

WELCOME to the HSE Unit



HSE
Occupational Health & Safety
and Environmental Protection Unit

<http://hse.web.cern.ch/>

GENERAL INFORMATION

Working hours are from 8:30 to 17:30 including lunch break from 12:30 to 13:30.

ADMINISTRATION

CERN Staff Rules and Regulations

https://cds.cern.ch/record/1993099/files/CERN_SRR_en_ed1_1.pdf

CERN Admin e-guide (administrative procedures)

<https://admin-eguide.web.cern.ch/>

CERN Code of conduct

<https://cds.cern.ch/record/1273755/files/Codeofconduct.pdf>

OVERVIEW OF HSE UNIT

HDO/DI	Head Departmental officer	Simon Baird
DAO	Departmental Administrative Officer	Christel Paris
DPO	Departmental Planning Officer	Nicole Polivka
DSM	Departmental Space Manager	Christopher Thomas
DTO	Departmental Training Officer	Thijs Wijnands
DSO	Departmental Safety Officer	Gunnar Lindell
HRA	Human Resources Advisor	Christille de Poix

Group Secretariat

DI	Direction	Rachelle Decreuse
FB	Fire Brigade	Sevda Budun
ME	Medical Service	I.Auvigne/F.Borgel
SEE	Safety Engineering & Env. Protection	Jodie Ridewood
RP	Radiation Protection	J.Madden/J.Fabra

ABSENCES

Staffs, Fellows, Associates, Students and Trainees are entitled to 2.5 days of annual leave per month as well as sick leave provided that they hold a contract for duration of **at least four months with CERN.**

In order to apply for leave, please have a look to the second page in "Personal Matters" or ask your group secretariat.

FINANCIAL ASPECTS

The remuneration is paid around the 25th day of each month and transferred to a bank account.

Taxation at CERN and income Tax declaration:

<https://admin-eguide.web.cern.ch/en/procedure/income-tax-declaration-france>

CERN HEALTH INSURANCE SCHEME (CHIS-UNIQA)

Affiliation to CHIS is mandatory for staff, fellows, and students. Associates may join CHIS on a voluntary basis.

PERSONAL LIFE

Housing and accommodation:

<http://smb-dep.web.cern.ch/en/CERN-apartments>

[https://social.cern.ch/community/cern-](https://social.cern.ch/community/cern-market/SitePages/Category.aspx?CategoryID=3&SiteMapTitle)

[=Housing](#)

www.seloger.com

www.leboncoin.fr

TRANSPORTATION

To rent a bike (short and long-term rental)

Car Pool 124-R-001

Bike.mobility@cern.ch

Ask the DAO the rental form to be filled in

CERN Shuttle Service

<http://smb-dep.web.cern.ch/en/ShuttleService>

Car sharing: <https://cern.service-now.com/service-portal/function.do?name=car-sharing&s=car%20sharing>

Bike sharing: <https://cern.service-now.com/service-portal/service-element.do?name=bike-sharing>

FREE TIME:

<http://home.cern/cern-people/clubs>

Official Holidays @ CERN:

<http://home.cern/cern-people/cern-official-holidays-2016>

NEWS @ CERN

CERN Bulletin:

<http://cds.cern.ch/journal/CERNBulletin/2016/24/News%20Articles?In=en>

CERN Courier: <http://cerncourier.com/cws/latest/cern>

CERN Website: <http://home.cern/cern-people>

SERVICES and CONTACTS

CERN EMERGENCY / Fire Brigade: 74444

EMERGENCY Numbers out of CERN:

<http://medical-service.web.cern.ch/emergency-numbers>

Medical Service: 73186 Bldg 57 [http://medical-](http://medical-service.web.cern.ch/)

[service.web.cern.ch/](http://medical-service.web.cern.ch/)

Library: 72444 Bldg 52 <http://library.web.cern.ch/contact>

Ombuds: 74127 Bldg 500 <http://ombuds.web.cern.ch/>

FORMALITIES AND ADMINISTRATIVE PROCEDURES FOR NEW ARRIVALS

	Person or service in charge	Procedure	email or web site link
Office			
Office installation (furniture)	GAO		
PC	GAO		
CERN computer account request	Yourself		service-desk@cern.ch
Fixed telephone line	GAO		
GSM	GAO		https://edh.cern.ch/Document/General/GSM
Key Request	Yourself / Supervisor /DAO		https://espace.cern.ch/hse-administration/All%20documents/Keys_Cle_request.pdf
Stationery	GAO		
Material Request	Yourself		https://edh.cern.ch/Document/SupplyChain/DAI
Personal Matters			
Travel expenses reimbursement upon arrival (depends on status)	DAO		christel.paris@cern.ch
Internal Address and Phone registration	GAO		
Swiss card Application	Yourself		scan.documents@cern.ch
French card Application	Yourself/DAO	https://admin-eguide.web.cern.ch/en/procedure/french-cards	cards.service@cern.ch
Car Stickers	Yourself/ Bldg 55		access.registration@cern.ch
Employment attestation	Yourself		https://hrt.cern.ch/hrt/EmploymentAttestation
Change in family situation (birth, marriage, ...)	Yourself	https://admin-eguide.web.cern.ch/node/1106	https://edh.cern.ch/Document/Personnel/FamilySituationChange
School Fees Reimbursement	GAO	https://admin-eguide.web.cern.ch/en/procedure/payment-education-fees-ca12b	https://edh.cern.ch/Document/Claims/SchoolFees
Official Trip	GAO	https://admin-eguide.web.cern.ch/node/546	https://cds.cern.ch/record/1695193/files/voy_off_authorisation.pdf?
Mission Order	Yourself/GAO		https://edh.cern.ch/Document/General/MissionOrder
Travel expenses	GAO		https://cds.cern.ch/record/1695193/files/voy_off_authorisation.pdf? Page 2
Illness	GAO	https://admin-eguide.web.cern.ch/node/768	
Leave	Yourself	https://admin-eguide.web.cern.ch/node/730	https://edh.cern.ch/Document/Claims/LeaveRequest
Home Leave and Travel to the home station (depends on status)	Yourself	https://admin-eguide.web.cern.ch/en/procedure/travel-home-station-and-home-leave-travel-and-leave-family-reasons	
Local Address Change (private)	Yourself		https://edh.cern.ch/Document/Personnel/LocalAddressChange
Emergency contacts	Yourself		https://edh.cern.ch/Document/Personnel/EC
Training attestations	Yourself		https://hrt.cern.ch/hrt/TrainingAttestation
Overtime	Yourself/GAO		https://edh.cern.ch/Document/Claims/OVT
Safety Form OHS-0-0-3 Identification of Occupational Hazards	Yourself	https://admin-eguide.web.cern.ch/node/708	https://edh.cern.ch/Document/General/OHS
Access and Safety			
Access request (LHC, CERN car, tunnel authorization)	GAO/ Supervisor		https://edh.cern.ch/Document/ACRQ/
Dosimeters (Dosimetry Service)	Yourself		https://hse.cern/content/dosimetry/dosimeters
Self Rescuing Mask	GAO		
Safety equipment (helmet, shoes, ...)	Yourself/ GAO		https://edh.cern.ch/Document/MAG/
Training			
Safety courses (mandatory)	Yourself		https://sir.cern.ch
Training languages/Technical and Management Training	Yourself		http://hr-dep.web.cern.ch/LD/learning-development
External Training Request	Yourself/GAO		https://edh.cern.ch/Document/Personnel/TRN
Documentation			
HSE Unit Web site			http://hse.cern/
Administrative procedures	HR		https://admin-eguide.web.cern.ch/en
Staff Rules and Regulations	HR		https://admin-eguide.web.cern.ch/statut-et-ou-reglement
UNIQA Reimbursement	Yourself	http://hr-dep.web.cern.ch/chis/chis-claiming-reimbursement	https://cds.cern.ch/record/1999140/files/CHIS_F01%20-%20Claim%20or%20he%20reimbursement%20of%20medical%20expenses.pdf?version=2
Driving Licence CERN Vehicle	Yourself	https://admin-eguide.web.cern.ch/procedure/utilisation-dun-vehicule-prive-lors-de-deplacements-pour-les-besoins-du-service	https://edh.cern.ch/Document/General/DA
Tunnel authorization	Yourself		https://edh.cern.ch/Document/General/ACRQ
Miscellaneous			
Booking Conference Rooms	Yourself		https://indico.cern.ch/
Reporting incidents (printer, software,...)	Yourself		https://cern.service-now.com/service-portal/
Useful Applications			
EDH (leave, training, material request, ...)			https://edh.cern.ch/Desktop/
EDMS			https://edms5.cern.ch/cedar/plsql/cedarw.site_home
CERN Service Portal - easy access to CERN Services			https://cern.service-now.com/service-portal/
CERN Phonebook			https://phonebook.cern.ch/phonebook/#
MMM Services (IT)			https://mmmservices.web.cern.ch/mmmservices/

For any suggestions, please contact : christel.paris@cern.ch