



Brussels, 23 April 2007
OIB/LR/mf - 6095

**NOTE FOR THE ATTENTION OF MR. REINIER LANNEAU
HEAD OF UNIT OIB.2**

Subject: Respect of rules with regard to Health and Safety

Ref.: Your note Nr. 4754 of 27 March 2007

Thank you for your abovementioned note with regard to the respect of the Commission's Health and Safety rules and in particular the modification by SCIC of the job descriptions of conference ushers in the CCAB.

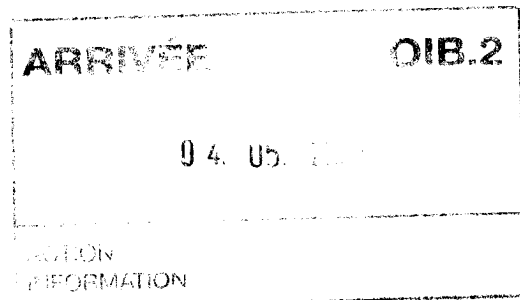
As the Commission's Health and Safety Manager, I have no objection to the change in the ushers' job descriptions, however it is important that the conference ushers and all other staff are aware that any transgression of the Health and Safety rules should - in all cases - be immediately communicated to the Commission's Health and Safety Manager (the Director of OIB for Brussels) who, in accordance with the Commission's Decision of 21 April 2006¹, is responsible for taking the necessary measures.

In practice, this means that the conference ushers should contact the Building Manager (chef d'immeuble) or the dispatching on X 55555 for any technical problem they notice.

Naturally, any incident posing an imminent danger to a person or persons should continue to be immediately reported to the ADMIN.DS *permanence* on X 22222 (and, in parallel if such an incident concerns a building, to the dispatching on X55555).

Gábor Zupkó

Copies: Messrs. Calvo
Tschismarov



¹ Ref.: C(2006)1623 of 21 April 2006