







# Visitor Safety Guidelines

We hope that you have an enjoyable and safe visit with us. To help ensure your safety while in our facility, we ask that you comply with the following rules.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS PER AREA VISITED

*Please observe the following PPE requirements:*

		Factory Tour: Machines & Consumables	Automation Facility Tour	WTTC (Weld School) Tour	Welding Activities
Safety Glasses (Provided)		✓	✓	✓	✓
Safety-Toe Shoes <sup>(1)</sup>		<sup>(1)</sup>	<sup>(1)</sup>	<sup>(1)</sup>	✓
Hearing Protection (Provided) <sup>(2)</sup>		✓ <sup>(2)</sup>			✓
Shorts are Prohibited		✓	✓		✓
Open Toe Shoes Prohibited High Heels Not Recommended		✓	✓	✓	✓
Welding PPE (Provided): Welding Hood / Shield, Leather Gloves, Jacket <sup>(3)</sup>					✓ <sup>(3)</sup>

<sup>(1)</sup> Safety-toe shoes are required when leaving designated tour paths or entering active work areas. Safety toe slip covers can be provided upon request.

<sup>(2)</sup> Tour headsets are acceptable hearing protection (if provided).

<sup>(3)</sup> In some instances, visitors may be required to supply their own welding PPE. Consult your Lincoln Electric representative.

Some areas may have deviating PPE requirements. Always listen to directions from your tour guide and observe the posted signs.

## EMERGENCIES, INCLUDING MEDICAL

- If you observe an emergency, please tell your escort, or dial 2222 (Euclid) or 6222 (Mentor) from any company phone for assistance.
- If you hear a plant alarm or siren, listen for directions from your escort. Look for posted maps with evacuation routes and shelter-in-place locations.
  - Follow your escort to the designated meeting location.
  - Wait in this area for further instructions or an ALL CLEAR signal.
- All Lincoln Electric facilities have trained First Responder personnel on site.

## SECURITY

- Visitor ID badge must be visible at all times.
- Visitors must be accompanied by a Lincoln Electric representative at all times.
- No one under 12 years is permitted in shop areas (ex. factory and welding school)

## SMOKING / ALCOHOL / DRUGS / FIREARMS

- Smoking, alcoholic beverages and illegal drugs are prohibited on our property at all times.
- Firearms are not permitted in the buildings.

## FACILITY TOURS

- Photography, including cell phone and camera use is prohibited in all manufacturing, assembly, and laboratory areas.
- Camera and cell phone use is permitted in the Welding Technology & Training Center.
- Step aside for moving equipment (ex. forklifts, cranes). Make eye contact with the operator to be sure he or she is aware of your presence.
- Walk only in designated aisles. Watch for tripping hazards.
- Follow all safety warning signs. Watch for hot or sharp surfaces.
- There are no restrooms on the manufacturing floor. Plan to use restrooms before or after plant tours.
- Electric and magnetic fields (EMF) are present throughout the facilities. Visitors with a pacemaker should consult their physician prior to their tour.
- Please be advised that plant tours involve a significant amount of walking, up to one mile. Visitors with mobility disabilities or other medical issues should contact their Lincoln Electric representative in advance to ensure safe accommodations can be provided. Unfortunately, visitors with leg casts, crutches or canes, will not be permitted in manufacturing plants (machine & consumable facilities) unless arrangements have been made in advance to provide a wheelchair and tour assistant.