



WELCOME. **Masaba** 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 **Masaba** grounds, facilities, and workplaces to abide by the following safety rules while they are here. It takes the efforts of everyone working together – including visitors – to make **Masaba** a safe and healthy workplace.

1. **LOGGING IN.** All visitors to **Masaba** shall come to the reception desk at the main office and sign the visitors log immediately upon arrival.
2. **EMERGENCY NOTIFICATION.** Immediately report all injuries or incidents. Do not call 911.
3. **PERSONAL PROTECTIVE EQUIPMENT.** All visitors must use and wear personal protective equipment at all times while visiting the plant floor.
 - a. Safety glasses are required at all times.
 - b. Steel-toed shoes are required outside of the yellow walkway perimeters.
 - c. Other personal protective equipment is required when utilizing **Masaba** equipment.
4. **RULES OF CONDUCT.** All visitors must obey the following rules of conduct at all times.
 - a. Follow all verbal instruction and posted warning and safety signs.
 - b. Always be alert for potentially hazardous conditions.
 - c. Keep clear of all suspended loads.
 - d. Don't touch or attempt to operate any machine, device or equipment without authorization and proper task training.
 - e. Don't talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control.
 - f. Don't engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct.
 - g. Stay out of restricted areas.
 - h. Seat belts must be worn at all times while riding in or while operating a motor vehicle on **Masaba** property.
 - i. If you are in doubt about any procedure or hazard, discuss it with your **Masaba** contact or the nearest **Masaba** supervisor.
5. **SECURITY.**
 - a. The consumption, possession or being under the influence of any drug or alcohol is not permitted and will result in removal from **Masaba** property and/or criminal prosecution.
 - b. Firearms are not permitted on **Masaba** property.
 - c. No photos are allowed on **Masaba** property by camera or phone.
6. **LOGGING OUT.** Visitors must leave through the same reception area in which they entered and log out.
7. **NONCOMPLIANCE.** Visitors who fail to follow these policies will have their visiting privileges revoked and will be asked to leave. **Masaba** shall not be responsible for injuries that visitors suffer as a result of violating these rules.
8. **LIABILITY WAIVER AND INDEMNITY**
 - a. My company and I waive all claims against **Masaba** for injury to me or damage to property which occurs at **Masaba**.
 - b. My company and I will hold **Masaba** harmless from injuries caused by our negligence.

I have reviewed the information provided above and I understand my personal responsibility to comply with all **Masaba** safety, security, and liability requirements.

Visitor Name (Please Print)

Date

Company Name (If Applicable)

Name of Masaba Representative