



EUROPEAN COMMISSION
DIRECTORATE GENERAL
JOINT RESEARCH CENTRE

The Director-General

APPENDIX 2

TERMS OF REFERENCE IN THE FIELD OF OCCUPATIONAL HEALTH AND SAFETY (OH&S) ON THE JRC ISPRA SITE

1 REFERENCE LEGAL FRAMEWORK

- 1.1 Staff Regulations of Officials and Conditions of Employment of other Servants of the European Union and the European Atomic Energy Community.
- 1.2 Commission Decision C(2006) 1623/3 of 21.04.2006 establishing a Harmonised Policy for Health and Safety at Work for all Commission staff.
- 1.3 JRC Decision establishing a Harmonised Policy for Health and Safety at Work for JRC Staff working outside Brussels of 07.05.2008.
- 1.4 General Occupational Health and Safety Regulation for the JRC ISPRA, adopted by the JRC Director General on 02.10.2008.
- 1.5 Agreement between the Commission of the European Atomic Energy Community and the Italian Government for the creation of Common centre for nuclear research with general competence of 22.07.1959, ratified by Italy with Italian Law no. 906 of 01.08.1960 (hereinafter, Seat Agreement).
- 1.6 Implementing rules of the Agreement between the Commission of the European Atomic Energy Community and the Italian Government for the creation of Common centre for nuclear research with general competence of 22.07.1959 adopted according to Article 20 of Annex F to the above mentioned agreement (EUR/C/4199/66).
- 1.7 Italian Legislative Decree No. 81 of 09.04.2008, "Implementation of Article 1 of Law no. 123 of 03.08.2007, on protection of the health and safety in workplaces", as last amended and complemented.
- 1.8 Italian Legislative Decree No. 230 of 17.03.1995, "Implementation of directives 89/618/Euratom, 90/641/Euratom, 96/29/Euratom and 2006/117/Euratom on ionizing radiations and 2009/71/Euratom on the nuclear safety of nuclear plants", as last amended and complemented.
- 1.9 Service Level Agreements governing the responsibilities for Health and Safety on the JRC Ispra site concluded between the JRC Director General and Directorates General of Commission's staff and services other than the JRC located on the JRC Ispra site.
- 1.10 OH&S provisions in contracts and agreements stipulated by the JRC with third parties.

2 REFERENCE TECHNICAL FRAMEWORK

- 2.1 All the procedures that define and govern the OH&S provisions applicable on the JRC Ispra site are part of the JRC Ispra site OH&S Management System (SMS) and are accessible through the Safety & Security section of the ISPRAnet web site.

3 WORKPLACES

- 3.1 The Ispra Site extends over an area of 167 hectares, and has 36 km of roads and 6 km of perimeter fencing. The site's infrastructure currently includes ca. 400 active buildings, inside and outside the perimeter fencing, all in the municipality of Ispra: ca. 170,000 sq. m. total floor area, ca. 6000 identified independent spaces—rooms that fall in one or more of the following categories
- 3.1.1 Offices: offices, travel agency, classrooms, bank, bars, library, photocopy rooms, non-technical rooms, dining halls, mail rooms, receptions, conference rooms, meeting rooms, medical offices, postal & telegraph offices, etc.
- 3.1.2 Laboratories: occupational health laboratories, scientific institutes laboratories, ISM laboratories (but nuclear), radiology laboratory, laboratory for the treatment of active liquids, other laboratories, decontamination facilities, warehouse for flammable/explosive materials, etc.
- 3.1.3 Warehouses and storage depots: archives, storage areas, waste storage areas, various depots, garages, etc.
- 3.1.4 Technical services: hoisting, lifting and pressurized devices, production rooms, translation rooms, pressing rooms, electrical rooms, gases rooms, telephone booths, fireplaces, doghouses, telephone exchanges, kitchens, pickling rooms, watchtowers, laundries, technical facilities, boiler rooms, compressed air rooms, service rooms, incinerator rooms, refrigeration rooms, generator rooms, restricted access areas, technical service rooms, transformer rooms, workshops, computer rooms, liquid nitrogen service tanks, other tanks, air conditioning stations, cooling towers, various facilities (but nuclear), etc.
- 3.1.5 Other premises: accesses to technical areas, entrances, balconies with railing, rooms, service corridors, access corridors, facilities under refurbishment/demolition, showers, wardrobes, entrance halls, non-technical halls, technical halls, vehicle entrances, bathrooms, Safety Access System (SAS) entrances, SAS for materials, stairwells, non-accessible basements, attics, nontechnical intermediate floors, non-accessible areas under staircases, changing rooms, terraces, canopies, emergency exits, loose stone foundations, etc.
- 3.1.6 Nuclear premises: nuclear complex ESSOR (INE), including: Research reactor ESSOR (long-time halt), Laboratory ADECO for post-irradiation of nuclear fuel analysis (inactive), Laboratory ATFI for analysis of activated structural components (inactive), Pond for nuclear fuel repository (operating), Laboratory PERLA for non-destructive fine techniques for nuclear fuel (operating), Laboratory ETHEL for tritium handling (closed), Laboratory PUNITA for neutron measurements (operating); Research reactor ISPRA-1 (indefinite halt), LCSR laboratory for hot cells (long-time halt), FARO laboratory for depleted uranium studies (indefinite halt), Cyclotron for production of radioisotopes for research, hospitals and industry (operating), Radioactive liquid waste facility (operating), Radioactive solid waste facility (operating).
- 3.1.7 Open areas: pathways, roads, fields with or without trees and vegetation.
- 3.1.8 All areas as defined above are identified through the JRC Ispra Buildings Registry: it contains the list, ID numbers, status and descriptions of all infrastructures (buildings, roads, etc., later on simply "buildings") on the JRC Ispra site, and it is managed by Unit JRC.C.5.

4 OH&S ORGANISATION

- 4.1 **OH&S hierarchical structure:** the OH&S responsibilities are assigned to the following actors: **Employer, Manager, Supervisor, Staff**, with the meaning that is explained in § 6 and 7.
- 4.2 **Safety Office** (*Servizio di Prevenzione e Protezione-SPP*): there is one Safety Office on the JRC Ispra site, managed by a Safety Officer (*Responsabile del Servizio di Prevenzione e Protezione-RSPP*), operated by a number of Safety Technicians (*Addetti del Servizio di Prevenzione e Protezione-ASPP*),

that ensures that the above mentioned actors are designated and regularly trained, and that provides the following services:

- advice on identification and assessment of the risks due to occupational exposure to all but nuclear hazards at workplaces;
- design and planning of preventative and protective measures to eliminate or minimize such risks;
- follow up the implementation of the preventative and protective measures;
- investigations and reports on notified accidents and dangerous situations;
- design and issue of workplaces emergency plans.

In addition, the **Safety Officer**:

- coordinates the JRC Ispra Building Delegates;
- acts as the JRC Ispra counterpart of the JRC Safety and Security Coordinator;
- provides risk assessments of non-occupational areas at the Commission's disposal and used by Commission's staff and their families (e.g. social, leisure and lodging areas);
- liaises with staff responsible for safety implementation in other Commission's Directorates or Units based on the Ispra Site.

4.3 **Radiation Protection Service** with the following tasks:

- support to the Employer (also by means of radiometric measurements) for the assessment of the risks due to occupational exposure to the sole radioactivity hazards at workplaces;
- support to the Employer for the design and planning of preventative and protective measures to eliminate or minimize such risks.

4.4 **Site Response and Support Team SRST** (*Addetti Antincendio*): a team providing emergency interventions.

4.5 **Building Delegates**: part time staff in each building/groups of buildings, specifically tasked for OH&S preventative and emergency intervention tasks.

4.6 **Medical Service**: provided by Directorate General for Human Resources and Security, provides first-aid (*Primo Soccorso*) and occupational hygiene services. The **Occupational Health Physician** (*Medico Competente*) and the Approved Medical Practitioner (*Medico Autorizzato*) are part thereof, the latter with the same duties of the former plus the medical assessment of risks due to occupational exposure to radioactivity hazards. In particular the Medical Service:

- collaborates with the Employer and the SPP in identifying and assessing risks, implementing measures to safeguard the health and psycho-physical integrity of the staff, defining the training and information programs for the staff, within its sphere of competence;
- prepares, updates and maintains the health and hazard records for all the staff subject to health surveillance.

4.7 **Qualified Expert in Radiation Protection** (*Esperto Qualificato*), with the following tasks:

- assessment of the risks due to occupational exposure to the sole radioactivity hazards at workplaces;
- design and planning of preventative and protective measures to eliminate or minimize such risks.

4.8 **Safety Inspector**, checks the compliance of the activities carried out on the Ispra site with the OH&S provisions.

4.9 **Site Emergency Director** designs and manages emergency interventions at site level, it is organised on a roster basis with a number of Site Emergency Duty Officers (*Funzionari Reperibili per Emergenze di Sito -FRES*).

4.10 **Site Emergency Managers (conventional and nuclear)** advice, collaborate with and support the Site Emergency Director in the management of emergency interventions (conventional and nuclear) and implement any specific measures needed according to internal standard operating procedures.

4.11 **OH&S Staff Representatives** (*Rappresentanti dei Lavoratori per la Sicurezza RLS*): members of the staff appointed by the Local Staff Committee (also known as CLP) to represent the staff in the various committees where OH&S issues are discussed.

4.12 Consultation Committees

4.12.1 **Joint Committee on Health and Safety at Work**: made of Employers, Staff Representatives and OH&S experts, it is chaired by the Director of the Ispra Site Management. OH&S issues of interest for the Site are discussed in light of consistency with the OH&S provisions adopted in all JRC Sites.

4.12.2 **Road Safety Committee**: made of Employers, Staff Representatives and OH&S experts where advice is given on road safety issues.

4.12.3 **SHES (Safety, Health, Environment and Security) Specialized Services**: made of members from the Ispra Site services to provide advice in OH&S, environmental and security issues prior, during and after the execution of activities to be carried out on the site with substantial impact on infrastructures and on scientific projects.

4.12.4 **Nuclear Safety Committee** (*Comitato misto paritetico*): made of nuclear facilities managers, operators and national control authorities, where advice is given on safety issues related to the nuclear facilities in the JRC Ispra premises.

4.12.5 **Radioactive and Fissile Materials Committee**: made of nuclear facilities managers and operators, where advice is given on the purchase and transport of radioactive and fissile materials on the site.

5 OH&S MANAGEMENT TOOLS

5.1 The following OH&S management tools are available at the Ispra site and are used by many of the entities cited in the previous chapter:

5.1.1 **Workplace OH&S Risks and Measures Registry (a.k.a. VDR)**: contains, for each building, all the non-nuclear OH&S risk assessments and related measures validated by the JRC Ispra Managers. It is managed by the Ispra Safety Office after inputs from all the OH&S actors.

5.1.2 **Individual OH&S Risks and Measures Risks Registry (a.k.a. Blue Sheet)**: contains, for each worker on the JRC Ispra, the OH&S individual risk assessments. It is managed by the JRC Safety Office.

5.1.3 **Workplace Radiation Protections Registry**: contains, for each building where it is applicable, all the nuclear OH&S risk assessments and related measures validated by the JRC Ispra Managers, to control the occupational and non occupational risks. It is managed by the Radiation Protection Service.

5.1.4 **OH&S Events Registry**: contains all information needed to manage accidents and dangerous situations notified to the Safety Office, and to prevent further similar events. It is managed by the Safety Office.

5.1.5 **OH&S Training Registry**: a catalogue of all OH&S training courses offered to JRC staff on non-nuclear and nuclear hazards. It is managed by the Safety Office after inputs from all the OH&S actors.

5.1.6 **Various forms & templates**: a set of on-line forms needed to designate OH&S actors, to notify accidents and dangerous situations and to report investigations on them, to draft building emergency plans, evacuation maps, individual and workplace risk assessments, DUVRI's, etc. These files are managed by the Safety Office.

6 SPECIFIC DELEGATIONS AND ASSIGNMENT OF RESPONSIBILITIES

6.1 Responsibilities and tasks in the field of OH&S are specifically delegated or assigned in writing by the Director General to JRC Directors; the JRC Directors delegate and assign in writing specific responsibilities and tasks in the field of OH&S to Heads of Unit or other staff members. Heads of Unit may assign in writing specific tasks in the field of OH&S to other staff members. Essential requirements for the delegation and the assignment of responsibilities and tasks are the proven technical skills and competence of the staff members to whom responsibilities and tasks are delegated or assigned.

6.2 The **JRC Director General delegates to the JRC ISM Director** the responsibilities and the tasks that are of the "**Employer**" (*Datore di lavoro*), according to the Italian legislation (in particular, Italian Legislative Decree no. 81/2008, as last amended, complemented and implemented) in the field of the protection of the health and safety at work of Commission Staff and of persons working on the JRC-Ispra premises.

These responsibilities and tasks are exercised towards all Commission staff, statutory and non-statutory, working in the JRC Ispra site.

The **JRC ISM Director**, through his services, establishes and maintains the relationships in the field of Occupational Health and Safety, prescribed by the applicable rules with ENEA, sport clubs, and other bodies and individuals different from external contractors which use the premises attached to the JRC Ispra site on a long term basis (e.g. interimaire, seconded national experts and visiting scientists), and he provides such users with the necessary information and support related thereto.

The delegation includes:

- reporting to the competent Italian authorities, according to Article 19 of Annex F to the Site Agreement, any event on the JRC Ispra site which could constitute a potential risk for public health and safety and/or for the environment,
- reporting immediately to Italian competent authorities where applicable national law so provides in case of an emergency, according to the Commission Decision C(2006) 1623/3 and to Italian Legislative Decree no. 81/2008.

7 SPECIFIC DESIGNATIONS

7.1 The ISM Director acts as "**Employer**" (*Datore di lavoro*), for all Commission staff, statutory and non-statutory, working on the JRC Ispra Site and designates "Managers" (*Dirigenti*), "Works Responsible" (*Responsabili dei Lavori*) and "Supervisors" (*Preposti*) within ISM.

7.2 Each JRC Director of Directorates staff for which the JRC ISM Director acts as "Employer" (*Datore di lavoro*), acts as

- "**Manager**" (*Dirigente*) towards his/her Directorate's staff, according to the above-mentioned delegation, and to articles 2, lit. d) and 18 of the Italian Legislative Decree no. 81/2008 for all working areas under the pertinence of his Directorate;
- "**Works Responsible**" (*Responsabile dei Lavori*), according to articles 89, lit. c) and 90 of the Italian Legislative Decree no. 81/2008 for all works executed by his/her Directorate, as detailed in § 8 and can designate Heads of Unit and other staff in his/her Directorate as Works Responsible, according to the Commission's applicable financial framework.

7.3 Without prejudice to § 7.1, each JRC Head of Unit of JRC Directorates for whose staff the JRC ISM Director acts as "Employer" (*Datore di lavoro*), acts as

- "**Supervisor**" (*Preposto*) according to articles 2, letter e) and 19 of the Italian Legislative Decree no. 81/2008 for all working areas under the pertinence of his/her Unit, as detailed in § 8.

7.4 Each Responsible of Services other than the JRC located on the JRC Ispra Site acts as

- "**Manager**" (*Dirigente*) according to articles 2, lit. d) and 18 of the Italian Legislative Decree no. 81/2008 for all working areas under the pertinence of his Directorate, as detailed in § 8.
- "**Works Responsible**" (*Responsabile dei Lavori*), according to articles 89, lit. c) and 90 of the Italian Legislative Decree 81/2008 for all works executed by his/her Directorate, as detailed in § 8.

The designations as Supervisors (*Preposti*) or Works Responsible (*Responsabili dei Lavori*) of staff other than the Heads of Unit or Responsible of Services mentioned in § 7.1, 7.2, 7.3 and 7.4 can be done also by Managers (*Dirigenti*): in this case, these designations shall be promptly communicated to the ISM Director.

8 RESPONSIBILITIES

8.1 Employer (*Datore di Lavoro*)

8.1.1 Validates all documents containing identification and assessment of all relevant occupational risks at workplaces.

8.1.2 Designates:

- the **Safety Officer** and **Safety Technicians** (*Responsabile and Addetti del Servizio di Prevenzione e Protezione -ASPP & RSPP*).
- the **Qualified Expert in Radiation Protection** (*Esperto Qualificato*).
- the **Safety Inspector**.

8.1.3 Acknowledges the designation of the **Occupational Health Physician** (*Medico Competente*) made by the Medical Service.

8.1.4 Acknowledges the designation of the **Approved Medical Practitioner** (*Medico Autorizzato*) made by the Medical Service.

8.2 Employer (*Datore di Lavoro*) or Manager (*Dirigente*)

8.2.1 Designates the **Supervisor** (*Preposto*).

8.2.2 Designates the **Works Responsible** (*Responsabile dei Lavori*).

8.2.3 Defines the OH&S provisions to be implemented.

8.2.4 Assigns tasks to the staff according to their level of competence, training, qualifications, health fitness, in compliance with the OH&S regulations.

8.2.5 Provides locations, means, tools, training and safe personal and collective protective equipment to the staff.

8.2.6 Ensures regular maintenance on tools, machines, equipment and installations.

8.2.7 Guarantees to the **OH&S Staff Representative** (*Rappresentante dei Lavoratori per la Sicurezza - RLS*) access to all documents containing identification and assessment of all applicable occupational risks at workplaces.

8.2.8 Attends training courses about roles and responsibilities of Employers and Managers.

8.2.9 In particular, the ISM Director shall:

- ensure the safety of all site infrastructures (buildings, technological networks, roads, open areas and green spaces, laboratories, etc.).
- ensure the Radiation Protection Service and the expertise of the Qualified Expert (*Esperto Qualificato*) for the identification and assessment of all occupational nuclear related risks.
- ensure regular checks and maintenance of all site lifts, hoisting and pressurised devices.
- organize and manage nuclear and non nuclear emergencies as Site Emergency Director.
- ensure the execution of regular safety inspections throughout the Ispra site.
- liaise with the JRC Safety & Security Coordinator for all OH&S JRC Ispra site issues.

8.3 **Works Responsible** (*Responsabile dei Lavori*)

- 8.3.1 Is responsible for the safety of the works design and execution, according to Article 90 of the Italian Legislative Decree no. 81/2008, as last amended, complemented and implemented.
- 8.3.2 Designates the Safety Coordinator for the Works Design.
- 8.3.3 Designates the Safety Coordinator for the Works Execution.
- 8.3.4 Ensures the technical and professional capacity of the staff and of external contractors in relation to the works they execute.

8.4 **Supervisor** (*Preposto*)

- 8.4.1 Ensures the correct application of Article 19 of the Italian Legislative Decree no.81/2008, as last amended, complemented and implemented.
- 8.4.2 Guarantees and supervises the implementation of OH&S measures.
- 8.4.3 Supervises staff to ensure compliance between their work and the OH&S provisions for their tasks, in particular for what concerns their instructions, training, personal protective equipment.
- 8.4.4 Reports promptly to the Employer (*Datore di lavoro*) or to the Manager (*Dirigente*) any OH&S prevention and protection deficiencies and risks, including those unexpected and sudden.
- 8.4.5 Attends regular training courses about roles and responsibilities of Supervisors.

8.5 **Staff** (*Lavoratori*)

- 8.5.1 Ensure the correct application of Article 20 of the Italian Legislative Decree no. 81/2008, as last amended, complemented and implemented.
- 8.5.2 Designate the **OH&S Staff Representative** (*Rappresentante dei Lavoratori per la Sicurezza - RLS*) through the JRC Ispra Local Staff Committee.
- 8.5.3 Collaborate in the implementation of OH&S measures.
- 8.5.4 Comply with the OH&S provisions and instructions defined by the Employer, Managers and Supervisors for the protection of staff in general and of individual employees.
- 8.5.5 Report promptly to the Supervisor or to the Employer (*Datore di lavoro*) or to the Manager (*Dirigente*) any OH&S prevention and protection deficiencies and risks, including those unexpected and sudden.