

Safety instructions for visitors to the NMI Reutlingen and external companies

first name*: _____

last name*: _____

company: _____

Date of your visit*: _____. _____. _____

Period: _____

Reason for your visit/ Contact person

- ☐ I hereby confirm that I have received and read the information sheet „Guidelines for Visitors to the NMI“ as well as the safety instructions and that I will follow the rules listed therein.
- ☐ Laboratory Area: I hereby certify that I have received and understand the additional instruction for laboratory areas.

Signature _____

☐ Guest card received no. _____

☐ Guest card returned

Abbreviation _____

1. Before entering the NMI

Before entering the institute for the first time, the contractor (external company) must train the employees and subcontractors independently.

2. Entry into the NMI

When entering the NMI, please report to the reception desk and identify yourself. The instructions of our staff (supervisors, security officers, etc.) must always be followed. Before delivery of goods or start of work, the respective person in charge must be consulted. In case of injuries/accidents, please contact the nearest available employee of our company, the first aider or the reception team.

3. Prohibitions on the entire institute premises



Smoking ban



Fire, open Light and fire work are prohibited (e. g. welding, flexing, gas burners), even outdoors only with permit



Photography and filming are only allowed with the permission of the management or the PR of the NMI.



Bringing animals



In specially designated areas: Operation of cell phones prohibited. This also applies to explosion-proof devices



Alcohol ban in the entire building

4. Laboratory areas (see supplementary sheet)

Do not enter the laboratory areas without additional instruction.



Registration and briefing

- Log in and get briefed
- Observe the safety instructions of the institute

Biological hazard



Warning against biological or genetically engineered substances



Warning against hazardous substances

5. Clean room area

The clean rooms may only be entered after prior instruction by the responsible employee via the airlock and wearing the appropriate clean room clothing.

6. During work

Behavior in plants, facilities and buildings

- Detailed information and briefings will be provided by your*employer and/or the person in charge of the NMI.

Personal protective equipment

- In some areas, personal protective equipment is mandatory and must be worn, e.g.: Safety glasses, helmet, gloves, hearing protection, safety shoes.
- Only use work equipment that is suitable for the intended task. Only tested electrical work equipment and ladders may be used. The tests can be recognized by the sticker attached to the work equipment.
- Never work alone, secure the support or presence of our staff.
- Observe all operating instructions for work equipment, hazardous substances or other products from which hazards may arise.
- Work on electrical systems is only to be carried out after consultation with the respective persons in charge. Care must be taken to ensure that the corresponding release is activated.
- Only carry out work with a risk of falling if appropriate fall protection or safety devices are available. Only enter scaffolds on buildings if the access ladders are on the inside and the side protection consists of guardrail and intermediate rail as well as toe board (see also BGI 688).



Feel free to read our safety instructions online!

7. Rules of conduct in emergencies - escape routes and assembly points



Report to the assembly point (parking lot), stay away from the accident site from the scene of the accident, observe the cordon



Leave building in case of alarm
Observe notices in the buildings, follow escape and rescue routes

8. Fire protection

- Support our fire safety efforts by acting prudently and exercising caution during activities that may cause a fire.
- Before starting work, please inform yourself about the location of fire extinguishers, escape routes and the assembly point in case of fire. Observe the escape signs and, if necessary, the escape and rescue plan.
- Welding, cutting and grinding work requires written authorization through a hot work permit. This can be obtained from the employees assigned to you at our company.
- Compressed gas cylinders (acetylene, oxygen) must be closed after use and the lines depressurized.
- The storage of highly flammable, inflammable and fire-promoting substances for more than one working day requires permission from our company.
- Please switch off all electrical equipment at the end of work and disconnect the power plug.
- Prohibitions on smoking and handling open fires must be strictly observed.

Rules of conduct in case of fire:

- Immediately report observed fire to the fire department or the person in charge of our facility. Immediately warn all persons in your vicinity.
- Extinguishing attempts should only be attempted on very small fires (so-called incipient fires). If the extinguishing attempt is not immediately successful, you should flee immediately.
- In the event of an alarm, stop work immediately, shut down any equipment that may still be running and proceed immediately to the assembly point.
- Never use the elevators in case of fire.
- If several employees of an external company work in the affected part of the plant, the person responsible for the work must determine the completeness / incompleteness of his colleagues and inform the responsible employees of our company.

9. Emergency facilities and important telephone numbers



Manual call point



Emergency Call fire department/
ambulance service: **112**
Internally from any phone

10. Environmental protection



Waste disposal

In principle, the partner company is obliged to dispose of the waste generated in the course of the order processing itself and at its own expense.



Sewerage

Liquids may only be discharged into the sewer system after consultation with the operator of the central waste water treatment plant.

Dispose of waste only in the containers provided.

11. First Aid



First Aid /
First aid kit



Emergency shower



Fire extinguisher



Eye shower

- Before starting work, find out where the first aid stations are and which first aider is responsible for you. If necessary, use the following pictograms as a guide.
- In case of injury, contact our first aiders immediately.
- Have even minor injuries recorded in the first-aid book and report the injury immediately to your*supervisor as well as to the person in charge of our facility
- If you witness an accident/injury, immediately inform the first responder, our staff, or call 0-112 directly.
- Always provide unsolicited first aid when an accident occurs.

12. Important phone numbers

Director:

Prof. Dr. Katja Schenke-Layland 0177 / 56 44 759

Deputy head of institute:

Dr. Thomas Joos 0162 / 90 94 064

Deputy head of institute:

Dr. Stefan Raible 0174 / 20 31 124

Administrative Manager:

Katja Rösslein 0172 / 94 62 736

Occupational safety specialist:

Tobias Wolff 0160 / 40 49 125

Emergency physician:

112

Police:

110

Fire department:

112



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