



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.

Minor's Name (Please Print)

Date

Guardian/Legal Parent of Minor (Please Print)

Date

Guardian/Legal Parent of Minor (Please Print)

Date

Name of Masaba Representative

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