Visitor Safety Orientation

The following safety regulations are part of the Filer City Mill’s Safe Practices, Policies, and Procedures Manual and must be followed AT ALL TIMES.

**NOTE: If you are conducting a service, supervising workers, or performing any work inside the mill, you must attend the Contractor’s Orientation Session/Video that explains Mill Safe Practices, Environmental, and Security Policies and Procedures.

1. At the Filer City Mill, safety is part of everyone’s job. It is essential that you are familiar with the Safety Regulations and Practices while visiting the Filer City Mill.

2. For ALL emergencies, dial ext. 100 from any mill telephone. Provide as much detail as possible to the receiver of the call. To report an emergency by cell phone, dial (231)723-9951 ext. 173 to reach the Security Guard.

3. If you have any questions concerning anything related to Safety, please call our Safety Department at ext. 149 or 418.

4. Hard hats will be worn at all times during scheduled maintenance outages, designated areas, and mill downtime. Ask the Security Guard for details.

5. Safety glasses are required at all times and in all areas unless you are in an office or control room.

6. Hearing protection will be used in all posted areas (indoors and outside around heavy equipment operations.)

7. The Filer City Mill is a “Tobacco Free” facility. Tobacco is PROHIBITED on all Filer City Mill property.

8. Visitors must stay on a designated path or walkway for travel. When leaving the designated areas for travel, ALL Mill safety and personal protective equipment (PPE) requirements will apply.

9. The Shipping/Loading Dock Area is OFF LIMITS to visitors or vendors unless accompanied by mill personnel.

10. Mill speed limit is 10 mph and MUST be observed at all times.

11. Come to a complete stop at stop signs.
12. Visitors must **NEVER** pass under suspended materials at any time.

13. Observe all warning signs in posted areas and stay clear of areas where alarms are present. **ALWAYS** look up, down, and in both directions before proceeding through a doorway or opening.

14. Visitors are **NOT** allowed to use manlifts without receiving the proper training.

## Security

1. Visitors must sign in with the Security Guard. Upon leaving the mill, visitors must sign out. Visitors must exit the mill through the same gate entered.

2. Only those vehicles that are issued a Vehicle Permit will be allowed to enter the mill property. Security will authorize the issuing of Vehicle Permits. Vehicles must display the company name or logo before entering the mill property. The driver of the vehicle must leave the keys in the ignition at **all times** when parking inside the mill gates.

3. Mill policy **PROHIBITS** possession of alcohol on company property. This includes our parking lots. Vehicles in the parking lot will be spot-checked for alcohol. All alcohol that is found in the parking lot will be confiscated.

4. Any contractor employee or visitor who is under the influence of alcohol will **NOT** be permitted to enter the mill.

5. Mill policy prohibits possession of firearms or other weapons on company property. This includes parking lots. Vehicles with weapons in them must be removed from our property upon request. If the owner cannot be located quickly, the vehicle will be towed from PCA property at the owner’s expense.

*You will be issued a wallet card to verify that you have completed the Visitor Safety Orientation. This card should be retained for future verification. This verification card is good for **one year** from the date issued.*

**PLEASE READ AND SIGN THE SAFETY AGREEMENT AND TURN INTO THE SECURITY GUARD.**

**SAFETY AGREEMENT**

I have read and understood the Safe Practices and Procedures as stated in the Filer Mill’s Visitor Safety Orientation Handout and agree to follow these requirements.
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Company Representing</td>
<td>Date</td>
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<tr>
<td>Security Guard</td>
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