

New comers' track

Laboratoire de Géologie (UMR8538)

LAST NAME:

First Name:

Contact LG:

Arrival date:

Expected contract end date:

Team:

Contact	Action	Signature
1. Administrative department Corinne Fonsat (E211a)	Welcome (signing the contract, if applicable) Presentation of the LGENS internal regulations: https://www.geosciences.ens.fr/intranet	Contact
	<i>I confirm that I have read and understood the LGENS rules and regulations.</i>	Newcomers
For staff not paid by ENS : (access card created automatically if staff paid by ENS)		
Card manager Catherine Archat (E211c)	Completion of formalities	Contact
2. IT department Nasser Bacha (E309)	Account creation; Laptop declaration Presentation of the IT charter	Contact
	<i>I confirm that I have read and signed the IT charter.</i>	Newcomers
3. Administrative dept Corinne Fonsat (E211a)	Registration in RESEDA (institutional email address):	Contact
4. Prevention assistant Khaled Oubellouch (E351)	Identification of occupational risks and, where applicable, the need for awareness training + signing of the individual exposure form Presentation of specific instructions (RI appendices) Identification of safety resources (health register, first aid kits, fire extinguishers, etc.)	Contact
	<i>I confirm that I have read the LGENS prevention and safety guidelines and undertake to complete the necessary training courses.</i>	Newcomers
5. Badge manager Hélène Rouby (E205) / Xavier Perrot (E219)	Obtaining a key badge (form on the back to be completed beforehand)	Contact
	<i>I undertake to return my key card to the administrative department upon my departure.</i>	Newcomers
6. Referent Quality of Life at Work Emilie Klein (E335) / Bertrand Guenet (325c)	Presentation of the Code of Conduct for the Geosciences Department (appendix to the IR)	Contact
	<i>I confirm that I have read and understood the Geosciences Department's code of conduct.</i>	Newcomers

In addition to this process, it is my supervisor's responsibility to introduce me to the DU/DUa, team leader and platform manager(s) with whom I will be interacting, as well as to write an @all message to announce my arrival. I am strongly encouraged to add my photo to the directory in the social area.

Form to be submitted to C. Fonsat

Signature of the newcomer

Date :

Key badge request

Laboratoire de Géologie (UMR8538)

Access requested: tick the necessary boxes, have them validated by the responsible persons, then bring them to Hélène Rouby / Xavier Perrot.		
Offices Docs and post-docs offices See with Paul Deran (E336) <i>2nd floor</i> ☐ E214b ☐ E214c <i>3rd floor - Erasme</i> ☐ E319 ☐ E325f ☐ E332 ☐ E334 ☐ E336 ☐ E338 <i>3rd floor - Lhomond</i> ☐ L364 ☐ L366 ☐ L368	Other offices <i>Research / Administration and Communication</i> (access subject to the agreement of the resident(s))	Name and signature of responsible parties
Labs and common areas NB: Access to certain laboratories is subject to completion of appropriate training courses. <i>2nd basement level</i> ☐ ES206 – Griggs Press (Julien, Sam) <i>3rd floor</i> ☐ E311 – map room ☐ E339 – Chemistry lab / XRD / Raman / microscopes (Damien)	☐ E321 – Laser lab (Frédéric) ☐ E351 – Thin section lab (Khaled) ☐ E354 – (Jean-Arthur et Xavier) ☐ E356 – Obs platform (Émilie) <i>4^{ème} étage</i> ☐ E409 – Gaz press (Julien, Sam)	
Supplementary Access		

Request to add mailing lists (*heel to be entrusted to Nasser*)

- | | | |
|---|---|--|
| ☐ thesards@geologie.ens.fr | ☐ ita@geologie.ens.fr | ☐ equipe_destruct@geologie.ens.fr |
| ☐ postdocs@geologie.ens.fr | ☐ chercheurs@geologie.ens.fr | ☐ surface@geologie.ens.fr |