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# Security, Health & Safety

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# Emergency instructions

for English speakers :

112

**Consignes de sécurité**

**Incident**  Fumée, odeur suspecte, chute d'objet... 01 40 51 23 06

**Accident**  Prévenez un Secouriste (liste affichée)  ou si la situation l'exige (lésion importante, perte de connaissance..) Composez le 15 puis 23 06

**Incendie**  Gardez votre calme Composez le 18 puis 23 06

**Évacuation**  Dès l'ordre d'évacuation ou à l'audition du signal sonore *As soon as you receive the order to evacuate or hear the sound signal*

**Dirigez-vous vers les sorties en empruntant les cheminements d'évacuation**  
*Make your way to the exit points*

**Quittez les locaux en fermant les portes, n'y revenez jamais sans y avoir été invité**  
*Close the doors when leaving the premises, do not return without having been asked to do so*

**N'utilisez pas les ascenseurs ou monte-charges**  
*Do not use the lifts nor the service lifts*

**Rejoignez le point de rassemblement** 

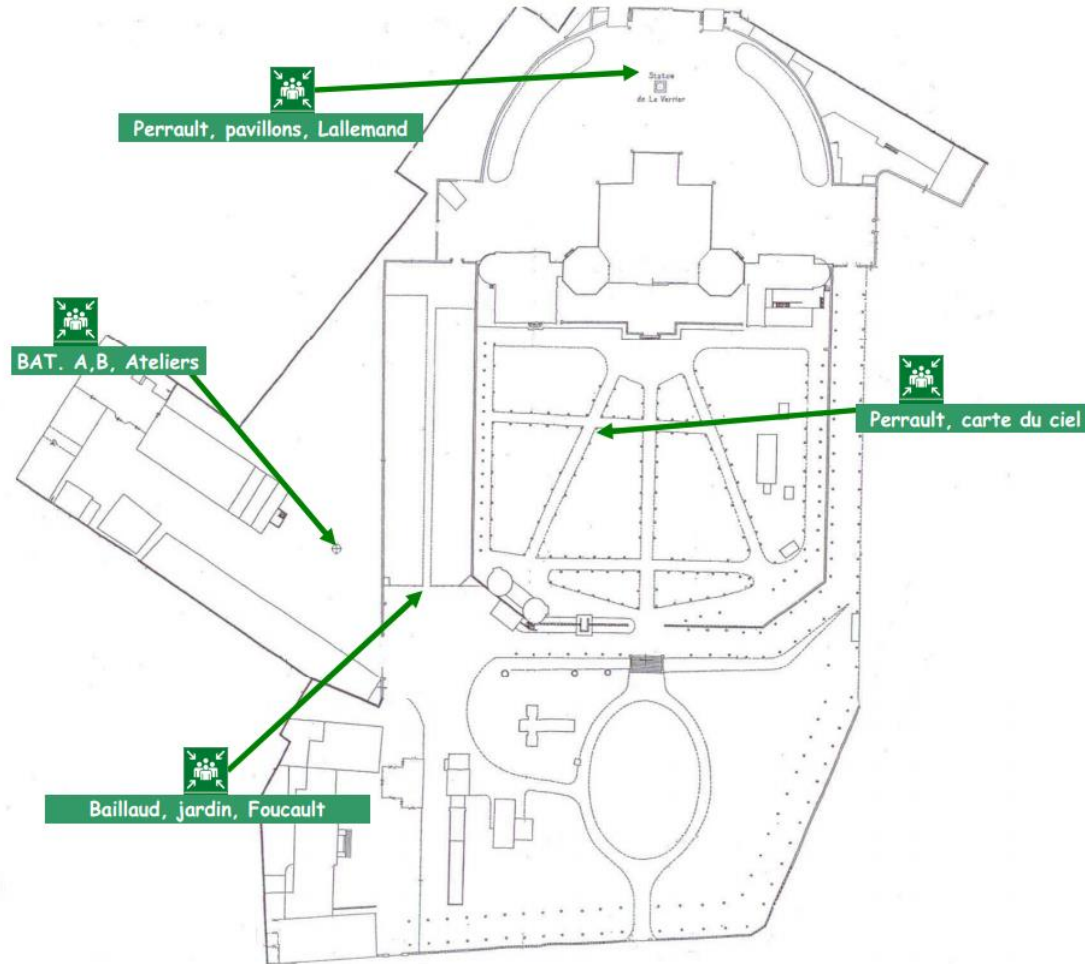
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- protecting
- warning
- rescuing

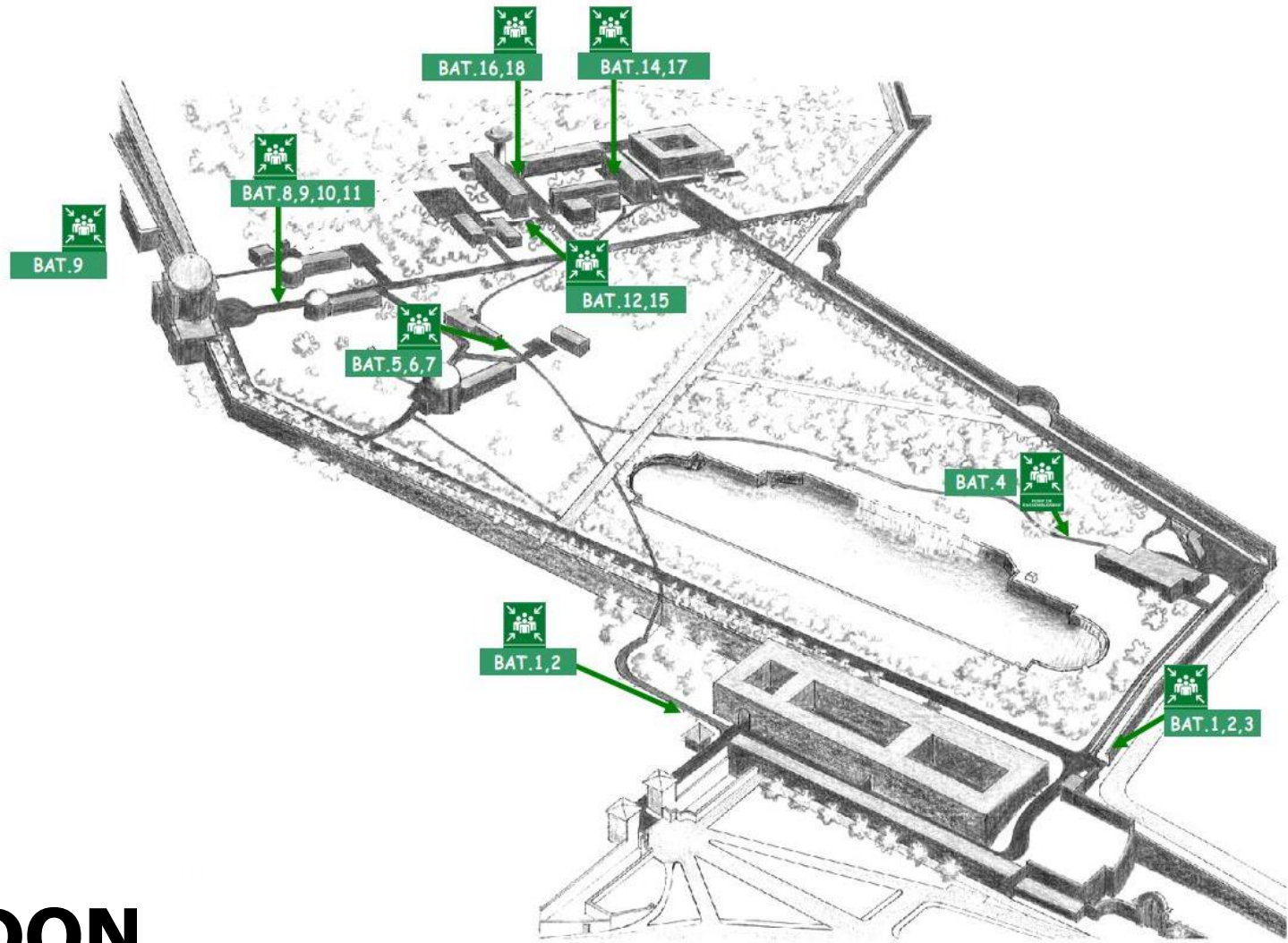
**After an accident:** inform an **Assistant de Prévention**, write in the dedicated registry (RSST), fill an accident report form if needed

# Emergency gathering spot

## PARIS



# Emergency gathering spot



**MEUDON**

# Everyone is concerned!

## ✚ Simple things

- know the safety instructions (displayed in the corridors and main entrances)
- know your workplace (gathering spot, SST, Assistants de Prévention, ...)
- read the **safety guide** (to be downloaded from the Intranet website of Paris Observatory)

✚ [http://administration.obspm.fr/IMG/pdf/Memento\\_Securite\\_2014\\_livre.pdf](http://administration.obspm.fr/IMG/pdf/Memento_Securite_2014_livre.pdf)

## ✚ Good sense

- let free emergency exits, corridors, landings of stairs...
- use appropriate equipments (anti-slip step, hand-truck,...)
- do not overload electrical outlets
- shut down electrical apparatus when you are absent

## ✚ Reflex to acquire

- Remove useless paperboard boxes
- notify to your AP all hazards encountered (stripped electrical wire, broken window,...)
- Throw out each kind of waste in the appropriate bin

# Who does what? (1/2)

## ✚ Ingénieurs Hygiène et Sécurité (IHS)

- give advice in all fields of security, health and safety
- belong to an institution (Paris Observatory, Paris 6 university, ENS...)
- coordinate/supervise some actions of the “assistants de prévention”

## ✚ Assistants de Préventions

- give advice and help the director of the lab
- do an annual assessment of the professional risks in the lab
- **they are your local contacts**

## ✚ Sauveteurs Secouristes du Travail (SST)

- people to contact in case of an accident
- can provide the first aid



# Who does what? (2/2)

## ✚ Guides files (evacuation guides)

- help to evacuate people from a building in case of fire

## ✚ Médecins de prévention (occupational doctors)

- follow each worker
- medical visit **mandatory** for newcomers!
- frequency depend on your tasks

## ✚ Le Directeur d'Unité (director of the lab)

- is responsible of all members of the lab

## ✚ L'encadrant (the supervisor)

- is responsible of its students

# Assistants de Préventions du LERMA

## Paris

- Thibaut Vacelet
- thibaut.vacelet@obspm.fr

## Meudon

- Norbert Champion
- norbert.champion@obspm.fr

## ENS

- François Levrier
- francois.levrier@ens.fr

## Cergy

- Henda Chaabouni
- henda.chaabouni@obspm.fr

## Jussieu

- Hadj Elandalousi
- hadj.elandaloussi@upmc.fr



# Other topics (1/2)

## Defibrillators

- everyone can do it – **even without training (but in french...)** !
- Located at main entries (Paris et Meudon)

## Waste management

- office waste bins: one normal plus a recycle bin (paper, box, plastic bottle, can)
- no glass in office waste bins
- outside: containers for waste electrical and electronic equipment (WEEE), battery cell, ink cartridge, large boxes
- special warehouse for toxic products (site OP-Paris)

## Risks

- fire, fall, using a display screen, handling, noise
- electrical, laser, pressure, chemical, biological, radioactivity
- laboratory experiments : training or authorization **needed**

# Other topics (2/2)

## ✚ Psychosocial risk factor

- depression, stress, harassment, insomnia, burn-out...
- special group of people can help you ([veille.rps@obspm.fr](mailto:veille.rps@obspm.fr))

## ✚ Alone worker

- need an authorization
- inform guardian if your are present outside of regular working hours
- wear a DATI\* to prevent some troubles (i.e. lying on the floor)

## ✚ Other risks

- mission, work at high altitudes, travelling accident

## ✚ Training (but always in french !)

- first aid (SST – Sauveteur Secouriste du Travail)
- fire extinguisher
- automated external defibrillator (AED)
- special risks (laser, chemicals, electricity,...)
- “Guides d’évacuation”

# Where to find more information?

- ✚ speak with your local Assistants de Prévention
- ✚ booklet “**newcomer safety guide**”
- ✚ posters displayed on the walls “consignes de sécurité”
- ✚ Intranet “<http://administration.obspm.fr/rubrique191.html>”
  - Prévention des risques
    - Comité d'hygiène, de sécurité et des conditions de travail (CHSCT)
    - Sécurité au travail...
    - Documents utiles (**mémento nouvel arrivant**)
    - Mal-être, souffrance au travail (cellule de veille RPS)
    - ...

## security registers

- « Registre des dangers graves et imminent » (on alert, right of withdrawal)
- « Registre sécurité », for everyone: <https://registre-securite.obspm.fr/signalement/>

# Still running

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- The police number: 17
- Inform of any suspicious behavior or package observed
- Do not receive an unidentified package
- Accept security controls

# Questions?

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✚ Now...

✚ ...or even later!

**Thank you for your attention.**