

# Welcome to MPA Dresden GmbH

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You will be spending some time on our company site.

In accordance with the German Health and Safety at Work Act (ArbSchG §8, Section 2) and the German Trade Association Regulations (BGV A1 §6, Section 2), every company is obligated to instruct the staff of other employers who are working on its premises regarding hazards to their safety and health.

Moreover, care is to be taken in accordance with BGV A1 §9 that unauthorised persons do not enter certain parts of the premises where a danger to health and safety can arise.

The regulations of BGV A1 §2, Sections 1 and 2 are furthermore to be observed.

## **Safety is for us an important company principle.**

We would therefore like to involve you as a partner for health and safety at work in order to reduce hazard and injury potentials to a minimum on a mutual basis. For this reason we have compiled these safety regulations.

Only through strict observance of all safety regulations and notices will the physical integrity and health of the individual be guaranteed. We ask for your active cooperation to this end.

Thoughtless or risky work methods shall not occur. Please do therefore support your colleagues – also for your own safety – in complying with the safety regulations.

We wish you a successful and accident-free stay.

Dipl.-Ing. Thomas Hübler

Managing Director



1. As a person from an outside company, please report in general to the office, Haus A. Here you will be given a visitor's ID badge for the duration of your activity. The MPA Dresden GmbH visitor's ID badge is to be worn clearly visible on the body at all times provided the demands of safety at work do not conflict with this. After ending the work or leaving the company premises the employees of your company are asked to check out with the MPA staff member responsible and at the office. Unaccompanied presence is only permitted in the assigned areas. Visiting the break-time and social rooms must be by direct route. The instructions of the MPA staff assigned to you are to be obeyed.



2. Inform yourself prior to commencing the work on the position of rescue appliances such as first aid kits, fire extinguishers and escape route plan.

3. Prohibition, warning and mandatory signs etc. are to be observed without fail.

4. The Road Traffic Regulations apply on our company site. The parking of vehicles is permitted solely on assigned utility areas and parking places.



5. Please note that industrial trucks have right of way on our company premises. Do not step under suspended loads.



6. An absolute alcohol and drug prohibition exists throughout the entire company premises. Alcohol and drugs may neither be brought in nor consumed on the company premises. Employees of outside companies who are under the influence of drugs or alcohol are to leave the MPA Dresden GmbH company premises immediately. Smoking is only permitted in the designated areas.

7. The consumption of food and drink is only permitted in the break rooms provided.



8. There exists a fundamental prohibition on image and sound recordings on the MPA Dresden GmbH company premises. Exceptions are the recordings of the customers' own tests. Recordings of persons are to be avoided if at all possible. An obligation of confidentiality exists in relation to products to be tested by MPA Dresden GmbH.

9. Close-fitting clothing is to be worn in the test areas, jewellery and rings are to be removed. Work trousers must be long. Safety shoes must fulfil the safety standard S3. In the case of hot work, flame-retardant work clothes are to be worn.



10. Should an employee discover a fire, the next available MPA employee is to be informed.

In the case of an alarm (siren) / in the event of fire, the building is to be evacuated without delay by a safe route. Please go to the designated assembly point (see emergency escape route plan)!

11. Damage or breakdowns are to be reported to the next contactable MPA employee or in the office.

12. The workplace is to be constantly maintained in an orderly state and to be left tidy after completion of work.



13. Accrued waste is to be disposed of properly in the containers provided for this. The originator is liable for any possible damage caused through improper disposal.



14. The MPA Dresden GmbH employee responsible is to be notified prior to the storage and use of hazardous and water-polluting substances (safety datasheet). When handling hazardous substances, a work instruction is to be compiled by the company and made available to MPA Dresden GmbH. Existing operating instructions are to be observed. Take note that only containers suitable for hazardous substance storage are to be used and that all containers with hazardous substances are to be correctly labelled in accordance with Hazardous Substances Ordinance.

15. The equipment properties of all work and operating resources used for the work must comply with the applicable provisions and regulations and have been demonstrably inspected. These may only be used in the proper manner and within the inspection validity periods.

16. The outside company must ensure that its employees possess the appropriate certificates of competence or the eligibility for the work to be carried out (work on electrical systems, fork lifts, high voltage / low voltage, working on gas systems, welding work etc.). The operating of plant, equipment, the craneway, a fork lift, the scissor lift platform and other work resources belonging to MPA is forbidden to employees of outside companies or their use requires prior training / written authorisation of the senior management of MPA Dresden GmbH.

17. No alterations to the scaffolding provided by MPA may be undertaken. Prior to using, the scaffold is to be checked for possible hazards and stability. Hazards are to be reported immediately to the MPA employee responsible.

18. Personal protective equipment is to be provided by the outside company for all of its employees engaged on our company premises. In this regard, protective equipment appropriate to the activity must be worn at all times.

The obligation to wear a safety helmet exists in the MPA test halls A and G.

There is no entitlement to the provision of personal protective equipment by MPA for outside companies.

19. Outside companies with upwards of 20 employees on our company premises must provide their own first-aid responder on site.

### **Safeguard clause**

MPA Dresden GmbH shall not be held liable for damage resulting from the non-observance of the specified regulations.

In the case of violations, outside companies can be denied access to the test halls and office rooms. MPA Dresden GmbH reserves the right to destroy unauthorised image and sound recordings.