**Bel Contractor/Visitor Information**

Please enter title below in this format: Company Name, Date (01-2018), Contractor Name

**Title:** [Company Name, Date (Month-Year), Contractor Name]

**The following information is for your own safety, and the safety of those around you. By signing this document you agree to comply with the rules and standards that Bel Brands USA has in place. If at any time you have a question or concern regarding these instructions, or your safety, please let a Bel employee know.**

**General Visitor and Safety Instructions:**

**Sign in and Sign out when entering or leaving the campus.**

Make sure you sign in and out of the reception areas (Door 1 | Door 12).

**Personal Protective Equipment (PPE):**

When visiting the plant, you will be provided with PPE to wear while in a production area.

Proper PPE includes but is not limited to:

* Shoe Protection, Bel is a captive shoe campus
* Over Garment for your clothes
* Hair Net
* Ear Plugs
* Beard Net (if applicable)
* Safety Glasses (if applicable or requested).

**Good Manufacturing Practices (GMPs):**

Please ensure you are following these GMPs while in a production area.

Proper GMPs include:

* Nothing in your pockets above waist height
* Remove all jewelry except plain wedding bands
* Gloves must be worn if nails are painted, or acrylic.
* No food consumption in the production area.
  + Including Gum, Cough drops, Candy, Etc.
* Wash and Sanitize your hands when entering production zones, or as needed
* Ensure proper personal hygiene
* Proper attire (including proper PPE) while on site is mandatory
* Tobacco use and Vaping is not allowed on our campus or in personal vehicles.

**Foot Traffic:**

Please watch out for forklifts and always identify your work zones in a visible manner. Stay on the Yellow Brick Road whenever possible.

**Emergency Evacuation:**

**In case of Fire:**

You will hear an alarm sound.

You should exit through the nearest door and assemble at your designated location: [[Please view map](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\Fire%20Exit.png)] [[Fire Alarm](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\20180406_102653.jpg)]

**In case of Tornado:**

You will hear an alarm sound.

You should go to the nearest designated shelter [[Please see map](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\Tornado%20Shelter.png)]:

* Men and Women’s locker room and hallway
* Cheeseball Restrooms, and hallway directly outside
* First Aid Room
* Kaukauna Conference Room
* Prices Conference Room
* Bathroom near Office Breakroom.

**Traffic Access to Site:**

To reduce the risk or traffic collisions, and personal injury, please comply with all traffic and parking rules. Speed limit in the parking lot is 10mph, and parking spots should be backed into to facilitate more efficient exits in case of emergency.

If at any time during your visit you witness an unsafe, unsanitary act, or hazard, please bring it to the attention of a Bel Supervisor.

If you are here performing any kind or work or task in the production area, or using any tools, please continue to review Bel Brands USA’s safety rules below. If you will not be performing any work, using any tools, or performing any tasks in the production area please click [[HERE]](#_Signature) to jump to the bottom of the document.

**Contractor Checklist**

Please review the following table of contents, select which information is relevant to the work you will be performing.

Please place a checkmark in the box of each heading that pertains to your visit.

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# Movement in Plant

We require you to wear proper PPE within our building.

We require visitors to follow the yellow brick road whenever and wherever possible. Be aware of all marked work zones.

Footbaths are located at all entrances, and you are required to step in them with both feet.

[[Footbath](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\20180406_102813.jpg)/[Foamers](\\\\172.18.187.9\\WI-Data\\Safety\\Contractor Checklist\\Files\\20180406_102915.jpg)]

# Working at Height

Ensure that your lift equipment and all associated machinery is in good working order.

Personnel must be licensed and authorized to run equipment.

Helmets are mandatory for operation of lift equipment.

We require all suppliers to be fully trained, and to comply with our requirements, in the use of fall protection when working above a 6ft height.

When working in an aerial lift we require you to tie off your fall harness to the aerial lift.

[[Link to Aerial Lift Checklist](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\LiftInspection.PDF)/[Fall Protection]](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\FallInpection.PDF)

# Isolated Workers and Confined Spaces

Working in Isolated areas, or confined spaces, can be dangerous if an injury or medical event were to happen. When working alone make sure someone knows where you are and check in when possible.

Prior to any confined space entry; permit, training, and compliance to BEL’s policy is required. [[Confined Space Permit](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\ConfinedSpaceForm.PDF)/[Confined Space Policy](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\ConfinedSpace1.pdf)]

# Electricity

If you are working with electricity, please make sure all employees and contractors within your area of work, are aware of the work being done.

Please be aware that we have processes for Lock Out Tag Out [[LOTO Policy](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\Lockout%20Tagout.pdf)], Arch Flash [[Warning Sticker](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\Arc%20Flash.png)], and identifying your work area in a visible manner.

Arch Flash can occur when working with high voltage. Please ensure [proper PPE](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\Electrical%20PPE.png) is observed.

# Gas and Fluid

On site we use Nitrogen, Ammonia, and Freon in our processes. All can be hazardous to your health.

We use Steam Boilers for our facility’s heating systems.

All interactions are handled by a third party. If you encounter any problems with these systems, alert your Bel contact and we will begin our emergency protocols.

[[Ammonia Alert](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\20180406_102929.jpg)]

# Hot Work, Fire, and Explosion

Please be aware of the emergency exits in the areas you will be working as well as rally points in the event of an emergency.

If you are welding, cutting, or grinding outside of designated workshops, we have a Hot Work permit and policy that must be completed prior to any work being done. [[Hot Work permit](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\HOT%20WORK%20PERMIT%20082614.pdf)/[Hot Work Policy](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\Hot%20Work%20Policy.pdf)]

You are required to wear all proper protective gear.

Hot Work requires a fire extinguisher present, and fire watch, to be performed.

# Industrial Tools

Ensure all your tools are in good working order, including proper guards in place.

Utilize proper PPE in accordance with what job you are performing and tools you are using.

# PPE

Be aware, hearing protection is required in several locations within the Plant.

Be aware, safety glasses are optional, but your use is welcomed, and we have glasses available.

Please use all PPE required for the work you are doing. Electrical, Hot Work, and any other specialty jobs require various levels of PPE. Any questions on what you should be wearing, please ask before you begin.

# Hazardous Chemical

Be aware that there are hazardous chemicals that are in use on site at BEL.

When using Hazardous Chemicals please ensure proper labeling of all containers in use by chemicals. Do not substitute or utilize secondary containers without proper labeling.

Do not dump chemicals down the drain. All unused chemicals must be stored or disposed of properly at end of each work day.

When bringing in outside chemicals, an SDS sheet is required on site.

All chemicals on site have an SDS available in electronic form, and physical form outside the Nurses Station [[Link to Map](file:///\\172.18.187.9\WI-Data\Safety\Contractor%20Checklist\Files\SDS%20Loc.PNG)].

If a chemical spill occurs please notify a plant supervisor immediately.

# Signature

By signing this document, you confirm that you have reviewed the above information.

Please click the draw button in the top left of the screen to sign: 

|  |
| --- |
| **Signature:** |