

Visitor Safety Guide

Last updated August 2026



Our company is deeply committed to our people-first LiveSafe safety culture where everyone is empowered to act and is responsible for the health and wellbeing of others – including you. While visiting any of our locations, please follow all safety rules and instructions as outlined below and expanded upon by your host.

Standard Procedures

If at any time you are unsure about a rule or condition, stop and ask your host.

- Sign in upon arrival.
- Wear a visitor badge that is always visible.
- Remain with your assigned host unless authorized otherwise.
- Follow all posted safety signs, floor markings and instructions.
- Be aware of your surroundings.
- Stay within designated walkways and aisles.
- Watch out for forklifts and other mobile equipment.
- Never assume an operator can see you.
- Never walk behind moving equipment.
- Make eye contact with an equipment operator and receive their acknowledgement before proceeding.

Personal Protective Equipment (PPE)

Visitors must wear appropriate personal protective equipment in production or operational areas. Additional PPE may be required.

- Closed-toe shoes are required. Flat shoes or those with a low heel or slight lift are acceptable.
- Short or long-sleeved shirts and long pants must be worn (no sleeveless shirts)
- Loose clothing, dangling jewelry or anything that could become caught in equipment must be tucked in or removed.

At a minimum, visitors can anticipate wearing:

- Safety glasses with fixed side shields.
- High-visibility vest.
- Hearing protection.
- Hard hat (ANSI certified), where required.

Restricted Activities

Visitors are not permitted to:

- Operate equipment or machinery.
- Touch tools, parts or controls.
- Enter restricted or marked areas.
- Use mobile phones in production areas unless approved by host.
- Photograph or record video unless written approval by host.

Emergency Procedures

- If you hear an alarm, stop what you are doing immediately.
- Follow posted emergency routes and your host's instructions.
- Proceed to the designated assembly area. Remain there until you receive the all-clear.

Injury and Incident Reporting

Report all injuries, near misses or unsafe conditions immediately to your host or a site employee, no matter how minor they may seem.

