**Appendix 2.1 – Visitor Responsibilities**

To ensure the safety of all visitors the following responsibilities must be communicated. All employees are required to enforce this policy.

Each visitor must read the visitor responsibilities and sign in at reception. It is the responsibility of the company contact to remain with the visitor at all times.

**Visitor must:**

1. Sign in and sign out in the log.
2. Remain with their designated host.
3. Wear the appropriate personal protective equipment when touring the facilities.
4. Smoke in designated areas only.
5. Be aware of machine and/or heavy equipment traffic while in the facility.
6. Remain in the designated pedestrian walkways.
7. Report immediately to your host, any injury, no matter how minor.
8. Not touch any company equipment or product.
9. Remain out of restricted areas.
10. Follow all posted signs and rules.
11. In the event of an emergency, follow the instructions of your host and remain in the gathering area until given further instruction.