

<u>Doc Title</u>	HSE-F004
<u>Doc Number</u>	Visitor Safety Policy
<u>Rev</u>	0

VISITOR SAFETY POLICY

Welcome to Davis-Standard, LLC. We are committed to your safety and health while visiting our plant. In order that you have a safe visit, please review and abide by the following safety requirements.

1. Visitors are required to enter the building through the main lobby. You will be issued a visitor's badge and escorted by Davis-Standard personnel (i.e. "host") while you are on site.
2. ANSI approved eye protection with shields must be worn at all times in all manufacturing and extrusion processing operations. Your host will make safety glasses available for your use.
3. Visitors who wear prescription glasses must wear safety glasses over them.
4. Open toed shoes, sandals and sneakers are not allowed in any manufacturing area. Visitors are required to wear hard sole shoes when touring the facility, staying within aisles marked with yellow lines or in walkways as designated by your host. Shoes with raised heels should not be worn if the heels are extended in length and configured in a manner (ex. "spike heel") that they would create a trip/fall hazard when walking on flooring that is not smooth, has cracks or voids.
5. All visitors who are required to work on extrusion equipment during factory acceptance trials or lab trials must wear all required personal protective equipment including safety shoes. Your host will explain the PPE that is required.
6. Smoking is only allowed outside of the building in the patio area. See your host for directions.
7. Flashing lights combined with red barricade tape indicates an electrical energized area. Visitors will not be allowed to enter any electrically energized area (i.e. Red Tape Area) without first receiving the required training and approval from the Test Department Technician responsible.
8. The Technical Center is considered to be an energized work area. Visitors will not be allowed to enter the Technical Center without first receiving approval from a member of that department.
9. In the event of a fire emergency, an alarm will sound and visitors will be required to exit the facility as directed by your host and using the most available means of egress.

10. Visitors should observe forklift and overhead hoist operations at all times. Special lifting operations may require aisles to be blocked for safety purposes. This will be designated with orange safety cones and chains. Do not enter this area until the chains and cones are removed.
11. Visitors should avoid areas where chemicals are being used, such as paint booths and solvent/oil storage areas.
12. Hearing protection is required in some manufacturing areas. These areas are clearly marked and hearing protection is available.
13. Neckties, necklaces, chains and medallions must either be removed, confined by your shirt or worn short enough when you are outside of designated walkways and near machinery and equipment.
14. Long hair must be tied back or covered by a cap and long pony tails hanging below one's shoulders must be tucked under clothing to prevent entanglement when you are near machinery and equipment.
15. In the unlikely event you are injured, immediately report this to your host or Davis-Standard Management.

*I have been explained and fully understand the Davis-Standard's Visitor Safety Policy

***Name:** _____
 First) (M. Initial) (Last)

Company: _____

Address: _____
 (City/State)

Signature: _____ **Date:** _____

Davis-Standard Host: _____