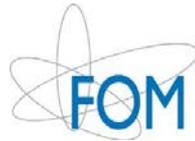


**Proactive approach for
Safety and Environment
for new scientific projects
(large and medium sized)**



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Summary

Introduction and aim

Working with and on scientific setups involves risks. If safety and the requirements for permits are considered at an early stage then risks can be tackled at their source as much as possible and a timely start can be made with applying for permits (if necessary). Risks should be itemised in the planning phase and measures to reduce these risks should be established. This will allow safety measures to be taken before the project is realised/operational.

A brief step-by-step plan is given below. Each step is described in greater detail in the report. The measures proposed are in part determined using the checklists given in the annexes.

Steps per project

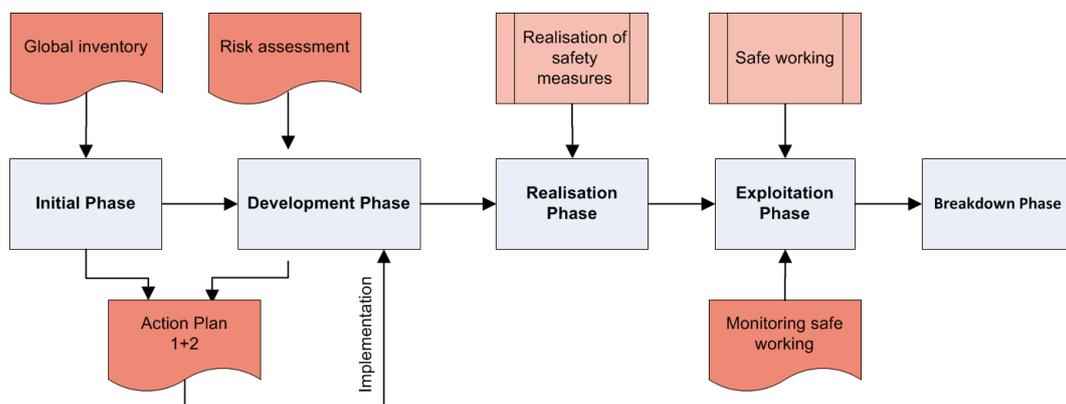
Appoint responsible persons

1. For each scientific project a person responsible for health and safety is appointed, for example the project leader. This is done by the person bearing overall responsibility for the institute (institute director) or by the management team on his or her behalf.
2. The health and safety officer is informed of each project as soon as it is initiated. He or she provides advice supported by the person responsible for the project and will ensure that the procedure described below is followed.

Realisation of safety measures

Appropriate safety measures are realised in each phase of a project.

3. In the **Initial Phase** the need for permits and the overall safety and training requirements are considered. Together with the health and safety officer the project leader goes through Checklist 1 and realises the measures that emerge from this such as permit applications or modifications to the programme of requirements. Detailed description can be found in chapter 6.
4. In the **Development Phase** the activities are known on paper. Together with the health and safety officer the project leader performs a risk assessment of these plans. A checklist has been developed for this in Annex 2. The Action Plan emerging from this is used to modify the plans in this phase. Detailed description can be found in chapter 6.
5. In the **Realisation Phase** the safety measures determined in the Development Phase are realised. Detailed description in § 6, page 6.
6. In the **Exploitation Phase** the work can in principle be realised safely. The health and safety officer will regularly check whether the safety measures are still adequate. Detailed description can be found in chapter 6.
7. The **Breakdown Phase** has already been taken into consideration in the Development Phase so that it is known in advance that the facility can be broken down safely. Detailed description can be found in chapter 6.



Approach

1. Aim

By paying attention to safety and environmental aspects and requirements from the planning stage of a scientific project (hereafter referred to as project) onwards we want to ensure that:

- fewer or no delays occur by being informed in good time of the statutory requirements (including, for example, applying for permits in good time);
- the safety in the work situation improves as a result of which the risk of accidents decreases;
- the necessary costs for safety and the environment can be included in advance in the budget;
- consequently fewer costs for working conditions are incurred in retrospect and the operational reliability increases.

2. Which projects are covered (scope)

a. All large and medium-sized scientific projects that are realised within or under the responsibility of the institute. Small projects follow a shortened procedure.

b. Changes to projects and setups.

If projects (or the associated setups) are modified such that the risks for the environment or safe working change then the health and safety officer will determine whether the modification falls under this procedure or whether a shortened procedure is sufficient.

3. Starting points

- Each project can be divided into phases: Initial Phase, Development Phase, Realisation Phase, Exploitation Phase and Breakdown Phase (see Figure 1). Sometimes phases overlap each other. If the facilities or equipment are reused then the last phase is omitted.
- For each phase in each project an employee (e.g. the project leader) is responsible for the safety. This employee discusses the actions for safe working with the department safety officer and the health and safety officer and makes use of their knowledge.

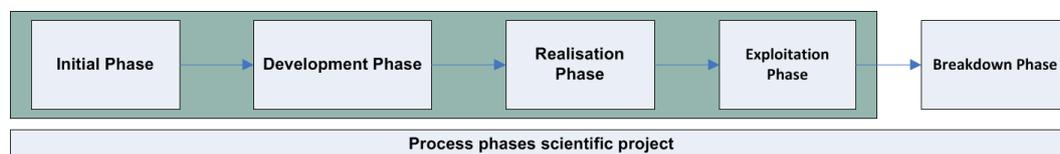


Figure 1: Project phasing

4. Responsibilities, tasks and procedure

The scientific director of the institute is responsible for working conditions at the institute. As soon as a project is established:

- the director/MT appoints an employee (project leader) who is responsible for the working conditions for the project;
- the director/MT (together with or without the project leader) informs the health and safety officer about the project;
- agreements are made according to Table 1 (page 11);
- the project leader is responsible for implementing optimal working conditions and environmental requirements during the project;
- the department safety officer and health and safety officer are responsible for supplying the knowledge required for realising optimal working conditions;
- the health and safety officer is responsible for the development of the procedures. He or she communicates with the project leader and the members of the project group.

Figure 2 shows the general project organisation with the associated responsibilities.

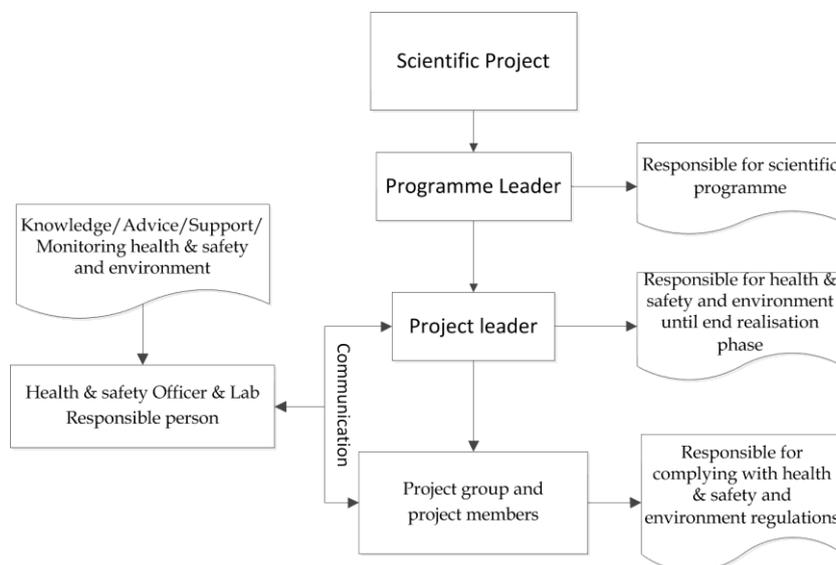


Figure 2: General organigram project organisation

5. Projects realised outside of the FOM institutes (in the Netherlands or abroad)

Some projects are fully or partially realised at another laboratory in the Netherlands or abroad. This usually concerns the Exploitation and Breakdown Phases but sometimes the Realisation Phase as well (partially or in its entirety). Parts of the project that are realised at the institute (usually the Initial and Development phases and sometimes the Realisation Phase as well) fall under this procedure.

For work realised elsewhere the local rules apply. It should be investigated *in advance* if the local safety rules and facilities satisfy the prevailing legislation. For work outside of the Netherlands, the European Directives (= legislation) are the minimum standard that applies. The health and safety officer can use Checklist 2 as an aid for this (annex 2).

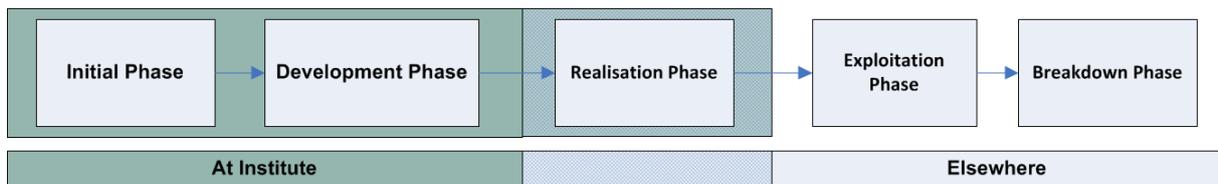


Figure 3: Project phasing for projects realised elsewhere

6. Detailed description tasks for safety in the various project phases

(Overview in Figure 4 and Table 1)

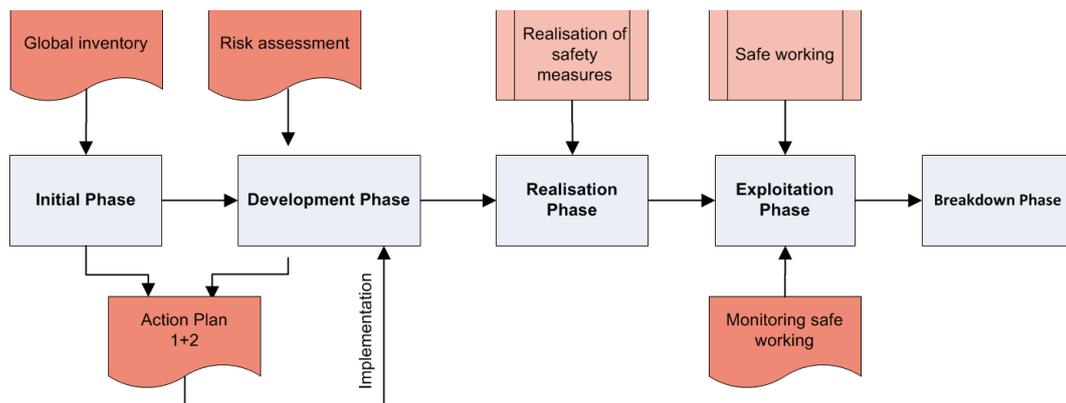


Figure 4: Activities for project phases of a scientific project

INITIAL PHASE

- *Aim*
This phase provides a rough outline of the activities. The statutory requirements are considered within the context of the Dutch Nuclear Energy Act and environmental permits and any possible specific regulations from the Dutch Working Conditions Act or any other legislation related to this. An overall examination of the applicable safety aspects, guidelines and standards, the knowledge needed to realise the activities in the Realisation and Exploitation Phases and the safety facilities needed in the Breakdown phase will also be performed.
- *Persons involved with health and safety and the environment*
 - The project leader (or the person appointed by the director/MT) is responsible for the health and safety and environmental obligations.
 - The health and safety officer monitors, advises and supports the person responsible for the project in completing checklists, and in setting up and realising the action plan (see below).
- *Consultation and communication*
During the project meetings, health and safety and the environment are a fixed item on the agenda.
- *Completing checklists and realising the action plan*
In consultation with the health and safety officer the person responsible for the project modifies Checklist 1 (annex 1) with specific subjects and then completes the checklist. They subsequently draw up the action plan together if this is applicable. The person responsible for the project ensures that the action plan is realised. The health and safety officer supports him or her in this.
- *Applying for permits*
The project leader provides the information needed to apply for the various permits. Permits are applied for under the supervision of the health and safety officer. If the application is made by the health and safety officer then this person is also responsible.

DEVELOPMENT PHASE

- *Aim*

During the development phase the outline is elaborated into concrete ideas and a more detailed description of the project. This information is used to carry out an initial risk analysis. The outcomes of this analysis can be used to take preventative safety measures. In this phase, due consideration is also given to the safety facilities during the Breakdown Phase.

- *Persons involved with health and safety and the environment*

- The project leader (or the person appointed by the director/MT) is responsible for the health and safety and environmental obligations.
- The person responsible for the project ensures that the risk assessment is realised.
- The health and safety officer monitors, advises and supports the person responsible for the project in completing checklists, and in setting up and realising the action plan.
- Workgroup members are also involved in realising the safety aspects from the action plan.

- *Consultation and communication*

During the project meetings, health and safety and the environment are a fixed item on the agenda. The risk analyses and risk-reducing measures are discussed. These are subsequently incorporated into the project description.

- *Realising the Risk Assessment (in Dutch the RI&E)*

In consultation with the health and safety officer the person responsible for the project applies Checklist 2 (annex 2) (if wished) and fills this in. Then the person responsible for the project and the health and safety officer draw up the action plan. Next the development plan is modified to include measures from the action plan.

- *Safety in the Breakdown Phase*

In the risk assessment it is determined whether safety measures needed for the Breakdown Phase must be adopted in the design. The person responsible for the project will ensure that the costs for this are included in the budget.

REALISATION PHASE

- *Aim*

In the realisation phase the project is taking shape. During this phase all aspects from the action plan concerning working conditions are implemented.

- *Persons involved with health and safety and the environment*

- The project leader is responsible for implementing the safety aspects from the action plan and writing the protocols and regulations for safe working. He/she is also responsible for realising another risk assessment if new risks become evident and for updating the action plan.
- The health and safety officer together with the lab responsible person monitors the progress of the realisation of the action plan and determines if the emergency response plan needs to be modified.
- The workgroup members implement all safety aspects from the action plan together with the lab responsible persons.
- The user is involved in the realisation of user recommendations.

- *Consultation and communication*
During the projects meetings, health and safety and the environment are a fixed item on the agenda. In this the progress made in realising the action plan and the implementation of the risk-reducing measures is discussed. Recommendations from the user for safe working in the exploitation phase are also included.
- *Realisation action plan and RI&E*
In the Realisation Phase the action plan arising from the risk assessment is realised as described in the Development Phase. In addition, the health and safety officer regularly checks whether no new risks have been introduced during the realisation of the setup. For new risks that are not acceptable measures are determined and subsequently included in the action plan.
- *Emergency response plan*
Each institute has an emergency response plan, which states how any remaining risks are tackled. The aforementioned RI&E and the associated action plan will reveal whether the project introduces any new remaining risks (risks that are not sufficiently resolved). If necessary, the health and safety officer will modify the emergency response plan.
- *Informing employees and others involved or affected*
The users and the employees will be informed about the setup during this phase. One aspect of the information provision concerns the safety measures and what is expected from people during emergency situations.
- *Setting up procedures and regulations for health and safety and the environment*
If applicable then during the Realisation Phase the project leader makes a start with writing the procedures and regulations for safe working. Aspects from the RI&E form the basis for this. The prevention officer and the health and safety officer support him/her in this.

EXPLOITATION PHASE

- *Aim*
In the Exploitation Phase the scientific project becomes operational. In this phase the safety measures are maintained by means of a periodic audit.
- *Consultation and communication*
In this phase the project meeting more closely assumes the character of a standard work meeting. Working conditions is a fixed item on the agenda. If, however, the action plan from the previous phases is realised correctly the content of this point is limited.
- *Persons involved with health and safety and the environment*
 - The workgroup leader is responsible for safe working in the workgroup.
 - All employees are responsible for safe working and for reporting unsafe situations. They follow the instructions and procedures for safe working.
 - The lab responsible person supports them in this.
 - The health and safety officer advises on and monitors safe working in the working environment.
- *Project modifications*
If as a result of modifications to the project the safety risks for the activities or the environment change then the risks will be redetermined. It will also be determined whether changes to the various permits are required. The person responsible for the project determines together with the health and safety officer and the lab responsible person whether measures need to be taken.

- *Registration of technical inspections and routine checks*
Scientific setups are subject to change. The health and safety officer regularly inspects the activities in the user phase for safe working. This is based on statutory requirements or from the viewpoint of general safety.

BREAKDOWN

- *Aim*
After the scientific project has been completed the facilities, materials and/or equipment are broken down, disposed of or used for other purposes. If the facilities and/or equipment are broken down or disposed of then new risks for safety and the environment can come to light that once again require attention. In the Initial Phase an estimate of the risks in this phase has already been made. During the realisation of the design and the choice of materials the safety and environmental impact are taken into account. If this phase concerns a large project that can be divided into project phases, all phases in this procedure will be completed as if they are a new project.
- *Persons involved*
 - The person responsible for the project ensures that the dismantling or demolition of the facilities proceeds safely and the statutory environmental requirements (for example from the environmental permit) are satisfied.
 - The health and safety officer advises and supports the person responsible for the project.
 - The workgroup members involved in the demolition follow all of the instructions for safe working.
 - If applicable, an external party is involved.
- *Consultation and communication*
Health and safety is a fixed item on the meeting agenda. All involved (including the external party) take part in this meeting. The action plan (see below) and the progress made with this are discussed during this meeting. If an extensive demolition is involved then in consultation with the party hired in, so-called toolbox meetings will regularly take place.
- *Realisation action plan and risk assessment*
The person responsible for the project is responsible for the health and safety aspects with respect to the breaking down of the project. Together with the health and safety officer, they realise a risk assessment according to Checklist 3 (annex 3) and draw up the action plan before the activities start. The risks from the action plan are reduced to an acceptable level before a start is made with dismantling or demolishing the facilities.

Table 1 Overview project phases and tasks for safety and environmental prevention

Project phases	Tasks for safety and environment medium-sized project
Initial Phase <i>Approved project outline</i>	<ul style="list-style-type: none"> ▪ Assess legislation and regulations ▪ Assess competence ▪ Budget health and safety costs
Development Phase <i>Approved and elaborated project</i>	<ul style="list-style-type: none"> ▪ Identification of dangers ▪ Risk estimation / risk assessment ▪ Drawing up action plan ▪ Information plan ▪ Inclusion action plan in the planning ▪ Drawing up training plan ▪ Budget health and safety costs if more is known after the Initial Phase
Realisation Phase <i>Project with elaborated plans Preparation for exploitation phase</i>	<ul style="list-style-type: none"> ▪ Implementation action plan ▪ Determination of remaining risks ▪ Modification emergency response plan ▪ Informing employees (and others involved and affected) ▪ Training employees ▪ Writing procedures and protocols
Exploitation Phase <i>Project realisation</i>	<ul style="list-style-type: none"> ▪ Periodic audits ▪ Routine technical checks ▪ Reporting dangerous situations
Breakdown Phase <i>Breakdown and/or disposal of specific equipment or materials</i>	<ul style="list-style-type: none"> ▪ Allow for the Breakdown Phase in the design (Preparation and Realisation Phases) ▪ Risk assessment and action plan ▪ Treat as a separate project if it is a large project

Text highlighted in red is also realised in the current situation but in a later phase as a result of which the measures are often less structured and sometimes too late.

7. References

- Wetenschappelijk onderzoek en arbeidsomstandigheden, scriptie Studie Hogere Veiligheidskunde, Marcel Vervoort, 2006 [in Dutch]
- Safety Policy at CERN, SAPOCO 42, revised edition November 2006
- Safety Guides for Experiments CERN, H 6, revised edition December 2005
- Manual Safety Report System Delft University of Technology, 2005
- Risico-inventarisatie en -evaluatie Opstellingen, Eindhoven University of Technology 2007 [in Dutch]

Abbreviations used

EMC Directive	Electromagnetic Compatibility, European directive for equipment and installations with electrical and electronic components
MT	Management team
RI&E	Risk Inventory and Evaluation. This establishes which safety risks are associated with the activities. Risk-reducing measures are adopted for unacceptable risks.
H&S plan	Health and safety plan, necessary for new constructions and refurbishments

Annexes

1. Checklist 1, Safety and environment in the Initial Phase
2. Checklist 2, Risk assessment Development Phase
3. Checklist 3, Safety and Environment Breakdown Phase
4. Overview responsibilities for health and safety and the environment during the development of a new project

Procedure

- The following checklist is completed by the person responsible for the project together with the health and safety officer.
- The action plan that emerges from the table below is drawn up in collaboration with the health and safety officer.
- The management team are informed.

Date checklist completed:
Project name:
Name person responsible for the project:
Name health and safety officer:

		yes	no	what to do	when	by who
1	Permits*			▪	▪	▪
1.1	Dutch Environmental Management Act ▪ Reporting, expansion / renewal Environmental permit ▪ Noise nuisance ▪ Dangerous substances: storage and emission air, water, soil, biological agents			▪	▪	▪
1.2	▪ Dutch Pollution of Surface Waters Act			▪	▪	▪
1.3	Buildings Decree ▪ Sustainable construction			▪	▪	▪
1.4	Dutch Nuclear Energy Act (KEW) ▪ Reporting, expansion / renewal permit			▪	▪	▪
1.5	Relevant European directives:					
1.5.1	▪ Simple Pressure Vessels Directive			▪	▪	▪
1.5.2	▪ EMC Directive			▪	▪	▪
1.5.3	▪ Low Voltage Directive			▪	▪	▪
1.6	▪			▪	▪	▪
2	Safety risks that are already known in this phase and are important					
2.1	▪			▪	▪	▪
2.2	▪			▪	▪	▪
3	Training required					
3.1	▪			▪	▪	▪
3.2	▪			▪	▪	▪
4	Facilities for Breakdown Phase					

4.1	▪ In design			▪	▪	▪
4.2	▪ Upon purchase			▪	▪	▪

* If a building permit and an environmental permit application are needed then these should be coordinated.

Procedure

- The following checklist is completed by the person responsible for the project together with the health and safety officer.
- The action plan that emerges from the table below is drawn up in collaboration with the health and safety officer.
- The management team are informed.

1 Identification			
Name of equipment or project			
Project number (if relevant)			
Equipment builder		Position of builder	
Responsible researcher			
Facility manager			
Section		Section leader	
Building + room no.		Date	
Users			
<i>Any persons who are not shown above may only use the equipment with the agreement of, and after instruction by, the equipment builder as named above.</i>			

2 Description of the equipment and / or work
<i>State here: purpose, duration, schedule, working method(s), actions to be carried out etc. If possible add a photo or drawing.</i>
Insert here or add as Appendix.

3 Equipment to be used in the (fixed) installation
<i>State here: equipment used, (simplified) process chart, relevant circuits, technical safety measures, piping, cables, the measurement and control method used, emergency stop facilities, chemicals used, layout of the equipment in the working area etc. Which critical components are custom made and which are purchased as standard components? If possible add a plan of the working area.</i>
Insert here or add as Appendix 2.

4 Identification of hazards and safety measures				
Are hazards expected to arise in carrying out the planned work?	Yes	No	Explanation of the hazard (give a short description here of the hazard, specifying the nature of the hazard, conditions, actions taken etc.)	Measures to control hazards while carrying out the work (give a short description here and/ or reference to a report or memo of the safety description)
a. Fire and explosion hazard (H200 – H290, i.e. H2xx and [fine] particulates)				
b. High or low temperatures (surfaces, substances, working area)				
c. High pressure / equipment under pressure				
d. Hazardous substances (general)				
e. Carcinogenic substances (H340, H341, H350, H351)				
f. Substances toxic to reproduction (H360, H361, H362)				
g. Allergenic substances (H317, H334, H203, H204, H205, H208)				
h. Gases and gas bottles				
i. Bacteria, parasites and fungi or related (waste) products				
j. Genetically Modified Organisms (GMOs)				
k. Non-ionizing radiation (ELF, UV, IR or laser)				
l. Ionizing radiation (X-ray, radioactive substances)				
m. Electricity (high voltage or electrocution hazard)				
n. Harmful noise & vibrations (> 80 dB(A))				
o. Long-term static loads or extreme positions				
p. Repetitive movements				
q. Trapping, cutting, crushing				
r. Other mechanical hazards				
s. Controls				
t. Risk of falling (≥ 2.5 m height)				
u. Human factors				
v. Cleanliness and tidiness				
w. Other (please state)...				

5 Hazards arising in special situations				
Are hazards likely to arise as a result of external and/or special situations	Yes	No	Explanation of the hazard (give a short description here of the hazard, specifying the nature of the hazard, conditions, actions taken etc.)	Measures to control hazards while carrying out the work (give a short description here and/or reference to a report or memo of the safety description)
a. Electrical fault				
b. Fault in water supply or drainage				
c. Fault in gas or compressed air supply				
d. Fault in ventilation or air extraction system				
e. Fault in control systems				
f. Blockage or isolation of equipment				
g. Leakage or breakage in equipment or samples				
h. Changes in reaction or test conditions				
i. Presence of unauthorized persons				
j. Storage / transport of resulting substances / samples				
k. Filling of equipment				
l. Starting-up and/or building of equipment				
m. Ending of the work and/or dismantling of the equipment				
n. Cleaning and/or maintenance of the equipment				
o. Long-term concentration				
p. Long working hours / overtime				
q. Combination with work by third parties				
r. Closed area (tank, underfloor area etc.)				
s. Storage / disposal of (by-) products				
t. Waste disposal				
u. Other (please state)...				

6 Risk groups and risk aspects			
<i>State which groups of persons may possibly come into contact with the equipment/machine, what risks arise and how the risks can be reduced.</i>			
	Yes	No	Explanation
a. Young people aged < 18			
b. Other language speakers			
c. Maintenance/repair personnel			
d. Visitors			
e. Cleaning staff			
f. Interns/temporary staff			
g. Persons working alone			
h. Pregnant women			
i. Women of child-bearing age			
j. Persons with special needs			
k. Security staff / BHV (emergency help) department			
l. Other (please state)...			

7 Occupational health and safety, environment, working areas and procedures				
	Yes	No	n.a.	Explanation
<i>Aspects relating to working areas</i>				
a. Air extraction/ventilation adequate				
b. Fire alarm adequate				
c. Lighting adequate				
d. Emergency lighting installed				
e. Emergency exits in order				
f. Specific emergency help facilities available				
g. Storage of hazardous substances according to 'Publicatiereeks Gevaarlijke Stoffen no.15'				
h. Marking of the working area and equipment meets requirements (pictograms etc.)				
i. Protection against unauthorized persons adequate				
<i>Instructions and procedures</i>				
j. Information/instruction provided to involved persons				Date:
k. Working instructions with safety instructions available at workplace				
l. Instructions available for working alone				
m. Technical file complete and manual available				
n. Personal protection equipment of good quality				
o. Wearing of safety glasses / hearing protection / safety clothing / safety shoes mandatory (delete				

non-applicable items)				
p. Reporting to BHV (emergency help) department required				
q. Switching-off smoke detectors necessary				
r. (Periodical) approval and maintenance laid down				
s. ...				
t. ...				

8 Remarks by project leader / health and safety officer / other....

9 Signed for agreement					
In the opinion of the undersigned, the risk management measures are appropriate to the risks					
Equipment builder		project leader		occupational health and safety officer	
Name		Name		Name	
Date		Date		Date	
Initials		Initials		Initials	
<i>The section leader is responsible for the implementation of the agreements as laid down in this Risk assessment form</i>					
Copies: Equipment builder Lab responsible person Section leader occupational health and safety officer head of the emergency response team					

Annex : Description of the equipment or work
Annex : Equipment to be used in the fixed installation

Route

- The following checklist is completed by the person responsible for the project together with the health and safety officer.
- The action plan that emerges from the RI&E is drawn up in collaboration with the health and safety officer.
- The management are informed.

Complete what is relevant.

Add unforeseen risk subjects.

Date checklist completed:
Project name:
Name person responsible for the project:
Name health and safety officer:

		yes	no	what to do	when	by who
1	Legislation and regulations					
1.1	Dutch Environmental Management Act ▪ Reporting/changes to Environmental permit			▪	▪	▪
1.2	Buildings Decree ▪ Demolition permit			▪	▪	▪
1.3	Dutch Nuclear Energy Act ▪ Reporting, changes to Permit			▪	▪	▪
1.4	Dutch Environmental Management Act ▪ Dangerous substances: storage and emission air, water, soil			▪	▪	▪
1.5	Dutch Noise Abatement Act			▪	▪	▪
1.6	Dutch Pollution of Surface Waters Act			▪	▪	▪
1.7	Asbestos inventory			▪	▪	▪
1.8	Drawing up H&S plan (Mobile Workplaces Decree)			▪	▪	▪
1.9	Other			▪	▪	▪
2	Project-specific risks (Dutch Working Conditions Act)					
2.1	▪ (Temporary) modification Emergency Response			▪	▪	▪
2.2	▪ Physical risks			▪	▪	▪
	▪ Hoisting, lifting			▪	▪	▪
	▪ Working at a height			▪	▪	▪
	▪ Electricity			▪	▪	▪
	▪ Dangerous substances (use, storage and waste)			▪	▪	▪
	▪ Non-ionising radiation			▪	▪	▪

		yes	no	what to do	when	by who
2.3	▪ H&S plan (if applicable)			▪	▪	▪
	▪ Emergency exits			▪	▪	▪
	▪ Fire-extinguishing equipment			▪	▪	▪
	▪ Electricity cables through the building			▪	▪	▪
	▪ Electrical work equipment			▪	▪	▪
	▪ Working on ladders and scaffolding			▪	▪	▪
	▪ Working with dangerous substances			▪	▪	▪
	▪ Personal protection measures			▪	▪	▪
	▪ Sounds			▪	▪	▪
	▪ Hoisting and lifting			▪	▪	▪
	▪ Physical strain			▪	▪	▪
	▪ Working in closed spaces			▪	▪	▪
	▪ Waste			▪	▪	▪
	▪ Discharge wastewater			▪	▪	▪
	▪ Other			▪	▪	▪
3	Break down specific risks					
	▪			▪	▪	▪
4	Information and education					
4.1	Information emergency response			▪	▪	▪
4.2	Information for employees doing demolition			▪	▪	▪
4.3	Information for others involved and affected			▪	▪	▪

ANNEX 4

Overview of tasks and responsibilities for health and safety and the environment during the development of a new project

Position	Realisation /Responsibilities	Phase
Scientific director	<ul style="list-style-type: none"> • Overall responsibility for health and safety at the institute. • Appoint person responsible for the project (usually the project leader). • Informs health and safety and environmental officer. 	Initial Phase Preparation Phase
Person responsible for the project	<p>Responsible for health and safety and environment for the project.</p> <ul style="list-style-type: none"> • Discusses with the health and safety and environment officer the actions to be taken for the inventory and the reduction of possible risks. • Ensures realisation of the action plan. • Communicates with users and other people involved. • Ensures the drawing up of work protocols for health and safety and the environment in the Exploitation Phase. 	Initial Phase Development Phase Realisation Phase Exploitation Phase
Health and safety officer	<p>Informs and supports the person responsible for the project and monitors the realisation of the action plan.</p> <ul style="list-style-type: none"> • Supports the person responsible for the project with completing the checklist for the risk inventory. • Supports and advises the person responsible for the project in drawing up the action plan. • Monitors the progress and realisation of the action plan. • Modifies the emergency response plan (temporarily). 	Initial Phase Development Phase Realisation Phase Exploitation Phase
Lab responsible person	<p>Informs and supports the person responsible for the project. Works together on:</p> <ul style="list-style-type: none"> • completing the checklist for the risk inventory; • realising the action plan ; • drawing up the work protocol for health and safety and the environment. 	Initial Phase Development Phase Realisation Phase Exploitation Phase
Employee	<p>Responsible for the safe realisation of the activities.</p> <ul style="list-style-type: none"> • Makes proposals for safe and healthier ways of working. • Follows the work protocols and instructions for health and safety and the environment. • Is involved in the implementation of the action plan. 	Realisation Phase Exploitation Phase