

## Introduction

PaR Systems takes pride in being a responsible employer, and is committed to ensuring high standards of safety, health, and welfare of its employees, customers, and visitors on site.

Familiarize yourself with the site layout. Note *Exits*, *Severe Weather Shelter Areas*, and *Emergency Evacuation Locations*.

## Personal Safety

- All visitors shall sign in and out upon arrival and departure.
- First time visitors shall remain with their escort. Visitors shall report to their PaR Systems escort(s) upon entering the building. If there is the need to separate, inform your escort.
- In the event of an accident or the need for first aid, immediately contact the nearest PaR Systems employee for assistance, report to your escort, or phone the receptionist at extension “0” to arrange assistance or treatment.
- Comply with all signs posted throughout the company. Emergency support instructions are posted by each telephone.
- All visitors shall wear safety glasses in the shop and lab areas at all times.
- A hardhat is required any time work is being performed above floor level. A flashing red light is indication of a hardhat area.
- Any visitor working in the production processes in the shop or lab are required to wear safety shoes. Temporary shoe covers are available.
- Open toed shoes are not permitted at anytime in the shop or lab.
- Visitors shall observe restricted areas and ensure they do not enter without escort permission. If unsure, seek the advice of your escort.
- Visitors who are required to handle equipment, tools, or engineering materials shall have the approval of their escort, proof of insurance, obtain the necessary training, and be equipped with proper safety attire.
- Lifting operations regularly take place within the shop. Remain aware of activities around you. Stay safely away from these operations.
- Smoking is prohibited within the PaR Systems facility.

## Environmental Policy

PaR Systems insists upon high standards of environmental management.

- Any substances / chemicals brought on site must be declared to the Hazardous Material Administrator.

- An MSDS sheet is required for any substance / chemical brought on-site and given to the Hazardous Material Administrator.
- No hazardous substances should be placed in the normal waste bins including empty containers, batteries, etc. There are special procedures for these wastes.
- No hazardous substance shall be emptied into any drain or deposited on any land.
- Waste paper is to be deposited in the recycle bins provided throughout the facility.

## Severe Weather

In the event of severe weather, an announcement will be made over the PA system.

- ***Immediately*** make your way, by the quickest and safest route, to the nearest ***Severe Weather Shelter Area***.
- You will be informed when the emergency is over.

## Emergency Evacuations

In the event of a reason to evacuate the facility, an announcement will be made over the PA system.

- ***Immediately*** make your way, by the quickest and safest route, to the nearest exit.
- Do not leave the PaR Systems site.
- Once outside the facility report the nearest checkpoint as shown on the next page. If in the office area, report to Check Point #1 at the southwest corner of the parking lot. If in the shop, report to Check Point #2 at the northwest corner of the parking lot.
- Check in with your escort.
- You will be informed when the emergency is over.
- You should then report to the lobby to either re-register or contact your escort before leaving.

**Emergency Number**  
**Fire, Police, Ambulance**

***Dial 9-911***