

51°01'N 6°59'E

# SAFETY INSTRUCTIONS

INVITE GmbH  
Building W 32

invite.

## I. General operational instructions

This safety instruction applies to the W 32 building and all outdoor areas.

In the building W 32 are distinguished:

### Lab Area:

This area includes all laboratory rooms.

### Technical center:

Technical center hall incl. control room (1st floor), infrastructure: basement area to 1st floor including roof structure; PLT control rooms

### Technical center (outdoor facility):

Hazardous material shelf container, exhaust air treatment, pressurized gas cylinder stand

### Office:

Offices, social rooms.

### 1. General rules of conduct

#### 1.1 External

Prior to commencement of activities as well as in case of termination by persons outside the company in building W32, it is necessary to report to the corresponding principal or to the secretary's office.

Furthermore, an entry in the registration book is required before the start and end of the activity. Information on this can be found at the entrance doors.

Visitors register in the secretary's office.

Before the start of the activities, a briefing on the safety organization in the area of application of this instruction is required. After the briefing, this "blue" instruction is made available.

Exception: Visitors who are accompanied by instructed employees do not require instruction. In the event of an alarm, the visitors must be appropriately supervised by the employees being visited in order to avoid misconduct on the part of the visitors.

Eating, drinking and smoking are prohibited in the area of the laboratory, the technical center and in the outdoor areas in the Chempark (appropriate rooms are available for this purpose, see signage on site) as well as photography.

Safety equipment such as emergency exits, fire extinguishers, etc. must be freely accessible.

All special incidents such as malfunctions, leaks, fire accident must be reported immediately.

Injuries sustained on the job must be immediately treated in the medical department and reported to the supervisor.

### 1.2 Wearing personal protective equipment

In the laboratory, closed lab coats as well as tight, closed and sure-footed footwear and protective goggles must be worn.

Special personal protective equipment is provided in individual cases specified in the operating instructions or in the permit.

All persons entering the pilot plant must wear protective goggles. In addition, all persons working there outside of designated areas /where PPE is not required) must wear proper work clothes (Clothing must always be worn covering the body) and wear safety shoes (min. S2).

Special personal protective equipment (e.g. respiratory protection) is specified in the operating instructions or permit in individual cases.

### 1.3 Use of technical equipment

When using technical equipment, the operating safety ordinance must be observed.

The use of work equipment requires documented instruction or operating instructions.

All work equipment must be checked for safety before use (visual inspection, e.g. electrical hand tools for the presence of the inspection sticker or defective cables). Power-driven work equipment (e.g. industrial trucks and freight elevator) may only be used by trained personnel.

### 1.4 Work with written permission

The following work may only be carried out with a permit be

- Work in containers and confined spaces Fire work in areas subject to fire and explosion hazards
- Work on parts with electric current, pressure, temperature or moving parts
- Work where leakage of gases is to be expected Work by external personnel where hazards are to be expected can occur due to hazardous substances
- Work where hazards may arise from ionizing radiation
- Work on protective devices
- Temporary changes to the documented Target state of the plant, for which no change certificate is was issued
- Working in the energy channel
- Work on/in/near pipe bridges and chimneys, on Roofs, on room vents, fume hoods, Vent lines and in the event of a fall hazard
- Lifting heavy loads or complicated lifting operations (falling of heavy parts, collisions with heavy parts
- Work in accordance with the instructions of the plant management/supervision, for which the plant management requires special (increased) safety measures is deemed necessary and if written permission is required in the operating instructions. The permit is trained by the operating engineer.

### 1.5 Employment restrictions

For female employees, the BG leaflet M 039 "fertilizing substances - protection at the workplace" must be observed.

## II. Measures for protection against hazardous substances

### 21 Notes on hazardous substances

In the laboratory, work is carried out with a wide range of products that have a number of hazardous properties. When working with hazardous substances and active pharmaceutical ingredients, the laboratory guidelines, the safety considerations and the operating instructions (see 2.3) must be observed.

### 22 Rules of conduct for substance contact

- Remove wetted clothing immediately.
- Immediately rinse wetted skin areas with plenty of water or take a shower (emergency shower).
- After inhalation of vapors / aerosols / spray mist Remove affected persons to fresh air, breathe calmly.
- Rinse out any hazardous substances or other foreign bodies that have entered the eye using the contents of an eye wash bottle or eye shower! The rinsing process must be continued until  
The ambulance arrives at the scene of the accident.
- Make an emergency call. Send information about the type of substance to the medical department (safety data sheet and operating instructions according to § 14 GefStoffV-see 2.3).
- Provide telephone number for queries.
- In the case of explicit handling of hazardous substances, they must be trained in accordance with the BA

### 23 Operating instructions according to §14 GefStoffV

Substance-specific handling information is contained in detail in the operating instructions according to §14 and in the safety data sheets. Both documents must be kept on hand in paper form when handling hazardous substances on site.

## III. Measures in case of environmental hazards due to hazardous substances

In the event of leakage of hazardous substances, all necessary measures must be taken to ensure that substances which pose a risk to soil and water (groundwater and surface water) do not enter a sewer system (e.g. by sealing the gully) or penetrate into the subsoil.

In the event of a hazardous substance leak, a member of the plant management must be informed immediately:

Management INVITE GmbH

Tel.: 0214-31 203 101

Mobile: 0175-30 92073

Operating Engineer

Tel.: 0214-31 203 402

Mobile: 0175-30 35776

Technical Center Manager

Tel.: 0214-31 203 130

Mobile: 0173-35 30237

Laboratory Manager

Tel.: 0214-31 203 105

In addition, if necessary, notify the fire department (landline tel. 112 or by mobile 0175-3099399) and the environmental protection (landline tel. 115).

## IV. Behavior in case of product leakage, fire, explosion, accident

### 4.1 In general, note:

- Keep calm
- Provide first aid
- Send emergency call  
Plant telephone 112, fire alarm, mobile 0175-30 99399  
Who reports? Where? What? How many injured?  
Which injuries?
- Inform plant management (see section III) and arrange for an announcement to be made
- Set up roadside posts to direct firefighters/rescue vehicles to the scene.
- Do not use elevators
- Take up fire fighting only without endangering yourself.

### 4.2 Warning devices / alarm case

Building W 32 is equipped with a warning system. In case of danger (e.g. product leakage / explosion / fire in the own company, product leakage in the neighboring company), repeated warnings are given via loudspeaker and finally the warning is withdrawn. These instructions must be followed without fail. All laboratory, pilot plant and office areas in the building are monitored by a comprehensive early fire detection system.

Caution: false alarms are possible during dust-releasing work, Arrange work in advance with plant management (permit).

In the event of an alarm, act in accordance with the alarm regulations or as instructed by the plant supervisor.

#### **Internal alarm:**

When the red fire detectors are activated or when an automatic fire detector is triggered, the Chempark plant fire department is automatically alerted and the employees in building W32 are warned via loudspeaker with an announcement (evacuation, depending on the situation also only floor by floor).

Fire alarms (red boxes) are located on each floor in the stairwell and the main alarm (fire alarm panel) is located in the foyer next to the entrance door of building W 32 (ground floor).

When the sound of the crash tone is heard, the building or the floor is to be left after a safe interruption of the activity to the assembly point Building B 414 east side (Chempark employees). Visitors of the public part (no Chempark area) and employees in the office go to the assembly point parking lot north of W 32 (parking lot). The floor officers will act according to your instructions.

#### **External alarm:**

In the event of external alarms, e.g. product leakage in the neighboring plant, close the windows and go to the internal meeting point (auditorium W 32) (public section). Employees who are in the Chempark section (laboratory, pilot plant) go to control room W 32. The floor representatives act according to their instructions.

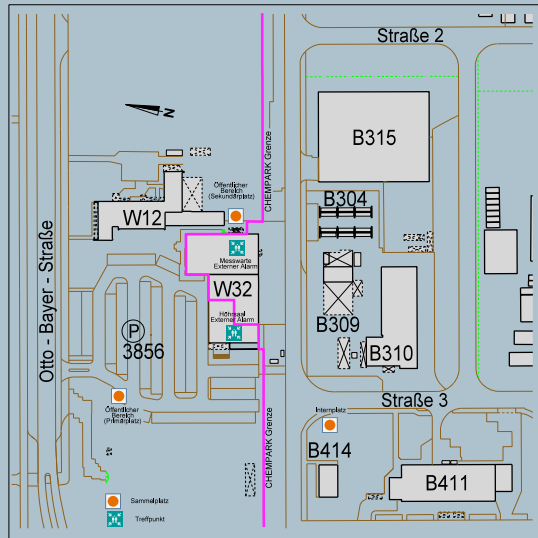
The building ventilation will be switched off if necessary.

The instructions of the fire department, plant security and supervisors must be strictly followed.

#### **Special Notes:**

- A functional test of the warning system takes place regularly
- Exercise alarms are announced. During the exercise after "Alarm order" act!

## Site plan building W 32



## Safety rules at the CHEMPARK Leverkusen



112 Fire department, ambulance  
Mobile LEV: 0175-30 99399  
110 Plant security  
115 Security center



30 km / h maximum speed. Right of way in factory traffic: right before left. Observe the obligation to wear a seat belt.



Rail vehicles have the right of way. Park along railroad tracks at a sufficient distance (observe ground markings).



Use the right side of the road in the direction of travel.



Both hands belong on the handlebars.



Observe the smoking ban / alcohol ban. Smoking in the vehicle is prohibited.



Observe prohibition and warning signs and other warning devices in areas subject to fire and explosion hazards.



Unauthorized entry into other companies is prohibited. Report to the foreman's office when entering other companies. Observe the blue safety instructions and alarm regulations.



Use prescribed personal protective equipment.

## ALARM ORDER

### Building: W 32

Building W 32 is equipped with a warning system.

In the event of hazards (e.g. gas outbreak / explosion / fire in the building / gas outbreak in the neighboring company), warnings are issued via loudspeakers. The warning is also issued centrally.

## BEHAVIOR OF INTERNAL ALARM (danger from inside)

### What do you hear?



Crash sound: "Hui - Hui - Hui"



Announcement: "Attention, attention!"

Danger!

Leave operation immediately. Go to the assembly point on the west side!

### What needs to be done?



- Interrupt activity without danger.
- Leave the building by the shortest route (escape route) and go to the assembly point and stay there in orderly groups (counting!).
- Wait for or obtain further instructions (fire department / plant security / supervisors).  
Use the staircase - never the elevator.

## BEHAVIOR OF EXTERNAL ALARM (external hazard)

### What do you hear?



Horn sound: "Tut - Tut - Tut"



Announcement: "Attention, attention!"

Danger! Pay attention to loudspeaker announcement (e.g.: Immediately meet at the Building to go to)!"

### What needs to be done?



- Interrupt activity without danger. Close
  - windows and doors.
  - Do not leave or visit the building. Find meeting points
  - (lecture hall - public part, control room - CHEMPARK MA).
  - Use the stairwell - never the elevator. Pay attention to
  - further instructions, wait for instructions (fire department / plant security / supervisors).

## BEHAVIOR IN CASE OF FIRE



- Alert and instruct fire department via [telephone 112](tel:112) (mobile 0175-30 99399) or via fire alarm. Start firefighting if this is possible without danger.
- In case of danger, leave fire area and close doors. Inform superiors  
(Phone 0162-40 88296 / 0175-30 92073).

## BEHAVIOR IN CASE OF ACCIDENT



- Fire department via [phone 112](tel:112) (mobile 0175-30 99399) or
- Alert and brief via fire alarms.
- In case of danger, leave fire area and close doors. Inform superiors  
(Phone 0162-40 88296 / 0175-30 92073).

## NOTES

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Other existing instructions and regulations such as operating instructions, in particular in accordance with § 14 GefStoffV, operating, working and driving regulations and accident prevention regulations must also be observed. These can be viewed on the INVITE SharePoint.

**Publisher:**

INVITE GmbH Chempark,  
Building W32 51368  
Leverkusen [www.invite-research.com](http://www.invite-research.com) Germany

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