

Plant WG Tour Information and Visitor Guide



PURPOSE: To provide appropriate safety guidelines to tour groups.
SCOPE: Adherence to this Guide is required for safety purposes.
RESPONSIBILITY: Compliance to these guidelines is the responsibility of all visitors.

GENERAL RULES:

- ❖ The use of tobacco products anywhere on company property is strictly prohibited. This includes electronic cigarettes.
- ❖ Obey all safety and traffic signs.
- ❖ You must be accompanied by a designated tour guide at all times.
- ❖ **No one under the age of 18** is permitted on premises unless otherwise approved.
- ❖ The use of cell phones, cameras, and cell phone cameras is prohibited.
- ❖ Park in designated areas only.
- ❖ Report any incidents to the designated tour guide.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Safety Glasses, Safety Vest, Hair Pinned Up (to not extend beyond the base of the neck)

DRESS CODE:

- ❖ Facility-specific guidelines on hair, clothing, and jewelry must be followed.
- ❖ Ties/Scarves must be tucked in or removed before entering the plant.
- ❖ Open-toed, open heel or high-heeled shoes **are not permitted**.

LIFT TRUCK/MOTORIZED EQUIPMENT SAFETY:

- ❖ Follow and remain in designated aisles and walkways.
 - ❖ Stop and look at all intersections.
 - ❖ Make sure that Lift Truck Operators see YOU – make eye contact.
 - ❖ When the Operator acknowledges (returns your wave), you may cross.
- Plant WG Tour Information and Visitor Guide
- ❖ Always give lift trucks the right-of-way and assume that the Operator has not seen you.
 - ❖ The safe distance to talk with or stand near an occupied lift truck is at least an arm's length away.
 - ❖ Cross aisles in areas only where vision is not blocked.
 - ❖ Do not stand or pass under an elevated portion of any lift truck attachments.
 - ❖ Do not step over lift truck poles or forks.
 - ❖ Do not attempt to operate any vehicle or equipment.

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SEVERE WEATHER/FIRE SAFETY/ELECTRICAL SAFETY

- ❖ The signal for severe weather or a fire is typically a siren or an intercom announcement.
- ❖ Follow your facility contact to the designated assembly area.
- ❖ When entering a building, locate and know the nearest exit.
- ❖ Stay away from electrical panels and other installations unless authorized.

CHEMICAL AND ENVIRONMENTAL SAFETY:

- ❖ Do not touch, smell, or ingest any chemical found on the premises.
- ❖ Treat all unknown or unlabeled substances as potentially hazardous.

Should you have any questions, comments, or concerns during your visit, please communicate with the location's Human Resources Manager or your designated tour guide.

I, _____, have read and understand the preceding document, Facility Tour Information and Visitor Guide. I acknowledge and understand my responsibilities as it pertains to safety at Shaw Industries, and I am aware that any infraction on my part may result in my being asked to leave the premises immediately.

Visitor's Signature

Date

Project Manager
