

Safety Contacts

Emergency Services - fire and ambulance dial 9 to get an outside line, then 911

Environmental Health & Safety
Coordinator – JoAnna Karim x213

President – Peter Giczewski
x206

Human Resources Manager – Brandi
Hale
x212

Receptionist – Becky Harvey
x203



**IT TAKES THE EFFORTS
OF EVERYONE WORKING
TOGETHER, INCLUDING
VISITORS, TO MAKE
JANCO ENGINEERED
PRODUCTS A SAFE &
HEALTHY WORKPLACE.**



VISITORS' SAFETY

Safety 1st

**Welcome to Janco Engineered
Products LLC.**

We are committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors to Janco Engineered Products grounds, facilities and workplaces to abide by the following safety rules while they're here. Please take a moment and read this handout to ensure your safety during your visit.

LOGGING IN

All visitors to Janco Engineered Products shall come to the reception desk at the main office and sign the visitors log immediately upon arrival. A visitor badge will be provided and must be worn at all times during your visit.

HAZARD/EMERGENCY PLAN NOTIFICATION

In the event of an emergency please dial ext 203 for the receptionist. Emergency evacuation maps & emergency shelter location maps are located on the bulletin boards throughout the facility. Please follow your escort to the correct rally point in an emergency situation. MSDS (material safety datasheets) are located in binders throughout the facility.

LOGGING OUT

Visitors must leave through the same reception area in which they entered and log out.

PERSONAL PROTECTIVE EQUIPMENT

All visitors must use and wear the following personal protective equipment at all times while visiting the plant floor.

- Open toed shoes and high heels are not allowed in the production areas of the facility.
- Safety glasses are required throughout the entire production facility.
- Hearing protection may be required while visiting Plant 1 if visit is lengthy.
- Please note that some floors are wet and can be slippery. **Please watch your step.**
- Emergency eye wash stations & first aid kits are located throughout the facility.
- First aid responders are posted on bulletin boards throughout the facility.

RULES OF CONDUCT

All visitors must obey the following rules of conduct at all times:

- No cameras or videotaping are allowed in the facility during your visit.
- We may ask that visitors sign a confidentiality agreement.
- Follow all verbal instructions provided by your escort.
- Don't touch any parts or attempt to operate any machine, device or equipment unless told to do so by your escort.
- Don't talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control.
- Don't engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct.
- Stay out of restricted areas. Walk only in designated areas as marked.
- Please watch for forklift traffic throughout the facility.
- Report all injuries or problems immediately, no matter how minor, to your escort.
- Smoking is only permitted in designated areas outside the building.
- Microwave ovens are located in every break room throughout the facility. Visitors with pacemakers should take precautions in these areas.