

Instruction of employees in 2023

- > Industrial Safety (§ 5) and Workplaces Ordinance (ArbStättV)

- > First instruction of new employees and students

- > Instruction of staff at least once a year (§ 12)

- > Instruction of staff in case of change of workplace or new work equipment



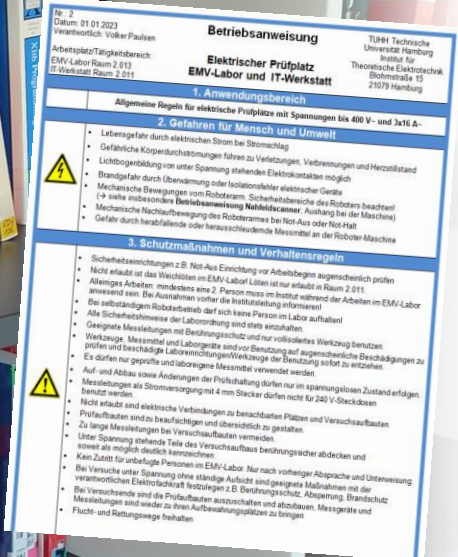
WORKPLACES (EMV-LAB, IT-WORKSHOP, OFFICE)

> Observe and comply the **blue** and **red** framed operating instructions

> Do not carry out any repairs or modifications!
Report technical problems immediately!

> Private electrical appliances must be tested once
before they can be used in the institute

> Electric safety in the institute:
Regular testing of all electrical equipment
according to EN 50 699 (VDE), TRBS 1201/1203



DANGER DUE TO ELECTRIC CURRENT (VOLTAGES UP TO 400 V AC)

- > Do not touch a person who is in a live Circuit!
Helping persons must consider their own self-protection
- > Accident: Disconnect the power immediately!
Press the EMERGENCY STOP (red buttons at the tables/walls)
or unplug the power supply!
- > After an accident first aid medical check-up is necessary
(risk of cardiac arrhythmia)!



Report any accident!



Erste Hilfe



© DGUV

Save lives! Call for FIRST AID or *HELP* loudly!

> Emergency doctor **0 – 112**

> FIRST-AIDERS:

Stefan Conradi, Volker Paulsen,
Hamideh Esmaeili,
Morten Schierholz and Michael Wulff

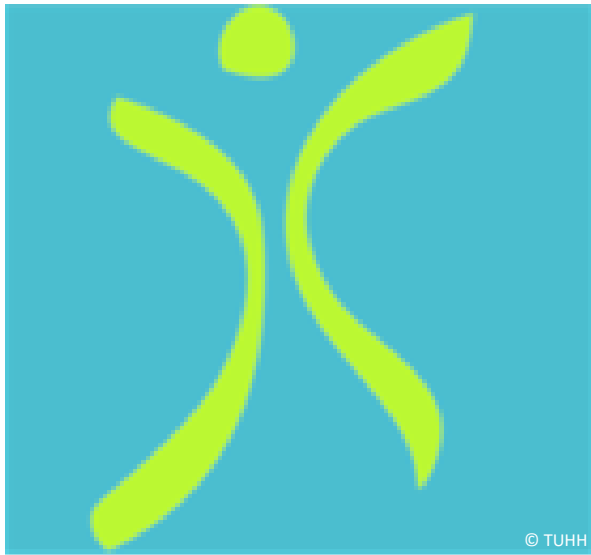
> Keep calm and self protection. Get a quick overview

> Help injured persons (wound care)

> First aid kits: EMV-lab, kitchen, inside / in front of the EMV-lab room 2.013

Report any and almost accident!

> Responsible for health at work and medical support/advice



> Tasks:
Vaccinations (e.g. influenza),
handicapped activities,
introduction of new working
materials that result in an
increased hazard potential ...

> Contact: Dr. Ursula Peschke Tel. 040 42841 113 19

Call Fire Department : **0-112**

Additional help porter's office: Call -3333

... or push the „house alarm“
(floor and in front of the elevator)



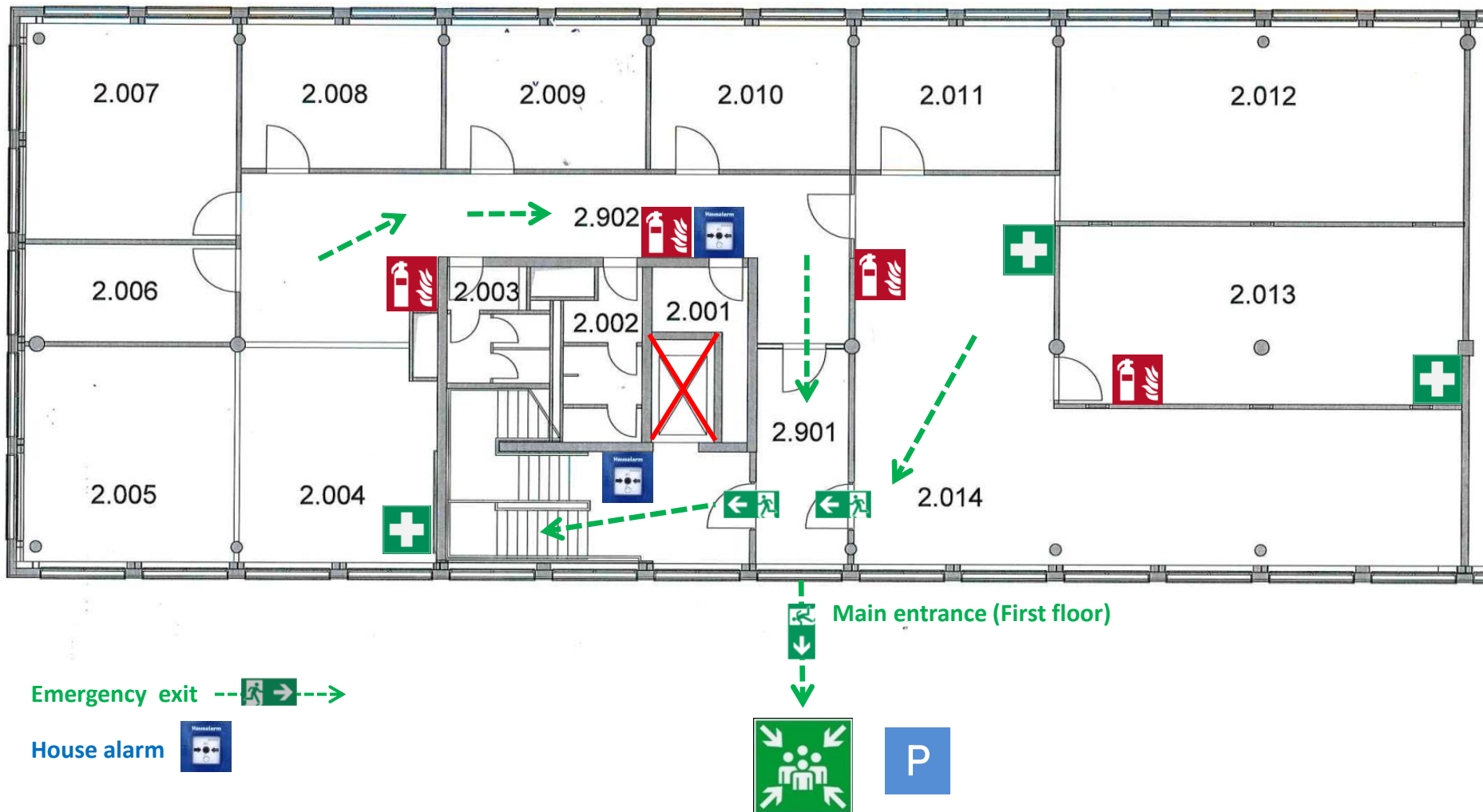
- > Close office doors
- > Assist visitors and people with handicaps
- > Use signposted escape routes!
- > Don't use the elevator!

> Follow instructions from the police or fire department

- > Fire extinguishers (usage without self-hazard):
at the corner of the kitchen, corridor server room, before
and inside the emv lab



Report any fire or smoke or unnormal heat!



Emergency plan: Institut für Theoretische Elektrotechnik

Date: Nov. 2023

Blohmstraße 15 - 21079 Hamburg



In case of accident

Keep calm!

1. Save lives - call First Aid!

Stefan Conradi ☎ 2392 Michael Wulff ☎ 2266
Volker Paulsen ☎ 2118 Hamideh Esmaeili ☎ 2384
Morten Schierholz ☎ 2172

1. Escort injured people to a safe area.
2. Check whether injured people are conscious.
3. Be sure that they can breathe / Use First Aid procedures.

2. Emergency numbers:

Emergency doctor ☎ (0)112

Accident insurance
Consultant Dr. Giensch 040 766 13 60
Dr. Rothe 040 77 22 26
Dr. Glowa 040 77 25 87

Eye doctor accident Dr. Hajnis 040 790 41 41

Hospital Asklepios-Klinik 040 181 88 60

Company doctor, AMD Dr. Peschke 040 42841 11319

3. Inform the porter in the "Technikum" building: ☎ 2874 or 3333

4. Inform the head of the institute:

Prof. Schuster ☎ 3116

5. Inform the safety advisor:

Mr. Paulsen ☎ 2118
Mr. Conradi ☎ 2392

6. Inform the safety officer:

Mr. Robbert ☎ 4753
Mrs. Reese ☎ 4724



In case of fire

Keep calm!

1. Save lives

2. Report the fire!

Fire brigade ☎ (0) 112

Nearest fire alarm: at the exits of the institute

- Where is the fire?
- What is on fire?
- Are people in danger?
- Who is calling?
- Wait for further questions!

3. Inform the porter in the "Technikum" building:

☎ 2874 or 3333

4. General requirements

- Proceed to a safe area
- Assist people with handicaps
- Use signposted escape routes
- Do not use an elevator
- Leave smoky rooms keeping down or on hands and knees
- Try to extinguish fire

Nearest fire extinguisher: Floor

Go to assembly point
Blohmstraße 15

5. Inform the fire protection officer:

Mr. Robbert ☎ 4753



Important Numbers

Keep calm!

1. Technical Emergency Team TUHH (ZLT)

For technical equipment ☎ 3690

2. Contact people for the institute

Prof. Schuster ☎ 3116
Dr. Yang ☎ 2173

3. Porter's office in the "Technikum" building

☎ 2874 or 3333

Caretaker / facility manager

TUHH Mr. Kroeger ☎ 0174 15 90 094
TUHH direct Mr. Groth ☎ 0176 16 10 727
HAGEMANN Mr. Herrmann ☎ 0162 26 26 740
HAGEMANN Mr. Paprocky ☎ 0159 061 77 565

4. Further numbers

Safety officer
Fire protection officer Mr. Robbert ☎ 4753
Safety officer Mrs. Reese ☎ 4724
Safety advisor Mr. Paulsen ☎ 2118
Head of the institute Prof. Schuster ☎ 3116
President of the University TUHH Prof. Dr. Timm-Giel ☎ 3001

> Notice: Restricted spaces near the robot (ground and table)



Danger area



Working area

> Uncontrollable movements of the robot arm during troubleshooting and automatic measurements



> Sharp-edged test probes at the front of the robot arm

> Falling or ejecting measuring equipment

← Robot Emergency Stop: use the *Denso Pendant E-Stop*
(a door contact additionally interrupts every software operation)



> Robot use only for instructed employees!
> No person may be present in the lab during automatic active measurements

Working alone at the institute outside official working hours

- > Without exception, the head of the institute or his representative must be informed of this work; be informed in writing or verbally and authorize it
- > Before starting work, please report verbally (in person or by telephone) to the porter's lodge (TUHH) at Eißendorfer Straße 38: Telephone 3333 or 2874
- > The porter must be informed: name, building, address, room number as well as any requirements from the supervisor, e.g. to report every hour
- > If you need to stop by several times to check devices briefly, you can at the beginning of the porter's lodge tell it once
- > After completion of the work, the person must report to the aforementioned office sign out again

Working alone at the institute during official working hours

- > When working alone in the EMC laboratory, at least one other person must be present in the institute
- > Students and guests are generally not to be left alone in the institute. At least one member of staff must be present

Q & A

Thank you!



IT Regulations at the Institute

Change passwords at least every 6 months:

- Do not repeat
- At least 10 different characters
- At least 2 special characters
- Upper and lower case letters

Data protection:

- Back up at least once a week to an external data carrier or network storage
- Check your own USB sticks with an up-to-date virus scanner before use

Protection against malware:

- Virus scanner must be installed
- Messages if malfunctions are present

Email:

- Keep mail programmes up to date
- When opening attachments or links, the sender should be known
- Delete all suspicious mails

IT Regulations at the Institute

Private devices in the institute's LAN network:

- Connecting only by arrangement and subject to conditions
- Operating system and virus scanner must be up to date
- Complete scanning for malware
- Apply for an IP from the institute area and provide the MAC address

Mobile devices such as notebooks, USB storage devices, data carriers:

- Supervise against theft and misuse

Internet usage:

- Do not visit websites with racist, pornographic or violence-glorifying content
- No downloading of music, film or protected software
- No Filesharing

Accounts:

- Only set up or delete by the administrator or with their knowledge