

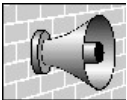
## **SAFETY INSTRUCTIONS FOR WORKS DONE BY CONTRACTORS IN TECHNICAL FACILITY AREAS**

**Prior to any works, the safety briefing must be conducted by trained personnel.**

- Only qualified personnel or persons trained by qualified personnel are allowed to stay in technical facility areas. Unauthorized persons are not allowed to enter the technical facility areas.
- Before starting work in a technical facility area, everyone must make themselves familiar with the location and function of body and eye showers, first aid facilities, fire extinguishing systems and escape and rescue routes.
- Young people under 18 years are only allowed to stay in technical facility areas under the supervision of qualified personnel.
- Eating, drinking, applying make-up, smoking and taking medication is strictly prohibited in all technical facility areas.
- Food and drinks must not be stored in technical facility areas.
- Traffic routes and corridors are to be kept free of any, even temporary, storage on the entire campus.
- Dangerous situations, accidents, first aid cases and spills of substances must be reported immediately to qualified personnel/ISTA contact person.
- In an emergency, keep calm and assess the dangerous situation. Do not take any measures that could endanger yourself. Inform qualified staff/ISTA contact person immediately. If possible, injured people should be removed from the danger zone.

### **FIRE PROTECTION**

#### **Evacuation signals**



If an alarm starts, a continuous acoustic siren can be heard. Always observe the evacuation signal, even if the reason for the alarm is not apparent.

#### **Evacuation routes**



Evacuation routes are marked with green and white illuminated signs. The evacuation route signs direct people in the building to the outside via corridors, safety staircases and emergency exits on short and safe routes.

Bear in mind that corridors and staircases are essential safety zones in the house and therefore storage of things that restricts or obstructs the escape route cannot be tolerated.

#### **Fire section**

Fire protection doors are part of the fire compartments. However, they can only fulfill their effect when they are closed. Fire protection doors therefore have a locking device. The top priority must therefore be not to disable the locking devices of the fire protection doors, e.g. by wedging the doors etc.

Remember that open fire protection doors offer no resistance to fire and smoke, and encourage large areas of smoke to spread and the fire to spread. In heavily frequented areas, the fire doors are connected directly to the fire alarm system. These doors can be kept open because they close automatically in the event of a fire. These doors must never be blocked or overridden.





#### **First and advanced fire extinguisher**



##### Handheld fire extinguishers

There is no universal fire extinguisher. The following overview shows the different fire classes:

### Fire classes

 <p>Fire of solid goods, mainly of organic nature; usually including embers</p>	 <p>Fire of liquid material</p>
 <p>Fire of gases</p>	 <p>Fire of metals</p>

The hand-held fire extinguishers contain information on the respective fire classes (symbols with letters) for which fires the extinguisher is primarily suitable. Whenever possible, the extinguishers were placed in such a way that the correct extinguishing agent is largely available to you.

### Wall-hydrant



Wall hydrants are equipped with a hose and a jet pipe on a hose reel. The hose is intended to help people who are present to extinguish the fire in the event of danger.

Operation manual:

1. Pull the hose off the reel
2. If necessary, lay out the extension hose from the bottom compartment without kinks and connect it
3. Open the hand wheel completely
4. Activate the lever on the spray lance (spray or full jet)

### Emergency shower



In some technical areas, emergency showers and/or eye safety showers are installed near doors. These must always be kept clear. (Do not place clothing, cleaning cloths or materials on or in front of them)

### BEHAVIOR IN CASE OF FIRE



## BEHAVIOR IN CASE OF FIRE | KEEP CALM

Alarm signal: Siren-permanent signal

<div style="background-color: #2c3e50; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span><b>1. Report fire</b></span>  </div> <p style="margin-top: 10px;"><b>PHONE “0-122”</b></p> <ul style="list-style-type: none"> <li>■ WHO reports?</li> <li>■ WHAT happens?</li> <li>■ WHERE happens?</li> <li>■ STAY for questions!</li> </ul>	<div style="background-color: #2c3e50; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span><b>2. Get to safety</b></span>  </div> <ul style="list-style-type: none"> <li>■ Warn endangered persons!</li> <li>■ Take along helpless persons!</li> <li>■ Close doors!</li> <li>■ Follow indicated escape routes!</li> <li>■ If the rescue exit is obstructed by smoke, close the door and stay in the room, attract attention to oneself at the window!</li> <li>■ Don't use elevator in case of emergency!</li> </ul>	<div style="background-color: #2c3e50; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span><b>3. Extinguish fire</b></span>  </div> <ul style="list-style-type: none"> <li>■ Try to extinguish fire with the fire extinguishers.</li> </ul>
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**Caution: most of the accidents happen during trouble shooting, maintenance or repair!**

This document indicates binding rules acc. to **Austrian health and safety act (§8)**, which must be followed during works on ISTA campus and help your staff on site to recognize specific hazardous and act accordingly.

The instruction of contractor staff is the duty of the contractor company. When using subcontractors, it is again the contractor company who is responsible to hand over the relevant documents and to ensure their adherence.

### **Rules:**

#### **1. Maintain order and cleanliness**

Work and installation places should be kept clean and after finishing the work all litter and material should be removed.

#### **2. Personal protective equipment (PPE)**

The PPE should be provided by the contractor company!

#### **3. Labels/signs/leaflets**

All present labels and/or sign and/or leaflets should be obeyed. If the meaning of a label or sign is not clear, the ISTA contact person must explain them.



#### **4. Work permit for hot work**

Any hot work (circular saw, welding, flame scarfing, brazing etc.) and work where the fire protection system must be turned off, must only be approved by a fire protection expert (fire protection officer, his deputy or a member of the fire protection group) **before start of operation**.

→ Fill out „work permit for hot work“ (form sheet TÜV Austria)

#### **5. Electrical equipment (e.g.: tools, devices and machines)**

Only electrical equipment that is safe and in proper conditions are allowed to use. Defect electrical equipment must be taken out of operation immediately. For any equipment subject to inspection the next inspection date must be visible (e.g. inspection sticker, label, e.g. electrical devices acc. ESV 2012).

#### **6. Work at electrical devices and electrical equipment**

May only be done by qualified electricians.

#### **7. Barrier/hedging of work areas**

Work areas should be appropriately blocked for access of unauthorized people.

#### **8. Scaffolds/ascend support**

Before any ascent support is used, it must be checked visually.

The use of any scaffold must be reported to your ISTA contact person. The positioner is responsible for the correct mounting and its legal requirements (e.g. acceptance testing). And each user of the scaffold must check that it can be used safely.

**Present hazards in technical facility areas:**

**Fire walls in technical facility areas:** they are not puncture-resistant – danger of falling!!



**Ventilation center:**

Be cautious when working close to rotating parts of devices/machines (e.g. electrical engine in head height – danger of retraction)!



**Cooling center:**

In case of refrigerant spills there is a visual and / or acoustic alarm, leave area immediately.