



ATTENTION VISITORS

*In order to assure the safety and security of Fitz Machine associates, its visitors and its property to insure that only **AUTHORIZED PERSONNEL** have access to Fitz Machine facilities, the following policies have been adopted: All non-associates must be issued a visitors pass by the appropriate administrative associate*

PASSES - Shall properly be designated **VISITOR** or **CONTRACTOR**

- All visitors must sign in and out of the guest register
- Safety glasses are mandatory
- No open toe shoes or sandals, neckties or loose dangling jewelry are permitted in the manufacturing area

GUEST NETWORK ACCESS - Visitors requiring internet access are provided with a guest username and password for Fitz Machines wireless network. At no time is a guest allowed to access the company intranet program with their laptop or another mobile device.

SIGNAGE - Observe and Obey all sign posted warnings and observe exit routes and marked aisle ways.

Any unauthorized visitor failing to secure a visitor pass will be asked to leave the premises until one can be obtained.

EVACUATIONS - Evacuations are unlikely, but follow your guide to the closest exit to get a designated assembly point.

NO SMOKING/TOBACCO FREE - Our building is smoke and tobacco free. There's no smoking or use of tobacco inside the building.

NO CELL PHONES - We work hard to maintain good housekeeping and best practices, but the shop environment requires your full attention. Cell phones are to remain in your pocket or purse while in the shop. No photography.

HAZARDS - Stay in the walkways with a guide. Do not wander to other areas.

ROTATING AND MOVING EQUIPMENT - Rotating and moving equipment is employed in our production area. Saws, lathes and mills are high speed.

WORK IN PROCESS STANDARDS - Do not handle work in progress, product or tools. Sharp edges can cut. WIP parts can be hot from operations or oily or have sharp burrs. Avoid handling tooling, production parts and materials.

SLIPS & FALLS - Slips and falls can be caused by changes in grade, tripping over materials or slippery services due to oil, coolant or spills. Pay attention to your footing.

EMERGENCY ALARMS: Alarms may sound for various reasons. If an alarm sounds, follow the instructions of your guide to get to safety.

Fitz Machine is closely monitoring the latest reports from the Centers for Disease Control (CDC) and the World Health Organization (WHO) regarding COVID-19 and we are taking a number of precautionary measures for the health and safety of our team members, customers and suppliers.

MASKS AND SAFETY GLASSES ARE REQUIRED
PLEASE USE HAND SANITIZER PROVIDED PRIOR TO ENTRY