
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>On-Site Visitor Procedure</b>	Number: <b>S12-PR-200-005</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>03</b>	
	Effective Date: <b>04/24/2014</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

This procedure is to inform all employees and visitors of the proper steps for visiting all Giles facilities.

## 2.0 Scope

This procedure applies to all employees and visitors at all facilities.

## 3.0 Responsibility

All employees as they interact with visitors.

## 4.0 Safety Considerations

Safety glasses and appropriate safety apparel are to be worn at all times.

All visitors must remain alert to potential hazards at all times when working in, on or around machinery.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

N/A



## 6.0 Procedure

The term "Visitor" will include any and all visitors to any and all Giles locations including but not limited to vendors, sales people, personal visitors and contractors. Contractors are encouraged to use the side entrance for subsequent visits. **Any unnecessary visits should be avoided.**

1. Personal Visitors in production areas must be previously approved by area manager.
2. All visitors are required to read the safety rules and sign the log-in sheet which will contain date, name, company, time they entered building, and the person they are seeing.
3. Appropriate party will be notified to escort the visitor to the plant, his or her meeting or work area.
4. No Cell Phone Cameras, Camcorders, Audio or Video Cameras are to be used in the manufacturing area unless approved by appropriate area manager.
5. If the visitor is required inside the plant, safety glasses are required at all times. If visitor is going to be outside designated safety area steel toed shoes are required.

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6. Upon completion of visit, host will insure that all visitors sign-out on the log sheet and return their safety glasses.
7. In the event of an evacuation of the building the log sheet will be used for roll call, please refer to Giles Chemical Evacuation Procedure(s) (*Manufacturing Evacuation Procedure (S12-PR-200-003)* and *Repackaging Evacuation Procedure (S12-PR-200-067)*) to review properly leaving the building in the event of an emergency.

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

## 7.0 Reference Documents

*Manufacturing Evacuation Procedure (S12-PR-200-003)*  
*Repackaging Evacuation Procedure (S12-PR-200-067)*

## 8.0 Change Information

Document review- updated format using new template and numbering system.

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