



# Welcome to J-STAR Research, Inc. Visitor Safety Guide

Thank you for visiting us. We are committed to providing a safe, secure and environmentally responsible workplace for our colleagues, contractors and visitors. This brochure includes important information for you as a visitor to our facility. We ask that you review this information prior to your visit.

## Visitor Requirements

All visitors must sign in and out when entering or leaving the building. No one may enter laboratory areas without a J-STAR Research escort.

- Always remain with your J-STAR Research escort.
- Do not attempt to access restricted areas unless approved to do so by your host.
- Do not approach any equipment without specific permission.

## What to Do...

**Disposal of any material** into building drains, storm drains or on J-STAR Research property is strictly prohibited. All disposals must be reviewed by your J-STAR Research host. Visitors are encouraged to use the J-STAR Research recycling program.

**Tobacco use is prohibited** within 50 feet of the J-Star Research Facility.

**Safety Data Sheets** must be provided for any chemical sample brought into the facility.

Visitors should be aware of the risk of exposure to hazardous materials in this facility and take appropriate caution in all activities.

## What to Wear ...

**Eye Protection** must be worn in laboratory areas at all times. Safety glasses will be provided by your J-STAR Research contact, if required. Emergency eye wash stations and safety showers are located within the laboratory or proximal laboratory corridor.

**Shoes** must cover the whole foot. No open-toed or open-heeled shoes are permitted in laboratory areas (exceptions may be made for escorted facility tours).

**Hair** cannot extend uncontained below the shoulders when within an arm's length of any machine or piece of equipment. Tie up long hair or place inside shirt collar if near machinery. Do not wear **loose-fitting clothing, jewelry or lanyard** where it may come in contact with moving equipment.

## What to be Aware of...

**In the event of a fire or an emergency** that necessitates evacuation, follow your J-STAR Research Contact to the nearest assembly area. Become familiar with evacuation alarm signals, emergency evacuation routes and assembly areas with your J-STAR Research Host before the start of work.

**Emergency Evacuations** may be initiated by a Fire Alarm (audible warbling tone or visual strobe lights). Contractors must be aware of all available exterior exits from their work area. Review beforehand your primary and secondary evacuation routes with the receptionist or your J-STAR Research Host.

**Medical Emergencies** can be dialed from any phone by calling 911. The prompt and accurate reporting of an emergency is often a key factor in how well the emergency is handled. A delay in calling for help or providing insufficient or inaccurate information may have serious consequences.

**Safe Work permits** are required for all open flames, welding and certain electrical work. The Log-out Tag-out SOP must be followed for all electrical work.

**Firearms or weapons** of any type are strictly forbidden.

**Pay close attention** to signs posted on or over doorways for information on the hazards associated with a particular area. If you are not familiar with the message or precaution that the sign indicates to take in that area, please contact your host.

**Food and Drink** are never permitted in laboratories or laboratory corridors.

Name (print):

Company:

Signature:

Date: