

Think ultrafast. Think precise. Think ahead.



Environmental and safety information for visitors and employees of external companies



GFH GmbH
Großwalding 5
94469 Deggendorf
Germany



You are always required to carry this booklet with you!

IP 016

INHALTSVERZEICHNIS

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INTRODUCTION

This brochure is intended to help visitors and employees of external companies to be able to behave in a safe and environmentally conscious manner during their stay at GFH GmbH. If you have any questions about occupational safety and environmental protection, please contact the employee/person in charge.

1.0 REGISTRATION AND CANCELLATION

- Every visitor has to register at the reception.
- The visitor ID must always be worn visibly and shown on request.
- Before leaving the company premises, visitors must log off at the reception and return the visitor ID.

- **Film and photo recordings are prohibited!**



2.0. DURATION OF STAY

2.1. Persons with extended access limited to 3 working days

People who stay in the GFH for a maximum of 3 working days without being accompanied by a GFH employee must fulfill the following criteria:

- a) Confirm environmental and safety instructions
- b) Instruction in laser safety & radiation protection if access to non-public areas is necessary

2.2. Persons with extended access limited to 3 working days

People with extended access without time restrictions are allowed to move independently in the GFH building after fulfilling the following criteria:

- a) Instruction in occupational safety by GFH-GmbH and evidence of instruction in occupational safety by the employer (not older than one year)
- c) Instruction in laser safety & radiation protection

2.3. Other people

All persons who do not meet the above criteria need to be accompanied by a GFH employee during their stay.

3.0 LOCATION SECURITY

- All visitors and external employees have to support the environmental and occupational safety measures.
- Regulations and instructions for accident prevention and compliance with environmental protection must be followed.
- Instructions contrary to safety must not be followed.
- If a current danger is known, the danger area must be secured.
- Entering, driving onto and using the site is at your own risk.
- For your own safety, observe the mandatory / information / rescue / prohibition signs.
- Do not remove or deactivate protective devices on lasers and machines.

- Do not move or step behind clearly marked protective curtains without expressed permission.
- Liquids that are hazardous to health must not be kept in drinking containers or beverage bottles and the like.
- All materials such as cardboard boxes, containers, pallets, machine and system parts must be safely stored, stacked or put down.
- Power-driven vehicles (industrial trucks, motor vehicles etc.) are only to be used by employees who have the appropriate valid driving license and approval from their supervisor or contact person.
- Work may only be carried out for which the person concerned has been trained for or was instructed in doing.
- New employees must receive initial training - safety and laser safety from their supervisor.
- All work must be planned and carried out in such a way that there is no risk to people or the environment.
- In order to largely avoid unknown hazards, a stay in unfamiliar areas is not permitted.
- Riding on forklifts, transport trolleys, industrial trucks etc. is prohibited.
- Prohibition, warning, mandatory and information signs as well as floor markings, barriers and notices must be observed.
- It is forbidden to climb or stand on work equipment.
- Safe ladders, steps, platforms, scaffolding or aerial work platforms must be used.
- Personal actions that could lead to hazards are to be refrained from.

- Eating, drinking and smoking as well as the storage of food and drinks are only permitted in defined rooms and places.
- Nobody may put themselves in a state through alcohol, medication or intoxication, through which they endanger themselves or others. If this is the case, work may not be started or continued.
- During transport work, make sure that nobody is endangered or injured.
- In all areas, normal walking is encouraged and on stairs, please, take every individual step.
- The handrail should be used to avoid falling.
- No dangerous chemicals such as gasoline, solvents, diesel fuel etc. may be used to clean the skin.
- The permissible load on floor surfaces, storage shelves, cabinet floors, elevators, roofs, etc. must not be exceeded.

3.1 Contact person

- Every visitor or employee of an external company is assigned to an internal contact person.
- If you have any questions or problems, you can always ask your contact person.
- Any incident that could have led to injuries or environmental damage must be reported to the contact person immediately.
- Recognized dangers are to be eliminated immediately, if possible, or reported to the responsible contact person immediately.

3.2 Emergency/ alarm plan

3.2.1 Fire/Police

Fire Department: 0 - 112

Police: 0 - 110

Next fire extinguisher: throughout the operating area

Next fire alarm: phone

Personal assembly point: see personal assembly point, page 16

3.2.2 Accident

Emergency doctor: 0 - 112 → alert first aiders!

First aid kit: at the entrance to the goods receiving department / mech. Assembly and manufacturing

Defibrillator: at the main entrance

Betriebsarzt: (see notice)

Medical referee/hospital: Klinikum Deggendorf
Perlasberger Str. 4
94469 Deggendorf
phone: 0991/380-0

3.2.3 Disruptions

Electric: (see notice)

Heating / Air conditioning: (see notice)

Compresses air / Service water: (see notice)

Safety officer: (see notice)

Fire protection / Evacuation assistant (see notice)

If you have any questions about occupational safety and internal alarms, get in touch with your assigned contact person!

4.0 First aid / accident

First aid covers medical, organizational and supervisory measures for sick or injured people using simple means, including the emergency call.

4.1 Emergency Call

The emergency call is the notification of an emergency with the aim of alerting the rescue service, the fire brigade and / or the police.

The national emergency number is 112.



The emergency call connects you with the responsible rescue control center.

The emergency call must clearly and concisely contain all the information that is required to be able to deploy the necessary rescue units in a targeted manner in an efficient time and direct them to the emergency site. Do not hang up! Further instructions and support will be given by the rescue coordination center.

4.2 First aiders in the company

First aiders in the company are people who have been trained for first aid in accordance with the regulations of the statutory accident insurance providers.

First aiders are available at GFH (see notice).

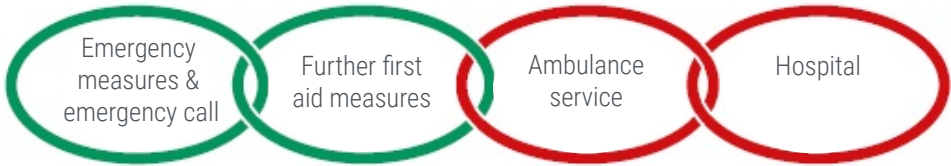
4.3 The rescue chain

The rescue chain symbolizes the demand to cover the complete care for the injured or sick beginning at the scene of the incident and possibly ending in the clinic.

Seconds can be decisive for rescuing those affected. That is why the supply by laypeople must start immediately at the point of occurrence and, if necessary, continue on the transport to the hospital. The measures of first aid by laypeople, the rescue service and the hospital therefore form a chain of rescue, as it were. However, this is only as strong as its weakest link.

FIRST AIDERS

HEALTHCARE PROFESSIONALS



Source: DGUV information 204-002

The five W's of the emergency call

| | |
|-------------------|--------------------------------|
| IMPORTANT: | Waiting for further inquiries! |
| WHO | reports? |
| WHERE | did it happen? |
| WHAT | happened? |
| HOW MANY | injured? |
| WHICH | kind of injury? |

4.4 First aid kit and first aid book

There are two first-aid kits available in the GFH (1x in the area of goods delivery; 1x in the area of mechanical assembly). There is a first-aid book in the first-aid kit to document the accident at work. An eye shower is also provided.

4.5 Defibrillator (AED)

The use of an AED enables the ventricular fibrillation to be treated at an early stage, even before the emergency services arrive. The chance of survival in so-called "sudden cardiac death" is demonstrably increased by early defibrillation.

Source: DGUV information 204-002

5.0 LASER SAFETY AND RADIATION PROTECTION

Source: DGUV regulation 12

5.1 Laser radiation

Laser radiation is any electromagnetic radiation with wavelengths in the range between 100 nm and 1 mm that arises as a result of controlled stimulated emission.

5.2 Laser classes

The laser classes marked in bold are those classes that are frequently used in the GFH.

Class 1:

The accessible laser radiation is harmless.

Class 2:

The accessible laser radiation is only in the visible spectral range (400 nm to 700 nm). Short-term exposure (up to 0.25 s) is also harmless to the eye.

Class 3 A:

The accessible laser radiation is dangerous for the eye if the radiation cross-section is reduced by optical instruments. If this is not the case, the emitted laser radiation is harmless in the visible spectral range (400 nm to 700 nm) with short-term exposure (up to 0.25 s), and in the other spectral ranges also with long-term exposure.

Class 3 B:

The accessible laser radiation is dangerous to the eye and in special cases also to the skin.

Class 4:

The accessible laser radiation is very dangerous to the eye and dangerous to the skin. Diffusely scattered radiation can also be dangerous. The laser radiation can cause fire or explosion.

5.3 Protective measures for activities with accessible laser radiation

5.3.1 Laser safety instruction

Before working with accessible laser radiation, you must be instructed in laser safety. The instruction is usually given by a laser safety officer.

5.3.2 Laser safety officer (LSO)

Laser safety officers are available at GFH. If you have any questions, please get in touch with your contact person. You can also find the laser safety officer on the notice board.

5.3.3 Correct behavior

Correct behavior is essential to avoid accidents.

- a) Observe possible employment restrictions (e.g. for young people, pregnant women, people with pacemakers, etc.).
- b) Experiments may only be carried out in the presence of an authorized GFH employee respectively.
- c) Pay attention to the existing warning notices and symbols.



Figure 1: Example of laser radiation and entry prohibited

- a) In case of unforeseen incidents, malfunctions, accidents or questions about laser safety, the laser safety officer must be contacted.
- b) Always use suitable PPE (personal protective equipment) (e.g. laser safety glasses, skin protection, work coat, etc.)

5.4. Radiation protection

In certain situations it is possible that X-ray or UV radiation is generated in laser machines during material processing, which does not lead to any hazard due to the protective devices provided.

Our employees are trained on the existing dangers and are happy to support you if you have any questions.

5.4.1 General protective measures

There is no danger as long as


- a) the machines are used as intended,
- b) there is no manipulation of the machines,
- c) the laser radiation is accessible, the radiation intensity accordingly is decreased and
- d) activities are carried out exclusively under the supervision of a GFH employee.

5.4.2 Radiation protection officer (subject to change)

Radiation protection officers are available at GFH. Please get in touch with your contact person or use the existing notices as a guide.

5.4.3 X-Rays

- The machines and systems must be used as intended.



DANGER

In the working area of the machine
X-rays can occur.

The machine housing must not be modified!

- Some machines may generate X-rays.

6.0 Personal protective equipment (PPE)

Important: Every visitor and employee of an external company is responsible for the proper condition of the protective equipment they use.

The following points provide an overview of the protective equipment normally used in GFH. However, the PPE must always be selected according to the activity and the risk assessment!

6.1 Safety glasses:



If dangers are to be expected, e.g. from flying parts, pointed and sharp objects, sparks, splashing liquids, electric arcs or dangerous radiation.

6.2 Noise protection means:



If an assessment level of 80 dB (A) is given, reached or exceeded when exposed to noise, then hearing protection will be provided.

At a rating level of 85 dB (A), it is compulsory to wear noise protection equipment.

6.3 Protective shoes, etc.:



In the event of danger from bumping into, pinching, falling, falling or rolling objects, from stepping into pointed or sharp objects or from hot ones

Substances or corrosive liquids.

Protective shoes of class S2 (better S3) are required in the production area.

6.4 Protective gloves



If injuries from rough work, sharp or pointed objects are to be expected, or if there is a risk of burns, scalds, chemical burns, hypothermia, electrical currents, if there is a possibility of skin damage and other health hazards from contact with hazardous substances.

6.5 Working coat:



When working with chemicals and other hazardous substances, a protective coat in accordance with the EN 13034 Type 6 standard should be worn to protect against the dangers of liquid chemicals.

6.6 Respiratory protection:



For certain activities (e.g. changing filters on extraction systems; handling hazardous substances; etc.) respiratory protection is required.

Respiratory protection must be selected according to the workplace and checked for proper function before each use.

In case of a filter change on extraction systems, a half mask according to DIN EN 141/143 protection level P3 is required.

7.0 ENVIRONMENTAL PROTECTION

- All visitors and employees of external companies are encouraged to work safely.
- Everyone has to ensure order and cleanliness at all workplaces, storage areas, break rooms, toilets etc.
- Waste and recyclable materials are to be collected separately. The containers set up are to be used. Glass, residual waste, pointed and sharp objects must not be put in paper bins.

- Old batteries, especially button cells, are classified as hazardous waste and must be put in the designated collection containers.
- Only the amount of auxiliary and operating materials that are absolutely necessary for the smooth progress of the work or production may be stored at the workplaces.
- Sharp and pointed parts, such as protruding nails, straps or wire ends, must be removed immediately.
- The contents must be indicated on all containers and vessels. In the case of hazardous substances, there is an obligation to label according to the Ordinance on Hazardous Substances. Dangerous chemicals are only to be stored and transported in suitable protective containers.

8.0 TRAFFIC AND EMERGENCY ROUTES ON THE GROUND AND FIRST FLOOR





- Traffic and rescue routes, emergency exits, emergency switches and fire extinguishers must be kept free.
- Fire doors must not be blocked.
- Entering and walking on transport and driving routes must be done with extreme caution. Only safe routes are to be used.
- Riding on forklifts, transport trolleys, industrial trucks, etc. is prohibited.

9.0 FIRE PROTECTION

- Study the posted plans!
- Memorize the procedure, the escape routes and your assembly point. If anything is unclear, please speak to your assigned supervisor or contact person immediately.
- Every fire, even if it has already been extinguished, must be reported as a precaution.

10.0 ATTACHEMENTS

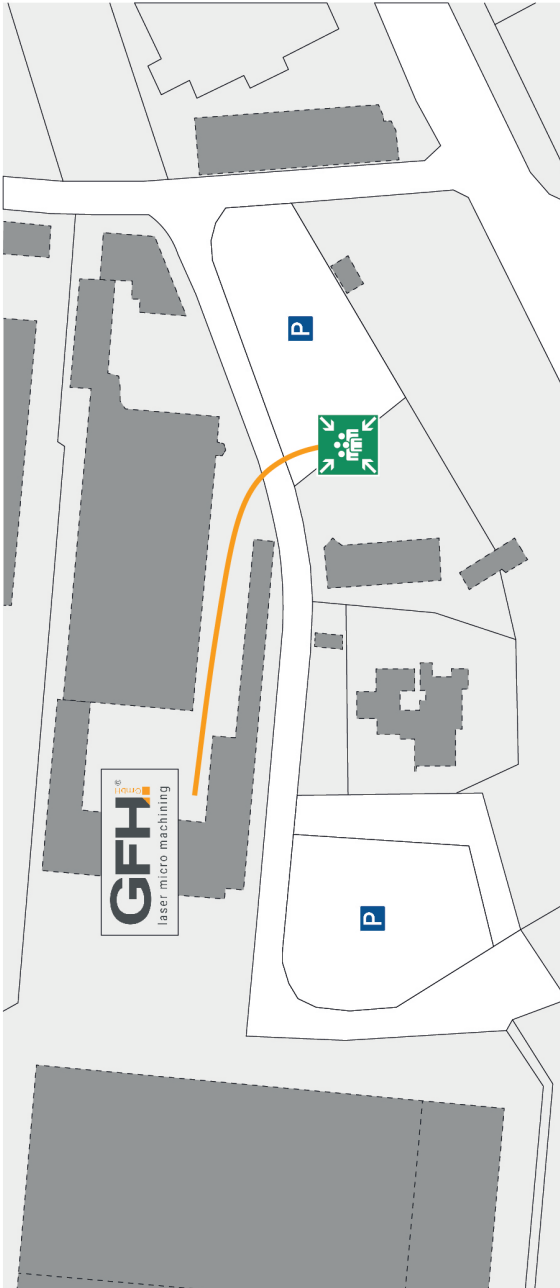
CARE PROTECTION PLAN

|  <p>Skin exposure when working with</p> | <p>SKIN PROTECTION before and during work</p>  | <p>SKIN CLEANSING</p>  | <p>SKIN CARE before breaks, after work</p>  |
|---|--|---|--|
| <p>Oily substances (cutting oil, punching oil and grease, lubricating and hydraulic oil)</p> | <p>Stokosept Gel hand disinfection</p> <p>GOJO Advanced hygienic hand disinfectant</p> <p>Toilet seat cleaner</p> | <p>Estesol EVONIK Stockhausen</p> <p>Solopol EVONIK Stockhausen</p> <p>KIMCARE General Luxurious foam soap normal</p> | <p>Stoko Lotion EVONIK Stockhausen</p> <p>Estolan EVONIK Stockhausen</p> <p>Lindesa WOELNER</p> |
| <p>Dusty substances</p> | | | |
| <p>Aqueous work equipment (Cooling lubricant emulsion, acids and alkalis, cleaning water)</p> | | | |
| <p>Aggressive Substances (hurtful, corrosive)</p> | | | |
| <p>Protective gloves and safety shoes</p> | | | |

11.0 DANGER SYMBOLS (EXAMPLES)

| Symbol | Explanation, labeling, effect | safety |
|---|---|---|
|  | Skull and Crossbones (GHS06) In small quantities leads immediately to serious damage to health or to death. | Do not inhale, touch or swallow. Wear work protection. Immediately call a POISON CENTER or a doctor. Stable side position. |
|  | Health hazard (GHS08) Has an allergenic, carcinogenic, mutagenic, reproductive and fertile or organ damaging effect. | Before working with such materials, you have to be well informed and wear protective clothing and gloves. In the case of contact, flush eyes and skin with water. |
|  | Corrosive Effects (GHS05) Corrosive to metals and corrosive to body tissue, serious damage to eyes is possible. | Avoid contact, wear protective goggles and gloves. In the case of contact, flush eyes and skin with water. |
|  | Exclamation mark (GHS07) Causes damage to health, irritates the eyes, skin and respiratory organs. Leads to death in larger quantities. | See "Corrosion" in case of skin irritation or eye contact, rinse with water or a suitable agent. |
|  | Environment (GHS09) Is harmful, poisonous or very poisonous for aquatic organisms, acute or with long-term effects. | Dispose of only as hazardous waste, never in let the environment get in. |
|  | Flame (GHS02) Is flammable, liquids form explosive mixtures with air, produce flammable gases with water or is self-ignitable. | Keep away from open flames and sources of heat; Close containers tightly, store in a fire-proof place. |
|  | Exploding bomb (GHS01) Explodes by fire, blow, friction, warming; Fire, air pressure, splinters hazard. | Do not rub or bump, avoid fire, sparks and any generation of heat. |
|  | Flame over circle (GHS03) Has an oxidizing effect and intensifies fires. When mixed with flammable substances, explosive mixtures are formed. | Keep away from combustible materials and do not mix with them; keep it clean. |
|  | Gas bottle (GHS04) Gas cylinders under pressure can explode when heated; cryogenic gases cause cold burns. | Do not heat; Wear protective gloves and goggles for cryogenic gases. |


COLLECTION POINT FOR PEOPLE





Source: Office of digitalization, broadband and surveying Landau a.d.Isar - Branch Office Deggendorf


POSSIBLE ESCAPE AND RESCUE ROUTES


Legend


- 

vertical
escape
route
- 

horizontal
escape
route
- 

Escape route
- 

First aid
- 

Collection
point
- 

Fire extin-
guisher

Behaviour in case of fire

Keep calm

1. Report fire



Activate fire alarm or:
Call: 0-112
Where it burns?
What is burning?
How much is burning?
What dangers?
Waiting for further inquiries!

2. Bring to safety



Take endangered people with you!
Close doors!
Follow the marked escape routes!
Don't use the elevator!
Follow instructions!

3. Attempt to extinguish the fire




Using the fire extinguisher

Behaviour in case of accidents


Keep calm

1. Report accident



Call: 0-112
Where did it happen?
What happened?
How many injured?
What types of injuries?
Waiting for questions in return!

2. First Aid

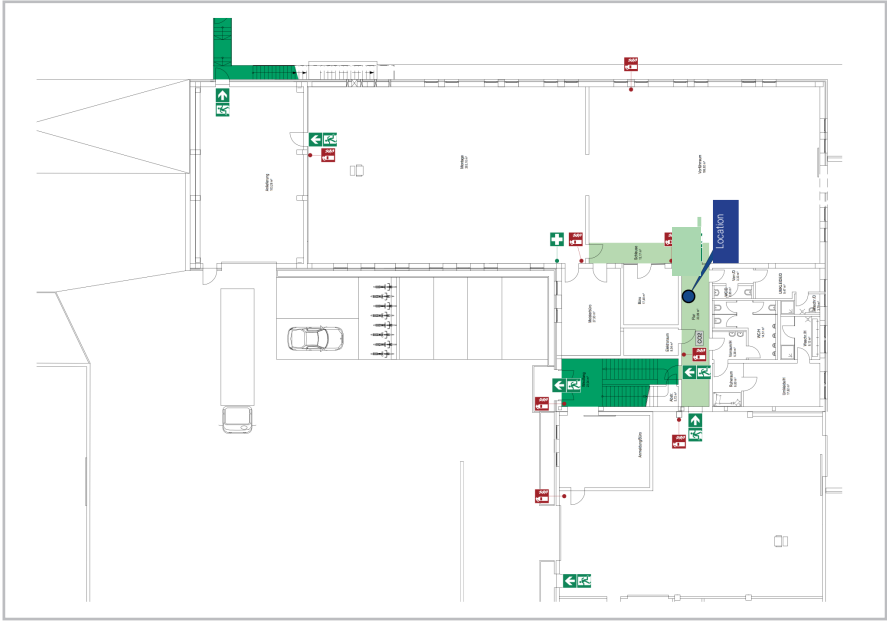


Securing the scene of the accident!
Care for the injured!
Follow instructions!

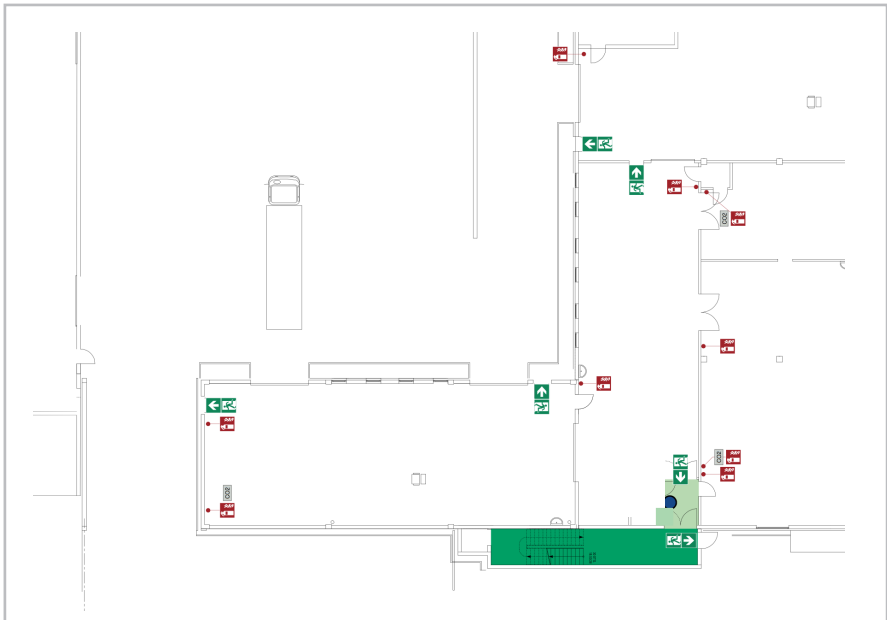
3. Further measures

Brief emergency services
Remove bystanders

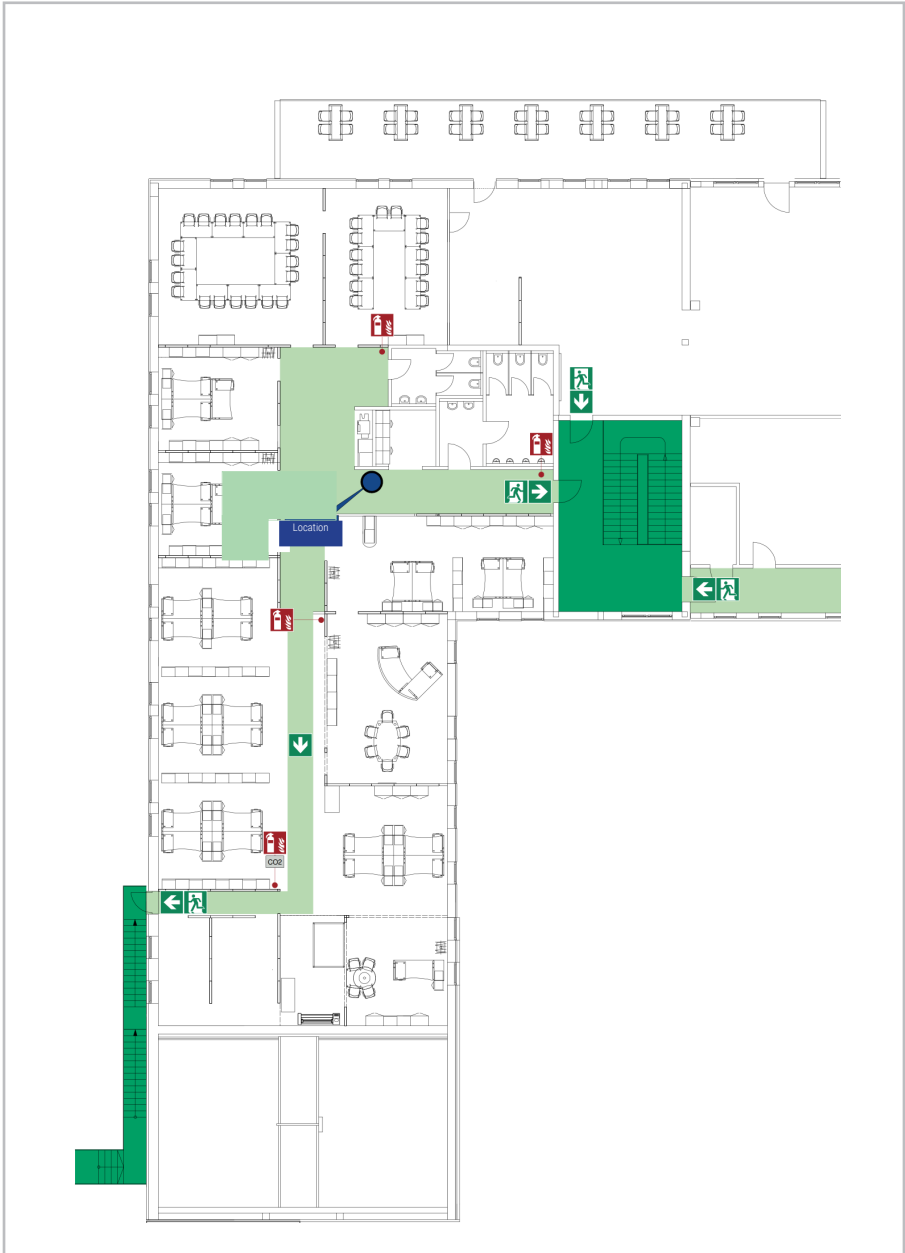
General plan ground floor_1



General plan ground floor_2



General plan first floor_1



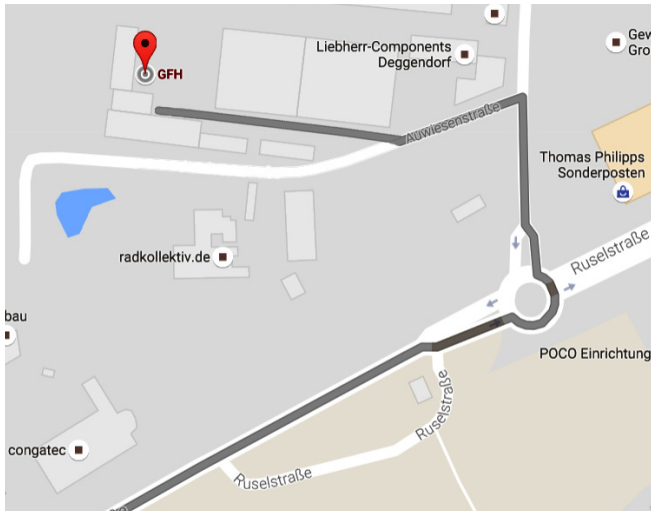
General plan first floor_2



General plan first floor_3

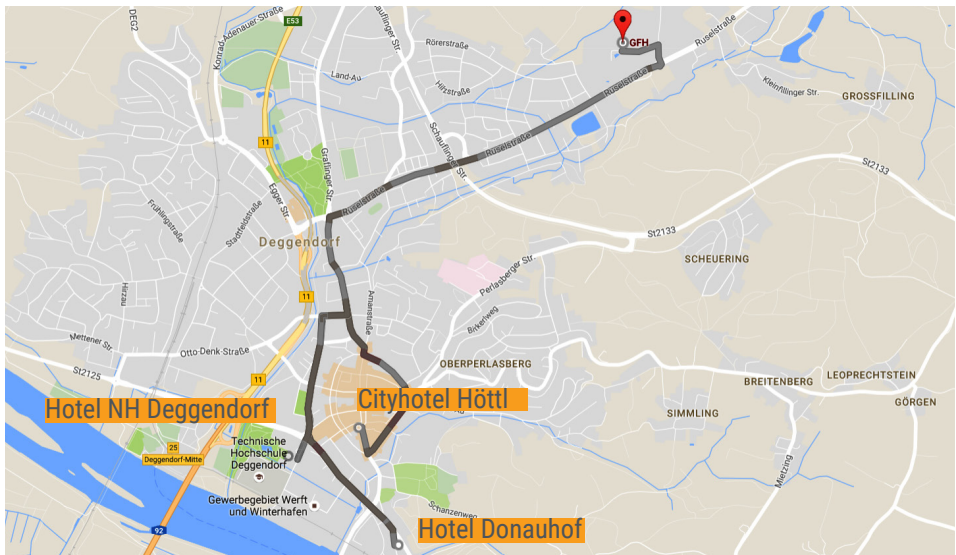


DIRECTIONS AND HOTEL INFORMATION



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 Großwolding 5
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www.gfh-gmbh.de

Source: Google Maps



Cityhotel Höttl
 Luitpoldplatz 22
 94469 Deggendorf
 phone: +49 991 3719960

Hotel Donauhof
 Hafenstraße 1
 94469 Deggendorf
 phone: +49 991 38990

Hotel NH Deggendorf
 Edlmairstraße 4
 94469 Deggendorf
 phone: +49 991 34460



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