

# Sani-Matic Visitor Safety Rules

1. Visitors are to enter the property at the Main Office entrance and report to the reception desk, even before going to Plant 2.
2. Visitors are to confine their visit to the area designated by their Sani-Matic site contact. Visitors are not allowed to travel unaccompanied throughout the property.
3. Visitors are not allowed to operate, assemble/disassemble, troubleshoot, test or other such activity with Sani-Matic, Inc. (hereafter referred to as SMI) equipment unless they have written confirmation of their qualification from the SMI site contact.
4. Protective eye wear and hearing must be worn by Visitors while in any area where manufacturing activity is taking place or when the Visitor is in the area of any testing process. Additional protective equipment may be required depending on the activity to which the Visitor is exposed.
5. Protective footwear is required in the manufacturing areas outside of the yellow lined areas which includes the test bays (no exceptions).
6. Visitors shall report any emergency to the receptionist by dialing ext. 399 from any phone in the building. Local emergency services can be accessed by dialing 911.
7. Smoking is not permitted inside the Sani-Matic facility. Outdoor smoking is not permitted within 25 feet of the front door and rear door entrances.
8. Visitors are not to enter any tank, vessel or other confined space while on SMI property.
9. All pedestrians must give the right of way to forklifts unless the forklift operator has made eye contact with the pedestrian and has already yielded the right of way to the pedestrian.
10. Visitors are not to handle or use materials for which they have not been trained. The Visitor's Site Contact will arrange for any material handling or usage.
11. Visitors are to look for signage and observe directions, rules, warnings and cautions as indicated on any signs.
12. Visitors may not operate, adjust or otherwise tamper with tools, equipment or signs of warning or caution. This is highly critical pertaining to lockout of hazardous energy sources, barricade tape marking restricted areas and to confined space entry.
13. In case of an evacuation, a page over the PA will sound and all Visitors must report to the designated gathering areas and wait there until the "all-clear" is given by management. (Main Office / Plant 1 – North side of the parking lot near the Visitor parking, Plant 2 - Just East of the facility between the two buildings).
14. In case of a Tornado or Severe Weather, a page over the PA system will sound and all Visitors must report to the designated gathering areas marked with Severe Weather signs and wait there until the "all-clear" is given by management. (Main Office / Plant 1 – Lunchroom and Kitchen area, Plant 2 – Inner bathrooms).
15. Possession, use and/or being under the influence of alcohol, drugs, etc. are all prohibited while on SMI property.
16. Horseplay, running, fighting or throwing objects is not permitted while on SMI property.

**Failure to follow any of the rules may result in immediate expulsion from the SMI facility and property.**

I have read and understand the Sani-Matic Visitor Safety Rules and agree to comply with them.

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Visitor Signature

Date

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Visitor Name (Print)

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Visitor Affiliation

**Sani-Matic, Inc. Site Contact:**

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(Print Name)

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(Signature)

**Completed and signed Sani-Matic Visitor Safety Rules should be given to the receptionists.**

*Revised: 9/15/2016*