



## FEECO INTERNATIONAL LAB VISITOR SAFETY POLICY

Welcome to Feeco International. The Lab at Feeco International is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors and non-Lab employees to abide by the following safety rules while they're here.

### **SIGNING IN:**

All visitors to the Feeco Lab 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 Lab:

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

In addition, shoes with high heels or open toes are not permitted in the Lab.

- If participating in lab test, steel toe shoes required.

### **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 west side of the main building. During a tornado emergency, proceed to the designated tornado shelter located in the main office.

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**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.
- Report all injuries or problems immediately, no matter how minor.
- Watch for forklifts while in the lab 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 Material Safety Data Sheet (MSDS) book located in the lab.

**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: \_\_\_\_\_

Feeco Witness: \_\_\_\_\_

Date: \_\_\_\_\_