

Curt G. Joa, Inc.

Welcome

Visitor Safety Agreement

We would like to take this opportunity to welcome you to our facility. Our goal is to make your visit with us a safe and secure experience. Therefore, this guide will explain the environment and safety requirements of our facility.

Curt G. Joa, Inc. complies with safety and environmental standards in accordance with federal, state, and local regulations, for the protection of employees, visitors, property and equipment. Visitors will comply with all federal, state and local Safety and Environmental regulations during their visit in our facility.

Curt G. Joa, Inc. • 100 Crocker Avenue Sheboygan Falls, WI 53085 USA • 920-467-6136 • www.joa.com

Our ultimate goal is your safety -here is how you can help!

Upon arrival, visitors must enter through the main entrance and sign in with the receptionist. The employee will be contacted and will greet the visitor in the lobby unless otherwise advised.

Anyone visiting or working at Curt G. Joa, Inc. is required to sign a confidentiality agreement and to always wear an identification badge, which is easily viewed.

Upon departure from the facilities the visitor will depart through the main entrance and return the visitor badge and sign out.

Per company policy, visitors will remain with their employee escort at all times. Visitors are not permitted without an escort.

Wear Personal Protective Equipment (PPE)

The following items are required when entering our manufacturing facilities:

Safety Glasses required. Ear Plugs & Steel Toe Boots as requested.

Observe all posted warning signs such as:

**Smoking is only allowed outside.*

**Authorized Personnel Only*

**Permit Required Confined Space*

Ensure safe behaviors

- Use yellow aisle ways for walking in the facility
- Walking under suspended loads is strictly forbidden.
- Lockout/Tagout—Locks and Tags are not to be removed by visitor. Only authorized Joa personnel are permitted to remove protective devices.
- Ladders, platforms and scaffolds are to be used only as designed. Alteration of equipment and the use of damaged equipment are strictly prohibited.
- Unauthorized use of moving and lifting equipment (tow motors, scissor lifts, cranes, etc.) is prohibited.
- Do not block exit doors, fire extinguishers and other emergency equipment.
- Horseplay, practical jokes, and running are prohibited.
- Tobacco Products are prohibited inside the company.
- Weapons (guns, knives, etc.) are prohibited on company property.
- Cameras, camera phones and video recorders are prohibited on company property.
- Park in the visitor parking unless advised otherwise.
- All injuries occurring on Curt G. Joa, Inc. property must be reported to the health and safety department and through the employee's company.
- Practice good housekeeping during your visit:
 - *Keep oil, grease and other liquids off the floor.
 - *Do not leave tools, equipment and other materials where coworkers may be injured (struck-by, trip hazards, etc.)
 - *Clean work area prior to shift end.

- **Contractors:** "Work Plans" are to be completed by all contractors prior to starting project. The plan details work instructions, and safety hazards (Lockout/Tagout, etc.) of the work to be performed.

Chemicals and Hazardous

- Vendors must provide (SDS) Safety Data Sheets to the Health and Safety Department for each chemical brought on site.

Visitors are responsible for reading SDS Sheets for the chemicals used by the company, which are also provided in the building.
- Chemical products brought on site by a vendor must be removed by the vendor. Chemicals shall never be abandoned by a vendor.
- Chemical products are not to be poured down the drain, storm drain, or sewer system. Additionally, chemicals are not to be disposed of in company trash containers or poured on company property.
- Report chemical spills immediately to the Corporate Environmental Officer, **Facility Manager, Dan Krueger Ext .414**



Secure & Restricted Areas

SECURE areas: The appropriate project badge is required to enter a "posted" secure area.

RESTRICTED areas: Only persons whose names appear on the authorized personnel list and who are wearing the appropriate badge are allowed to enter. Persons wearing non-regular employee, contractor, visitor or project (other than the one posted) badges are not allowed to enter.

Curt G. Joa, Inc. Safety Agreement

As a representative of the firm listed below, you have a need to be admitted to the facilities of Curt. G. Joa, Inc. for the purpose of conducting business.

As a result of your admission to such facilities as a customer, vendor, or additional guests, you agree on behalf of yourself and the below identified visiting firm, that you have read, understand and will abide by the safety, environmental and security instructions listed in this brochure, for Curt G. Joa, Inc. facilities and grounds.

Visiting Firm: _____ Name of Visitor _____

Signature: _____ Date: _____

Joa Representative Name: _____

IN CASE OF AN EMERGENCY

Emergency Reporting:

Accident/Injury—

Our facility has trained Responders. Request an employee to page "first aid responders" to your location and then call local emergency response.

Dial 701 &702 separately.

701 to activate paging for offices and then dial **702** to activate a page in the factory.

Emergency Response Dial 911

Fire Emergency Reporting:

Visitors and employees shall immediately find the nearest door and evacuate the building. Warn others on your way out. Activate the fire alarm if possible. Once you are out call 911.

Find a gathering point of employees and check in with an employee.

Facilities Manager

Dan Krueger Dial 920-467-7414 Internal Ext. 414

Emergency Response Dial 911

Joa Receptionist 7:30 am– 4:00 pm Dial "0"

Environmental Spill Reporting:

To report a spill event, visitors shall immediately call

Facilities Manager

Dan Krueger 920-467-7414 Internal Ext. 414

Trained experts will determine the severity of spill.

-Never assume a spill is significant

Safety Violation Reporting:

As a safety conscious company, we take pride in our facility and require immediate notification of safety violations you encounter during your visit. All violations should be reported immediately to the on-site supervisor and to the Health & Safety Department.

Dan Krueger 920-467-7414 Internal Ext 414

Chris Wesendorf Internal Ext 249

Gregg Voigt 920-467-7437 Internal Ext 437

Jeff Casper Internal Ext 239

Al Rabe 920-467-7311 Internal Ext 311