



## **Visitor Safety Policy**

Welcome. Blended Waxes, Inc. is committed to making your visit a safe and healthy one for you and others in the workplace. For that reason we require all visitors to abide by the following safety rules while at BWI.

### **Signing In**

Upon arrival all visitors must sign-in with the receptionist.

### **Personal Protective Equipment**

All visitors must use and wear the following Personal Protective Equipment while visiting the plant floor

- fully enclosed, flat, rubber or leather soled shoes
- Safety Glasses (ANSI Z87 approved) are required when observing production processes
  - Safety Glasses will be made available in the lobby
- Further PPE may be required depending on operations being observed or the tasks being conducted. This PPE will be provided if necessary.

### **Rules of Conduct**

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

- Follow all verbal instructions and signs
- Don't touch or attempt to operate any machine, device or equipment unless told to do so
- Stay out of restricted areas
- Photography and video recording of personnel, equipment, and processes is prohibited
- Report all injuries or problems immediately, no matter how minor. If an accident is not reported the visitor accepts full responsibility.

### **Signing Out**

Visitors must leave through the same area which they entered and sign-out with the receptionist.

### **Noncompliance**

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