

# **Plant Visitors Procedure**

## **Purpose and Scope**

This document will provide an outline to ensure the safety of visitors to the plant and will outline the procedure for unauthorized plant visitors.

## **Plant Visitors**

1. All visitors entering the plant building are required to sign-in and obtain a Visitor/Sponsor pass from the designated security check point.
2. The Visitor/Sponsor pass is good for one year and will be issued following the visitor's viewing of the Plant Pedestrian Safety video.
3. Employees who wish to take family or guests on site while the plant is operating will:
  - Ensure that all visitors watch the Pedestrian Safety video and obtain a Visitor/Sponsor pass
  - Have the pass completed including the name of each visitor
  - Obtain the approval of the appropriate area manager or his/her designate
  - Supply all safety-required equipment, such as safety glasses and ear plugs
4. Visitors must check in through the proper authorities and obey all plant rules. The host shall indicate the emergency evacuation procedures and escape routes to their guests.

## **Improper Visitors**

Security will challenge visitors who are not properly identified with the Visitor/Sponsor Pass and will ask them to leave the premises. Failing this, he/she will contact Security, and a Security Officer will be dispatched to escort the individual(s) from the property.

## **Responsibilities**

1. Security will log and file the appropriate plant visitor documentation.
2. Security will respond to all reported unauthorized visitors.