



## **VISITOR RESPONSIBILITIES**

Welcome! Beclawat Manufacturing Inc. 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 to Beclawat's grounds, facilities and workplaces to abide by the following safety rules while they're here. All employees are responsible for enforcing these requirements.

### **All visitors MUST:**

1. Sign in and sign out in the visitor log after reviewing these health and safety responsibilities
2. Remain with their designated host
3. Wear the appropriate Personal Protective Equipment
4. Be aware of forklift traffic while in the Production Areas
5. Report any injury/illness or hazard, no matter how minor, to your host immediately
6. Not touch any company equipment or product without approval from your host
7. Remain out of restricted areas
8. Follow all posted signs and rules
9. In the event of an emergency, follow the instructions of your host and remain in the marshalling area (located at the North East corner of the property) until given further instructions
10. Note that smoking is permitted only in the designated smoking area
11. Take all reasonable precautions for their own health and safety
12. Refrain from wearing scented products during their visit.

**Noncompliance** - Visitors who fail to follow these policies will be asked to leave and could have their visiting privileges revoked.