



Astec Industries Visitors Policy – SOP

Purpose: To provide guidance to Astec companies when you have visitors: vendors, friends, contractors, customers, or any outside company employee.

Scope: This SOP applies to all Astec companies and effects new or current visitors.

Procedure: The following process should be followed by ALL visitors!

1. **Check In:** All visitors should check in (sign in) at front desk, “guard shack” or location with documented sign in forms.
2. **Visitor Badge:** All visitors should wear visitor badge with name on front and safety information on back, see examples attached.
3. **Company Safety Rules:** All visitors should read company safety rules (or requirements) and signature approval form for company records.
4. **Visitor Vest:** All visitors should wear “Hi – vis” vest, color at company discretion.
5. **Safety Glasses:** All visitors should wear safety approve (API) glasses or side shields.
6. **Hearing Protection:** All visitors should be made aware of hearing protection where required.
7. **Hard Hat:** All visitors should be made aware of restricted areas for Hard Hat requirement.
8. **Foot Protection:** No open toe shoes allowed in factory/warehouse/equipment yard. Safety toe shoes must be worn in factory/warehouse/equipment yard. In addition, (when outside designated walkway) some companies may require metal tarsal covers. If you do not have adequate safety shoes, either an over the shoe safety toe guard or safety shoes/boots will be provided for your use while at the company.
9. **Cell Phones:** No cell phone usage is allowed, taking pictures can be approved. See designated area for cell phone usages.
10. **Roll up Doors:** All visitors must us “man-door” (Do not walk under rollup door/s) doors to enter/exit the factory.

I certify that I have read and understand and will abide by the company safety requirements and expectations

Visitor Name (print) _____ Date _____ Cell # _____

Visitor Signature _____

Department you are visiting _____