The information about the worksite and the ongoing intervention (VIC, type of activity, hot works, fire permit, number of workers) are communicated and transmitted. |  |  |  | Contact the respective work supervisor. |
| Lock-out of hazardous equipment to the worksite is applied as necessary. |  |  |  | If there is no padlock, contact the work supervisor. |
| All persons in contact with the worksite are informed about the means of rescue and alert. |  |  |  | Remind these information to all the persons involved. |
| The co-activity has been analyzed and is mastered. |  |  |  | Contact the respective work supervisor. |
| All the persons involved respect the applicable and defined safety instructions. |  |  |  | Remind the instructions to the users, office occupants and work supervisors. |

Your role as Tso is to know the activities in your building and associated risks.

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| CHECK LIST INTERIOR BUILDING STORAGE AREA |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| The indication of the maximum working load on the shelves is present (CMU). |  |  |  | The CMUs are available on the racking data sheet or can be requested to the manufacturer.For information on racking with CMU are available from CERN (SCEM 70.70.30, 70.70.20 and 70.70.10). |
| The feet of the storage cabinets are protected by fixed barriers. |  |  |  | Purchase the barriers: SCEM 70.70.10.040.4. |
| The circulation ways are free. |  |  |  | Reminder the instructions to the users, building occupants and work supervisors.Create a ticket on service NOW. |

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| CHECK LIST ACCESS ROOF AND CRINOLINE |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| Arrival area to the roof must be secured by a fall protect barrier (1m50 on each side). |  |  |  | Create a ticket on Service NOW. |
| Vertical access ladders must be closed with padlocks. |  |  |  | Use a specific padlock for the crinolines. Open a NOW service ticket for a LS2YZ type lock. |
| All access to roofs must be closed with padlocks. |  |  |  | Verification of all possible accesses. |

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| **CHECK LIST CONFINED SPACES** |
| Verification | **Yes** | **No** | **Action to be planned** | **Help** |
| All confined spaces are identified.  |  |  |  | Purchase the identification panel at CERN market: SCEM 50.55.83.315.2. |
| The responsible for the confined spaces is indicated |  |  |  | Define a manager according to the equipment present. |
| Access to confined spaces is restricted (padlocked). |  |  |  | Verification of all possible accesses. |