



## Verhalten im Brandfall Ruhe bewahren

Feuerwehr Telefon Nr. 0-112

### 1. Brand melden



WER meldet?

WAS ist passiert?

WO ist es passiert?

### 2. In Sicherheit bringen

Please read carefully and complete the form

Gefährdete Personen

Gefahrenzustand

## Operating regulations for external companies

at all sites of the Müller-BBM Industry Solutions GmbH

# Operating regulations for external companies

In these operating regulations the most important safety-relevant information and requirements for the deployment of external staff are summarized. Please strictly follow the instructions. They are valid for all sites of the Müller-BBM Industry Solutions GmbH in Germany.

We wish you a successful and safe stay and rely on your active support in the implementation of these regulations.

Please inform your contact partner if you notice any operational shortcomings or mistakes. Your practical advice is important to us so that we can continually improve occupational safety and health.

Please check in at the reception when entering the company premises and check out before leaving. You will be assigned a contact person who will introduce you to your work area.

We kindly ask you to stay only in the work area assigned to you. Unauthorized access to other company areas is strictly prohibited.



Please observe all warning and information signs on the respective premises.

## Do you have any questions?

Please contact our specialist for occupational safety by mail or telephone.

E-Mail: [sifa@mbbm-ind.com](mailto:sifa@mbbm-ind.com)

**Volker Liebig**

Cell +49 173 6976665

# Occupational safety for external companies

The safety and health of the employees of all companies present may not be affected by mutual hazards at any time. Inform each other about possible risks associated with the respective work. Take measures to prevent hazards already before starting work – if required, a coordinator should be appointed. In case of doubt, please get in touch with your contact person.

## **Emergency precautions**

Inform yourself about first aid stations, escape and rescue routes before starting work. In case of an emergency, alert the responsible contact person or the reception.

## **Liability**

No liability is assumed for private belongings.

If these instructions are violated, the external company is fully liable for the consequences.

## **Measures for occupational health and safety**

- All necessary measures must be carried out before starting work, e.g. cordoning off hazardous areas, power disconnection, obtaining a permit for hot work.
- Use the mandatory protective equipment, e.g. head protection, eye protection, hearing protection, fall protection for working at heights. The protective equipment must be provided by your employer.
- Always keep your workplace in an orderly condition and clean it up after completion of the work.
- Report any damage to your contact person.

## **Certificates of competence / hot work permit**

Before operating forklift trucks or other machines requiring a permit, please present the certificate of competence to your contact person without prior request.

Have the permit to perform hot work (cutting, burning, welding, soldering, separating) confirmed in writing by your contact person on page 7.

## Prohibitions on the entire company premises



Alcohol and narcotics are prohibited



**No smoking**

Smoking is only permitted in the designated outdoor areas



**No fire and open light**



Observe access prohibitions, e.g. laboratory



Observe prohibitions of photography

## On the company premises the road traffic regulations apply



Drive at walking speed



Park only on designated parking spaces



**Observe stopping restrictions,**

e.g. in the vicinity of roller shutters and fire extinguishing equipment



**No stopping on designated escape routes**

## Behaviour in case of emergency

Keep calm and make an emergency call: 0 – 112.



Inform the reception.

The telephone number of the respective reception has been given to you when the work area has been assigned.



Pay attention to alarm signals,  
warn and help other people.



Use fire extinguisher  
without putting yourself in danger.



Follow escape and rescue routes.



Go to the assembly point.

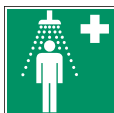


## First aid

First aid/first aid kit



Emergency shower



Eye shower



Defibrillator



# Protective measures for hot work

In order to avoid fires, the following protective measures must be observed when cutting, burning, welding, soldering and separating:

## Clearing

Remove everything inflammable, including gas cylinders, from the hazardous area (at a distance of at least 15 m). Before welding work on pipes or similar, remove existing coatings or insulation.

Make sure you have a non-flammable base for your work.

## Covering

Cover flammable objects that cannot be removed from the hazardous area in such a way that they cannot be heated and set on fire by flames, sparks or heat conduction. Also protect existing hoses.

## Sealing

Seal all openings (e.g. pipes, ducts) that lead directly or indirectly from your workplace to other rooms in a fireproof manner.

## Provide fireguard

A fireguard with suitable fire extinguishing equipment must be available in the vicinity of the workplace. They must observe the workplace, the wider surroundings and adjacent rooms. In the event of danger, the fireguard must immediately inform the colleague carrying out the work and extinguish any fire that may have occurred. The hot work must be stopped immediately.

## Checking at the end of work

Immediately after finishing your work and several times afterwards, carefully check the wider surroundings for pockets of fire or smell of fire. If necessary, assign another person to do this.

## Rules of conduct and consequences of non-compliance

External companies are fully responsible for their employees, their safety instruction and equipment as well as occupational medical preparation. Violation of these regulations may result in an expulsion from the premises and legal action may be taken.

If you have any questions, please get in touch with your contact person.

# Confirmation – Qualification – Approval

Please fill in and sign before starting work.

valid until

Enter date - 12 months from signature

Your contact person

Internal telephone number

Your work area

Direct dial switchboard/reception

The following certificates of competence have been submitted:

Certificate of competence for	issued on	valid until
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval of special work/measures

granted until

- Hot work (cutting, burning, welding, soldering, separating)
- Disconnection of electrical systems
- Decommissioning / clearance of an operating area
- Use of the following hazardous substances

With my / our signature(s) I / we confirm that I / we have read and understood the operating regulations:

Name of external company and the respective employees (in block letters) with date and signatures.

Approval by:

Original = external company / Copy = Müller-BBM Industry Solutions GmbH

Name of the person responsible at Müller-BBM Industry Solutions GmbH (in block letters), date, signature

# Müller-BBM Industry Solutions GmbH

The Müller-BBM Industry Solutions GmbH operates a management system that covers quality, occupational safety and health. The safety and health of the employees is an essential prerequisite for achieving the company's goals. Thus, occupational health and safety is considered a management task. The management, executives and employees are jointly and independently committed to working conditions in which employees can work safely, healthily and successfully. This includes safe and ergonomic work equipment, workplaces and working processes. Operational procedures are continuously evaluated and optimized in order to reduce the risk of operational disruptions, dangerous situations and industrial accidents.

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**[www.mbbm-ind.com](http://www.mbbm-ind.com)**