

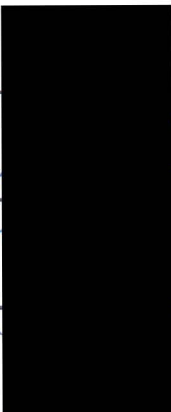
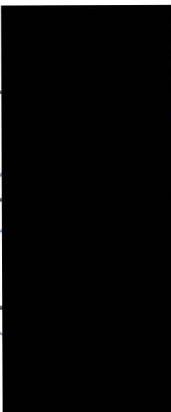
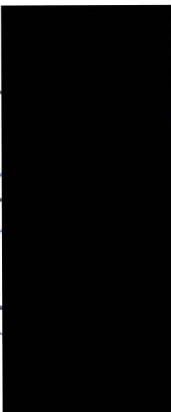
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## Entry conditions for outsources ELI-Beamlines



### Key words


Contractor, External entity

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## 1. Purpose of this Document

This Directive shall describe the rules, conditions and instructions regulating the entry to and movement within the premises and buildings of ELI Beamlines in Dolní Břežany by an external entity. Employees delegated to act on behalf of ELI vis-à-vis external entities are required to demonstrably make such entities aware of the present conditions. **For the purpose of this Directive, external entities shall denote any contractual organisation and institution carrying out work and services resulting from contractual obligations or individual orders.**

## 2. Scope

The present Directive and any obligations arising from this Directive shall apply in its entirety to all workplaces, departments and employees of the Institute of Physics with their place of work being ELI Beamlines in Dolní Břežany.

## 3. Definitions of Terms and Abbreviations

<b>ELI</b>	Extreme Light Infrastructure.
<b>OHS</b>	Occupational Health and Safety.
<b>Safety Team</b>	Qualified employees, designated by the employer to perform safety activities in the area of OHS and FP and EM.
<b>FP</b>	Fire Protection.
<b>EM</b>	Environmental management.
<b>Managerial employee</b>	Managerial employee shall denote an employee authorised to act on behalf of the employer at their respective management level vis-a-vis employees in junior positions.
<b>Contact person</b>	Employee assigned to communicate with a specific external entity.
<b>External entity</b>	Contractual organisation and institution carrying out work and services resulting from contractual responsibilities or individual orders.
<b>PPE</b>	Personal Protective Equipment.
<b>FPP</b>	Fire Prevention Patrol.

## 4. Associated / Reference and Applicable Documents

### 4.1. Internal Reference Documents

[1].	<i>EHS manual</i>	TC# 00142082
[2].	<i>Transportation and traffic directive</i>	TC# 00142071
[3].	<i>Fire Escape Plan</i>	TC# 00142349
[4].	<i>Fire Alarm Regulation</i>	TC# 00142348
[5].	<i>Waste Management</i>	TC# 00142895
[6].	<i>Chemical Safety Manual</i>	TC# 00142973
[7].	<i>Trauma Plan - Dealing with Occupational Injuries</i>	TC# 00142072

[8].	<i>Security organization ELI-Beamlines</i>	TC#00142359
[9].	<i>Radiation Protection Manual</i>	TC#00142983
[10].	<i>Laser Security Manual</i>	TC#00142979
[11].	<i>Gas Security Manual</i>	TC#00170954
[12].	<i>Safety Management System for works on lifting devices</i>	TC#00152996
[13].	<i>Code of Operation of the ELI Beamlines</i>	TC#00231110
[14].	<i>User Manual for Cleanrooms</i>	TC#00216023

## 4.2. Local Legislative Reference Documents

- [1]. *Labour Code 262/2006 Coll.*
- [2]. *Fire Protection Act 133/1985 Coll.*
- [3]. *Public Health Protection Act 258/2000 Coll.*
- [4]. *Act on assuring further conditions in the area of occupational health and safety 309/2006 Coll.*
- [5]. *Government Regulation laying down the scope and detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents 378/2001 Coll.*
- [6]. *Government Regulation, laying down detailed requirements for safe operation and use of machines, technical equipment, devices and tools 495/2001 Coll.*
- [7]. *Government Regulation on detailed requirements on workplaces and working environment 101/2005 Coll.*
- [8]. *Government Regulation on detailed requirements for occupational safety and health at workplaces involving a fall hazard 362/2005 Coll.*
- [9]. *Government Regulation laying down occupational health conditions 361/2007 Coll.*
- [10]. *Government Regulation on recording of injuries and reporting and dispatching records on injuries 201/2010 Coll.*
- [11]. *Government Regulation on health protection against non-ionizing radiation 291/2015 Coll.*
- [12]. *Government Regulation on the appearance, location and design of safety signs and the marking and introduction of signals 375/2017 Coll.*
- [13]. *Decree on professional competence in electrical engineering 50/1978 Coll.*
- [14]. *Decree on inspections, revisions and tests of gas equipment 85/1978 Coll.*
- [15]. *Decree stipulating reserved pressure equipment and laying down certain conditions to ensure their safety 18/1979 Coll.*

- [16]. Decree stipulating reserved lifting equipment and laying down certain conditions to ensure their safety 19/1979 Coll.
- [17]. Decree stipulating reserved gas equipment and laying down certain conditions to ensure their safety 21/1979 Coll.
- [18]. Atomic Act...263/2016.

## 5. List of Telephone Numbers

<i>ELI Beamlines Reception Desk</i>	<b>+420 266 051 109/ 266 051 111</b>
<i>ELI Beamlines Security Centre</i>	<b>+420 266 051 110/ 266 051 111</b>
<i>ELI Beamlines Safety Team</i>	<b>+420 245 001 363/266 051 290</b>
<i>ELI Beamlines Fire Emergency Contact Point</i>	<b>+ 420 607 087 749, 266 051 110</b>
<i>ELI Beamlines Environmentalist</i>	<b>+420 702 004 918, 266 051 365</b>
<i>Public Fire Brigade</i>	<b>150</b>
<i>Single European Emergency Number</i>	<b>112</b>
<i>Medical emergency service</i>	<b>155</b>
<i>Community (municipal) Police</i>	<b>156</b>
<i>Police of the Czech Republic</i>	<b>158</b>

\* For calls to be made outside from the internal ELI Beamlines network, please select the pre-code „0“.

## 6. Responsibilities and Competences

An employee assigned to communicate with a specific entity (hereinafter referred to as the "contact person") and any managerial employees at all management levels shall be personally responsible, within their scope of authority, for implementing, carrying out and/or checking the fulfilment of the responsibilities arising from the present Directive at all workplaces and departments.

### 6.1. General Responsibilities of ELI Beamlines Employees

The Head of Department or the contact person shall be responsible for presenting the "OHS, PF and EM Conditions for External Entities and their Employees Providing Services at the Premises of ELI Beamlines in Dolní Břežany" (Annex No. 3) and other relevant internal regulations to an external person or organisation.

Additionally, the Head of Department or the contact person shall be responsible for coordinating and checking any external organisations at the workplace and for addressing any problems that may arise in the area of OHS, FP and EM and consult such problems, if necessary, with any responsible employees.

#### 6.1.1. Procedures to Initiate an Activity by External Entity

To smoothly initiate an activity by an external entity, it is necessary to notify the Safety Team well in advance (min. 48 hrs). Based on this notification, the Safety Team will prepare the scope of the relevant training with regard to the activities of the external entity, the

schedule of the training and the respective number of entry cards. The notification shall specify:

- External entity's details (name, type of activity, etc.);
- Time frame for external entity's activity;
- Scope of access rights for External entity;
- List of specific workplace hazards of an external entity.

The notification shall be made using the Safety Help-desk Application (<https://helpdesk.eli-beams.eu/servlet/HelpdeskOverview?eid=Safety&lang=cs>)

Each time before starting a job, an external entity shall collect entry cards at the reception desk and shall return them after the job is complete. As some premises at ELI Beamlines are not covered by a mobile phone signal, the head of department or the contact person shall ensure that the external entity is provided with an internal phone line.

An external entity shall not be allowed to start their activity unless properly trained. As part of the initial training, an external entity shall be made aware of the responsibilities described in points 6.2, 6.3, 6.4, 6.5. The training is valid for 2 years.

The Legal Department or the Purchasing Department shall ensure that all external entities for which a contract or purchase order is being prepared and which are to provide their services at the premises of ELI Beamlines in Dolní Břežany sign Annex No. 3 of the present document and attach it to the contract or purchase order.

## 6.2. General Responsibilities of External Entities

- a) If an external employee or lessee is to be involved in a fire-safety activity or to perform such activity at the premises ELI Beamlines, draw up a binding agreement to identify hazards and specify the form of mutual cooperation as regards the completion of a contractual work or lease in terms of safety and fire protection. To be able to perform such activities, it shall be ensured that the contractor has demonstrably been made aware of how to adhere to any principles and measures required in terms of fire safety (mutual awareness of the ordering party and an external supplier as to what technologies are used). For this reason, an external entity should follow a technological procedure (or working instruction) to safely perform work (including machinery equipment) and should hand/take over a workplace in person on site;
- b) Perform only such work which is subject to a relevant contract or purchase order and for which they hold the required professional qualifications;
- c) Meet any specific conditions applicable to each workplace (safety zones, cleanrooms, etc.);
- d) Perform approved activities at designated workplaces - external employees shall have no access to any other areas of ELI Beamlines, except for the catering and sanitary facilities;
- e) Make it possible for the representatives of ELI Beamlines to check adherence to any relevant principles;
- f) Report, well ahead (min. 48 hrs.), any new employee who is to participate in the performance of any activity by an external entity Note: The relevant training shall be ensured by the Safety Team;
- g) Parking for external entities shall only be possible at designated parking lots at the premises of ELI Beamlines.

### 6.3. Responsibilities of External Entities in the Area of OHS

- a) To notify the contact person or the head of department of any planned activities and to agree on such measures to ensure the safety and occupational health of both external entities and ELI Beamlines employees;
- b) To inquire into details about any potentially hazardous locations at the workplace at which they are going to perform their work;
- c) To ensure, where necessary, that any place where injuries may occur (injuries, accidents, damage of devices, etc.) is duly designated (enclosed);
- d) Comply with any regulations associated with the work they are performing, in particular with the regulations adapted to ensure occupational health and safety;
- e) To enter and leave the premises of ELI Beamlines using only the SO 01 main entrance in order to collect and return entry cards and to move around the premises only along the routes identified during a training. While walking around the premises, to use caution; to use only prescribed roads, entrances and exits; not to enter or occupy any workplace to which they have not been assigned and not to enter or occupy any designated construction sites;
- f) To become familiar with the colour coding and to respect warning signs and inscriptions at the workplace;
- g) To refrain from bringing any alcoholic drinks or other narcotic substances to and/or consume/use such substances at the premises of ELI Beamlines. To refrain from arriving at the workplace under the influence of alcohol and/or other narcotic substances. The access to the premises is forbidden to any person under the influence of alcohol/narcotic substances;
- h) To undergo an examination carried out by delegated representatives of ELI Beamlines or a state body to determine whether or not an employee is under the influence of alcohol or other psychotropic substances;
- i) To maintain any handling and transport areas, emergency exits, access to fire extinguishers, electrical and other power distribution systems unobstructed;
- j) To use only machines, devices and tools which are regularly inspected, revised and in a good operational condition. Not to use damaged tools;
- k) To report immediately any damages to the equipment at ELI Beamlines which may occur as a result of their activities and/or any other damages which they detect in the course of their work to the contact person or the head of a workplace;
- l) Only move along dedicated routes. Car and van drivers are required to follow the applicable laws and regulations and the Traffic-Operation Directive;
- m) Observe the prohibition to use the reserved technical equipment owned by ELI Beamlines;
- n) To keep their workplace clean and tidy; to work without endangering / restricting and bothering other employees. To clean their workplace after completing their activity;
- o) To report immediately to the contact person and/or the head of department any injury which occurs in relation to an activity performed by an external entity and/or a sudden discomfort preventing further responsible exercise of the profession, or an accident or any other irregular event;



- p) To call upon the head of workplace and a representative of the ELI Beamlines Safety Team to take a part in the examination of an injury occurring to an employee of an external entity;
- q) To provide all their employees with PPE (adequate for the respective type of the service provided) when carrying out work in cleanrooms.

#### 6.4. Responsibilities of External Entities in the Area of Fire Protection

In terms of fire protection, ELI Beamlines is considered – given its specific fire characteristics - an environment with increased fire risk activities, therefore it is necessary:

- a) To carry out all activities as laid out in Article No. 133/85 Coll. and the Decree of the Ministry of Interior No. 246/2001 Coll., as amended (in particular the responsibility to ensure fire safety while carrying out activities with the risk of fire - § 15 of the Decree);
- b) To observe the smoking ban and the prohibition of using open flame at all premises of ELI Beamlines. Smoking is only allowed at reserved and designated premises;
- c) To weld or use open flame only following fire safety conditions are determined and complied with as laid out in the Ministry of Interior Decree No. 87/2000 Coll., as amended;
- d) To adhere to the principle that any welding work may only be carried out / open flame used at the premises following a prior instruction in writing is issued and after all measures as specified in the instruction are carried out. The instruction is issued by the Safety Team (or by a worker authorised by the Safety Team) of a workplace where the work is expected to be carried out; the Safety Team or the authorised worker must be informed about the commencement and the completion of the work. (If an external entity has arranged their own assistance patrol and surveillance which issues their own form – instruction, both documents need to be filled out);
  - a. To report such work at least 24 hours in advance and to duly fill out the "Instruction for work involving the use of open flame" (this instruction is available at the reception);
  - b. With respect to the character and specific activities at ELI Beamlines, such activities involve the following work – drilling, grinding, soldering, painting, etc. which pose a risk of creating dust and gas particles;
  - c. **If by failing to comply with its obligations, an external entity sets off a fire alarm and causes a subsequent evacuation, the entity will be charged for all the costs associated with the resetting of the alarm to its initial set-up;**
- e) Behave in such a way so as not to cause fire. If an external employee causes / detects a fire, he/she is required to extinguish the fire by all available means or, if needed, to call upon assistance. Fire Emergency Contact Point is located next to the main reception desk.
- f) To report to the Fire Emergency Contact Point any, even small scale fire (every unintended breakout) even when it was extinguished by you;
- g) To leave the hazardous area at ELI Beamlines if a fire alarm sets off (this is announced using an evacuation system) and to follow the instructions by the ELI Beamlines FPP;

- h) Prior to any work or activity, to become acquainted with the basic fire safety documentation applicable to the workplace (with the activities to be carried out) with an increased fire hazard (fire regulations, fire alarm guidelines, evacuation plan);
- i) To report to the head of the workplace or the contact person any hazardous substances (in particular flammable liquids, pressure vessels, etc.) expected to be left at the premises after a work shift ends. The purpose is to determine a safe storage;
- j) To become acquainted with the equipment with extinguishing agents at a workplace and with their use before starting work. If a fire extinguisher is required by a special regulation (e.g. welding regulation), an external entity is required to have their own (unless otherwise identified in the contract).

### 6.5. Responsibilities of External Entities in the Area of Environmental Management

- a) Waste (waste water) generated as a result of the activity of an external entity is the property of the external entity and as such it must be handled in accordance with the applicable legislation (sort out waste, collect separately in designated containers, prevent their leakage into the ground, water, sewer system, etc.) and must not endanger the health of employees, property or the environment;
- b) To assign a person to be responsible for the handling of any generated waste and to determine, in cooperation with the ELI Beamlines internal environmentalist, where and how such waste is to be disposed;
- c) An external entity is to store the waste at the designated location sorted by individual types. It is forbidden to store any hazardous waste to the designated locations. The taking over of any hazardous waste should be discussed in advance with the ELI Beamlines internal environmentalist. An external entity should maintain the rented premises clean and tidy;
- d) To notify the contact person or the head of workplace at ELI Beamlines of any expected handling of hazardous chemical substances (types of substances, or amounts); not to endanger the health of employees, property and environment at ELI Beamlines and to comply with any applicable legislation (employee training, designation, safety measures);
- e) To make sure that neither oil nor operational liquids leak from the vehicles and machinery used;
- f) In the event of an environmental hazard, to take measures immediately in order to avoid any further escalation of the environmental accident and to eliminate its causes and consequences;
- g) To report, without undue delay, any accident to the contact person or to the head of workplace. To call, if needed, the ELI Beamlines environmentalist;
- h) The costs to remove the consequences of an accident will be borne by the external entity which caused the accident.

## 7. The list of Annexes

- Annex 1** The list of ELI Beamlines internal regulations which any external entity and their employees must demonstrably be made aware of
- Annex 2** OHS, FP and Environmental Management Attendance Sheet
- Annex 3** OHS, FP and Environmental Management Attendance Sheet; Conditions of OHS, FP and Environmental Management for External Entities and their Employees providing services at ELI Beamlines in Dolní Břežany

## 8. Final Provisions

This Directive shall be binding for all employees of the Institute of Physics whose employment location, as specified by their employment contract, is ELI Beamlines, Dolní Břežany, and shall be relevant for any other persons and organisations that carry out their activities at the premises of ELI Beamlines and have been made aware of the provisions as laid out by this Directive.

## 9. Annex 1 The List of ELI Beamlines Internal Regulations that any External Entity and their Employees Must Demonstrably be Made Aware of

The below listed internal regulations shall be observed by external entities and their employees to the extent as determined by the Safety Team. Their provisions shall apply to an external entity and its employees throughout the whole duration of their engagement at ELI Beamlines. The list is available for reference at the main reception desk at ELI Beamlines

Title of a regulation/directive	Internal Id
<input checked="" type="checkbox"/> <i>EHS manual</i>	TC#00142082
<input type="checkbox"/> <i>Transportation and traffic directive</i>	TC#00142071
<input checked="" type="checkbox"/> <i>Fire Escape Plan</i>	TC#00142349
<input checked="" type="checkbox"/> <i>Fire Alarm Regulation</i>	TC#00142348
<input type="checkbox"/> <i>Waste Management</i>	TC#00142895
<input type="checkbox"/> <i>Chemical Safety Manual</i>	TC#00142973
<input checked="" type="checkbox"/> <i>Trauma Plan - Dealing with Occupational Injuries</i>	TC#00142072
<input checked="" type="checkbox"/> <i>Security organization ELI-Beamlines</i>	TC#00142359
<input type="checkbox"/> <i>Radiation Protection Manual</i>	TC#00142983
<input type="checkbox"/> <i>Laser Security Manual</i>	TC#00142979
<input type="checkbox"/> <i>Gas Safety Manual</i>	TC#00170954
<input type="checkbox"/> <i>Safety Management System for works on lifting devices</i>	TC#00152996
<input checked="" type="checkbox"/> <i>Code of Operation of the ELI Beamlines</i>	TC#00231110
<input type="checkbox"/> <i>User Manual for Cleanrooms</i>	TC#00216023

In the event of non-adherence to the aforementioned principles and the generally binding regulations, the representative of ELI Beamlines shall be entitled to discontinue any activity of an external entity at the premises of ELI Beamlines with immediate effect.

The authorised representative of an external entity acknowledges with his/he signature that he/she understands the aforementioned provisions and he/she agrees to comply with all specified points.

In Dolní Břežany, on.....

.....  
Name and last name of the  
representative of ELI Beamlines

.....  
Name and last name of the  
representative of ext. entity

.....  
Signature

.....  
signature



## 11. Annex 3 OHS, FP and Environmental Management Conditions for External Entities and their Employees Providing Services at ELI Beamlines, Dolní Břežany.

In particular in the area of OHS, Environmental Management and Fire Protection, an external entity and its employees shall:

- a) Carry out only such activities which fall within the scope of the subject of the contract and move only by designated routes. The access to other premises shall be forbidden for external employees;
- b) satisfy any generally applicable regulations in the area of OHS, FP and Environmental Management in the CR and any ELI Beamlines Internal regulations that they were made aware of, and allow an employee assigned by the ordering party to check their compliance;
- c) Exchange the register / list of risks (between an external entity - ELI Beamlines) during the initial training given by an ELI Beamlines representative;
- d) ensure that all own employees were demonstrably made aware of the principles and internal regulations (unless they were trained by an assigned ELI Beamlines employee, e.g. during personal changes);
- e) Provide all their employees with the PPE (adequate for the given type of works being delivered).
- f) designate their employees for reasons of easier identification (e.g. using a reflexive safety vest, uniform);
- g) report the expected time-frame for job completion;
- h) submit for verification the list of names of employees to work at ELI Beamlines;
- i) report all events directly related to the safety (injury, accident, damage of the contractor's equipment) which occurred during the completion of the work;
- j) On request, an employee of an external entity shall be obliged to undergo alcohol (or other narcotic substances) breath testing;
- k) In the case of working on dedicated technical equipment (technical pressure equipment, lifting, electrical and gas equipment) within the scope of Act No. 174/1968 Coll., on state expert surveillance of occupational safety, any external workers are required to proof their professional qualification (by a copy of a certificate) to the extent of the work performed. Without submitting the required certificates, the work will not be allowed to begin;
- l) notify the responsible ELI Beamlines employees in advance of any risk activities and fire-hazard substances and materials situated at the premises of ELI Beamlines that they use; to submit fire technical characteristics (Material Safety Data Sheets) of such substances and materials, including the details about their amounts deposited at individual workplaces;
- m) Maintain all installed fire protection equipment located in the ELI Beamlines buildings they use in operational condition in accordance with the applicable fire protection regulations. Fire protection equipment means the following: electric fire alarm, fire doors, fire dampers, fire hydrants, fixed or semi-stable fire extinguishers and fire extinguishers;
- n) Observe conditions specified for ELI Beamlines by sewer regulations of the Dolní Břežany community council. An increase of the fees and any financial compensation for water contaminations evidently caused by an external entity will be borne by such entity;
- o) The responsibilities and rules in the area of OHS, FP and environmental management and any other related rules which were communicated to the representatives of an external entity and their workers during the initial or periodical trainings are binding for all workers of an external entity;
- p) If an external entity or their workers are to be involved in or perform any fire safety activities at the premises of ELI Beamlines, the Institute of Physics of the CAS, v.v.i., and an external entity shall establish an agreement in writing, identifying any specific risks and set up a mutual cooperation to perform any key activities at the ELI Beamlines premises in the area of safety and fire protection. By acknowledging the agreement on the part of the authorised representatives of both parties, the agreement shall be legally binding.

In Dolní Břežany, on.....

On behalf of the external entity: .....

On behalf of ELI Beamlines: .....