

# Safety briefing

## Notes on the document

This document refers to the TOPdesk building in Kaiserslautern, Carl-Euler-Straße 8.

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## 1. In case of an emergency

### 1.1 Defibrillator

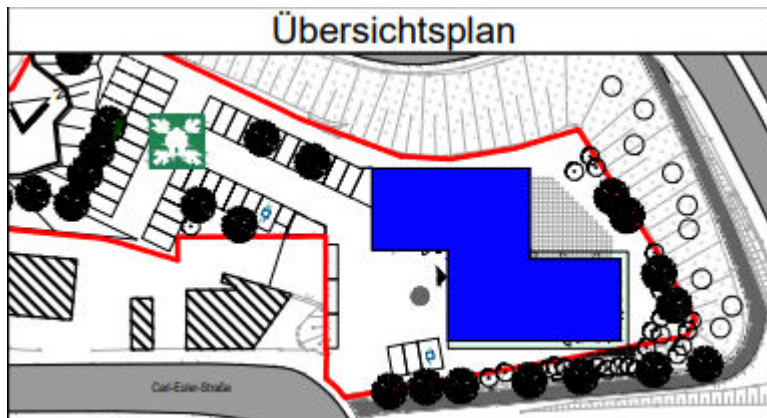
The defibrillator is located in the ground floor entrance area to the right of the disabled WC. All first aiders have been instructed in how to use the defibrillator.

### 1.2 Fire extinguisher

There are several fire extinguishers on each floor, the locations of which are marked accordingly in the escape and rescue plans. These are foam, water and CO2 extinguishers. Please familiarize yourself with the locations and use of the fire extinguishers. You can also take advantage of the annual fire drill.

### 1.3 Escape routes and assembly point

On the 1st, 2nd, 3rd and 4th floors, you can exit via the stairwell or via the marked windows. On the ground floor, the exit via one of the windows can also be used. All persons then proceed to the assembly point at the rear of the parking lot and wait there for instructions from the evacuation assistants.



### 1.4 Evacuation helpers

The first aiders on the floors are deployed as evacuation assistants. In the event of an evacuation, they put on the yellow high-visibility vests and ensure that the building is evacuated quickly and calmly from top to bottom. They check that all employees have made their way to the exit and also check the toilets, kitchens and other rooms.

An evacuation assistant on the 3rd floor also informs the FlexStructures employees and is the last to go down to the 2nd floor. An evacuation assistant on the 2nd floor remains in the stairwell after the 2nd floor has been cleared and waits for the evacuation assistant on the 3rd floor. An evacuation assistant on the 1st floor remains in the stairwell after the 1st floor has been evacuated and waits for the evacuation assistants on the 2nd and 3rd floors. Together they go to the ground floor, where they meet the evacuation assistant on the ground floor. Together, the four evacuation assistants are the last to go to the assembly point.

### 1.5 Making an emergency call, alerting the fire brigade

At the latest after leaving the building, an emergency call must be made or the fire brigade must be alerted. To do this, dial 112 and observe these 5 points:

**Where** did it happen? Answer: Firma TOPdesk GmbH, Carl-Euler-Straße 8, Kaiserslautern

**What** happened?

**How many** persons are injured?

**Who** is calling?

**Wait** for possible questions! This means: Do not hang up until you the responder lets you know that all questions were answered.

An evacuation helper opens the gate to the exit to "Hölzengraben" for the fire brigade and stands at the street corner "Hertelsbrunnenring" / "Hölzengraben" to lead the fire brigade to the entrance via the gate in "Hölzengraben".

### 1.6 First aid kit

There is a first aid kit on each floor. On the ground and 1st floor these are located directly opposite the entrance door from the staircase. On the 2nd floor you will find the first aid kit on the wall between the ladies' room and the entrance to the kitchen. The first-aid box has a seal so that it is visible when the first-aid box has been opened. However, if you take anything out of the first aid box, please inform the safety officer so that the first aid box can be refilled and is always complete.

For minor injuries, plaster dispensers are available on each floor near the first aid box so that the first aid box does not have to be opened unnecessarily.

### 1.7 First aid registry

Should an accident at work occur, it must be entered in the medical register. The first aid registry can be accessed in digital form via [TOPservice](#). It is in your own interest to report even those injuries which at first seem harmless, in order to secure insurance cover from the employers' liability insurance association.

## 2. Avoid accidents at work

### 2.1 Stumbling, slipping, falling

Accidents at work caused by falling, slipping or tripping are the most common cause of injuries at work. Most of these accidents are caused by unevenness (heels or steps), objects representing tripping hazards (e.g. cables), the type of floor design (materials related to use, wetness and slipperiness).

Falls can be avoided by appropriate and attentive behaviour. When using the stairs, it is advisable to use handrails and wear appropriate footwear.

Cables must also be laid in cable shafts or ducts or cable bridges must be used. Unavoidable unevenness can be marked accordingly.

If you know of places that could lead to accidents, please contact our office management.

### 2.2 Safety regulations

The following safety regulations, among others, must be observed

- Avoid cuts: When handling scissors, knives, staplers or letter openers, many people tend to be careless due to routine. These accidents can be avoided by handling them properly and consciously.
- Detecting fire sources:
  - o Strict waste separation means that no substances are brought together that could lead to a fire.
  - o Electric heaters (e.g. toasters, kettles) must be used on a fireproof surface (e.g. tiles) if a sufficiently large heat-protective distance from the surface is not guaranteed.
  - o The cascading of socket strips (series connection of multiple sockets) increases the risk of overload and the associated fire hazard. For this reason it must be ensured that socket strips are not connected in series and are always only loaded up to the specified limit.
  - o Every two years our electrical appliances are checked. If you buy a new electronic device, it is necessary to visually check it. In this case please contact the safety officer.
- Observe hygiene measures: Not only in the flu season it is of great importance to pay attention to sufficient hygiene in order to protect oneself and one's fellow men and women from the spread of diseases:
  - o As hopefully our parents should have taught us, this includes at least thorough hand washing after each visit to the toilet and before each meal.
  - o Regular airing reduces the number of viruses and bacteria in the room.
  - o The own workplace should be cleaned regularly. This applies in particular to the mouse, keyboard and telephone receiver, during the flu and cold season, as well as at workplaces shared by several employees..
  - o Food stored in the refrigerator should be kept airtight and expired or even spoiled food should be disposed of.

## 2.3 Use of ladders and steps

The following instructions must be observed when using ladders and steps:

- Do not use damaged ladders and steps and remove them from use.
- Use only those ladder types that are suitable for the work tasks.
- Use stable scaffolding for heavy work and longer repair work.
- Do not paint wooden ladders to avoid covering cracks.
- Familiarise yourself with the operating instructions before using the ladders (see pictograms on ladder rail)
- Do not use stepladders as single ladders because of the danger of slipping.
- Use stepladders only with tensioned spreader safety devices.
- Avoid lateral pressure on the lower spar ends, e.g. during drilling work, as this can lead to buckling, especially on aluminium ladders.
- Climb the top step only if it is equipped as a safety bridge with an appropriate grab rail.
- Do not climb from stepladders onto scaffolding and platforms.
- Position single ladders only at safe support points.
- Secure single ladders against slipping.
- Single ladders must protrude at least 1 m beyond any exit points.
- Observe the correct contact angle:
  - o For single rung ladders 65° to 75°.
  - o For stepladders 60° to 70°.
- The stand must not be higher than 7 m.
- The weight of the tools and materials to be carried must not exceed 10 kg.
- Machines and equipment that must be operated with both hands must not be used.
- Articulated ladders may only be used when all safety joints are correctly engaged.
- Do not step on the top four rungs of stepladders with extension ladders.
- Secure roller ladders against rolling away.
- Do not use chairs, tables or other objects instead of kicks.
- Secure steps against slipping away.

### 3. Organization in occupational health and safety

#### 3.1 Risk assessment

A risk assessment is a systematic procedure to find out what can cause injury or damage, how the hazards can be eliminated and, if this is not possible, what preventive or protective measures can be taken to limit the hazards.

During regular building inspections with an external specialist for occupational safety, potential dangers are identified and subsequently eliminated. Particular attention is paid to compliance with the safety regulations mentioned under 3.2. The risk assessment is recorded after each inspection.

#### 3.2 First aid

Everyone is obliged to provide assistance within the scope of their possibilities. Failure to provide assistance is punishable by law.

If there are more than 20 employees, 5% of a company's workforce must also be trained in first aid. For this purpose, first aiders are trained every two years in a first aid course offered by an external service provider within the company.

The persons currently trained as first aiders can be looked up in TOPservice.

#### 3.3 Security officers

Safety representatives support the employer and managers in the implementation of occupational health and safety. However, they are colleagues among colleagues and do not bear any particular responsibility. They can acquire special knowledge on the subject of industrial hygiene and safety by attending training courses.

Lisa Benner is currently the safety officer at the Kaiserslautern site. Kristin Hoppe performs her duties on her behalf.

#### 3.4 Company doctor

A company doctor may be called upon to advise the employer and other persons responsible for occupational health and safety. He or she assists in the preparation of the risk assessment and can carry out company medical examinations. TOPdesk works together with an external occupational health and safety service provider, which carries out an inspection twice a year. Once a year, the company doctor also takes part in this inspection.

#### 3.5 Specialist for occupational safety

Like the company doctor, the occupational safety specialist is provided by an external occupational safety service provider. She is also active in an advisory capacity.



## 4. Insurance cover

### 4.1 Accidents at work

Occupational accidents are accident events that are related to your work at TOPdesk. In general, TOPdesk will continue to pay your salary for a period of 6 weeks also if you have an accident at work. However, the so-called injury benefit is then paid by the Employer's Liability Insurance Association. In contrast to the sickness benefit of the statutory health insurance, which amounts to 70 percent of the gross salary, the injury benefit is 80 percent.

The term occupational accident does not only refer to accidents that occur during work activities. The insurance also covers activities related to the insured activity, such as participation in company outings or celebrations, provided these events are organised by TOPdesk.

However, there is no insurance cover for injuries or damage to health that occur accidentally during the insured activity without external influence.

In general, personal injuries are insured, but no damage to property. This means that if you have an accident with your car on the way to work (commuting accident, see 4.2), the damage to your health is insured, but not the damage to your car.

### 4.2 Commuting accident

Commuting accidents are a form of occupational accident. They are accidents on the way to or from the place of insured activity, typically between home and the workplace. Roads off the direct route are also insured, if children are brought to childcare because of the parents' professional activity. The following are also insured in the context of carpools.

The path to the insured activity begins when the insured person leaves the home, in the case of apartment buildings immediately after leaving the house. Accidents on the way to work that occur before passing through the front door are not insured because they are private. The insured trip therefore also includes visiting a garage that cannot be reached without leaving the home. The path ends when the insured person reaches the workplace, i.e. when he or she enters the company premises. If the insured activity is not accessed from the home, but from another place, the route to work is only insured if the stay at this place was not essentially in the interest of the insured person's own business, i.e. if the main purpose of the stay was to start the insured activity from this place.

An interruption of the journey is considered minor if it is based on a task that must be completed "in passing" or "in passing" without any significant delay. This is not the case if the public traffic area of the road leading to the workplace is left.

There is no interruption of the path if only the side of the road is changed and therefore the road is crossed. The principle developed by case law is expressed here that only a significant interruption breaks the link between the insured activity and the route in question. Case law therefore considers accident insurance protection during activities outside the company, which require only minimal movement in terms of time and space, to be maintained. Damit der Versicherungsschutz nach einem Abweg wieder aufleben kann, ist es erforderlich, dass der Versicherte den öffentlichen Verkehrsraum, in dem er sich bei der Zurücklegung des Weges zu oder von dem Ort der Tätigkeit bewegte, wieder erreicht hat. An einer solchen Stelle beginnt im Übrigen auch die Unterbrechung.

Visiting a general practitioner on the way to work is a self-employed and therefore uninsured activity.

### **4.3 Accident report**

Accidents at work and while travelling must be reported to the competent accident insurance institution by the employer in the form of an accident report. Therefore, please make an entry in our manual of associations, which you can find in TOPservice, to inform us of an accident at work or on the way to work.

## 5. Healthy at work

You can find information on how to promote your health at work in TOPservice under the KI "Health & Prevention". There you will find many helpful tips and graphics, including gymnastic exercises at work and the correct settings for your office chair, desk and lighting.