

Visitor Overview

1. Immediately sign-in at guard shack upon arrival.
2. Wear identification badge, provided by guard, at all times.
3. Visitors must be escorted at all times by a Rotek Employee. –Do not leave your escort.
4. Cameras or video recorders are not permitted on site without prior permission from Senior Management.
5. Wear safety glasses and hearing protection while in plants. Steel toe boots are required if visitor exits clearly marked aisle ways.
6. Visitors must follow posted speed limits.
7. Tobacco products are prohibited on company property.
8. Visitors are not permitted to carry weapons (guns, knives, etc.) onto company property.
9. When leaving the premises, you must sign out and return badge at the guard shack.
10. No pets permitted

IN CASE OF AN EMERGENCY

Emergency Reporting:

Accident/Injury -Our facility has trained over thirty-five First Aid Responders. Request an employee to page “first aid responders” (**Dial (62) to activate paging system**) to your location and call for local emergency response.

*Emergency Response
Internally, Dial (9) 911*

Fire Emergency Reporting:

Visitors shall immediately notify escort. Escort will then notify the Aurora Fire Department and the Health & Safety Department.

*Aurora Fire Department Health & Safety
(330) 562-7171 (330) 995-7274
Internally, ext. 274*

Environmental Spill Reporting:

To report a spill event, visitors shall immediately notify escort. Following, the escort will notify all spills directly to the corporate Environmental Officer. Trained experts will determine the severity of spill. –Never assume a spill is insignificant.

*Environmental Officer
(330) 995-7207
Internally, ext. 207*

Safety Violation Reporting:

As a Safety conscious company, we take great pride in our facility and require immediate notification of safety violations you encounter during your visit. All violations should be reported immediately to the on-site supervisor and to the Health & Safety Department.

*RRM Supervisor @ ext.293
BRG Supervisor @ ext.273
Health & Safety Manager at ext. 274.
(330-995-7274).*



ROTEK INC. VISITOR SAFETY PAMPHLET



WELCOME TO ROTEK INC.

We would like to take this opportunity to welcome you to our facility. It is our goal to make your visit with us a safe and secure experience.

The relationship we’ve developed with our customers, vendors, and additional guests are of great value to us. Therefore, this guide will help you better understand the safety and environment requirements of our facility.

It is our policy to provide safety and environmental standards in accordance with federal, state, and local regulations, for the protection of employees, visitors, property, and equipment. Visitors shall abide by all federal, state, and local Safety and Environmental regulations during their visit to our facility.

Rotek Inc.
1400 S. Chillicothe Road
Aurora, Ohio 44202
Phone: 330-562-4000

Our ultimate goal is to prevent Safety and Environmental hazards at our facility. -Here is how you can help!

Upon arrival, the visitor is required to present proper identification (driver's license or passport) to the guard (Aurora). The guard will complete the visitors log and issue the appropriate visitors badge. The visiting party and / or parties will be directed to a designated parking area and meeting point where they will be picked up and escorted by the host employee. Upon departure from the facilities, the visitor will return the badge to the guard and sign out.

Personal Protective Equipment (PPE) required when entering our manufacturing facilities are as follows:

**Safety Glasses
Ear Plugs / Ear Muffs
Steel Toe Boots**

1. Per company policy, visitors shall remain with employee escort at all times. Visitors are not permitted to roam freely throughout the facility. Tour groups shall not exceed (5) visitors per (1) employee escort.
2. Observe all posted warning and caution signs such as:
 - No Tobacco products permitted on property
 - Authorized Personnel Only
 - Permit Required Confined Space
3. Walking under suspended loads is strictly forbidden.
4. Equipment is not to be borrowed unless "loan agreement" is signed and approved by management.
5. Lockout/Tagout – Locks and Tags are not to be removed by visitor. Maintenance personnel are permitted to remove protective devices.

6. Ladders, platforms and scaffolds are to be used only as designed. Alteration of equipment and the use of damaged equipment are strictly prohibited.
7. Unauthorized use of moving and lifting equipment (tow motors, scissor lifts, cranes, etc.) is prohibited.
8. Do not block exit doors, fire extinguishers, and other emergency equipment.
9. Horseplay, practical jokes, and running are prohibited.
10. Tobacco products are prohibited on company property.
11. Weapons (guns, knives, etc.) are prohibited.
12. Cameras, camera phones and video recorders are prohibited on company property. Unless approved by senior management.
13. Posted speed limits shall be followed. Park in designated parking spaces and in the direction intended.
14. All injuries occurring on Rotek Inc. property must be immediately reported to the Health & Safety Department.
15. Practice good housekeeping during your visit.
 - Keep oil, grease, and other liquids off the floor.
 - Do not leave tools, equipment, and other materials where coworkers may be injured (struck-by, trip hazards, etc.)
 - Clean work area prior to shift-end.
16. **Contractors: "Work Plans" are to be completed by all contractors prior to starting project. This plan details works instructions, contractor requirements, facility regulations, and safety hazards (lockout/tagout, etc.) of the work to be performed.**

Chemicals and Hazardous Materials



1. Vendors must provide chemical Material Safety Data Sheets (MSDS) to the Health & Safety Department for each chemical brought on site. MSDS sheets for the chemicals used by the company are also provided in each building.
2. Chemical products brought on site by a vendor must be removed by the vendor. Chemicals shall never be abandoned by contractor.
3. Chemical products are not to be poured down the drain, storm drain, or sewer system. Additionally, chemicals are not to be disposed of in company trash containers or poured on company property.
4. Report all chemical spills immediately to the Corporate Environmental Officer @ ext. 207.