Visitor Safety Guidelines

Security
- All visitors must check in at the truck gate entrance or with the receptionist.
- Visitors will sign in and out each day with the receptionist or log sheet.
- A visitor badge will be supplied to you and must be worn and visible at all times while on the premises.
- All visitors must have an escort at all times unless floor access is authorized by DC management.

Parking Lot Safety
- Please watch for pedestrians and other vehicles when entering/exiting the parking lot.

No Smoking
- Tobacco usage is prohibited inside our building.
- Smoking is permitted outside our break rooms only in designated areas.

Cell Phone
- For your protection, mobile phones and picture's/videotaping are prohibited while on the warehouse floor.
- Cell phones may only be used in authorized areas of the building (main office, warehouse floor office areas).

Dress Code
- While touring or walking the warehouse floor, visitors are required to wear closed-toe and closed-back shoes.
- A high visibility vest may also be provided to wear during the tour.

Food and Drink
- We ask that no food be brought onto the warehouse floor. Only water in an approved container is permitted on the floor.

Emergency Procedures
- Any emergency (Fire, Weather, or Medical) dial 911
- All accidents/incidents must be reported to your escort/designee immediately.
- Evacuate when the alarms sound, follow your guide to either the nearest exit door and headcount location point (fire) or to the nearest weather shelter (tornado).

Job Hazards
- There are forklifts and other heavy equipment on the floor. Please maintain your distance and alertness at all times and make eye contact with equipment operators to ensure you are seen by them. Please do not attempt to touch or operate any equipment in the facility.
- Maintain the Two Bay Rule: when equipment forks are above first level of rack, please stay back two full bays.
- Conveyor in use, maintain your distance and watch for possible falling items. Please maintain a safe distance from all moving and rotating parts of the conveyor.
- The building does store hazardous chemicals. Please do not touch or handle any chemicals in the facility.

Visitor Name: ___________________________ / ___________ Date: __________________