

Regulations for external companies on the use of equipment and safety at work, issued by MPA Braunschweig and iBMB

This document contains regulations on safety at work that are to be observed without exception by any staff from external companies (domestic and foreign) working on MPA/iBMB premises or in MPA/iBMB halls. All these regulations shall apply to their performing agents as well.

For execution of work, external companies have to state a chief fitter, who is responsible for all staff members of the external company as well as for its performing agents. For the duration of their stay, a supervisor from MPA/iBMB side will be assigned to them. This supervisor will be authorized to give instructions with regard to environment and safety. Any certificates and documents required are to be made available or submitted to this person, i.e. in due time before work is started. The measures instructed by this person are to be observed for the duration of the stay. Work may only be started after an introduction has been given by the supervisor.

External companies shall confirm by signature of the responsible chief fitter in MPA's/iBMB's visitors' registration book that they have read and understood this document.

Basically, for working in MPA halls, a class-3 helmet and safety shoes are to be worn at all times. Regulations with safety-and-health protection identification, as well as prohibition signs, mandatory action symbols, and emergency and fire protection signs on the premises have to be observed. MPA and iBMB have the householder's rights.

1 Conduct at the workplace

Within the boundaries of the MPA/iBMB premises, the road traffic regulations apply. Driving and stopping on the premises may only be made for loading and unloading work. The speed on the premises is limited to 10 km/h. Pedestrians always have to use the persons' access doors. Driveway doors are not to be used for passage.

Designated escape and emergency routes as well as traffic and access routes for the fire brigade are to be kept permanently free. This also applies to exits, passage and access ways to workplaces, stairs, fire alarm boxes, fire extinguishing devices, electrical installations, etc. An escape route map is provided in each hall.

Persons affected by alcohol or drugs must not work at machines and equipment; such persons have to leave the buildings and the MPA/iBMB premises at once.

2 Machinery and equipment

2.1 General

Machines, tools and materials may only be stored at specifically assigned places. Any items of equipment, tools, facilities and vehicles in use have to comply with the applicable regulations and standards. They may only be used as designated and always have to be in good order and condition.

The use of facilities, machines, tools, etc. owned by MPA/iBMB is only allowed with permission from the supervisor and the responsible department that controls this equipment.

Working at electrical equipment is basically prohibited, since this kind of work is exclusively carried out by MPA/iBMB expert staff or by a specialized company instructed by MPA/iBMB.

2.2 Working with non-stationary electrical equipment

Non-stationary electrical equipment includes items that can be moved during operation or easily brought from one place to another, while they are connected to power supply, e.g. hand-operated electric tools, household appliances, extension cables, device connection cables. The items of equipment are to be checked in accordance with regulation BGI/GUV-I 5190 (occupational health and safety information) and provided with an inspection tag. The inspection has to be valid at the date of use of the equipment.

2.3 Use of cranes (BGG 921)

Cranes may only be used on/in MPA's premises and rooms by persons who are

- beyond the age of 18;
- physically and mentally fit. To assess the physical aptitude, the principles of the employers' liability insurance association for occupational health checks, i.e. G 25 "Fahr-, Steuer- und Überwachungstätigkeiten" (G 25: driving, control and monitoring activities) provide important indications;
- qualified for crane driving and furnish a proof of this qualification. This qualification certificate must be based on an instruction comprising, in addition to theoretical knowledge transfer, the opportunity to gain sufficient driving experience, as well as the ability to recognize deficiencies that could impair safety at work;
- persons of whom it can be expected that they perform the tasks entrusted to them appropriately.

The written confirmation shall be deemed as qualification certificate, if it certifies the achievement of the instruction target and states the crane types for which the certificate applies. The valid qualification certificate is to be submitted to the responsible MPA person before work is started. The crane drivers have to be inducted into the use of MPA cranes by an MPA staff member, which includes an introduction to the local conditions. The crane drivers are to be named in writing by the external companies.

2.4 Use of mobile elevated working platforms (BGG/GUV-G 966)

Mobile elevated working platforms on/in MPA's premises and rooms may only be operated by persons who are

- beyond the age of 18;
- physically and mentally fit. To assess the physical aptitude, the principles of the employers' liability insurance association for occupational health checks, i.e. G 25 "Fahr-, Steuer- und Überwachungstätigkeiten" (G 25: driving, control and monitoring activities) and G 41 "Arbeiten mit Absturzgefahr" (work under the risk of falling) provide important indications;
- qualified for working with mobile elevated working platforms and furnish a proof of this qualification. This qualification certificate must be based on an instruction comprising, in addition to theoretical knowledge transfer, the opportunity to gain sufficient driving experience, as well as the ability to recognize deficiencies that could impair safety at work;
- persons of whom it can be expected that they perform the tasks entrusted to them appropriately;
- are provided with appropriate personal protective equipment (PPE), which includes a helmet with chin strap, class-S3 safety shoes, and, if required, a safety belt with drop guard.

The operators of mobile elevated working platforms have to be inducted by an MPA staff member into the use of MPA's mobile elevated working platforms, which specifically includes the introduction to local conditions, the practising of control functions and emergency lowering.

The written confirmation shall be deemed as qualification certificate, if it certifies the achievement of the instruction target (training as operator of mobile elevated working platforms). The valid qualification certificate (written confirmation of the external company) is to be submitted to the responsible MPA person before work is started. The operators of mobile elevated working platforms are to be named in writing by the external companies.

3 Working under the risk of falling

- For work to be executed under the risk of falling, the physical and mental aptitude of the staff has to be ensured. To assess the physical aptitude, the principles of the employers' liability insurance association for occupational health checks, i.e. G 41 "Arbeiten mit Absturzgefahr" (work under the risk of falling) provide important indications;
- Appropriate personal protective equipment comprising class-S3 safety shoes and a suitable helmet (with chin strap) has to be worn at work.
- A written proof of instruction on the use of fall arresting systems must have been submitted.

Before work is started, the staff is to be inducted into local conditions. A written, valid proof from the external company certifying the use of personal protection equipment for fall arresting is to be submitted. The staff members that shall perform work under the risk of falling are to be named in writing by the external company.

4 Working with hazardous substances

Hazardous substances brought by the external companies have to be indicated to the MPA/iBMB supervisor. Related safety data sheets and technical information leaflets are to be provided in due time before starting work. The regulations of the safety data sheet and the technical leaflets are to be observed. Attention should be paid since hazardous substances are not classified equally in all countries of origin.

The necessary personal protective equipment (PPE) as required in the safety data sheet has to be taken along and worn. In case of hazardous substances, which require PPE for working in their surroundings, a separate advice is to be provided to make aware of this condition. This will allow for checking, whether the surrounding area can be vacated or whether an appropriate area (e.g. with good ventilation) can be provided.

5 Working with ladders

Ladders brought along have to comply with DGUV Information 208-016 (German Social Accident Insurance) and be checked and labelled. The staff appointed has to be instructed how to use ladders and has to be physically and mentally capable of working on ladders and at height.

6 Conduct in case of fire / hot work

Smoke detectors are installed in MPA/iBMB rooms, to automatically alarm the fire brigade in case of fire. Before starting work it has to be checked where the next alarm device is located. To avoid false alarms, work implying strong formation of smoke and dust is to be indicated to the supervisor before starting work. For fire runs (fire brigade operation), a fee will have to be paid. Negligently or intentionally initiated false

alarms will be invoiced to the causing external company.

During hot work, a firewatch team is to be organized, if required. The firewatch team has to monitor the hazard areas and take measures in case of need. The firewatch team has to ensure in advance that fire extinguishing devices and agents are quickly available and that an alarm could be set off quickly. The firewatch team has to be familiar with operating the fire extinguishers. The use of fire extinguishing media has to be indicated to the MPA/iBMB. Even after completion of work, the hazard area has to be monitored for a certain period as agreed with the supervisor, in order to avoid smouldering fire.

In case of fire: Keep calm and report the fire! Fire Service 0-112, Police / Emergency: 0-110

- Get into safety!
- Warn endangered persons, pick up helpless persons
- Close windows and doors
- Follow the escape routes
- Do not use lifts/elevators
- Induct the fire brigade
- Go to the assembly point (located on the large parking site opposite to the MPA main entrance and the iBMB building)

7 Environmental protection and disposal

The regulations applicable within MPA and iBMB with regard to environmental protection are to be complied with. Any parts left (waste pieces of material, screws, beverage bottles, organic waste, etc.) have to be removed. MPA and iBMB practise consistent waste separation, especially for construction waste. The sorted waste is to be disposed of in specifically provided containers. Maps indicating designated container locations are provided at the hall gates.

Artificial mineral fibres (AMF) have to be separated / sorted out from other waste and disposed of separately in big packs.

8 Accidents

In case of an accident, a first aider will be available from MPA/iBMB side. Appropriate first-aid material

will be available locally. In case of minor injury, the medical examiners (accident insurance consultant) are to be consulted. In case of serious injury, the local emergency medical service is to be called by phone (outside line (0) – 112). The reception/registration desk of iBMB and MPA (extension: 5400) is to be informed, too, about the expected arrival of the emergency medical service.

Any kind of injury or accident is to be immediately reported to the iBMB or MPA supervisor, who will enter it into the accident report book of the department or pass it on to the accounting department where all work accidents are centrally documented. The accident scene is to be left unchanged and secured, if this is possible with the rescue of people and material, and if this helps to find the root cause.

9 Local persons in charge / Safety officers

- Department 1 Structures and Construction Materials: Mr Meyer (extension: 5448). Mr Buchholz (ext.: 8258), Dr. Wobst (ext.: 5427)
- Department 2 Fire Protection: Mr Schynawa (ext: 5467), Ms Bollmohr (ext: 5461)
- Department Z Central Services: Mr Zimball (ext: 5904), Mr Haars (ext: 5447)
- iBMB department of fire safety: Ms Küppers (ext: 8280)
- iBMB department of Building Materials: Mr Kloß (ext: 5944)
- iBMB department of Concrete Construction: Mr Epperlein (ext: 5580)
- Radiation protection officer for MPA and iBMB: Dr. Ellen Rigo (ext: 5403).

10 Checklists

Prior to a visit to BMA BS / iBMB, every external company will receive several checklists, which shall list the staff members including their qualification in the sense of these Regulations. In addition, the devices and hazardous substances that will be used shall be listed. The completed checklists shall be sent to MPA BS in advance or handed over before start of work at the latest. The required valid proofs of qualification of the staff members listed must be submitted as originals.

Checklist for external companies for preparation of work with regard to safety at work within the buildings and on the premises of MPA BS and iBMB

The following is to be observed by the external company, before work can be started at MPA/iBMB:

- Designation of a qualified assembly manager who guides and is responsible for the external company's work in the buildings and on the premises of MPA BS and iBMB. This responsibility includes ensuring that the external company's staff adheres to the rules for safety at work and accident prevention.
- In order to meet the requirements for safety at work, the work to be performed by the external company is to be agreed and coordinated with MPA BS and iBMB representatives.
- MPA/iBMB's staff is authorized to instruct the external company's staff with regard to adherence to the work safety rules. Such instructions are to be followed.
- For operation of cranes and lifting platforms and for work connected with fall hazards by the external company's staff within the buildings of MPA BS and iBMB, the following is required:
 1. Naming the persons who shall perform such work
 2. Submitting proofs of physical aptitude for all persons concerned (e.g., G25 or G41 proof, or equivalent occupational health assessment in accordance with internationally recognized principles)
 3. Submitting corresponding qualification certificates or confirmation of training by the external company
- The external company shall provide its staff with personal protection equipment (PPE) and instruct them in how to use the PPE.
- The external company shall provide necessary safety data sheets and technical instructions for the hazardous substances that shall be used.
- The external company shall instruct its staff in working with the hazardous substances to be used. The staff of MPA BS and iBMB is to be included in this instruction, if and when they also have to work with these hazardous substances or come into contact with them.
- Submission of proofs of the proper condition of electrical equipment and devices, like drilling machines, cutting tools, mixers, etc. by a test in accordance with BGI/GUV-I 5190 and identification with a valid inspection sticker. For safe and hazard-free usage, there must be an operating manual for each device.
- If the external company uses its own ladders and scaffolds, a proof of suitability for the devices is to be submitted and the external company's staff is inducted into the use by MPA/iBMB staff.
- For hot work: Submission of the proof of suitability for the devices and instruction of the external company's staff, plus naming of a firewatch team if required.
- Designation of a first aider for local work
- The external company has to follow the rules for waste sorting and environmental protection.

We hope for successful and accident-free work in the buildings and on the premises of MPA BS and iBMB. Our best wishes for a smooth work preparation and a good trip to MPA BS/iBMB!

Checklist 1 – Staff

Company:

Period of work at MPA BS/iBMB from/to:

	Name, first name	Crane operator	Lifting platforms	PPE	Checked by MPA BS/iBMB Date, signature
Assembly Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date/signature of Assembly Manager:

Checklist 2 – List of hazardous substances

Company:

Period of work at MPA BS/iBMB from/to:

Designation of hazardous substance	Safety data sheet enclosed	Special protective measures/barriers required
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date/signature of Assembly Manager:

Checklist 3 – Local instruction of the staff members listed in Checklist 1

Company: _____

Field of work: _____

Instruction in	Instruction performed by MPA staff (date, name, signature)	Confirmation by signature of the Head of the external company's team (date, name, signature)
Escape routes and behaviour in the event of fire (place of nearest fire extinguishers)		
Crane operation		
Lifting platforms		
First-aid measures (nearest first-aid box, emergency information sheet for first aid). The external company has to name its own local first aider.		Name of first aider of external company