

Information package for executive staff regarding their duties in occupational safety

Sicherheit und Strahlenschutz
Gruppe Sicherheit und Entsorgung

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The following text serves for your information regarding the duties and responsibilities that you have automatically obtained as an executive. It should help you to fulfill these obligations. It thus serves your personal (legal) safety and the safety and health of your employees.

This is expressly no transfer of additional duties or tasks!

Your duties include in particular:

1. Conducting risk assessments: identification of hazards and health hazards
2. Health protection / health promotion of your employees
3. Regular, adequate instruction of the employees
4. Regular inspections of equipment and work equipment
5. If necessary, keep a list of hazardous substances
6. If necessary, delegation of entrepreneurial duties
7. Action in accordance with the Safety policy

Your responsibility as an executive extends to all employees subordinate to you, even if they work in premises of other organizational units (§5 ArbSchG). In addition, you are responsible for the safety of all persons who are in the areas for which you are responsible (§9 ArbSchG). This includes possible hazards due to work equipment (§4 BetrSichV) and hazardous substances (§7 GefStoffV).

In fulfilling these obligations, the Safety and Waste Disposal Group (SWM) and the occupational safety specialists of the Safety and Radiation Protection Department (SRP) are at your side.

For your assistance, please find explanations of the above tasks.

1 Identification of hazards and health risks (risk assessment, §5 ArbSchG)

The employer is obliged to carry out assessments of the hazards associated with their work for their employees and, if necessary, to determine and implement appropriate measures to protect the employees. The term "hazard" encompasses both immediate hazards, e.g. by accidents at work, as well as possible damage to health caused by unfavorable working conditions over a longer period of time. Every executive has an obligation to make risk assessments for their area of responsibility. These should be checked regularly (e.g. annually) and in the event of changes or accidents.

The risk assessment is a systematic determination and evaluation of relevant hazards for the employees. Its purpose is to derive measures to eliminate hazards. It should be estimated

- which kind of hazards can occur, how likely they are, and how severe the effects can be physical, chemical, biological and mental hazards must be considered
- whether the conditions at the workplace correspond to the rules and regulations, the work science knowledge, the state of the art as well as the performance precondition of the employees
- which measures are suitable to reduce hazards or possible effects (eg wearing protective equipment, medical check-ups, changes in work organization, workplace or work equipment)
- whether improvements are possible
- whether a restricted access regime must be defined for areas with special hazards.

At the same time, the risk assessment serves as the basis for the workplace or job-related instruction of your employees. This is not covered by the general online safety instruction (INSTRUCT) and must be done annually in addition.

When creating the risk assessments, the occupational safety experts are available to provide support. For specific topics (hazardous substances, work equipment, psychological hazards), the employees of the SWM group are at your side. Further information and contact persons can be found on:

<https://www.gsi.de/gbu> and <https://www.gsi.de/psygbu>

2 Health Protection / Health Promotion

The protection of health of your employees against external influences during work is directly evident from the Occupational Health and Safety Act (ArbSchG) as explained above. Prevention and health promotion are only required indirectly there, however, a self-commitment to it, for example, results from the safety guidelines of GSI and FAIR. Of course it is in the interest of the employer and the executives to have efficient, healthy and motivated employees at all times.

Within the scope of the company health management (BGM) of the GSI, various actions are regularly offered, such as consultant days and health measurements of the health insurances or courses, e.g. to stress management and healthy leadership, as well as ongoing offers on topics such as back exercises and yoga.

Available support from the BGM team for executives:

- providing information on health and prevention,
- Advice on and organization of actions or courses within the organizational units, such as stress management courses or advanced training such as "healthy leadership",
- Advice on health-promoting work, especially in connection with psychological stress

Further information on topics such as ergonomics is also available from occupational health and safety specialists.

The current actions, information and contact persons of the CHM can be found under:

<https://www.gsi.de/bgm>

3 Regular and adequate instruction of the employees (§12 ArbSchG)

Each employee must be instructed in his or her work prior to starting work and then every 12 months for safety and health protection, in particular on specific hazards and protective measures at his / her respective workplace (§12 (1) BetrSichV). Persons under the age of 18 must be instructed twice a year. Responsible for this is the respective supervisor, who may delegate the instruction.

At GSI you can use the online instruction system INSTRUCT (<https://www.gsi.de/instruct>). There are currently 15 different instructions, both general and workplace specific. Further workplace-specific instructions may have to be provided in addition e.g. orally.

Each employee must log into the system via the WebLogin account (<http://www-sist.gsi.de>) and select his supervisor or supervisor from one of the existing lists when registering.

As supervisors, you must assign the necessary instructions to your employees and make sure that all your employees are registered and that they are instructed on time and on a regular basis. The instructions should correspond to the field of activity and the work area of the employee.

For questions regarding INSTRUCT, please contact
A. Knapp (a.knapp@gsi.de , Tel. - 3400).

4 Regular inspections of facilities and work equipment (§§3 and 10 BetrSichV, §5 DGUV-V3)

According to the Betriebssicherheitsverordnung (BetrSichV), work equipment must be checked regularly with regard to potential hazards. Required scope and frequency of the tests must be determined within the scope of the risk assessment, unless explicitly organized by regulations.

As a supervisor you have to make sure that there is no immediate danger from the equipment to be used. This can be achieved, among other things, by a regular review of testable work equipment.

Such work tools are, for example:

- sling gears /lifting accessories
- ladders / steps
- electrical equipment
- storage racks

SWM supports these audits. The testing of electrical equipment is carried out by the GAT department.

Further information and contact persons can be found on the pages of the SWM group:

https://www.gsi.de/pruefpflichtige_Arbeitsmittel

5 Register of hazardous substances (§6 (12) GefStoffV)

According to the ordinance on hazardous substances, every company is obliged to keep a register of all hazardous substances that are handled in the company. From this list, it must always be clear where and in which quantities these hazardous substances are present.

In order to manage this information effectively centrally and to enable the supervisors to fulfill this obligation, a database-supported software system was procured (EHQS = Environment, Health, Quality, Safety).

SWM supports the introduction and configuration of the system and the data acquisition. This includes:

- filling the hazardous substances database,
- the incorporation of safety data sheets,
- training of users,
- professional support in matters of handling dangerous substances,
- support in the preparation of the risk assessment according to the ordinance on hazardous substances.

Further information and contact persons can be found on the pages of the SWM group:

<https://www.gsi.de/gefahrstoffmanagement>

6 Verification of a suitable internal occupational safety organization (delegation of entrepreneurial duties §§3 and 13 ArbSchG)

As a supervisor, you can delegate health and safety responsibilities and duties to suitable employees, either by transferring leadership functions or by explicitly delegating individual areas of responsibility.

It must be ensured that the employee is qualified for the tasks and the assigned duties and he or she must possess the necessary specialist knowledge. Furthermore, the required competences and resources have to be assigned to carry out the assigned tasks.

The delegation must be carried out in writing. Tasks, responsibilities and powers or resources made available should be explicitly mentioned.

Even with the delegation, the duty of supervision and supervision to your employee does not expire.

Such assignments can be:

- Department, Group or Team Leader
- Laboratory manager
- Workshop manager
- Safety officers
- Safety technician (STV)
- Person responsible for the facility (AV)
- Responsible person for the handling of dangerous goods
- Radiation Protection Officer

At <https://www.gsi.de/work/organisation/beauftragte.html> you will find all persons who have a valid delegation document.

For the preparation of such delegation documents, please contact
V. Porwol (v.porwol@gsi.de , Tel. -1832).

7 Safety Policy

The safety policy of the GSI and FAIR describes the self-conception and the basic safety principles of GSI and FAIR. It is a declaration and a commitment that occupational safety, health and environmental protection have the same importance as the research results and technical achievements.

The safety guidelines are fixed in writing and are addressed to all employees, external companies, visiting scientists and the public. It is also the working basis for all business activities.