

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	On-Site Visitor Procedure	Page : 1 of 3	Revision : 01 Date : 05/04/2009
	Author: C. Mooney	General Awareness	

The term "Visitor" will include any and all visitors to any and all Giles locations. Vendors, sales people, personal visitors and any other visitors will report through main office entrance. Contractors, repairmen, and truck drivers will be allowed to report directly to side plant entrance at lower warehouse area.

Vendors, sales people, personal visitors and any other visitors:

1. All vendors, sales people, personal visitors and any other visitors will report to the receptionist before entering any other office, meeting room or plant area.
2. The receptionist will give each person a "visitor badge".
3. The receptionist will insure that each visitor completes the log sheet.
4. The Badge will be placed around the neck. If the visitor is required inside the plant, safety glasses may be obtained from the receptionist. They must be worn at all times inside the plant.
5. The Badge should remain visible at all times.
6. The receptionist will call the appropriate party to the reception area to escort the visitor to the plant, his or her meeting or work area.
7. Upon completion of job assignment or meeting appropriate party will insure that all visitors should exit through the reception area, sign-out on the log sheet and return their badge (and safety glasses) to the receptionist.
8. In the event of an evacuation of the building the receptionist or Human Resources Manager should take the log sheet when exiting the building (if possible).
9. The Human Resources Manager will use the log in the roll call to insure that all visitors and personnel have been safely evacuated from the building.

Contractors, repairmen and truck drivers will report to the side plant entrance near the lower warehouse. Contractors and repairmen will only be allowed inside any Giles Chemical plant, warehouse, back lot, packaging or manufacturing area if they are escorted to their work site. Truck Drivers will have escorted access to restroom facility only and will not be allowed in any other area for any reason. Personal visitors are not allowed inside any Giles Chemical plant, warehouse, back lot, packaging or manufacturing area at any time. All personal visitors must report to the front office.

1. All Contractors, repairmen and truck drivers will report to the side plant entrance near the lower warehouse and ring the bell for assistance.
2. Safety glasses are required within the plant, if the Contractors, repairmen and truck drivers don't have them, they must be obtained from the Giles employee.
3. Giles employee will have each visitor complete the sign-in log sheet, located around the warehouse Operator's desk.
4. Visitor tags must be worn by all visitors (Badges/Stickers are found in the visitor sign-in book)
5. All truck drivers will follow the "clock in" procedure.
6. The Giles Employee will escort the visitor to his or her work area.
7. Upon completion of job assignment all visitors should exit through the lower warehouse, sign-out on the log sheet, with the time of their departure and they must return their safety glasses to the holding receptacle.
8. In the event of an evacuation of the building the Safety or Production Manager should take the sign-in log with him when he leaves the building (if possible).
9. The Production Manager will use the sign-in log in the roll call to insure that all contractors, repairmen and personnel have been evacuated from the building.
10. The HR Manager and Production Manager will communicate after the roll calls to insure all people are accounted for – by runner or cell phone.

*A "lead contractor" may sign-in his entire crew. He can also sign them out in the afternoon.



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General Awareness

TRAINING DOCUMENTATION

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