

**United Electric Controls
Visitor Safety Orientation
Staff – Customers – Members of the Public – Contractors**

Welcome to United Electric Controls (UE)!

Please read the following information summarizing UE’s visitor safety requirements.

All Visitors – will require this Basic Safety Orientation

- If an emergency occurs during your visit, you must follow the instructions of a UE host. Inform your host if mobility assistance may be required in an emergency. A plan of the emergency exits and assembly areas on the Safety Bulletin Board as well as all main bulletin boards throughout the company.
- Your UE host will inform you of any site-specific hazards.

Visitors – not accompanied at all times by a UE employee, will require this Full Orientation:

- If an emergency occurs during your visit, you must follow the instructions of a UE host. Inform your host if mobility assistance may be required in an emergency. A plan of the emergency exits and assembly areas on the Safety Bulletin Board as well as all other bulletin boards throughout the company.
- UE has a Safety Shoe Policy in place, prior to your visit, your UE host should have provided you with the policy guidelines. If your visit takes you into certain areas that require UE Class 2 Safety Shoes and you do not have the appropriate Safety Shoe, UE will provide Toe Guards to accommodate you during your visit, to be returned to your UE host at the end of your visit.
- UE has a Safety Glasses Policy throughout Production, if your visit takes you into those areas, your UE host should have provided you with the policy guidelines and the appropriate pair of safety glasses, to be returned to your UE host at the end of your visit.
- Electrostatic Discharge (ESD) smocks are required in ESD areas. A visitor smock will be provided by the UE host.
- UE has a non smoking facility policy and designated smoking areas outside the rear and side entrances.
- Please do not operate any equipment without obtaining permission from your UE host.
- Do not bring chemicals onto the premises without permission of your UE contact. All chemicals must have current Safety Data Sheets (SDS).
- Please do not create hazards that may cause injury to yourself or others.
- Please comply with all safety signs.
- Please report all hazards and incidents (accidents and near miss incident accidents) to the nearest UE host.
- Trained first responders and their extensions are posted at exits and on all bulletin boards.

**Once the orientation has finished all Visitors must sign the Visitor Register
Once the Visitor has completed their visit, Visitors must sign out of the Visitor Register.**

UE representative signature:

Printed Name:

Date:

Visitor signature:

Printed Name:

Date:

Provide the original to HR for the files