Visitors/Contractors must read, understand, and comply with all the information below:

1. Visitors are responsible to coordinate with their Metal Source representative to assure the visiting party understands all company policy/procedure. Service providers must also complete all required paperwork before beginning work.
2. Entry to production areas are prohibited unless supervised by a Metal Source employee or approved by Metal Source management.
3. Visitors should assume that all equipment in each facility is hot or otherwise hazardous to touch. Remember that safety is your responsibility; don’t take it for granted. Enter areas through man-doors and not overhead doors
4. Tobacco use is prohibited, except in designated areas.
5. Required Personal Protective Equipment
	1. Eye Protection
	2. Hard hats in production areas and/or where designated by management.
	3. Safety Shoes (ANZI-Z41-1991 Standard) as necessary
	4. Gloves as necessary
	5. Fire/molten protective equipment while working near these hazards or welding/torching.
6. Emergency Action Plan
	1. Evacuation – visitor should report to the designated area as outlined on the emergency action plan diagram.
	2. Shelter – visitor should take shelter in the nearest designated shelter area as outlined on the emergency action plan diagram.
7. First Aid Kit is located in employee break area.
8. MSDS/HAZCOM/Blood Borne Pathogens located in employee break area.
9. Fall Protection - Fall protective equipment above six (6) feet.
10. Lockout/ Tagout - Required when working on any equipment.
11. Confined Spaces - No entry without completing proper procedures/forms.
12. Must notify Metal Source employees in the work area of the tasks/repairs being performed.
13. Report all accidents to the Metal Source safety coordinator and keep appropriate records.
14. Spill Prevention - Must report any and all spills to the Metal Source environmental coordinator and keep appropriate records.
15. Emission Prevention - Must report any excessive release of air particulates to the Metal Source environmental coordinator and keep appropriate records.
16. Absolutely no butane lighters, glass bottles, cans (including beverage), or aerosol can or other sealed containers may be taken around furnaces or where other explosion risk is present.
17. Pacemaker users are discouraged from working around furnaces due to potential electromagnetic field present.
18. All materials/containers/waste that are brought to metal source property must leave with the contractor, unless otherwise approved by Metal Source Management.

By completing a section below you are acknowledging that you have read, understand, and will comply with all of the information on the Metal Source Visitor/Contractor Information Form.

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