









# 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		Factory Tour: Machines & Consumables	Vanair / Automation Facility Tour	WTTC (Weld School) Tour EV/R&D Lab	Welding Activities
<b>REQUIRED</b>	Signed Waiver 				✓
	Safety Glasses (Provided) 	✓	✓	✓	✓
	Safety-Toe Shoes <sup>(1)</sup> 	(1)	(1)	(1)	✓
	Hearing Protection (Provided) <sup>(2)</sup> 	✓			✓
	Welding PPE (Provided): Welding Hood / Lenses / Leather Gloves / Jacket <sup>(3)</sup> 				✓
<b>PROHIBITED</b>	Shorts 	✓	✓		✓
	Shoes Open toe, Slippers, High Heels & Shoes with holes (ex: Crocs) 	✓	✓	✓	✓
	Tops Hooded Clothing (Hoodies, jackets with hoods, etc.), Shirts w/ exposed midriffs, deep cut sides, or unbuttoned shirts that expose the torso 	For safety & security, hoods cannot be up while inside facilities			

<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.

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

## EMERGENCIES, INCLUDING MEDICAL

- Euclid - Company Phone: 2222 | Cell Phone: 216-383-2290  
Mentor - Company Phone: 6222 | Cell Phone 440-266-6888
- 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 old is permitted in shop areas (ex. factory and welding school).

## ALCOHOL/DRUGS/SMOKING/FIREARMS

- Smoking, alcoholic beverages and illegal drugs are prohibited on our property at all times.
- Firearms are not permitted in the buildings, but may be stored in your locked vehicle.

## FACILITY TOURS

- Photography, including cell phone and camera use, is prohibited in all manufacturing, assembly, and laboratory areas. Camera and cell phone use is only 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. Do not touch any equipment or other 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.
- 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. Leg casts, walking boots, scooters, crutches and canes will not be permitted in manufacturing plants (machine & consumable facilities) unless arrangements have been made in advance to provide a wheelchair.