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Internal Regulations

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

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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	
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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
v3.0	Signed	08 Sep 2020	(see MQP doc request 2NX4KV) This version includes the following updates: <ul style="list-style-type: none">- Editorial changes and updates, in particular to take into account the 2020 reorganization acronyms and specific status of IPAs,- Reference to specific policies now in place (e.g. hot work, working at height...) and updates corresponding to these policies,- Prevention measures against potential infectious diseases,- Annex applicable to Corbières Site.
v3.1	Approved	11 Sep 2020	Typos and IDM reference for the ITER Site Plan

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Part 1. Purpose and Scope

Article 1.1 Purpose

The ITER Site¹ is under the responsibility of the ITER Organization (IO) represented by its Director-General (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.

These Internal Regulations also apply to the site made available to the ITER Organization in Corbières except for the terms mentioned in the dedicated appendix.

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 or Home Institute, 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.

Dangerous items: Dangerous items may be radioactive, flammable, explosive, toxic, corrosive, biohazardous, an oxidizer, an asphyxiant, a pathogen, an allergen, or may have other characteristics that render it hazardous in specific circumstances. This category is for general articles on the safe handling and use of hazardous materials.

Domestic Agency staff: personnel employed by the Domestic Agency of an ITER Member. When on the ITER Site, this personnel is subject to the Internal Regulations.

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;

¹ See ITER Site Plan ([3XWZL6](#)).

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).

- 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 artefacts.

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.

ITER Project Associate: any person assigned by their employer (“Home Institute”) to perform activities at the ITER Site under the ITER Project Associate scheme ([PN7SU5](#)).

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 their 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 of the DG described in the Internal Regulations may be delegated to a duly empowered representative.

FRO: Facility Responsible Officer (see GIN06 - [UFF9DT](#))

HRD: ITER Organization Human Resources Department

IO: ITER Organization

SHS: ITER Organization Security, Health and Safety Division

SQD: ITER Organization Safety and Quality Department

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, Bizz, etc.).

Article 2.2 ITER Office Area Access Hours

Access hours for the ITER Office Area (including buildings 81 and 82) shall be from 07.00 to 19.30 on working days (Monday to Friday) except IO closure days.

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).

Access to the ITER Office Area outside these access hours (extended to 21.00) is subject to prior written agreement of the DG and the concerned Facility Responsible Officer (FRO).

In case of any non-regular activities or works performed by a Contractor in ITER Office Area, the IO-FRO may require the presence of an IO Staff to supervise the said activities or works.

Article 2.3 ITER Construction Site Access Hours

Regular access hours for the ITER Construction Site are from 05.30 on Monday to 22.30 on Saturday. IO closure days are not applicable to the ITER Construction Site.

Access to the ITER Construction Site outside these access hours and outside of already scheduled works is subject to prior agreement from the DG.

Article 2.4 ITER Site Access Modalities

Any person requesting an ITER Site access right may be subject to a background check by the Host State's relevant authorities under the provisions of French Defense Code (Site Access Procedure [S3893D](#)).

Access to the ITER Site is subject to entrance and exit control measures enacted by the DG and enforced by SQD. These measures are provided for in the ITER Site access Procedure ([S3893D](#)).

All persons entering the ITER Site 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.

Anyone accessing the ITER Site must be in possession of an ITER Site access badge which must be swiped on entry and exit.

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 (for more information, see SHS data protection guidelines ([WT7JUL](#))).

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

Conditions of use of the ITER Site access badge shall be followed and observed. If a badge is forgotten or lost, the person concerned may present identification at the access control building where they 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 ITER Command Post (+33 4 42 17 20 00).

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 SQD or by the responsible entity of the concerned areas and buildings.

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 is subject to dedicated procedures and rules. Specific traffic rules adopted by the IO shall be complied with (Vehicle 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. In some cases the vehicle could be removed at the risks and costs of the vehicle's owner.

At the entrance and at the exit, drivers and their passengers must present their badges to the badge reader and/or to the security guards.

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

Traffic accidents on the Site must be reported immediately to the ITER Command Post (+33 4 42 17 20 00).

Article 2.7 Protection of Goods and Security Controls

ITER Site protection is everyone's responsibility and each person undertaking activities at the ITER Site shall comply with these security management requirements (Physical Security Protection Management Procedure ([TZYDJH](#))).

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 (Procedure for security searches at ITER entrances ([YHFTFF](#))).

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

- Animals;
- Illicit drugs under the Host State laws and regulations;
- Alcohol;
- Dangerous items.

Any transport of personal hazardous materials on the ITER Site is prohibited.

All valuable objects and documents needing special protection should be stored and locked before leaving the office.

All users of IO computers / mobile phones 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 device when not at their workstation.

Suspicious events, items or behaviours shall be reported to the ITER 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

- a) 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 implemented in the territory of the Host State pursuant to the Headquarters Agreement signed by the IO and the Host State.
- b) Contractors shall ensure that general principles of international labour law transposed in the European Union laws and their implementation concerning transnational workers are respected such as in particular:
 - equality of treatment between men and women and other provisions on non-discrimination;
 - 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.
- c) 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](#))).
- d) The rules applicable to ITER Project Associates are defined in the IPA scheme ([PN7SU5](#)).

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.

Persons shall be responsible for material and clothes provided to them by the IO. Any disappearance or deterioration of such must be reported immediately to the management. Similarly, any material damage observed on the ITER Site shall be reported without delay to the owner or responsible entity.

It is prohibited to carry out work on the ITER Site for private purposes, unless having received the authorization from the DG.

It is also prohibited, unless having received the 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;
- Use drones or unmanned aerial systems.

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 (Information Protection - Security Classification Policy ([44GRMV](#))).

Article 3.3 Taking Pictures or Videos

The conditions for taking pictures or videos of the ITER Site shall be subject to specific rules established by SQD (Physical Security Protection Management Procedure ([TZYDJH](#))), and shall be specified in a circular to be made available to all persons visiting the ITER Site. Any person, including visitors, authorized to take pictures or videos on the work site, shall not disclose them to the public (press, social media,..) without a specific agreement for their release from the IO COM unit.

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 SQD. 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 functions involving a danger for the people performing them or for third parties:

- 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 second assessment to be carried out.

Smoking is authorized only in duly designated areas.

As it is prohibited to bring and/or consume illicit drugs on the ITER Site, drug testing may 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 second assessment 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 SQD 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.

The patrol road along the site boundary fence is reserved for security purposes and it is not authorized to do personal exercise (walking, running biking, etc.) along and inside the site boundary fence.

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-IO 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;
- the ITER Site Golden Rules of Safety Enforcement Rules ([YSU3VK](#));
- 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 ITER Command Post by:

- dialling +33 4 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 an alert announced by the public-address system in the facilities, the instructions must be strictly followed.

Part 6. General Risk Prevention Measures

Article 6.1 Information Concerning Risks

All IO staff members and ITER Project Associates shall be trained in safety, health and security issues 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 Technical Responsible Officer and/or Facility Responsible Officer for working authorisation's check.

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, safety and security 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 SQD.

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

There are and will be numerous risks on the ITER Project. Risks will evolve and preventive measures shall be adapted and updated in accordance with the prevention principles of the French Labour code ([L4121-2](#)) applicable to the ITER Site.

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 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.

The Instructions for Hot Work ([64GPGM](#)) outline the IO's minimum requirements to be applied in order to avoid harm to people and damage to the property during preparation, execution of the Hot Works and co-activities.

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 compliant with "CE" marking before being installed at the ITER Site.

Article 7.5 Prevention Against Lifting Risks

The ITER Lifting Instruction ([YJ9MBD](#)) outlines the ITER standards for protecting workers from lifting hazards.

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

All information regarding chemical management is made available in the Chemical product management procedure ([TF5GP8](#)). 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;
- Keep periodic stock records;
- Periodically carry out evacuation of superfluous products in compliance with laws and regulations.

Article 7.7 Prevention Against Infectious Diseases

Any person contracting an infectious disease for which declaration is compulsory⁴ must absent themselves from duty and report the circumstances immediately to the relevant Occupational Doctor and SQD/SHS, if appropriate, on a confidential basis. If an infectious disease is reported among the family or intimate friends of a person, the latter must immediately inform the relevant Occupational Doctor and conform to such health precautions as may be prescribed.

Persons on the ITER Site shall submit to any preventive vaccinations or inoculations that may be legally required.

Article 7.8 Prevention against Falling Risk

Work at Height Instruction ([Y5X8R7](#)) and associated Work at Height matrix ([Y9H4NR](#)) outline the ITER minimum standards for protecting workers from fall hazards.

⁴ The list of infectious diseases for which declaration is compulsory in France is available at <https://www.santepubliquefrance.fr/maladies-a-declaration-obligatoire/liste-des-maladies-a-declaration-obligatoire>. The SARS-CoV-2 (COVID) is also concerned.

Part 8. Preventing and Declaring Incidents

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 their supervisor and SQD as follows:

- In case of real and immediate danger: by dialling +33 4 42 17 20 00; and
- Report the observation within 24h on JIRA-HSR ticket system <https://jira.iter.org/secure/CreateIssue.jspa>

More guidance is available in the User manual ([YUJSU4](#)).

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 SQD to record the incident in a special register to be maintained by SQD. 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 Incident

Anybody witnessing an incident at the ITER Site must:

- Alert the ITER Command Post (by dialling +33 4 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 first aiders if they are present;
- Remain at the disposal of the ITER Command Post which informs HRD and the victim's manager.

Article 8.3 Declaring an Occupational 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; and
- report the incident / accident within 24h on JIRA HSR <https://jira.iter.org/secure/CreateIssue.jspa>.

The report shall be processed by the staff and communicated to SQD, HRD and the CHS. A meeting shall be held between the victim, the Health and Safety Supervisor and the IO management.

More guidance is available in the User manual ([YUJT67](#)).

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

SQD and the CHS shall immediately be informed of the occurrence of any accident on the ITER Site.

Part 9. Available Resources

Article 9.1 Documentation

The documents and policies referred to in the Internal Regulations are:

- Chemical product management procedure ([TF5GP8](#));
- GIN 006 - Appointment and Role of ITER Organization Facility Responsible Officer ([UFF9DT](#));
- Guidelines for foreign companies seconding their employees to the ITER Project in France ([QQF3DM](#));
- Information Protection - Security Classification Policy ([44GRMV](#));
- Instructions for Hot Work ([64GPGM](#));
- ITER Information Technology (IT) Acceptable Use Policy ([27ZPBE](#));
- ITER Lifting Instruction ([YJ9MBD](#));
- ITER Organization Staff Regulations ([2EFKUE](#));
- ITER Project Associate scheme ([PN7SU5](#));
- ITER Site Golden Rules of Safety Enforcement Rules ([YSU3VK](#));
- ITER Site Plan ([RZGQKW](#));
- JIRA HSR Tool - INCIDENT user's manual appendix ([YUJT67](#));
- JIRA HSR Tool - OBSERVATION user's manual ([YUJSU4](#));
- Physical Security Protection Management Procedure ([TZYDJH](#));
- Procedure for security searches at ITER entrances ([YHFTFF](#));
- SHS data protection guidelines ([WT7JUL](#));
- Site Access Procedure ([S3893D](#));
- Specific emergency plans ([RC2KW3](#));
- Vehicle Access and Traffic Circulation and Parking on the ITER Site ([N3MG3V](#));
- Work at Height Instruction ([Y5X8R7](#));
- Work at Height matrix ([Y9H4NR](#)).

Article 9.2 Contact Information

Contact information for units/individuals mentioned in the Internal Regulations:

Unit/Individual	Contact
CHS	chs@iter.org
DG	Assistant to the DG (+33 4 42 17 00 02)
ITER Command Post	+33 4 42 17 20 00
SHS	SHSDivision@iter.org
SQD	SHSDivision@iter.org

Appendix: Application in Corbières

The Internal Regulations apply to the site of Corbières subject to the following provisions:

1. ITER Corbières Site Access

Access to the Site of Corbières, including site access hours, shall be defined on a case-by-case basis by the FRO. IO closure days are not applicable to the site of Corbières.

2. Provisions in Case of an Emergency

In case of an imminent danger or accident, in particular necessitating emergency care, any person in the area should immediately:

- dial 112 from any phone;
- trigger the nearest red alarm box (fire only).

Any such emergency should also be reported to the FRO.

The ITER Command Post is not operational in Corbières.

3. Other Provisions

ITER Corbières Site protection is everyone's responsibility and each person undertaking activities at the ITER Corbières Site shall comply with security requirements applicable on the ITER Corbières Site.

The IO Mail Service is not available in Corbières. Any correspondence topic shall be dealt with directly by the recipient or sender.