



# CPG Visitor Policy

CPG Human Resources

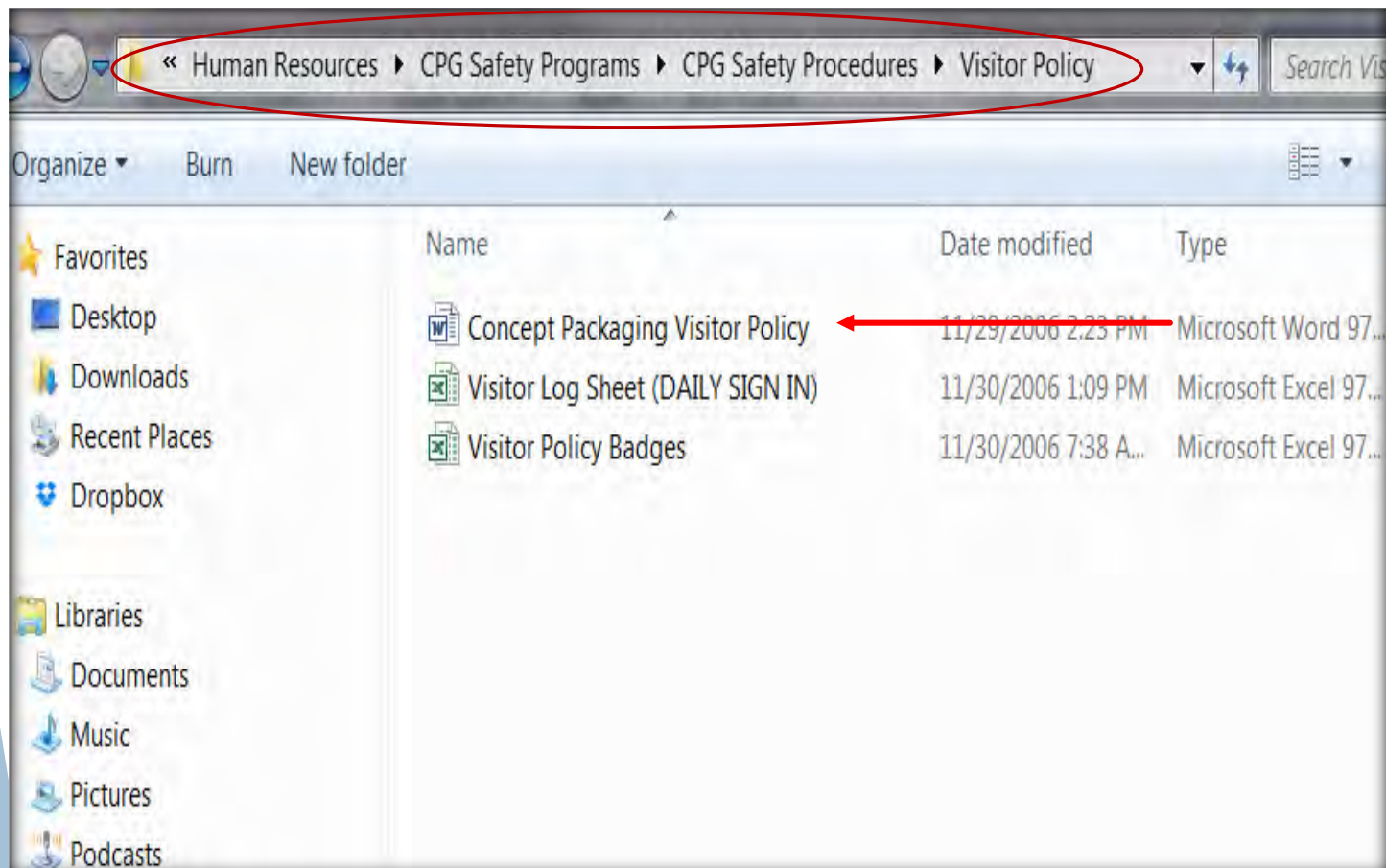
# CPG Visitor Policy

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- CPG is friendly, hospitable, and cooperative with those who visit our locations; however, safety and security concerns require that we limit access to our facilities.
- A visitor is defined as anyone other than a CPG employee of the location, including:
  - Vendors and outside sales people
  - Officers of the company
  - CPG employees from other locations
- Please adhere to this policy when bringing visitors to a CPG facility.

# CPG Visitor Policy

- Where is the CPG Visitor Policy located?



# CPG Visitor Policy

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- Step 1: Employees must seek approval through an appropriate supervisor/manager before visitors may enter the facility
- Step 2: Visitors must enter through the reception area during regular business hours; they will then be announced to the appropriate company representative
  - During non-business hours, visitors will use the employee entrance and announce their arrival to a shift supervisor
- Step 3: The CPG host will ensure the visitor signs in and out of the [Visitor Log Sheet](#), and that they include where they will be located in the facility and the nature of business

# CPG Visitor Policy

- Step 4: The visitor must display a visitor badge on their front/outer/upper clothing at all times while in the facility
  - This badge contains safety and security information that the visitor is required to read prior to entering the facility (below)

Escorted Visitor	Non-Escorted Visitor	Contractor
<ol style="list-style-type: none"> <li>1. Wear safety glasses at all times in designated areas.</li> <li>2. Walk in aisleways at all times.</li> <li>3. Stay with your host at all times.</li> <li>4. If you become separated from your host, stop any employee who will gladly assist you.</li> <li>5. Be aware and listen for moving equipment and forklift traffic.</li> <li>6. In the event of an emergency, don't panic. Inform any employee that you are a visitor and they will gladly assist you to safety.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wear safety glasses in designated areas.</li> <li>2. Walk in aisleways.</li> <li>3. Be aware and listen for moving equipment and forklift traffic.</li> <li>4. Don't distract employees, if you have questions, wait until the employee indicates they can safely talk with you.</li> <li>5. In the event of an emergency, don't panic. Inform any employee that you are a visitor and they will gladly assist you to safety.</li> </ol>	<ol style="list-style-type: none"> <li>1. Safety glasses are required at all times in designated areas.</li> <li>2. Fall protection is required when working above 4 ft from level or inside any manlift.</li> <li>3. Hot work permit is required prior to cutting / welding / brazing.</li> <li>4. Stay in your designated work area and walk only in aisleways.</li> <li>5. Do not distract our employees from safely performing their jobs.</li> <li>6. In the event of an emergency, don't panic. Inform any employee that you are a visitor and they will gladly assist you to safety.</li> </ol>

# CPG Visitor Policy

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- Green indicates Non-Escorted
  - These are for Salespersons, Officers, Managers, or other CPG employees that do not normally work at this location



# CPG Visitor Policy

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- Red indicates Escorted
  - These are for family & friends, vendors, tour groups, outside salespersons, and service reps/technicians
  - These visitors must be escorted **AT ALL TIMES**



# CPG Visitor Policy

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- Yellow indicates Contractors
  - Contractors may or may not be escorted at the discretion of the Maintenance Manager





# CPG Visitor Policy

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- Visitors having lunch/dinner with an employee should not be on CPG property. Employees need to use their lunch break and leave the premises.
- Unauthorized visitors are not allowed in the plant.
  - They could cause accidents, disrupt work, or harm our company's security.
  - Please challenge any unescorted stranger not wearing a visitor's badge and direct them to their destination.
- Visitors who create a disturbance, disrupt work, or endanger the safety of themselves or others will be asked to leave the plant immediately.

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- Any visitor wishing to see an employee must first check in at the reception area. CPG personnel will either deliver a message to the employee or arrange for a meeting outside the production area, as appropriate.
- If a visit involves an emergency, the employee will be notified and the CPG team will cooperate as needed.
- The Maintenance Manager is responsible for all visiting Contractors and will ensure they know and follow our safe practices and procedures. Contractors must announce themselves at the reception area and wait for their escort or further instructions.

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- Visitors arriving during non-business hours must pre-arrange the visit to ensure a host will be available to escort them into the facility.
  - The visitor's host will then ensure the procedures in this policy are followed.
- Visitors entering areas other than the reception area during business hours will be escorted there in order to follow the proper steps as laid out in this policy.



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Questions