



Safety advice for visitors and external companies

Currently valid at ift locations:



Emergency number: 112

ift Rosenheim GmbH and ift MessTec GmbH

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General information for all visitors and external companies

Registration

Every visitor and every person from an external company must register at the reception of the respective location before entering the premises and sign out when leaving. Your contact person will meet you at the reception. Entering the premises at all ift locations without permission is not permitted, this is also for your own safety.

Access to the premises

Driving on the premises with your own car or delivery vehicle is permitted on the designated routes and during company opening hours. The **maximum speed** allowed for all **cars / trucks** is **10 km/h**. Parking on the premises is only permitted in the parking areas designated for this purpose. Do not park in front of access roads and driveways for fire and rescue services. Driving and parking on the premises is at your own risk.

Stay on the premises

All visitors will receive a visitor badge upon registration and must wear it clearly visible. Visitors and employees of external companies must carry their own protective equipment according to the reason for their visit. Visitors to laboratory and testing areas must wear protective equipment and visitor vests. Smoking is permitted throughout the premises only in designated areas.

The consumption of alcohol and drugs is strictly prohibited. Photography and filming is allowed only with permission. Stay close to your companion during tours. Enter only the areas that have been assigned to you. Caution, there is a trip hazard in many areas caused by operating and testing equipment. **Never** reach into moving test equipment. **Never** cross barriers and avoid dangerous areas.

In case of danger

In case of danger, follow the instructions of the personnel of ift Rosenheim GmbH and ift MessTec GmbH.



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Follow the marked escape and rescue routes. In the event of an evacuation, proceed to the designated assembly point.



Leaving the assembly point is allowed only after presence has been determined and **only** after **approval**. Please observe the information in the operating instructions posted on the premises. If you have any questions, please contact your contact person.

Additional information for external companies

Briefings

Every external company working on the premises and in the buildings of ift Rosenheim GmbH and ift MessTec GmbH must ensure that the employees used have been instructed in the relevant trade and also on the basis of this safety information sheet. Area-related instructions - **if necessary** - are given by employees of ift Rosenheim GmbH or ift MessTec GmbH. The handing out of this safety information sheet to the visitors and employees of the external companies is documented at the reception.

Work orders

Before taking up the job, the work order must be discussed with your contact person at the work site or on the test specimen. If necessary, additional required safety measures must be initiated.

Only carry out activities at your place of work if this area has been appropriately secured by you beforehand. Always keep order and cleanliness in your workplace. Dispose of packaging materials properly. Restore safety and cleanliness at work site or workplace after you finish your job. Sign out with your contact person when you finish working.

Dangerous work

Hot work (welding, cutting, etc.) and activities at work locations that are difficult to see or access may only be carried out with the appropriate permission or in consultation with employees of ift Rosenheim GmbH or ift MessTec GmbH. If mutual hazards with employees of ift Rosenheim GmbH or ift MessTec GmbH or other external companies cannot be excluded, arrangements must be made with the coordinators. Activities involving danger of falling may only be carried out with the prescribed safety measures. If necessary, use rope protection or fall protection.

Personal Protective Equipment

Personal protective equipment must be used for each activity in accordance with the risk assessment and instruction. Instructed persons must be followed.

Depending on the work area: Safety boots S2

Noise areas: Appropriate hearing protection

Field of activity: Safety goggles, protective gloves, work clothes, safety helmet

For visitors: Visitor warning vest (**provided by ift**)

Area with hazardous substances: Respective protective work wear or protective measure for this purpose



Prevent accidents



Observe hazard warnings, prohibitions and instructions; comply with operating instructions

Behavior in case of accidents

Keep calm

Report accident



Fire department /
Emergency call
(0) 112

First Aider
-> see notice "First Aider"

First aid



Observe own safety
Warn endangered persons
Secure accident site
Care of injured person
according to situation
First aid instructions in first aid
kits
Pay attention to instructions

Further
measures

Instruct rescue service
Remove onlookers

Accident regulation | Creation date 3/8/2022 11:02:00 AM
if Rosenheim GmbH | location Theodor-Gietl-Str. 4, 83026 Rosenheim

Prevent fires



No open flame; fire, open ignition sources and smoking prohibited

Behavior in case of fire

Keep calm

Report fire



Fire department /
Emergency call
(0) 112

Bring to safety



Warn endangered persons/
Operate house alarm
Take helpless with you
Close doors



Follow marked
escape routes
Do not use elevator
Go to collection point
Pay attention to instructions

Attempt
to extinguish



Use fire extinguisher

Fire protection regulations according to DIN 14069:2014 | Creation date 08.03.2022
if Rosenheim GmbH | location Theodor-Gietl-Str. 7-9, 83026 Rosenheim

Working machines

Forklift trucks and crane systems may only be operated with appropriate training and instruction. Unauthorized use is prohibited! On forklift trucks, the belt of the driver's seat must always be worn! Employees of external companies are prohibited from **using** forklift trucks and crane systems **without explicit permission and instruction**. Damage and property damage must be reported immediately.

Work equipment

All work equipment used at ift locations (e.g. ladders, electrical equipment, etc.) must be in proper and tested condition. The work equipment may only be used as intended. The use of defective work equipment is prohibited. Safety tests (e.g. accident prevention regulations, safety maintenance, etc.) must be clearly visible and verified on all work equipment by means of test badges. **Work equipment of ift Rosenheim GmbH or ift MessTec GmbH may only be used with permission.**

All work equipment, aids and other materials must be set up and stored in such a way that they cannot tip over, roll away unintentionally or fall down. Likewise, these must not block any traffic routes or emergency exits. Use the workstations and storage areas assigned to you. Electrical supply lines must be laid in such a way that there is no risk of tripping or must be secured and marked. The use of work equipment must not endanger uninvolved persons or damage technical equipment (e.g. through sparks, welding beads, electric arcs, etc.). If necessary, these workplaces should be shielded with partitions.

Safety labeling / operating instructions

All mandatory and prohibitive signs are absolutely binding for visitors and persons from external companies. Observe the existing warning notices as well as the posted signs, work instructions and operating instructions for machines and hazardous substances.

Hazardous substances

In principle, hazardous substances may only be carried in suitable containers with clear labeling about the hazardous substance and its characteristic.

Filling into unsuitable containers (e.g. beverage bottles) is strictly prohibited! A safety sheet and operating instructions must be carried for all hazardous materials brought or supplied. All hazardous substances must be stored and handled properly and safely. The personal protective equipment must be used as prescribed. After completion of the job / test, all hazardous substances must be resealed in their storage container, stored safely or taken away or disposed of properly.



Electrical control rooms / Fittings / Switches / Electrical connections

Electrical control, supply and heating rooms may only be entered with explicit permission and only by instructed personnel. Fittings and switches must not be operated without permission. Electrical connections may not be disconnected without authorization. Water connections may not be disconnected or shut off without permission.

Rescue chain

In case of an accident, rapid assistance and first aid must be provided. Trained first responders are available for this purpose in every area and location of ift Rosenheim GmbH or ift MessTec GmbH. **The first responders and their contact details can be seen on the information boards (message board) in the respective areas. Dressing materials and emergency telephones are located in all areas.**

Answer the following questions in case of an emergency call:

Who is calling?

Where did it happen? - Address, location, send off someone to guide the ambulance

How many people were injured? - Number of injured persons

What type of injuries? - Description of injuries (e.g., open femur fracture)

Wait for queries!



Sanitary facilities

Toilets and washing facilities are present and available.

Please leave the facilities in a clean condition.

Opening hours: Monday to Thursday:

8:00 a.m. to 12:00 p.m. / 1:00 p.m. to 4:30 p.m

Friday:

7:30 a.m. to 2:00 p.m

signed Gerd Steiner

Coordination of Occupational Safety