



General Safety Guidelines for Visitors of IMP and IMBA

CONTENTS:

Introduction	3
Entry for visiting contractors	3
Fire Safety	4
Employees Responsibility	7
Food and Drink	8
Smoking / Alcohol	8
Personal Protective Equipment.....	8
Laboratory Rules	9
Special safety measures.....	9
General Safety Guidelines.....	10
Working with/near dangerous materials.....	12
Danger Symbols.....	13
.....	13
First Aid.....	16
Acknowledgement.....	16

Introduction

The purpose of these safety regulations is to prevent accidents at work and to keep the pollution of people and the environment to a minimum.

These company guidelines are valid for employees and trainees of contractors who are carrying out cleaning work, building work, building repairs, installation or temporary work in the **Research Institute of Molecular Pathology GmbH (IMP)** and the **Institute of Molecular Biotechnology GmbH (IMBA)**. It also includes scientific visitors according to the signed collaboration agreement.

It is expected of all visitors on IMP and IMBA grounds to know and follow the statutory and IMP and IMBA specific accident and safety regulations.

Every contractor and visitor must name a person who is informed of the safety regulations and is responsible for the other employees.

The safety signs (commands, prohibits, warnings, escape routes and rescue signs) must be followed at all times. Everyone must be informed of the escape plans explained in this document.

The contact person, supervisor or security person may stop the work in process should a contravention of the general statutory and/or IMP and IMBA specific accident and safety regulations occur. Work will be allowed to commence as soon as regulations are properly followed.

Entry for visiting contractors

All contractors and visitors must register at the IMP/IMBA porter before commencing any work.

The porter informs the relevant person respectively the Facility Management.

This person will collect the contractor or visitor from the porter and inform them of possible dangers and safety rules. Visitors and contractors must also log in and out before starting work and if taking long breaks during this work. They may not enter any other areas.

Fire Safety

ALARMPLAN

Unfall: Werknotruf 101

Erste-Hilfe-Leistung durch ausgebildete Helfer.
Sanitätsstation über Werknotruf 101 verständigen.

Feuer: Werknotruf 101

Verhalten bei Feuerausbruch:
Brandmeldung über Werknotruf 101 vornehmen.
Brandbekämpfung sofort mit Feuerlöscher aufnehmen.

Bei Verlassen des Arbeitsplatzes:

- Geräte abstellen
- Fenster und Türen schließen
- auf kürzestem Weg das Gebäude verlassen
- nicht mehr die Garderobe zur Bergung persönlicher Gegenstände aufsuchen

Umgebung des Gebäudes freihalten, um nicht selbst in Gefahr zu geraten und die Feuerwehr zu behindern.

Feuerwehr wird vom Brandschutzpersonal eingewiesen.
Den Anweisungen der Feuerwehr und des Brandschutzpersonals ist zu folgen.

Am Parkplatz abgestellte Fahrzeuge aus dem Gefahrenbereich fahren.

Zur Feststellung der Vollzähligkeit versammeln sich alle Mitarbeiter gegenüber dem Eingang Dr. Bohr-Gasse 7.

EMERGENCY PLAN

Accident: Emergency-Call 101

First-Aid by appointed helpers.
Call the Ambulance-Station on emergency-call 101.

Fire: Emergency-Call 101

Behaviour in case of Fire:
Transmit information about the Fire on emergency-call 101.
Fight the Fire with Fire Extinguishers immediately.

When leaving the Working-Place:

- switch off all machines
- close windows and doors
- leave the building by the shortest route
- do not go to the cloakroom to save personal belongings

Keep away from the building, away from danger and do not obstruct the fire-brigade.

The fire-brigade is directed by fire-security-personnel.

Obey the orders of the fire-brigade and the fire-security-personnel

Drive vehicles which are parked on the parking-lot out of the danger-zone.

For a head count members of staff should assemble opposite the entrance to Dr. Bohr-Gasse 7.

VERHALTEN IM BRANDFALL

1. Alarmieren

- über Druckknopfmelder
- Werknotruf 101

(Gib an: wo es brennt! Was brennt! Verletzte?)

2. Retten

3. Löschen

Feuerwehr einweisen,
Besondere Gefahren bekannt geben

Räumungsalarm:



Auf- und abschwelliger Heulton

IN CASE OF FIRE

1. Activate alarm

- push-button alarm system
- internal emergency call: 101

(Inducate: where is the fire, what is on fire, injured?)

2. Save injured

3. Extinguish

direct fire brigade,
Inform them of any special dangers

Clearance Alarm:



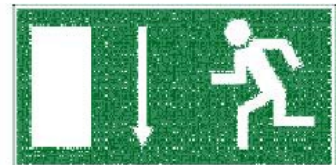
Fluctuating siren

Escape Routes and Emergency Exits

Escape routes and emergency exits are safety precautions which allow people to leave a building as quickly and as safely as possible and are appropriately marked.

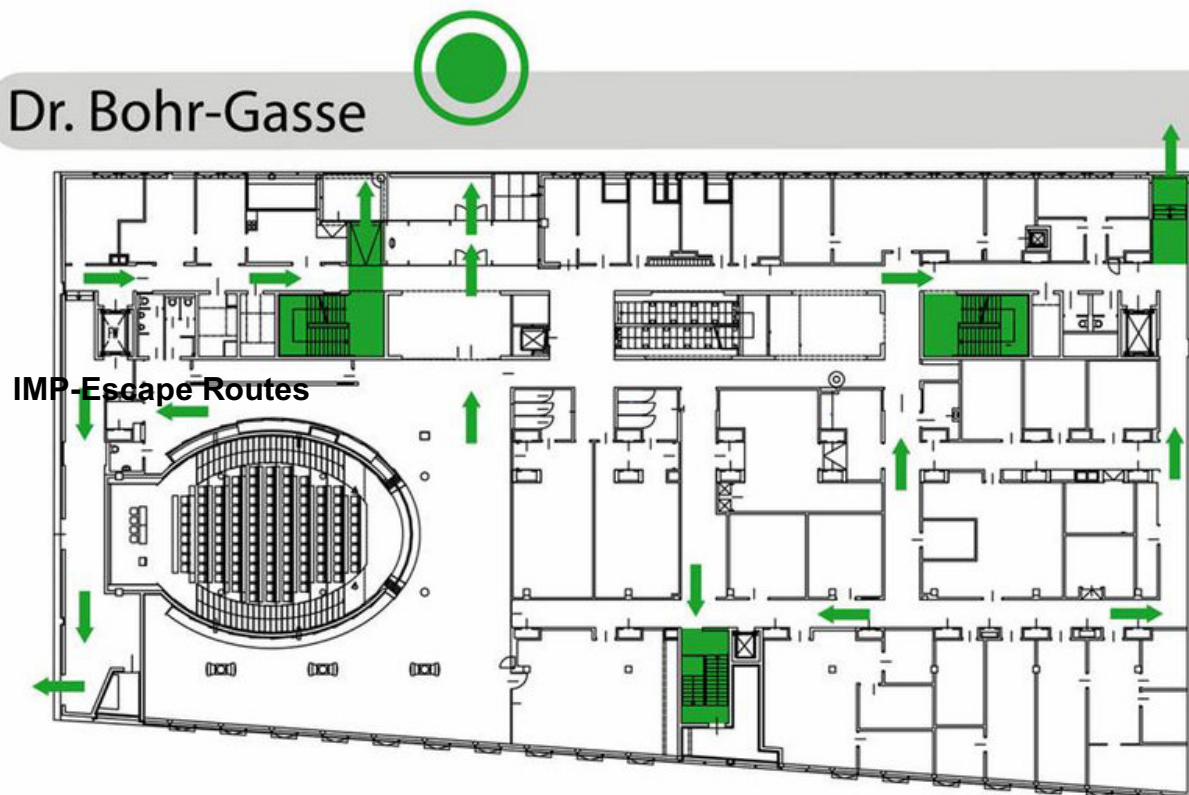


Escape Route sign

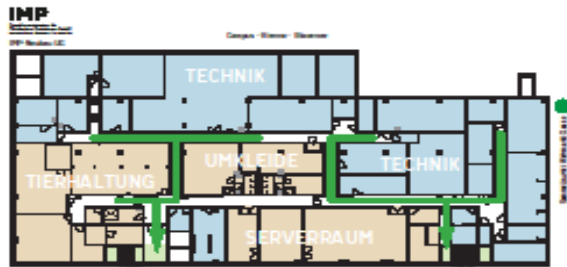


Emergency Exit sign

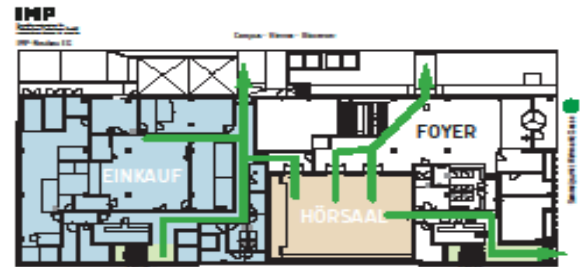
IMBA-Escape Routes



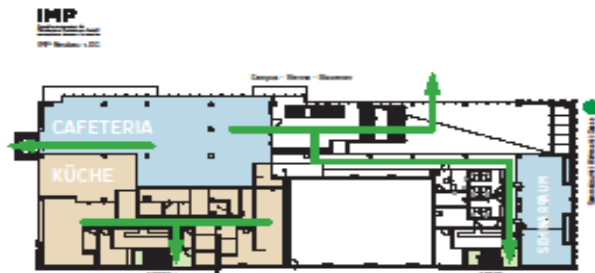
Escape routes and emergency exits may not be changed (**not even temporarily**)!
After leaving the building all persons must make their way to the correct meeting places.



FLUCHTWEGE



FLUCHTWEGE



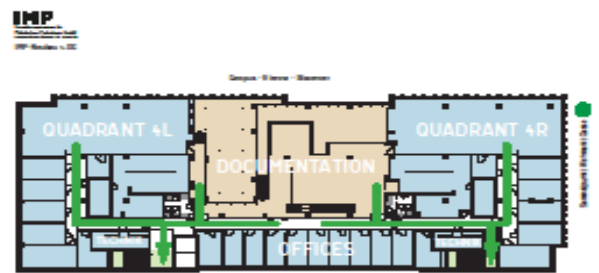
FLUCHTWEGE



FLUCHTWEGE



FLUCHTWEGE



FLUCHTWEGE



FLUCHTWEGE

Employees Responsibility

§15 Employees Protection Act (AschG)

(1) According to national law, employees must follow the safety rules and protective measures laid down by the employer, which are designed to protect life and health. They must behave in a manner that will keep the chance of accidents to a minimum.

(2) It is the duty of all employees to use equipment in the correct manner, according to their schooling and the instructions of the employer, and to pay attention to the protective equipment provided.

(3) Employees may not remove safety fittings, render them useless, change or alter them, when not on technical grounds, for example; repair work, maintenance or calibration. They are obligated to use the safety fittings according to their schooling and the instructions of the employer.

(4) Employees may not bring other people in danger by being under the self-induced influence of alcohol, medication or drugs.

(5) Employees must report every accident, near accident, possible dangers to health and safety and machine defects to the responsible supervisor or person.

(6) If the responsible person is not available, the employee is, according to the Health and Safety document, obliged to place a visible warning on the machine or to put it out of order, so other employees are not placed in danger.

(7) The employee, employer, safety officer, and the safety expert or occupational health practitioner are all responsible for following the safety measures for the protection of the employee; and the employer guarantees safe workplaces and conditions that are not hazardous for health and safety.

(8) The employee is obliged to read and sign the health and safety protection document. Once this done the employer is free of responsibility.

Food and Drink

Eating, drinking and taking snuff is not allowed in the laboratories and laboratory areas (corridors, machine rooms, cold rooms etc.). Taking medication or applying make-up is also not allowed.

Storing food and drink in laboratory areas (laboratory, fridges, cold laboratory and cold storage) is forbidden. There are specific fridges for cooling food and drink in the recreation rooms (tea kitchen). Food and drink may not be prepared or stored in chemical or laboratory instruments.

The warming of food and drink is only permitted using the correct equipment in the tea kitchen, outside of the laboratories.

Smoking / Alcohol

Smoking is forbidden in both the IMP and IMBA institute buildings, and also in marked areas on the company grounds e.g. Solvent storage.

It is forbidden to consume alcohol, medication or narcotics during working hours. It is also forbidden to enter the workplace while under the influence of aforementioned substances.

Personal Protective Equipment

It is a lawful requirement to wear personal protective clothing and equipment. The contractor must provide the necessary protective equipment in an acceptable condition and the employee must use this equipment.

Eye and Face Protection

Safety glasses and face masks protect the eyes and face from flying splinters, sparks, blinding flashes when welding, corrosive fluids, other chemicals and dust. Safety glasses and laboratory coats are always provided for work in the laboratories.

Eye and face protectors are always to be used in the marked areas.

Ear Protection

It is compulsory to wear ear protection in the marked loud areas!
In these areas the ear protectors are mounted in a visible place.

Protection for hands and other limbs

Safety shoes must be worn in special areas (e.g. workshops, testing areas etc.)
Safety gloves are provided for working with wood and metal, and must be worn.
Special care must be exercised when working on machines (repair and maintenance),

and when working with sharp metal edges etc.

Latex gloves are provided for all laboratory areas and must also be worn.

Respiratory Protection

Safety masks must be used when working with chemical materials or with a high level of dust, as in maintenance or repair work. The directions in the safety data sheets must be adhered.

Protection against falls

A safety harness must be worn and appropriate precautions taken, when working in areas with a danger of falling.

The appropriate safety equipment must be used (safety ropes, fixed anchors etc.) when working in high risk areas (cleaning of gutters, ceiling lights, roofs and facades). The work and safety measures should be agreed with the Facility Management. Certified safety belts are kept at reception.

Laboratory Rules

It is the responsibility of the group leader or their representative to explain the laboratory and company guidelines in the use of dangerous substances and equipment to employees of contractors. The laboratory rules and safety data sheets regarding all poisons used in the laboratory must be available.

Special safety measures

The safety data sheets must be consulted and strictly followed before using materials that have not been previously used, but are known to be harmful.

All employees working nearby must also be informed of the dangers involved before the work is carried out.

Glass equipment and Materials made of Glass

Thermometers are not allowed to be placed or removed in hoses or openings with bare hands. Robust gloves or towels must be used to protect the hands. Thin-walled receptacles may not be used when working with more than 5 litres of dangerous materials. This is valid for flammable solvents, acids and salt solutions, and biological materials. Glass equipment and bottles that are defect must be sorted out and not used.

Hoses

Only hoses that are capable of withstanding the expected pressure and other expected mechanical, chemical and thermal influences may be used. The hoses must be checked

for visible damage before use. Damaged hoses and those who have become soft or porous must be removed. Bunsen burners and similar equipment may only be connected with the appropriate laboratory hoses.

Lids and Tops

Dangerous substances must be kept in containers with a screw lid which is leak proof.

Storage and Holding Ready

The storage limits in the individual storage rooms, laboratories and workshops may not be broken – only classified and labelled substances may be stored in the chemical storeroom.

Chemicals of all types must be classified and labelled; including cleaning preparations.

Cleaning

To prevent endangering other persons (kitchen personnel), containers and implements must be emptied and wiped by the consumer before being placed in the plastic bowls provided.

Safety Fittings

Fittings which serve safety purposes may not be rendered useless. Necessary work which may cause certain safety fittings to be out of order, may only be carried out after discussion with the laboratory leader.

General Safety Guidelines

The Road Traffic Act must be followed on the IMP and IMBA grounds. The speed limit of 15km/h is not to be broken while driving on the company grounds.

Order and Cleanliness

Disorder is the cause for many dangers. It is the duty of every employee and contracted employee to keep the workplace in order and clean!

Obstacles and stumbling blocks due to tools and materials lying around are to be avoided or clearly marked.

Spilled fat, oil or other fluids are to be cleaned away immediately from the floor.

Escape routes, passages and corridors must always be kept free and not even temporarily changed.

The workplace must be cleared and cleaned daily.

Welding gas bottles must be closed immediately after welding.

Tools

Tools must be put down, kept safe, transported and stored in such a manner as to not cause danger to other persons.

This includes the carrying of pointed and sharp objects in the work clothes.

Electrical tools (angle grinder, drill etc.) must be checked for visible damage before use.

Damaged tools may not be used and must be reported to the relevant supervisor.

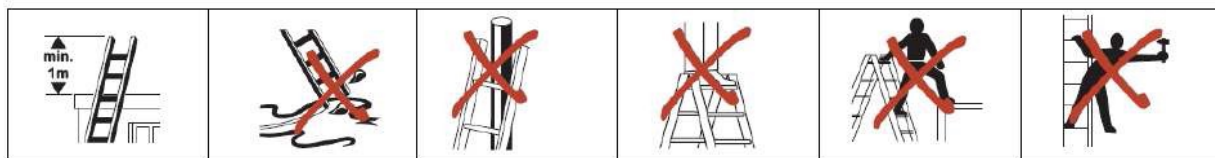
Ladders

Only undamaged ladders may be used.

Report defective ladders to the employer.

Safety Rules for Ladders:

- Correct Choice
- Stable position on the floor



- 1 metre projection for straight leaning ladders
- Only lean on secure positions
- Do not lean over sideways-no constraining posture

Working in High Places

Attention when working in high places > **DANGER OF FALLING!**

Secure against falling down and/or rolling away.

It is forbidden to move scaffolding, on which people are standing, and also to jump or throw objects up to or down from said scaffolding.

Only scaffolding that has been confirmed for use by the constructor and has been accordingly marked may be used.

Safety ropes must be used.

Hydraulic ramps and scaffolding must be used together with the correct safety fittings when working in high places. No access on canopies or ledges.

No access to glass surfaces that have not been specifically marked as suitable for access by the constructor and/or supplier. **DANGER OF FALLING THROUGH!**

No access to horizontal fire protection gravel in supply shafts, E-distributor, etc. danger of falling!

Utility shafts:

No access to utility shafts without grid covers.

There is a danger of falling because the soft gravel divisions cannot carry any weight.

These shafts are clearly marked.

Electric Work:

Access to junction and electronic operating rooms is only allowed after discussion with a member of the facility management department.

Working with/near dangerous materials

All possible dangers associated with the particular chemical must be known before use and a safety data sheet must be present. The contractor must provide a danger evaluation before starting work with dangerous materials and any other kind of work. When asked, the contact person or coordinator will give additional information about specific dangers that are relevant to the particular work place.

Important Points in the Safety Data Sheets:

- **Possible Dangers**
- **First Aid Measures**
- **Use and Storage**
- **Exposition and Personal Protective Equipment**
- **Guide to Disposal**

Never put dangerous materials in food packaging!

Store only in packaging with labels and markings, and only in the place provided.

Labelling of Dangerous Working Materials

When a danger of injury to IMP/IMBA employees or visitors is possible, the contractor should discuss the closing off and marking of the area with the contact person or coordinator. Appropriate measures must also be taken to protect the environment. When choosing a substance or material for the work to be done, the one with the lowest potential danger is to be favoured.





Contact the fire safety officer before working in areas with a danger of explosion to discuss the possible risks.

Danger Symbols

Comparison of old and new pictograms

OLD

NEW

	E	Explosive		GHS 01 Explosive
	F+	Extremely flammable		GHS 02 Flammable
	F	Highly flammable		GHS 02 Flammable
	O	Oxidizing		GHS 03 Oxidizing
No symbol				GHS 04 pressurized gases
	C	Corrosive		GHS 05 Corrosive
	T+	Very toxic		GHS 06 Toxic
	T	Toxic		GHS 06 Toxic
	Xi	Irritant		GHS 07 Irritant
	Xn	Harmful		GHS 08 Harmful
	N	Harmful to the environment		GHS 09 Harmful to the environment

Safe use of machines

Contractor employees are only allowed to use IMP and IMBA machines and facilities with the specific permission of the contact person or coordinator who will also instruct in the correct use of the machine. When a machine requires a special training then the contractor employee must show evidence of this schooling.

General Accident Prevention while using Machinery:

- Order and Cleanliness
- Appropriate Working Clothes
- Stable positioning of Machine and User
- Concentration
- Read the Instructions for Use
- Know the Operating Mode
- Warn othe People of Dangers

Before use check the machine for visible signs of damage.

Machines may only be used for the purpose for which they were built. Safety and protection fittings may not be removed or overridden.

NO SAFETY GLOVES are to be worn when using machines with rotating or revolving parts.

**Never put hands – for whatever reason – in running machines
Or between moving parts, running knives, rotating blades etc.**

The machine must be unplugged and protected against someone plugging it back in before cleaning, maintenance, repairs or calibration is carried out. Such work may not be carried out on a running machine.

The manufacturer and supplier instructions must be taken into account when carrying out maintenance on a machine.

FOLLOW THE INSTRUCTION MANUAL!

Storage and Transport

Sitting as passenger on forklift trucks is forbidden!

The use of a forklift truck, e.g. for cleaning windows, is only allowed with internal permission.

Is it forbidden to stand under floating loads!

Beware of sharp edges, and surfaces (Danger of stabbing, cutting, crushing and bouncing).

The manual transportation (lifting and carrying) of items and objects is to be done under the rules of ergonomic principle, which means:

- Use of carrying assistance (trolley, belt, lifting assistance etc.)
- Never carry heavy objects alone.
- The correct technique when using objects and materials
- Bent knees and straight back

The IMP and IMBA must give permission for the storage of building materials, tools etc. on their property. Materials must be stored in an appropriate safe manner. No materials may be stored in or near escape routes or stairwells.

Working with hot Tools

An internal work permit is needed before welding, cutting, soldering, melting, grinding, fettling or any other work causing a fire hazard may begin. Ask your contact person/coordinator.

Waste

It is the responsibility of the contractor to remove all waste caused by the work done and to dispose of it properly. In the case of a written agreement where the IMP/IMBA has the responsibility for waste disposal, the contractor must keep strictly to the agreed rules. No fluids may be poured into the shafts and pipes of the sewage system. The disposal of fluids which have occurred during the contracted work must be discussed with the contact person/coordinator.

Electronic Fittings

Damaged electronic fittings e.g. electric sockets, switches, cables, cable connections, damaged appliances, hand machines etc. may not be used. Report the problem to the responsible person (Laboratory manager or workshop)

Cable must be fitted correctly (danger of tripping). Repairs may only be carried out by an expert.

The use of electronic equipment must follow the appropriate technical instructions. In case of doubt speak with an internal electrician before plugging the machine in.

First Aid

It is the duty of every person to apply first aid. (**NOTRUF 144**) Secure the scene of the accident, remove potential dangers, you or a first aider applies first aid, internal company emergency number is **101**.

The first aider can apply first aid to the patient and conduct further measures> Call the ambulance.

All accidents must be reported to the manager and the accident prevention officer!

There are first aid boxes in every laboratory, office, workshop and storeroom. A list of the nearest trained first aiders is visible on every box.



Acknowledgement

The contractor acknowledges the safety instructions with this signature.
The safety rules must be followed at all times.

The respective contractor and their employees acknowledge reading and understanding the safety instructions with their signature.

Date	Company	Name of Instructed (Block capitals)	Have read/understood safety instructions: Signature