

Welcome to The Innovation Center. We are committed to making your visit a safe and healthy one for you and others in the workplace. It is for this reason that we require all visitors and non-employees to abide by the following safety rules while here.

SIGNING IN:

All Innovation Center visitors shall come to the reception desk at the main office and sign the visitor log immediately upon arrival. On departure, all visitors must return to the main office to sign out.

PERSONAL PROTECTIVE EQUIPMENT:

All visitors must use and wear the following personal protective equipment at all times while visiting the Innovation Center:

- Safety Glasses
- Hearing Protection
- Steel Toe Shoes
- *When required:* Level 1 respirator (dust mask)

CLOTHING & JEWELRY:

Dangling jewelry such as watch chains, bracelets, or long dangling earrings shall not be worn while working around moving machinery. Neckties shall not be worn when working on or around machinery. For tours, we recommend that you tuck your tie into your shirt.

EMERGENCY EVACUATION:

In the event of an emergency, your host will inform you of the appropriate action. There are maps located throughout the facility showing where the nearest exits are located, along with the tornado shelter. During a fire evacuation, please proceed to the nearest exit and meet in the designated assembly area, which is located in the parking lot along the south east side of the main building. During a tornado emergency, proceed to the designated tornado shelter located in the main office.

RULES OF CONDUCT:

All visitors must obey the following rules of conduct at all times:

- Don't touch or attempt to operate any machine, device, or equipment unless told to do so.
- Don't talk to or distract workers operating machines, devices, or equipment.
- Don't engage in any pranks, horseplay, contests, feats of strength, running, or rough and boisterous conduct.
- Stay out of restricted areas.

- No photographs or videos may be taken of FEECO equipment or processes.
- Report all injuries or problems immediately, no matter how minor.
- Watch for forklifts while in the Innovation Center or shop. Walk in designated walkways, where available, and follow the instructions of your escort.
- Watch for wet floors, which may be slippery.
- Chemical Hazard Communication information is available upon request. There is a Safety Data Sheet (SDS) book located in the Innovation Center.

NONCOMPLIANCE:

Visitors who fail to follow these policies will have their visiting privileges revoked and will be asked to leave. FEECO International shall not be responsible for injuries visitors suffer as a result of violating these rules.

ACKNOWLEDGEMENT:

I acknowledge that I have been given a copy of FEECO International's Visitor Policy and that I have read and understand the information listed in this policy.

Printed Name: _____ Date: _____

Signature: _____

Company: _____

FEECO Witness: _____ Date: _____