

# VISITOR ORIENTATION

(Customers/Representatives)

Thank you for visiting Worzalla. While conducting your business here, we would like you to be aware of some of Worzalla's general policies and safety programs to ensure you have a safe and hazard-free visit.

## **Sign In/Out and Obtain a "Visitor Name Badge"**

Signing in and out allows us to know who is in the building at any given time in the event of an emergency. The name badge allows everyone to easily recognize our visitors and assist them when necessary.

## **General Safety Provisions/Requirements**

1. No open-toed or open-heeled shoes are permitted in the plant areas. The office and customer lounge are exceptions.
2. When you are around equipment in the plant, please tie back long hair if it is beyond shoulder length. Tuck in shirttails, ties and scarves. Tuck in or remove jewelry such as necklaces, long earrings, bracelets, rings and watches.
3. Use proper personal protective equipment, when required. Worzalla will provide PPE when necessary or requested.

## **Emergencies**

There are telephones located at most desks, in conference rooms, lunchrooms, at most pieces of equipment, and on the outside perimeter walls (near each emergency exit door). Worzalla has a company nurse on site, along with certified First Responders. In the event of an emergency, if you are either asked to "page" for help or call "911," each telephone has a bright red sticker on it with the instructions on how to make those calls.

## **General Paging System**

If you need to contact someone within the facility, you may use any telephone to dial the Receptionist – just pick up and dial "O." The Receptionist can help locate the person you need to meet with during your visit. After 4:30 p.m., Security will answer and assist you.

## **Severe Weather or Fire Evacuation**

In the event of a tornado watch or warning, an announcement will be made on our P.A. system indicating whether cover should be taken at that time. Immediately proceed to the nearest shelter. Department Supervisors are trained to take a head count so please report to that person so they know who you are and that you are safe.

In the event of a fire drill or actual fire, an alarm will sound. Immediately proceed to the nearest exit door. Again, Department Supervisors are trained to take a head count, so report to that person so they know who you are and that you are safe. Refer to the map for the nearest exits (fire) and shelter (tornado).

*Thank you again for your visit to Worzalla. If you have any questions about the above information, please discuss it with your contact person at Worzalla.  
We want to make your visit a safe and pleasant one.*