Safety Training
in a Nutshell

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Safety Training Service

Director General

Internat. Relations

Accelerators & Technology

Research & Computing

Finance & Human Resources

Departments

SR  ECO  BE  EN  TE

EP  TH  IT

FAP  IPT  SMB  HR

ALICE
CMS
LHCb
ATLAS
Experiments

Occupational Health & Safety
Radiation Protection
Controls & Environment Protection
Fire & Rescue Service
Training & Coordination
Safety Training

Groups

Sections

Personnel
Safety Training Service Organisation

Projects:
- Learning Hub
- ST Centre

Activities:
- Programme Design
- Session Coordination
- Centre Operation

Resources:
- Personnel
- Infrastructure
- Budget

Experts:
- Workplace OHS-0-0-3
- Access ADaMS
- Authorisation
- Work Declaration IMPACT
- Safety Roles SR-SO

External Services:
- IT Services
- Communication Service
- Translation Service
- Design Service
- Learning & Development
- Site Management and Buildings
- Dosimetry Service
- Registration Service
- User Office
- Service Desk
- CERN Store
- Procurement Service
- Transport Service
- Shuttle Service
- Training Providers

Managers:
- Team Leader
- Complex Manager
- Project Leader
- Contractor
- Supervisor
- EXSO
- DSO
- LEXGLIMOS

Learners:
- Team
- Learners
- Int/Ext Trainers
- Safety Inspections
- Incident Follow-up
- Legacy Safety Rules
- Int/Ext Trainers
- Topic Owners
- Governing Bodies
- Safety Training at other Labs
- Access Management
- HSE Management
- Risk Assessment

Programme Design
Session Coordination
Centre Operation
• ATEX
• Respiratory Protective Equipment
• Awareness
• Accreditation
• Lockout
• F-gas
• Fire Extinguisher
• Large Experiments
• Experiments
• Beam Facilities

• Machine Driving
• Cryogenics
• Laser
• Magnetic Fields
• Awareness
• RP - Areas
• RP Experts
• PP Officers
• Defibrillator
• Emergency Evacuation
• Noise
• Manual Handling
• ODH Detector
• Self-Rescue Mask
• TETRA
• First Aider
• Safety at CERN
• Safety in projects
• TSO
• Workshop Operator
• Confined Space
• IMPACT
• Scaffolding
• Waste Management
• Working at heights
• Works and services Supervisor
Creation of Training Programme

Request
2 weeks
• Snow ticket
• Kick-of meeting (Requestor, ST, SME, ...)

Specifications
2 weeks
• Definition of objectives, target audience, etc...
• Verification of requirements
• Assessment from SME
• Approval from HSE-MB

Training Plan
4 weeks
• Outline of content and instructional methods
• Validation from SME

Development
4...8 weeks
• Content gathering and drafting (SME, topic owners...)
• Design and creation: slides, exam, instructional material, handouts, etc.
• Feedback loop with SME

Validation
2 weeks
• Pilot session or Test phase
• Check technical environment, practical means, etc.
• Feedback loop with trainers and/or testers
• Liaison with SME as required

Finalisation
2...4 weeks
• Implementation of changes
• Translation into 2nd official language
• Validation from SME

Operation
• Official communication at implementation
• Switch to Safety Training "Session Coordination" service

Revision
• Triggers: feedback, supervision, changes (rule...)
• Periodical, ad-hoc
• Refurbishment (redo full process)
• Liaison with SME