

Work Guideline

Safety and Health



Contents

1	Preamble	03
2	Occupational Safety and Health	05
2.1	Appointees and First-Aiders	07
2.2	Emergency Preparedness	09
2.3	Accident and Disruption Management	10
2.4	Workplace Ergonomics	11
2.5	Fire Protection	12
2.6	Hazardous Substances	13
3	Information	14

1

Preamble

Preamble

At RB-Messwerkzeuge GmbH, the protection, safety, and health of our employees are prioritized in every decision we make.

Our commitment to providing a safe work environment creates added value for our company. It contributes to both quality and productivity, boosts employee engagement, and enhances the overall well-being of our workforce. To ensure RB-Messwerkzeuge GmbH is a safe and responsible employer, our leadership must foster a healthy workplace, both physically and mentally.

Our health and safety policy is based on the belief that workplace accidents, injuries, and unsafe actions or conditions can be prevented.

In our daily operations, we expect all our employees to act with trust and transparency. Our staff is trained and informed about health and safety risks, as well as the procedures to mitigate them. Additionally, employees are encouraged to actively participate in the ongoing improvement of their work environment.

Michael Gonser
CEO
Shareholder

Roland Kretz
Authorized Signatory
Quality Management

Ute Gonser
Authorized Signatory
Accounting & HR

2

Occupational Safety and Health

2. Occupational Safety and Health

RB-Messwerkzeuge GmbH is firmly convinced that the safety and well-being of its employees are critical to the company's economic success.

We place great emphasis on adhering to our safety and health guidelines and are dedicated to continuously promoting the physical and mental well-being of our workforce.

Therefore, RB-Messwerkzeuge GmbH ensures a healthy and hazard-free work environment by complying with workplace safety laws and implementing appropriate procedures and protective measures to safeguard health in the workplace.

2.1 Appointees and First-Aiders

According to Section 22 of the 7th Social Code, employers are required to appoint safety professionals, safety officers, and first-aiders. The law states:

“In companies with more than 20 regular employees, the employer, in collaboration with the works council or staff council, must appoint safety officers, taking into account the company’s accident and health risks and the number of employees.”

These appointees are responsible for supporting the employer in implementing measures to prevent accidents, particularly by ensuring the presence and proper use of mandated safety equipment and personal protective gear, as well as identifying hazards for employees.

Appointees must not face any disadvantages due to the fulfillment of their assigned duties.

Safety Specialist

Roland Kretz
Quality Management

r.kretz@rb-messwerkzeuge.com
+49 (0) 7432 9086 - 31

Qualified Rack Safety Inspector

Roland Kretz
Quality Management

r.kretz@rb-messwerkzeuge.com
+49 (0) 7432 9086 - 31

Safety Officer

Steffen Diebold
Shipping Department

s.diebold@rb-messwerkzeuge.com
+49 (0) 7432 9086 - 35

Qualified Ladder, Step, and Mobile Scaffold Safety Inspector

Steffen Diebold
Shipping Department

s.diebold@rb-messwerkzeuge.com
+49 (0) 7432 9086 - 35

First-Aiders

Susanne Eggert
Commercial Office

s.eggert@rb-messwerkzeuge.com
+49 (0) 7432 9086 - 32

Steffen Diebold
Shipping Department

s.diebold@rb-messwerkzeuge.com
+49 (0) 7432 9086 - 35

2.2 Emergency Preparedness

The designated first-aiders at RB-Messwerkzeuge GmbH are the specially trained persons to contact in the area of emergency preparedness. First-aid training should be repeated at least every two years at the company's expense.

First-aiders regularly inspect the availability and functionality of first-aid equipment (e. g. bandages, stretchers) and advise management on the implementation of the GUV- V A 5 First Aid regulations. This ensures that emergency aid measures are effectively executed in the event of an actual emergency.

2.3 Accident and Disruption Management

The designated safety officers at RB-Messwerkzeuge GmbH are the specially trained evacuation officers in the area of accident and disruption management.

Safety officers regularly inspect emergency exits, escape routes, and the designated assembly point to ensure they are in proper condition. They are also responsible for displaying and regularly updating the company's internal emergency plan.

In the event of an accident or disruption, the safety officers and first-aiders are responsible for alerting personnel in their assigned areas. Additionally, they are responsible for guiding employees to the assembly point and, if necessary, conducting an attendance check to ensure everyone is accounted for.

2.4 Workplace Ergonomics

RB-Messwerkzeuge GmbH is committed to adhering to ergonomic principles in workplace design, in accordance with Section 5 of the German Occupational Safety and Health Act (*Arbeitsschutzgesetz*), to promote both employee well-being and the company's operational efficiency.

Our goal is to create a work environment that is human-centered, ensuring that employees are neither physically underchallenged nor overburdened, whether in the short or long term. In doing so, ergonomically optimized work conditions are intended to increase the likelihood of achieving high-quality work results.

2.5 Fire Protection

The fire protection regulations for RB-Messwerkzeuge GmbH are based on:

- the State Building Code (*Landesbauordnung*),
- the Workplace Ordinance (*Arbeitsstättenverordnung*), and
- the accident prevention regulations (particularly the Principles of Prevention (GUV-VA1)).

A key aspect is ensuring that during the annual safety training sessions, the employees of RB-Messwerkzeuge GmbH are regularly informed about the fire safety regulations, with a particular focus on proper behavior in the event of a fire. This knowledge is reinforced through regular evacuation drills.

The Safety Officer conducts periodic inspections to ensure that fire protection equipment, such as fire extinguishers and fire blankets, is present and in proper working condition. They also verify the quantity and fire classification of the extinguishers, initiate initial fire containment if necessary, and coordinate with the fire department upon arrival, providing critical information about hazards at the fire scene.

2.6 Hazardous Substances

The following regulations are designed to ensure the safe handling of hazardous substances at RB-Messwerkzeuge GmbH.

These guidelines govern the procedures for handling hazardous substances as well as their secure storage and safekeeping.

Key regulatory foundations include:

- the Chemicals Act (*Chemikaliengesetz*)
- the Hazardous Substances Ordinance (*Gefahrstoffverordnung*),
- additional technical standards,
- accident prevention regulations,
- rules established by statutory accident insurance providers, and
- technical regulations for operational safety.

3

Information

Information

For Questions...

... regarding the application of the occupational safety and health guidelines in daily work, the managers at RB-Messwerkzeuge GmbH, the first-aid responders in each business area, and the specially trained Safety Officer are your primary points of contact.

RB-Messwerkzeuge GmbH will regularly review this work guideline and update it as necessary to reflect any changes in legislation.

Thank you for taking the time to thoroughly read the occupational safety and health guidelines.

This document will help you recognize key risks to yourself and RB-Messwerkzeuge GmbH in the event of an emergency, accident, or hazardous situation, and to guide you in responding appropriately.

Impressum

RB-Messwerkzeuge GmbH
Heinrich-Heine-Str. 45
D-72461 Albstadt (Germany)

Phone: +49 (0) 7432/9086-0
Fax +49 (0) 7432/9086-50

Email: info@rb-messwerkzeuge.com
Web: www.rb-messwerkzeuge.com

Managing Director:
Michael Gonser

Registered Office:
72461 Albstadt (Onstmettingen)
District Court Stuttgart, HRB 400981

VAT ID:
DE813232697

As of: 02/09/2020

