

## Safety regulations for the execution of work by external companies

### 1. Basic Principles

In addition to the "Safety Instructions for Visitors", the following "Safety Regulations" apply to contractors and their employees. The employees of external companies acknowledge the safety instructions and safety regulations upon entering the property/ upon access. In the event of violations, they are liable for damages and waive their right to claim compensation for damages incurred by Helmholtz Munich or third parties.

### 2. Safety agreements / Instructions

The employees of external companies must report to the responsible office each day before starting work and sign out at the end of the work. Before starting work, they must attend an instruction session conducted either by employees of the Technical Facility Management (TGM), Campus Services or Campus Construction & Development or by the specialists for occupational safety. Before entering laboratory rooms, the respective users must also be informed at least 1 working day in advance.

In radiation protection areas, the responsible radiation protection officer (SSB) must be informed about the type and scope of the work in good time before work begins. Work may only be carried out after a dose assessment and compliance with the requirements of § 25 StrlSchG as well as instruction in radiation protection with regard to the possible hazards. Instruction is provided in the course of individual consultation by the area and safety management division. In genetic engineering facilities, the responsible project manager must be informed in good time before the start of work. The approval is only valid for the duration of the work to be carried out and must always be obtained and documented in writing. No work may be carried out without prior instruction of the executing forces and approval by a project leader (or by a person authorized by him). Infringements will be considered a violation and the contractor or its subcontractors will take full responsibility.

### 3. Fire activities

Fire activities, smoke-generating activities and other activities involving a risk of ignition, such as grinding, soldering, burning, welding, the setting up and operation of tar stoves and similar fireplaces, such as scarfing activities, may only be started and carried out with the prior written permission of the project manager. If smoke detectors are present, arrangements with the Project Manager have to be made to protect them or shut them off before starting the work. Asphalt and tar digesters whose firing systems are already in operation before entering the site may only enter with the written permission of the internal fire brigade.

### 4. Use of electrical & electronically controlled machines and equipment

The electrical or electronically controlled machines and equipment used by the employees of external companies on the site must comply with the relevant VDE regulations of DGUV V3 and, if necessary, with the explosion safety regulations. Only explosion-proof means of transport may be used in potentially explosive atmospheres. On construction sites, electrical or electronic equipment may only be connected via construction power distributors. To avoid leakage currents during electric welding, the grounding and earth cables must be laid separately. At the end of work, all electrical and electronic machines and devices must be secured against unauthorized operation.

### 5. Construction site safety / protection equipment

All construction sites inside and outside buildings must be properly secured. The protection equipment of the employees must correspond to the standards prescribed for the respective work.

### 6. Use of Helmholtz Munich operating facilities

Operating facilities, scaffolding, equipment and energy of all kinds may only be used with prior permission and instruction (including documentation) from TGM. Use is at the user's own responsibility.

### 7. Violations of safety regulations

In the event of violations of the above and public safety regulations such as the Genetic Engineering Act, Radiation Protection Ordinance, accident prevention regulations or other safety regulations, continuation of the work may be prohibited, the contract may be withdrawn and a ban on access may be imposed. Inspection of the relevant regulations and issue of the forms (...) is carried out via the respective project manager (TGM or Campus Construction & Development).

<b>Neuherberg (intern):</b>	<b>EMERGENCY CALL 333</b>	<b>SERVICE SECURITY 2000</b>
<b>Neuherberg (mobile phone):</b>	<b>089-3187-333</b>	

<b>All outposts:</b>	<b>FIRE 112</b>	<b>POLICE 110</b>
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