

work safety and sick leave instructions

department(s) ALICE (& EMMI), KBW 5

According to the safety-at-work team and in addition to the yearly SIST course, every employee has to be informed specifically about the situation and environment at his/her regular workspace by the department head or the person it was delegated to.

In the following you will be informed about various possible endangerments and hazards and how to avoid them as well as how you should prepare yourself with regard to your personal health and safety prior to business trips abroad.

Many of which you will probably find obvious and not necessary to mention, however, these are of course mandatory to be included, too.

Furthermore, we have made the procedures in case of illness/sick leave part of this document.

Content:

1. General guidelines for work at the office
2. Business trips outside Germany
3. Experimental areas, clean rooms, beam area etc.
4. Sick leave
5. Emergencies
6. Important contacts

1. General guidelines for work at the office:

Personal safety:

Preferably, your table and screen(s) should be set up in a right angle to the window or at least in such a way, that you regularly are not blinded and disturbed by the light or reflections on the screen(s).

The windows on the south side of the KBW building are additionally equipped with shutters to protect you from blinding lights.

Check the heights of your desk and chairs. You should be able to sit upright with the forearms resting relaxed on the table. At the same time, your feet should stand firmly on the ground.

If you for health reasons need special furniture like a foot rest, a new chair or a different table, please talk to Silvia Masciocchi or Ralf Averbeck (Peter Braun-Munzinger for EMMI staff).

Office work is a very unilateral physical stress. Make sure you stand up and walk around regularly.

Furthermore, GSI Health Management offers various training courses, e.g. Yoga or back therapy training, every employee can attend:

(https://www.gsi.de/en/work/organisation/staff_units/safety/operational_health_management_ohm.htm).

If you feel you suffer from physical discomfort that may have been caused by your work, call the GSI nurse Giovanna Monzo at 2444, to arrange an appointment with the company medic to get a preventive medical checkup.

The GSI Intranet also offers some online trainings on ergonomic workspace and screens/monitors

(https://www.gsi.de/en/work/organisation/staff_units/safety_engineer/information/screen_office_workplace.htm).

Whenever you feel insecure on any part of your work, please contact Silvia Masciocchi or Ralf Averbeck (Peter Braun-Munzinger for EMMI staff), instead of exposing yourself to a risk for your health.

Cables & tripping hazards:

All cables and lines should be installed in such a way, that nobody risks to trip over them, for example by using cable ducts.

If you notice free cables which present a potential threat, please inform the ALICE/EMMI office, personally or by e-mail to alice-office@gsi.de, who will ask the responsible department to cover it up or change it.

Please announce any kind of tripping hazard (could also be damaged carpets/floors), to the ALICE/EMMI office, who will take action and have it eliminated.

Beyond possible tripping hazards caused by cables or carpets, you should, of course, make sure you wear appropriate and well fitted footwear you can walk safely with.

Electric devices:

If you realize any defects or malfunctions of any electric device or cable, please inform the ALICE/EMMI office, who will ask the responsible department to eliminate it.

Please do not try to repair it yourself.

Copying machine/printers:

For the use of the copying machine please note that the room where it is installed has to remain open and may not be closed in any way.

Should the machine announce an empty toner cartridge, please inform ALICE/EMMI office, who will order its exchange. This means, you will most probably never get in touch with the toner cartridges of the copying machine.

In case you, for one reason or the other, cannot avoid to open the copying machine and get in touch with toner or if you remove/exchange the cartridges of your printer, please wear one-way gloves (available at the ALICE/EMMI office).

Spilled toner has to be cleaned up with a damp cloth/paper, wearing one-way gloves.

Cloud chamber:

The cloud chamber may only be operated by specifically instructed persons.

The alcohol for its operation is stored in a locked cabinet.

The keys for the cloud chamber and the cabinet are kept by Ralf Averbeck and in the ALICE/EMMI office.

Please wear one-way gloves when putting the cloud chamber into operation.

2. Business trips outside Germany

The doctors at GSI offer a counselling conversation about necessary/useful precautionary measures and/or vaccinations as well as preventive medical travel checkups.

They can also help you with advise for medicines and first aid material you should take with you on your trip.

For further information, please contact Giovanna Monzo at 2444.

Before travelling to a country where you have never been before and/or which you do not know about, please take some time to inform yourself about culture, religion, politics and other advices for travelers. Every embassy and consulate can provide you helpful and important information, as well as a country's official tourist office.

Also it is useful to define a local contact person at your hosting institute.

Please also make sure you prepare for your visa application (if required) as early as possible.

Externals should also check whether their health insurance covers medical needs and therapies in the destination country or whether an additional travel insurance will be mandatory.

3. Experimental areas, clean rooms, beam area etc.

Please follow the advice and instructions of the locally responsible staff.

Please do not use any machines, devices, equipment you are not familiar with/trained to use.

Make sure you know where to find fire extinguishers and emergency shut-offs and exits in every area you work at.

4. Sick leave:

If you realize you won't be able to come to work, you have to inform Silvia Masciocchi or Ralf Averbeck (Peter Braun-Munzinger for EMMI staff) and the Entgeltbuchhaltung (Krankmeldung@gsi.de).

Your message needs to include an estimate, how long you expect to be unable to come to work.

In case you have come to work and need to leave earlier due to illness, you have at least to inform Silvia Masciocchi or Ralf Averbeck (Peter Braun-Munzinger for EMMI staff).

Shouldn't you have recovered after three days, you have to see a doctor on day 4 (at the latest) and get a sick certificate. This sick certificate has to be submitted to the Entgeltbuchhaltung on the same day, either by delivering it to the Entgeltbuchhaltung by yourself on the way home from the doctor or by asking someone to bring it. In case you are sending the sick certificate by regular mail, it is recommended to send an e-mail to Silvia Masciocchi or Ralf Averbeck and the Entgeltbuchhaltung stating, that the sick leave has been sent by mail; you could also attach a scan or picture of the sick certificate to this e-mail.

In case you will be unable to work for a longer duration than originally announced, you have to inform your supervisor and Entgeltbuchhaltung immediately. If this leads to exceedance of the three days or if you have already submitted a sick certificate from a medic before, you will have to see the doctor (again) and get a (subsequent) sick certificate.

If you get sick during your holidays/days off, you have to see the doctor the same/first day and get a sick certificate. Your holidays will then be credited back, so you don't lose free days due to illness.

In case you have to cancel a business trip due to illness, you additionally to the above need to inform travel@gsi.de.

Upon return to work, the form "Rückmeldung aus der Arbeitsunfähigkeit an die Abteilung Personal" has to be filled and signed by you and your supervisor and returned to the Entgeltbuchhaltung. This form will be handed to you by Silvia Masciocchi or Ralf Averbeck (Peter Braun-Munzinger for EMMI staff).

5. Emergencies

How to help in case of accidents/health problems:

- KEEP CALM and try to find out what happened by asking the affected person or a colleague. Don't go away finding someone. Never leave the affected person alone!
- Start life saving measures according to the situation/injuries. No first aid training? Usually your common sense instinctively will have an idea of what to do. If in doubt: Shout out LOUD for HELP.
- (Ask someone to) call the Pforte 2210 (and, if necessary, the ambulance, phone 112), the Pforte will alarm the first aiders on duty and Giovanna Monzo, tell them everything you know about the situation/accident:
Thumb's rule = Where did it happen? What happened? How many persons are injured? What kind of injuries? Wait for further questions.

First aid kit:

At the entrance to the kitchen on the wall opposite the copying machine.

Specially trained GSI first-aider:

Maria Wallner, room 5.009 (ALICE/EMMI office), phone 1808.

What to do in case of fire:

- KEEP CALM and warn your colleagues.
- Call the Fire Brigade: 112 or use a fire alarm box.
- Call the Pforte: 2210
- You may try to fight smaller fires with the fire extinguishers installed on the floor as mentioned above. Follow the instructions (icons) on the extinguisher, but never expose yourself to any risks.
- Make sure everyone is informed, help disabled or unconscious colleagues to leave the room and building.
- Close all windows and doors.
- Use the stairs to leave the building, NEVER USE THE ELEVATOR.

Specially trained GSI fire defence assistant:

Michael Habib, room 5.008, phone 1469.

Fire extinguishers on KBW 5:

Please see attached emergency evacuation and rescue map.

Assembly points in case of evacuation:

KBW employees meet on the parking lot in front of the KBW after evacuation.

For further information on the assembly points please also have a look at the official map:

https://www.gsi.de/work/organisation/stabsabteilungen_stellen/sicherheit_und_entsorgung/allgemeine_gefahrenabwehr.htm

Further information on emergencies/accidents can be found here:

English: https://www.gsi.de/en/work/organisation/staff_units/safety/accidents_emergency.htm

German:

https://www.gsi.de/work/organisation/stabsabteilungen_stellen/sicherheit_und_entsorgung/alarmfall_unfall_notfall.htm

For detailed information, please see the general GSI safety rules:

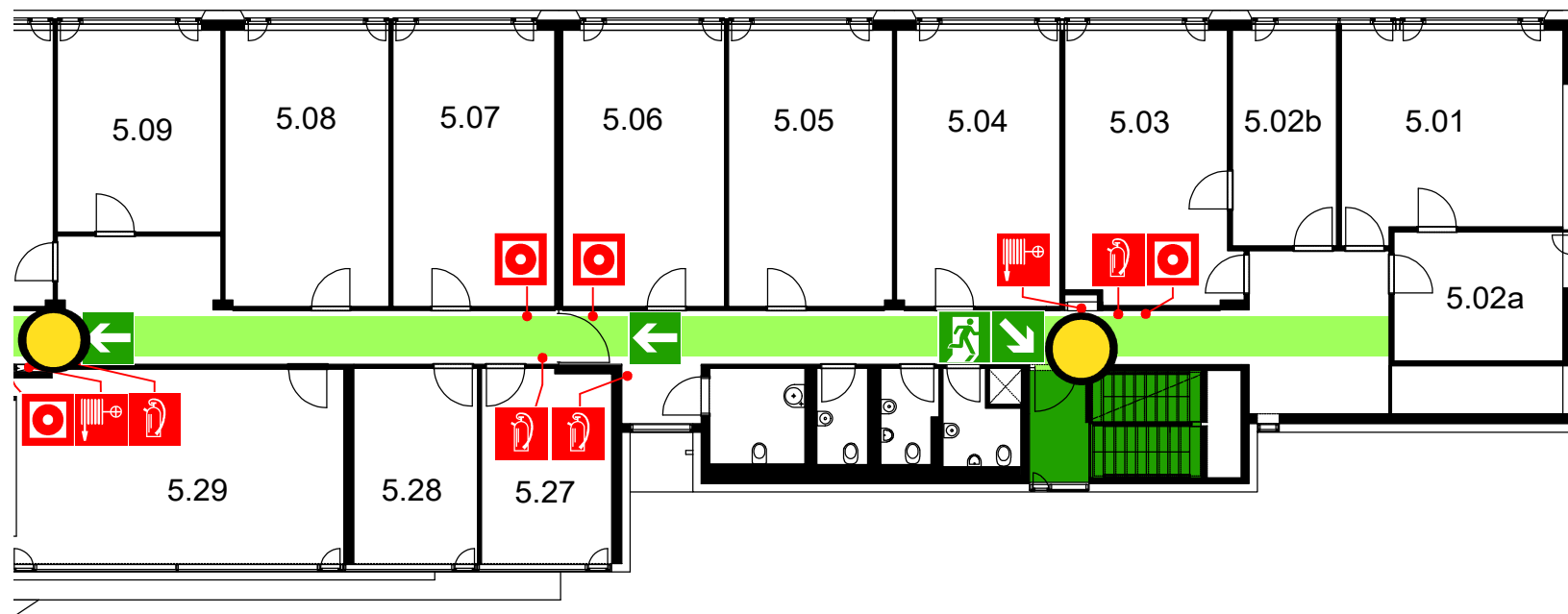
English: ..\..\Safety_information-General_rules.pdf

German: ..\..\Safety_information-Allgemeine_Sicherheitsinformationen.pdf

6. Important contacts

name	phone	mail
ALICE/EMMI office (<i>Denise Engel, Karin Stix, Maria Wallner</i>)	1709, 1808	alice-office@gsi.de
Michael Habib (<i>as fire defence assistant</i>)	1469	
Silvia Masciocchi	1489	s.masciocchi@gsi.de
Ralf Averbeck	2764	r.averbeck@gsi.de
Peter Braun-Munzinger (<i>EMMI staff only!</i>)	2760	p.braun-munzinger@gsi.de
sick leave (<i>Entgeltbuchhaltung</i>)		krankmeldung@gsi.de
travel		travel@gsi.de
Giovanna Monzo (<i>GSI nurse</i>)	2444	g.monzo@gsi.de
Pforte	2210, 2205	
Fire brigade / ambulance	112	

FLUCHT- UND RETTUNGSPLAN



In case of fire

Keep calm

- 1. Report the fire**


Activate the fire alarm or **Emergency number: 112** and gate: 2210 or 2205

Who is reporting?
What are the details?
How many injured persons?
What is the exact location?
Wait for further questions!
- 2. Go to safety**


Take along helpless people
Close windows and doors
Follow signposted escape routes
Do not use elevator
Go to the assembly point
- 3. Extinguish fire**


Use portable fire extinguishers
Use fire hose

Verhalten im Brandfall

Ruhe bewahren

- 1. Brand melden**


Brandmelder betätigen oder **Notruf: 112** und Pforte: 2210 or 2205


Wer meldet?
Was ist passiert?
Wie viele sind verletzt?
Wo ist etwas passiert?
Warten auf Rückfragen!
- 2. In Sicherheit bringen**



Gefährdete Personen mitnehmen
Fenster und Türen schließen
Gekennzeichneten Rettungswegen folgen
Aufzug nicht benutzen
Sammelplatz aufsuchen
- 3. Löschversuch unternehmen**


Feuerlöscher, Wandhydrant/Löschschlauch zum Brandbekämpfen benutzen

Behavior in case of accidents

Keep calm

- 1. Report accident**


- **Emergency number: 112** and gate: 2210 or 2205
- Who reports?
- What has happened?
- Where has it happened?
- How many injured persons?
- Wait for further questions!
- 2. First aid**


Safeguard the accident site
Care for the injured persons
Take notice of instructions
- 3. Further measure**

Guide the ambulance or fire-brigade
Remove curious onlookers

Verhalten bei Unfällen

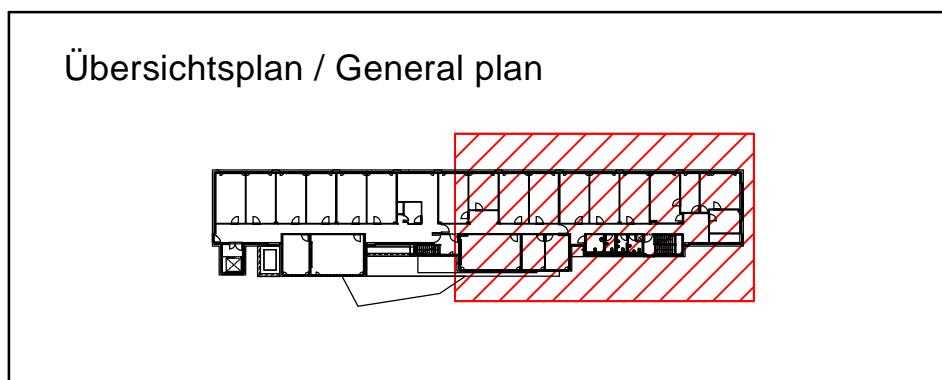
Ruhe bewahren

- 1. Unfall melden**


- **Notruf: 112** und Pforte: 2210 or 2205
- Wo geschah es?
- Was geschah?
- Wie viele Verletzte?
- Welche Arten von Verletzungen?
- Warten auf Rückfragen!
- 2. Erste Hilfe**


Absicherung des Unfallortes
Versorgen der Verletzten
Anweisungen beachten
- 3. Weitere Maßnahmen**

Rettungsdienste einweisen
Schaulustige entfernen



Legende / Legend


 Standort Current position	 Feuerlöscher Fire extinguisher	 Richtungsanzeige This way
 Rettungsweg Escape and emergency route	 Löschschlauch Fire hose	 Rettungsweg / Notausgang Emergency exit / escape route
 Treppnräume im Verlauf von Rettungswegen Escape and emergency route on staircase	 Brandmelder, manuell Fire detector	 Sammelstelle: GSI Parkplatz Meeting point: GSI-parking area

EBENE 5

Projekt-Nr.: 1687 Stand: Februar 2011

GSI
Bürogebäude Emmi / Fair
Planckstraße 1
64291 Darmstadt

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FLUCHT- UND RETTUNGSPLAN



In case of fire

Keep calm

- 1. Report the fire**
 - Activate the fire alarm or **Emergency number: 112** and gate: 2210 or 2205
 - Who is reporting?
 - What are the details?
 - How many injured persons?
 - What is the exact location?
 - Wait for further questions!
- 2. Go to safety**
 - Take along helpless people
 - Close windows and doors
 - Follow signposted escape routes
 - Do not use elevator
 - Go to the assembly point
- 3. Extinguish fire**
 - Use portable fire extinguishers
 - Use fire hose

Verhalten im Brandfall

Ruhe bewahren

- 1. Brand melden**
 - Brandmelder betätigen oder **Notruf: 112** und Pforte: 2210 or 2205
 - Wer meldet?
 - Was ist passiert?
 - Wie viele sind verletzt?
 - Wo ist etwas passiert?
 - Warten auf Rückfragen!
- 2. In Sicherheit bringen**
 - Gefährdete Personen mitnehmen
 - Fenster und Türen schließen
 - Gekennzeichneten Rettungswegen folgen
 - Aufzug nicht benutzen
 - Sammelplatz aufsuchen
- 3. Löscharbeit unternehmen**
 - Feuerlöscher, Wandhydrant/Löschschauch zum Brandbekämpfen benutzen

Behavior in case of accidents

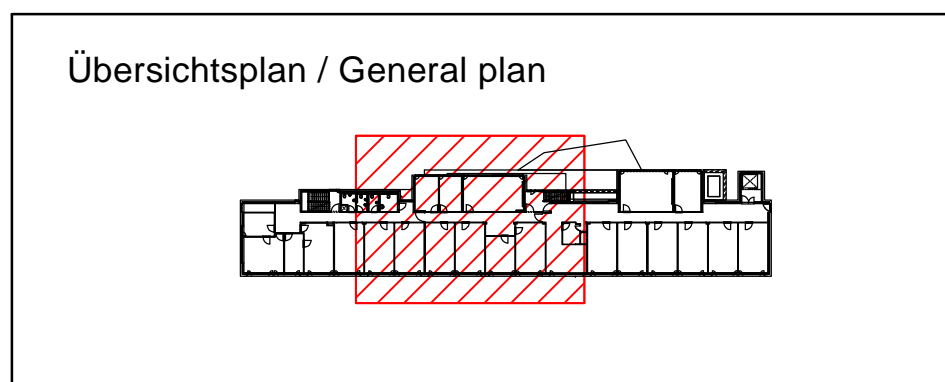
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- 2. Erste Hilfe**
 - Absicherung des Unfallortes
 - Versorgen der Verletzten
 - Anweisungen beachten
- 3. Weitere Maßnahmen**
 - Rettungsdienste einweisen
 - Schaulustige entfernen



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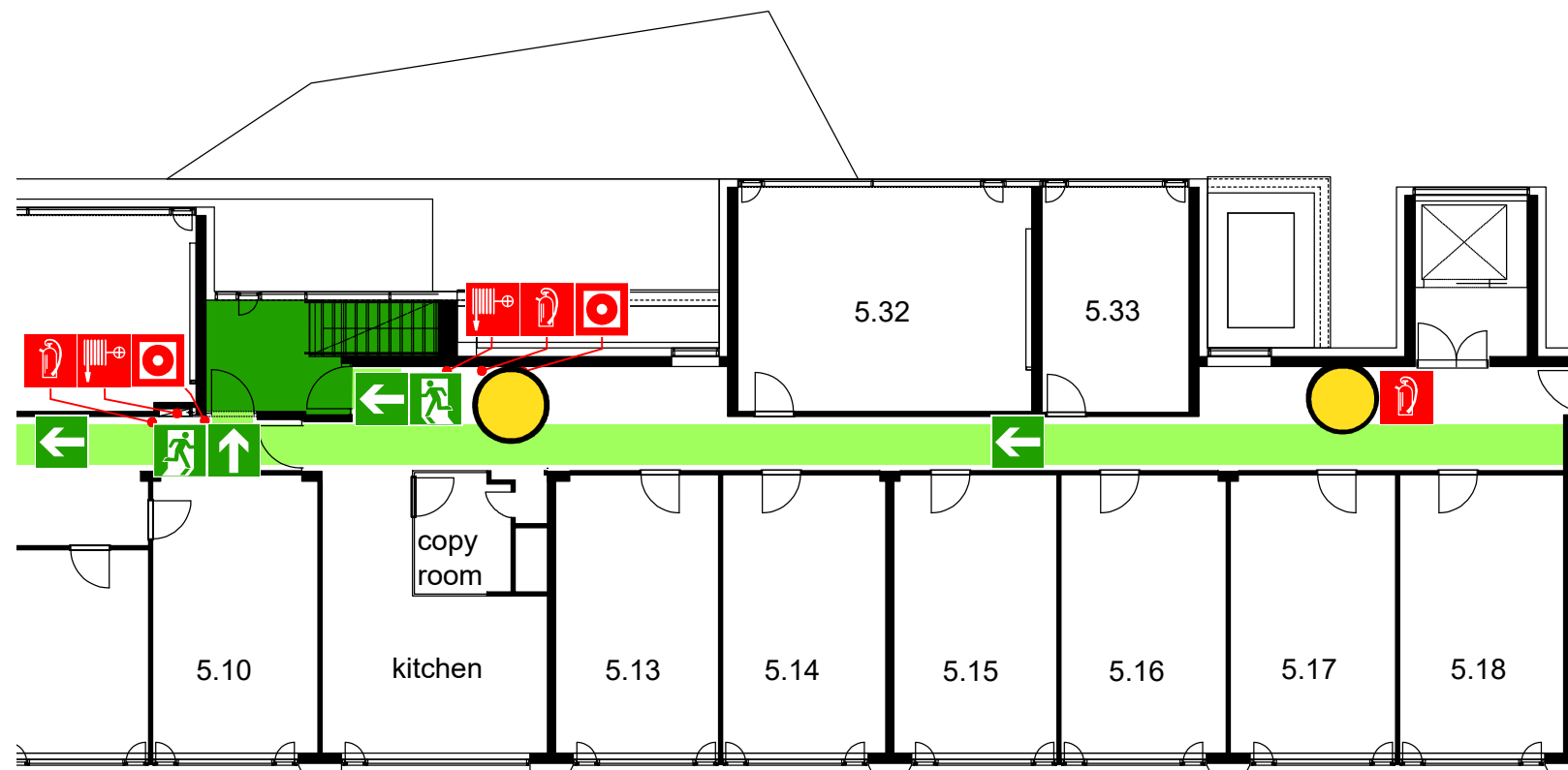
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Behavior in case of accidents

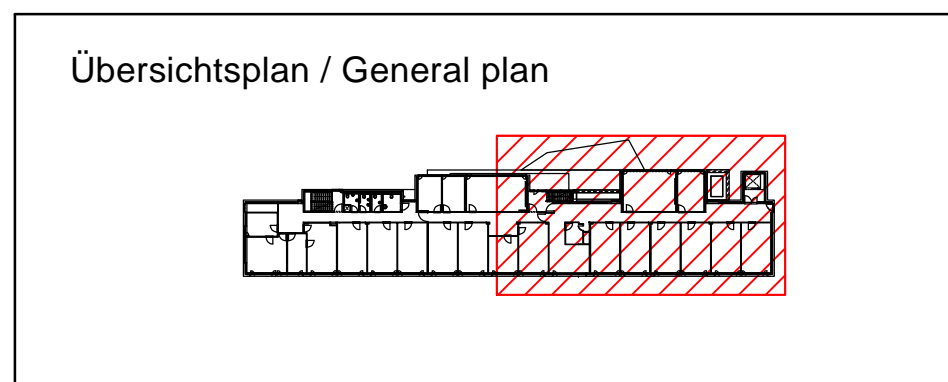
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