

# Customer Visit Safety Guidelines

We hope that you have an enjoyable and safe visit with us. To help ensure your safety while in our facility, we ask that you please comply with the following rules.

## SECURITY

- Cameras or cell phones which include a camera are not permitted in the factory or laboratory areas.
- All visitors must wear their identification badge at all times while in the building.
- Visitors must be escorted at all times.
- No one under 12 years old will be allowed on the manufacturing floor.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Safety glasses with side shields will be provided and must be worn at all times on the factory floor, in the lab areas and in the welding school.
- Safety-toed footwear must be worn at all times on the factory floor (unless on designated walkways), in the lab areas and in the welding school. Open-toed shoes are not permitted. High heeled shoes are not recommended.
- No shorts may be worn inside the facility.
- Hearing protection will be provided and should be worn in posted areas. Tour headsets are acceptable hearing protection during plant tours.



## TOUR GUIDELINES

- When forklifts, cranes, or other equipment are moving across the floor, step aside to an aisle and let equipment pass.
- Make eye contact with any forklift or crane operator. Be sure he or she is aware of your presence.
- Walk only in designated aisles. Watch for tripping hazards.

- Follow all safety warning signs. Watch for hot or sharp surfaces.
- Unfortunately, there are no rest rooms on the plant floor. We are not permitted to leave groups on the factory floor to accommodate a single individual. Rest rooms will be available before or after the tour.
- Follow all OSHA and Lincoln Electric Plant Regulations when performing onsite work.
- No one will be allowed on manufacturing floor with leg casts, crutches or canes, unless arrangements have been made in advance with your Lincoln Electric escort to provide a wheelchair.
- Please be advised that plant tours involve a significant amount of walking.



## ALCOHOL/DRUGS/SMOKING/FIREARMS

- Smoking, alcoholic beverages, weapons and illegal drugs are prohibited on our property at all times. This includes buildings, the factory and the parking lot.



## MEDICAL EMERGENCIES

- Dial 2222 (Euclid) and 6222 (Mentor) from any phone for assistance.
- In the event of an emergency, please ask your escort for help or directions.
- All Lincoln Electric facilities have trained EMT personnel on site.
- If an emergency situation should occur, an audible alarm will be heard. After the tone, verbal directions will be provided. If an evacuation of the facility is required, please leave the facility through the nearest exit and assemble in the designated meeting location with your escort. Wait in this area until further instructions are given or an **ALL CLEAR** signal is given.