

MAX DELBRÜCK CENTER FOR MOLECULAR MEDICINE (MDC), BERLIN-BUCH

MDC Guidelines for External Companies

1. Purpose and Objective

These Guidelines describe the particular requirements for the employment of external companies (contractors) on the grounds of the MDC.

Their purpose is the prevention of accidents and personal injury, damage to equipment and environmental damage.

2. Applicability

Upon the acceptance of an order, these Guidelines will be acknowledged by the Contractor and all Subcontractors as an integral part of the contract and, therefore, as binding.

The Contractor will perform a risk assessment, in which all risks to the technical crew will be analysed by the Contractor, defects corrected, protective measures determined and the execution of the assignment will be assured according to statutory regulations.

3. General Directions

The MDC assumes the general competence of the commissioned external companies.

That means that all the legal requirements for the services to be performed, such as, for example, job protection laws, accident prevention regulations and environmental protection laws, will be familiar to the Contractor and the safety measures stipulated therein will be adhered to. This concerns in particular:

- Employment of trained personnel with valid certificates of competency
- Employment of the proper equipment and resources and appropriate use of the same
- Use of the necessary or prescribed protective clothing
- Proper handling of hazardous substances
- Proper disposal of refuse

In these Guidelines, therefore, only the requirements and code of practice arising from the special activities of the MDC will be described.

The Contractor will ensure that all employees delegated to work on the MDC's property are aware of and observe these Guidelines.

Violations against these and the following directions may result in the temporary suspension of the works and a work ban. Consequent financial expenditure will be charged to the firm responsible.

4. General Code of Practice

Employers/Contractors

With the placement of an order, the external companies will be designated by the MDC – where it is required for the completion of an assignment – as employees of the appropriate department co-ordinating their tasks.

Likewise the external company must nominate a contact, reachable during working hours, and his deputy, who must be employees (not a Subcontractor) of the Contractor.

Any issues arising with regard to these Guidelines, as well as ongoing issues concerning occupational health and safety, fire prevention and environmental protection, may be clarified with the Contractor's nominated employee and the MDC Safety Group.

Should there be an exceptional hazard to MDC employees during work in the laboratory area or should extensive work be carried out in S2 or radionuclide laboratories, then the Safety Group is to be notified in sufficient time beforehand.

Logging in and out; Presence on MDC Property

The Contractor's employees will log in daily before the commencement of work and log out after completion of the day's work with the appropriate employee of the MDC. Access cards and keys can be provided for the employees of the firms for tasks in the MDC's buildings and areas. The access cards and keys are personally issued and may not be passed on to another person.

A request for keys is to be sent informally by e-mail, fax or letter to the IKFM Section with the endorsement of the authorising department not less than two days beforehand so that the keys and cards can be provided.

Whenever areas in MDC buildings are made available, no other locks may be installed. Should alterations be necessary from the firm's point of view, then these alterations are to be agreed with the IKFM Section of the MDC.

For the rest, the stipulations of the key system apply as for employees of and visitors to the MDC.

Trade Secrets

Documents, drawings, papers, copies, etc. may not be taken from the operating floors or offices, duplicated or made accessible to unauthorised persons without permission of the MDC.

Photography and filming without authorisation are forbidden.

Procedure in Case of Fire, Accident or Other Incident

1. The employees of external companies are obliged to observe and adhere to the "Evacuation Alarm" as well as the directions on "Rules of Conduct in Case of Fire" (see Attachment).
2. Before commencing work, you must become acquainted with the escape routes and the fire safety devices in each building.
3. The procedure to be followed if there is an industrial accident is that according to the guidelines in the MDC pamphlet, "Rules of Conduct in Case of Accidents" (see Attachment).
4. A list of "Important Emergency Telephone Numbers" has been posted in all laboratories and technical areas near the telephone.
5. Where technical equipment has been damaged (e.g. damage to electrical wiring, gas- or water-leakage), the appropriate emergency measures are to be taken immediately. In addition, the supervisor of the relevant technical department is to be informed immediately.
6. As a basic principle in safety-relevant incidents, risks or uncertainty, the work is to be stopped at once, and the Contractor's superiors, the employer and the Emergency Services are to be notified promptly (phone: 0171-740 70 51), as well as the MDC Safety Group.

General Code of Practice

1. Escape and emergency routes may not be blocked or confined due to the works. Emergency exits are to be kept clear.
2. Tasks requiring technical facilities (e.g. electricity, water, gas, ventilation) to be disconnected are to be agreed in sufficient time beforehand with the MDC TFM Management or Construction Department. The laboratory areas concerned are to be advised in sufficient time via the respective employee of the MDC, so that the latter is able to pass on the relevant information to the work-groups.

3. For all tasks where impurities, such as dust, smoke or steam, are introduced into the air, a request for the deactivation of fire-detectors is to be filled out beforehand. This must be approved by the Department Head of TFM Management or of TFM Construction or by a representative of the MDC Emergency Services, so that the smoke-detectors in the working area for the automatic fire-alarm system can be turned off. Request-forms are available at Reception (Building 84.1). The detectors to be deactivated must be agreed with Reception and each is to be provided with a protective cover in situ, in order to prevent its becoming fouled up. If this is contravened, the costs of wrongfully alerting the Berlin Fire Service will be invoiced to the firm responsible.
After completion of the tasks, Reception in Building 84 is to be advised, so that the fire-detectors can be reactivated without delay.
4. In addition, the agreement of the respective department of the MDC is to be obtained beforehand by submission of the permission slip for welding and thermal cutting works; if necessary, a fire-watch is to be organised.
5. Smoking is prohibited in all MDC buildings. Eating and drinking in the laboratory areas is not permitted.
6. The working area is to be thoroughly cleaned after the completion of work.
7. The regular and proper disposal of the refuse and recyclable materials incidental to the works is the responsibility of the Contractor. The MDC's refuse and recycling containers are not to be used for this. Exceptions are to be agreed with the MDC.
8. All tasks are to be carried out as far as is possible during the normal working day and are to be undertaken such that they will affect routine activity as little as possible. The Emergency Service and Reception in Building 84.1 are to be notified of works taking place outside of these times (after 3:30 p.m. or at weekends).
9. Where tasks are to be carried out by one employee of the external company alone, the MDC "**Working Alone**" Instructions are to be observed (see Attachment).

Rules of Conduct in Safety Areas

1. The current **List of Safety Areas at MDC** (S2 laboratories and radiation protection areas) and the list of authorised employees are attached. These areas may only be entered in accordance with a written "**Clearance Report**" (see Attachment), issued by the respective person responsible for each area. The scientific working groups affected are to be notified in good time, i.e. at least one day beforehand, concerning the tasks to be carried out.
2. Before working in these Safety Areas, the external company's employees are to be instructed by the Contractor (and this must be recorded), using the instruction manual, "**Rules of Conduct in Safety Areas of the MDC**", which can take place jointly with the MDC Safety Group for more extensive works.
3. The Contractor's employees are obliged to wear the previously specified protective clothing and to observe the prescribed conduct. The Contractor is responsible for equipping his employees with the protective clothing appropriate to each situation.
4. Maintenance and repairs to equipment or apparatuses in these areas may only be commenced after the provision of a device-specific "Clearance Report" by the persons responsible for the area.
5. As well, works may only be carried out by the Contractor in the freely accessible S1 laboratory areas in consultation with the Group or Project Leader or the Safety Group. Instruments and workstations, at which, here, potentially infectious materials are worked on, are provided with the warning sign "Biohazard" ("*Biogefährdung*"). The immediate working area must be cleared by the laboratory personnel and potentially dangerous spots removed, and this is to be confirmed by a "Clearance Report".
6. The original of the issued "Clearance Report" will remain as verification with the particular team. The external company will receive a copy for its records after counter signing.

Liability

The external companies are obliged to secure properly any property or assets brought in by them.

The MDC will accept no liability for the loss or damage to materials, tools, vehicles, equipment or other assets of the external company, of its agents or of its employees.

The external companies will be liable for the services rendered and facilities immediately prior to inspection. They will be liable for all damages caused by this and by their employees, in accordance with legal regulations.

They will be liable in particular for damage resulting from their failure to comply with instructions and these Guidelines.

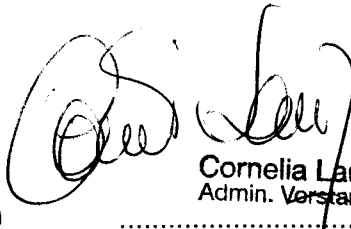
MDC assumes that the external companies will possess indemnity insurance with sufficient cover.

Other Applicable Documents - Attachments

- "Evacuation Alarm" Instructions
- "Rule of Conduct in Case of Fire" Instructions
- "Rules of Conduct in Case of Accidents" Instructions
- "Important Emergency Telephone Numbers", Current List
- "Working Alone" Instructions
- Current "List of Safety Areas at MDC" and the employees responsible for these (Radiation Protection Officer, S2 Project Leader or Contact)
- "Clearance Report" Form
- "Rules of Conduct in Safety Areas of the MDC" Instructions

Berlin, dated.....

04-08-2009



Cornelia Lanz
Admin. Vorstand



Prof. Walter Rosenhals
Wissenschaftlicher Vorstand

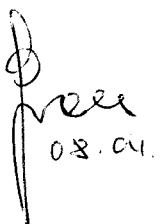
MDC Board of Management

The policy of external companies as well as all additional information are respectively applied to the current version !

Please update the documents attached in regular gaps. The information referring to modifications will be published on the Web-site WWW.mdc-berlin.de/purchaseinfo

Reference to point Other Applicable Documents:

In case of need the current "list of Safety Areas at the MDC" along with the responsible employees can be accessed by contacting the department in charge or the group "Safety" of the MDC.


08.04.

Evakuierungsalarm

Evacuation Alarm

Alarmsignal: **Auf- und abschwellender Dauerton u. rote oder blaue Blitzleuchten → GEBÄUDE bzw. ETAGE VERLASSEN**
Evacuation Alarm: Oscillating continuous sound and red or blue flashing lights - please leave building or floor

rote Blitzleuchten = Feueralarm,
flashing red lights = fire alarm

blaue Blitzleuchten = Etagenalarm bzw. Hausalarm
flashing blue lights = floor alarm

blaue Blitzleuchten ohne akustisches Signal = Information über Gefahrensituation in einem anderen Bereich
flashing blue lights without acoustic signal = floor alarm in another floor

**manuelle
Alarmauslösung:**

To activate procedure:

Drucktaster in Fluren (rot = Feueralarm, blau = Etagenalarm)
press button in passages (red = fire alarm, blue = floor alarm/ building alarm)

Stellplatz:

Assembly:

**vor dem Gebäude (Rasenfläche/Anger vor H 84/
"blauer Bär")**

In front of the building, lawn H.84, "blue bear"

Entwarnungssignal: **gleichmäßiger Dauerton oder mündliche Aufforderung durch Feuerwehr bzw. Beauftragten**

All-clear signal

continuous even sound or invitation

Wichtige Rufnummer

Important Phone Numbers

Feuerwehr/ Rettungsdienst/Wachschutz

Fire Brigade/ Emergency Doctor/MDC.Station

112 oder 3333

Rettungsstelle HELIOS-Klinikum

Emergency Ward

0-9401 53333

Betriebsarzt Dr. Christ

Doctor MDC

0-9416667 (8.00-16.00)

Sicherheitsingenieur MDC, Hr. Kirsch

Chief Safety Officer

**2563 oder 2538 oder
66-3150-1-App.Nr.**

Polizeiwache Berlin-Weißensee/ Berliner Allee

Police Station

0-4664-119 700 /701

VERHALTEN IM BRANDFALL

Rule of conduct in case of fire

RUHE BEWAHREN

remain calm

1. MENSCHEN RETTEN

Save human life

Brennende Personen mit Decken oder durch Wälzen auf dem Boden löschen.

Extinguish burning clothes by covering or rolling on the floor.

2. FEUERALARMAUSLÖSEN, FEUER MELDEN

Activate evacuation procedure and report the fire

Tel. 112 oder 3333 und rote Drucktaster in den Fluren

Tel. 112 or 3333 and push alarm in the floors

Wo brennt es? Was brennt? Sind Menschen verletzt oder in Gefahr?

Where is the fire? What is burning? Are people hurt or in danger?

3. BEI BRAND AN ELEKTRISCHEN ANLAGEN : vor LABOR: NOT/AUS betätigen

In case of fire in electrical installations: switch off the power Lab: NOT/AUS

4. BRAND BEKÄMPFEN

Fire fighting

Feuerlöscher, Löschdecken, Notduschen benutzen

Use extinguisher, fire blanket, safety shower

5. TÜREN UND FENSTER SCHLIESSEN

Close all doors and windows

6. Gefahrenbereiche verlassen, Behinderten helfen, Sammelplatz aufsuchen.

Sammelplatz : vor dem Gebäude (Rasenfläche/Anger vor H.84/"blauer Bär")

Leave the danger area, help handicapped persons, go to the meeting place.

The meeting place is in front of the building, lawn H.84, "blue bear"

7. ANGRIFFSWEGE FÜR FEUERWEHR FREIHALTEN

Keep the access for the fire brigade free

8. FEUERWEHR EINWEISEN

Direct the fire brigade

9. ANORDNUNGEN DER EINSATZLEITUNG BEFOLGEN

Comply with orders of the group leader

Feuerwehr + Notarzt
Fire Brigade + Emergency Doctor

Amts-Apparat
*official Phone
Handy*

0 - 112

112

Kein Amts-Apparat

*No official Phone
über Pförtner/Wachschutz
via Porter*

112 oder 3333

Bereitschaftsdienst MDC (Strom, Wasser, Gas)
Emergency Service for electricity, water, gas

3339 (6.30 – 17.30 Uhr)
2100 (17.30 - 6.30 Uhr)

Havariedienst – Gefahrstoffe (Eonova)
Emergency Service for dangerous chemicals

2378 (8.00- 16.00 Uhr)
66-3080-1-App.Nr.

Polizeiwache Berlin-Weißensee/Berliner Allee
Police Station

0- 4664-119700/701

Gruppenleiter
Group Leader

...../..... (priv.)

Projektleiter
Project Leader

...../..... (priv.)

Strahlenschutzbeauftragter
Safety Officer for Radiation Protection

.....

Sicherheitsbeauftragter der Gruppe
Group Safety Officer

.....

Ersthelfer der Gruppe
Group First Aid Helper

.....

Arzt am MDC
MDC- Doctor

66-3110-1-App.Nr.....

Betriebsarzt
MDC-Doctor

Herr Dr. Christ

0- 941 6667 (8.00 - 16.00 Uhr)

Notruf bei Vergiftungen
Emergency in case of Poisoning

0- 3068 6788

Notruf bei Strahlenunfällen
Emergency in case of Radiation Accidents

Universitätsklinikum
Benjamin Franklin

0- 8445-2171
0- 8445-3992 (nach 16.00 Uhr)

Gruppe Sicherheit MDC
Safety Group MDC

Büro
Office

Frau Klotsche

2538

Arbeitssicherheit und Strahlenschutz
Occupational Safety and Radiation Protection

Herr F.-P. Kirsch

2563/ 66-3150-1-App.Nr.

Biologische Sicherheit
Biological Safety

Frau Dr. Dietl

3797/ 66-3140-1-App.Nr.

Machen Sie präzise Angaben:
Give precise information:

Was ist passiert, wo ist es passiert (Haus-Nr.), **wer ist verletzt ?**
What has happened, where did it happen (house nr.), who is hurt ?
Besteht Lebensgefahr? Danger of life?

Verhalten bei Unfällen

Rules of conduct in case of accidents

■ **Schwere Unfälle:**

Serious accidents

NOTARZT sofort rufen über Tel.-Nr.: **112 oder 3333**
Call an EMERGENCY DOCTOR immediately

Informieren Sie kurz und präzise:
Give concise information

- Wir brauchen dringend einen Arzt!
We urgently need a doctor!
- Wo ist der Unfall passiert (Haus- und Raum-Nummer)?
Where did the accident happen (building and room number)?

ERSTHELFER alarmieren (siehe Liste der Ersthelfer)
Contact FIRST HELPER (see the list of First Helpers)

■ **Leichte Unfälle:**

Less serious accidents

- Ersthelfer alarmieren
Contact First Helper
- Erste-Hilfe-Raum (gegenüber vom Personenaufzug)
First Aid Room (across from the elevator)
- Durchgangsarzt (D-Arzt) aufsuchen bei Krankschreibung länger als 3 Tage
(z.B. Rettungsstelle in Berlin-Buch)
Contact a doctor ("Durchgangsarzt") authorized by the Employers Liability Insurance Association for occupational accidents if the sick note is longer than 3 days (e.g. Emergency Station in Berlin-Buch)
- Geben Sie dem Arzt die zuständige Berufsgenossenschaft an -
Give the doctor the name of the responsible Employers Liability Insurance Association ("Berufsgenossenschaft")

➔ „UNFALLKASSE BERLIN“

■ **Unfallmeldung:**

Reporting accidents

Arbeits- und Wegeunfälle sind grundsätzlich meldepflichtig!
(unabhängig davon, ob ein Arzt aufgesucht wurde oder nicht)

Unfallmeldung an: Gruppenleiter, Ersthelfer und Gruppe Sicherheit.

All accidents must be reported as soon as possible to: head, first helper and Safety Group.

Date: 13.11.2004/K.

Group:

SAFETY PROCEDURES

Working Alone

MAX DELBRÜCK CENTER
FOR MOLECULAR MEDICINE

Safety Group

APPLICABLE FOR

- Employees working alone outside of the core work time or at night
- Employees working alone on weekends or public holidays
- Employees who have no eye or ear contact with other people
- Employees carrying out work in which after an accident, he/she would be unable to seek help by themselves or in which the injuries could be so severe, that help would not arrive in time (§ 36 GUV 0.1).

HAZARDS FOR PEOPLE AND ENVIRONMENT

Increased health risk, caused by certain *work procedures, activities, materials used or the working environment, e.g.*

- Mechanical (dangerously sharp or pointed tools), electrical (working under voltage in accordance with BGV A2, GUV 22.1, UVV "Elektrische Anlagen und Betriebsmittel")
- Biological (contamination with infectious material) and chemical (toxic gases, liquids or solid matters T+, highly flammable substances F+, potentially explosive substances E)
- Thermal hazards (autoclaves, cold burns with liquid N₂)
- Radiation energy (contamination and incorporation of radionuclides)
- Environmental influences (risk of suffocation)
- Physiological or psychological factors (e.g. epilepsy)

PROTECTIVE MEASURES AND HANDLING GUIDELINES

- Before work is carried out alone the group leader must carry out a **hazard analysis**.
- Hazardous work tasks may only be assigned to *suitable* personnel, who are acquainted with the potential hazards and have received documented training (§36 VBG 1).
- **Not suitable are:** persons subject to seizures, cardiovascular disease, metabolic disease, temporary or permanent mental disorders, persons with addictions.
- **Make certain that in case of an accident or a critical situation the person working alone will receive help in time!**
- The group leader must provide necessary surveillance measures, e.g. eye contact with other persons, control rounds, telephone, mobile phone, if necessary an alarm (§27 Arbeitsstättenverordnung/Workplace Ordinance).
- **When working alone, the following work activities are strictly forbidden:**
 - Open fire in areas with a fire or explosion hazard. Open fire on a sealed hollow body. Pressure test or test for leaks on container or autoclaves. Handling of very toxic substances (T+).
 - Handling liquid nitrogen (not more than 500 ml, do not draw liquid nitrogen from a storage tank)
 - Working in small enclosed spaces

EMERGENCY PROTOCOL

- Stop working immediately
- Activate the alarm
- Report incident to: Campus Security Service: 3333, 3339
Staff on Call for Emergencies: 2100
Safety Group: 2538
- Inform the responsible group leader

FIRST AID

In case of serious accidents notify the emergency doctor at once. Call Campus Security (Phone: 3333 or 112 or 110) and ask for a "Notarzt".

For minor accidents seek medical help at the Emergency Center in the Berlin-Buch Hospital, Section 7, Hobrechtsfelder Chaussee.

All accidents must be reported (group leader and Safety Group, Phone: 2538).

Date: 04/2002
Group:

SAFETY PROCEDURES

MAX DELBRÜCK CENTER
FOR MOLECULAR
MEDICINE

Rules of Conduct in Safety Areas of the MDC

Safety Group

Cleaning, maintenance and repair operations in S2 Genetic Engineering and Radionuclide Laboratories
by MDC technicians and employees of external companies

HAZARDS FOR PEOPLE AND ENVIRONMENT

Health hazard by inhalation, ingestion and skin contact with:

infectious biological materials,

radioactive materials and from ionising radiation.



PROTECTIVE MEASURES AND HANDLING

- Before entering the laboratory, and particularly before working on equipment, technical facilities, etc., a written "Clearance Report" from the responsible Laboratory Supervisor (Project Leader or Radiation Protection Officer) is required or a member of the Safety Group must be present.
- On entering a Safety Area, a fresh coverall and, if necessary, a disposable coverall, is to be worn at all times. This is to be taken off before leaving the Area – then the hands are to be disinfected (S2 Gene Laboratory) or tested for contamination (Radionuclide Laboratory).
- If a potentially contaminated section of a piece of equipment is to be opened, the Safety Group is to be informed beforehand in order to determine the requisite protective measures for this.
- In cases of spillage, puddles or similar, the affected surfaces are to be identified and securely closed off to entry. After this, fetch help, i.e. the Safety Group and/or the Technical Emergency Service is to be notified on tel. 3339 or 2100.

EMERGENCY PROTOCOL

In cases of damage, i.e. burst pipes, flooding or similar, overshoes, protective gloves and protective coveralls, and, if necessary, safety goggles are to be put on before entering a Safety Area.

You will find the protective clothing in the First Aid Room in Building 31.1, ground floor, by the passenger lift.

The Technical Emergency Service and the Safety Group are to be notified immediately on tel. 3339 or 2100.

ACCIDENT PROCEDURE, FIRST AID

After a serious accident, contact the Emergency Doctor straight away via the Campus Security Service (phone: 3333).

After a less serious accident, notify the Safety Group and First Aider via Reception in Building 31 (phone: 3339).

MAINTENANCE, WASTE DISPOSAL

Do not remove refuse, contaminated equipment parts or apparatuses from a Safety Area until a Clearance Report has been made by the Safety Group. Contaminated protective clothing and tools must remain behind in the Safety Area until cleared.

Date:

Group Leader's Signature:

Clearance Report

for maintenance, repair or transport operations in Radiation Protection Areas and S1/S2 Gene Laboratories

Notice is hereby given that the following

- Equipment:Type: No.:

.....

- Technical Installations:

.....

.....

in Building: Room: Isotope Lab S1 Gene Lab S2 Gene Lab

is/are free of exterior radioactive biological contamination.

Remarks:

.....

.....

Berlin, dated:,

.....
Radiation Protection Officer

.....
Project/Group Leader

Acknowledged: / /
Company Name / Service Technician / Date

The signed form is to be filed by the respective team as verification.
The technician is to be given a copy.