

VISITOR ORIENTATION (UNESCORTED)

As an Employee-Owned Company, Worzalla Associates take pride in keeping their workplace free of dangerous obstacles and other hazards and to assure a safe environment for associates and guests alike.

While conducting your business at Worzalla as an unescorted visitor, you need to be aware of some of Worzalla's general policies and safety programs to insure you have a safe and hazard-free visit while at Worzalla.

***NOTE:** For purposes of this form, a "**visitor**" may be any person who is at Worzalla to conduct not involving hands-on service to equipment or facilities in or around any property owned or leased by Worzalla. Truck drivers are considered visitors once they leave the dock and nearest restroom area.*

*Worzalla shall be known as "**WPC**" throughout this document.*

Sign In/Out and Obtain "Visitor Name Badge":

When you arrive at WPC, you will be asked to sign in and obtain a visitor name badge. There are Sign In/Out Binders and name badges located in the front lobby (Door #1), at the Receiving Office (Door #5), at the Security Office (Door #6), and at the Shipping Office (Door #9). When leaving, please turn in your name badge and sign out. 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 plant areas (i.e. warehouses, Bindery, Traffic, Maintenance, Press, and Prep areas). The facility is 310,000 square feet and you may be on your feet during the majority of your visit so wear comfortable shoes.
2. Tie back long hair (beyond shoulder-length) when around equipment in plant areas.
3. Tuck in shirt tails, ties and scarves when around equipment in plant areas.
4. Tuck in or remove jewelry such as necklaces, long earrings, bracelets, rings and watches when around equipment in plant areas.
5. Use proper personal protective equipment (PPE) when required, as indicated by signs posted throughout plant areas (hearing protection, gloves, safety glasses, etc.). Worzalla will provide PPE when necessary or when requested.
6. Minimum age for visitors in the manufacturing area is 18 years old. Requests for visitors under the age of 18 are reviewed on a case by case basis.
7. While in the plant or office area, if you need to contact someone within the facility, you may use any telephone to dial the *Receptionist* – just pick up and dial "0".
8. There is a no use tobacco policy while on WPC's property (this includes within vehicles).

Tornado/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 with a WPC employee 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 with a WPC employee 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.

Insurance Requirement:

If you are a vendor or contractor conducting business at any property owned or leased by WPC, you and/or your employer must supply or have on file at WPC, a current Certificate of Insurance naming WPC as the Certificate Holder. The Certificate of Insurance must indicate policy coverage dates, along with proof of insurance coverage for general liability and worker’s compensation.

Interruption or Termination of Visit:

WPC specifically reserves the right to interrupt or terminate the Visitor’s work or reason for visit if the Visitor or Visitor’s employees should fail in whole or in part to comply with the terms of this Agreement. Visitor shall be prohibited from renewing such work in progress until all applicable safety and health procedures are implemented.

WPC Environmental Policy:

WPC is certified under ISO14001:2004 and through our EMS, we have developed and shall communicate our Environmental Policy, Significant Environmental Aspects, Objectives and Targets for the current calendar year. This information is conveyed to all “**visitors**” through the EMS Fact Sheets posted throughout the WPC facility and is available on our website at www.worzalla.com on the Green Practices Page, which is located under Green Worzalla.

VISITOR ORIENTATION CHECKLIST (UNESCORTED)

All information must be covered during orientation; check as you complete.

General:

1. Housekeeping
2. Identify closest restroom
3. Identify nurse's office
4. Identify first responder program
5. Identify closest telephone

Emergency Preparedness:

WPC will instruct visitor as to facility maps showing visitor location and the following information:

1. Evacuation routes and procedures (Fire Drill, Fire Evacuation, etc.).
2. Severe Weather routes and procedures (Tornado, Blackout, etc.).
3. First Aid Cabinets and Eye Wash Station locations.

Hazard Communications:

WPC will instruct visitor as to:

1. Visitor shall notify WPC of any chemical substances needed on WPC's property during the performance of their job and will provide MSDS forms for those chemicals.

Indemnification:

Visitor agrees to indemnify and hold WPC harmless against any and all claims that arise from any actions of the Visitor, Visitor's employees or any third parties related to Visitor. Actions may relate in any manner to accidents, injuries or illnesses that such Visitor, Visitor's employee's or third parties allege they suffered while on WPC's property. This indemnification includes, but is not limited to, any claims that relate to WPC's equipment or tools that may be used or misused, by Visitor or their assigns', in the process of the performance of work or reason for visit.

Please sign and date below as an acknowledgement that you have read the information provided and that you have obtained a copy for yourself, if requested. Leave the signed copy with the Receptionist or your contact at Worzalla.

Thank you.

(Visitor signature)

(Visitor printed name)

(Date)

(Business name, if applicable)

Worzalla Associate providing information

Clock #