

Reid SUPPLY

AN ESSENTRA COMPANY

Since 1948

Site Visitor Safety Guide



Visitor Name _____

Visitor Signature _____

Reid Host Name _____

Date _____

Time In _____ Time Out _____

By signing and printing your name on this page, you are confirming you have read, understand and accept the procedures contained in this booklet.

Welcome To Reid Supply

Looking after everyone's safety and protecting the environment are our highest priorities.

Your Host will explain the safety precautions and site rules to you. This booklet contains information which will help keep you and everyone else safe on-site during your visit.

All contractors must complete the following in before commencing work:

- Watch the Essentra Safety Video provided in advance by your host or in real time watch when you arrive at the site.
- Provide all training and insurance certification in advance of your visit.
- Understand and identify all hazards identified using a SSOW document linked directly to the specific task or work being carried out.
- Please sign this booklet on the front page to acknowledge acceptance of the above procedures and hand to your host.

If you have any questions, please speak with your host who will be happy to help.

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About Reid Supply

Since 1948, Reid Supply is a premiere provider of branded and private label industrial parts and supplies to the U.S. manufacturing market.

Manufacturing engineers, buyers, machine shops and end users rely on Reid Supply for quality products, on-time delivery and hassle-free customer service.

Reid Supply is based in West Michigan, and is part of Essentra Company, a publicly owned corporation that operates in 33 countries around the world.

With our Midwestern values and global resources, we are able to provide a relationship driven model that enables our customers to grow while providing a trusted, long-term, partnership.

Reid Supply serves virtually every industry including Medical, Automotive, Construction, Packaging, Food Processing, Aerospace, Recreation, and more.



Site Contacts

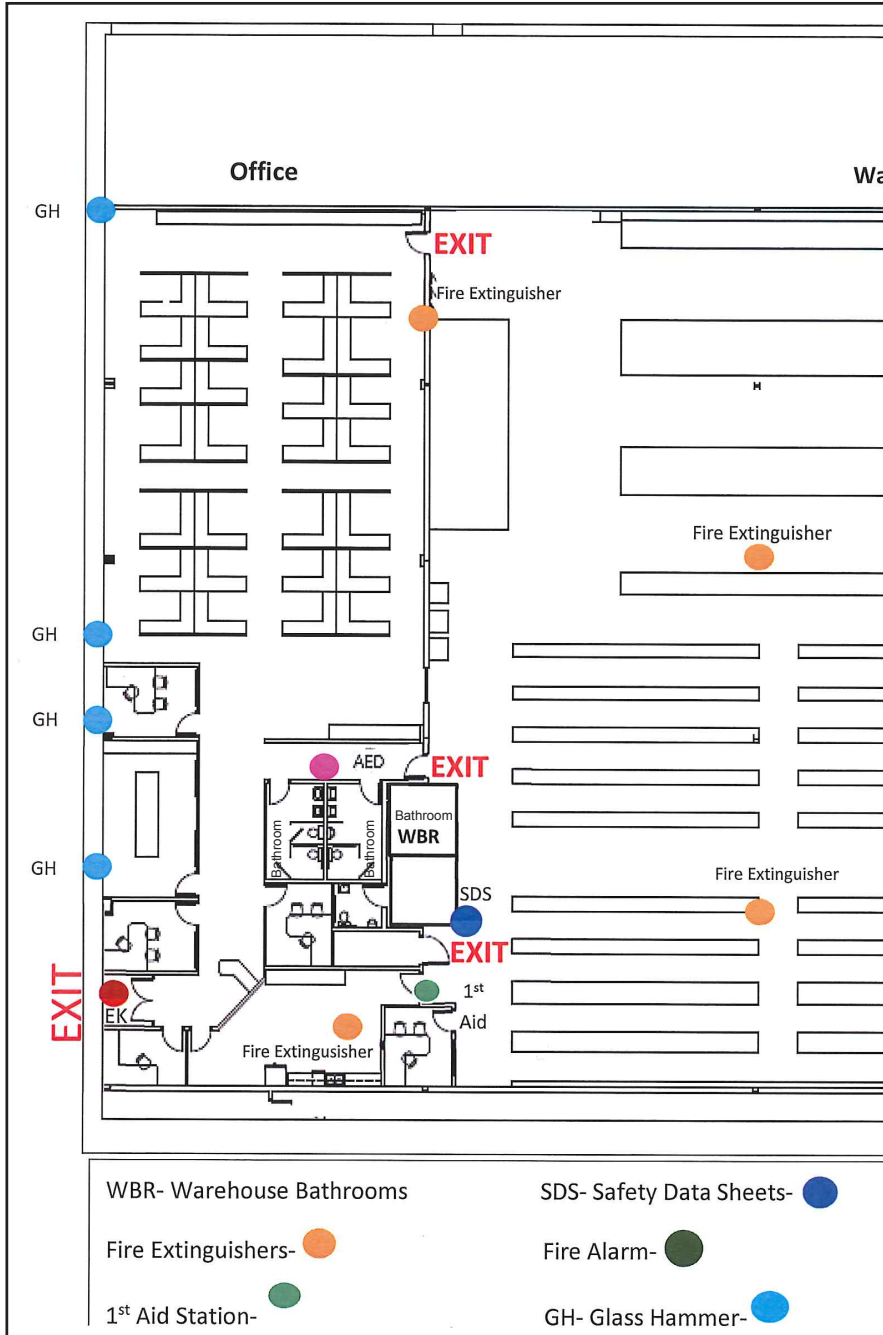
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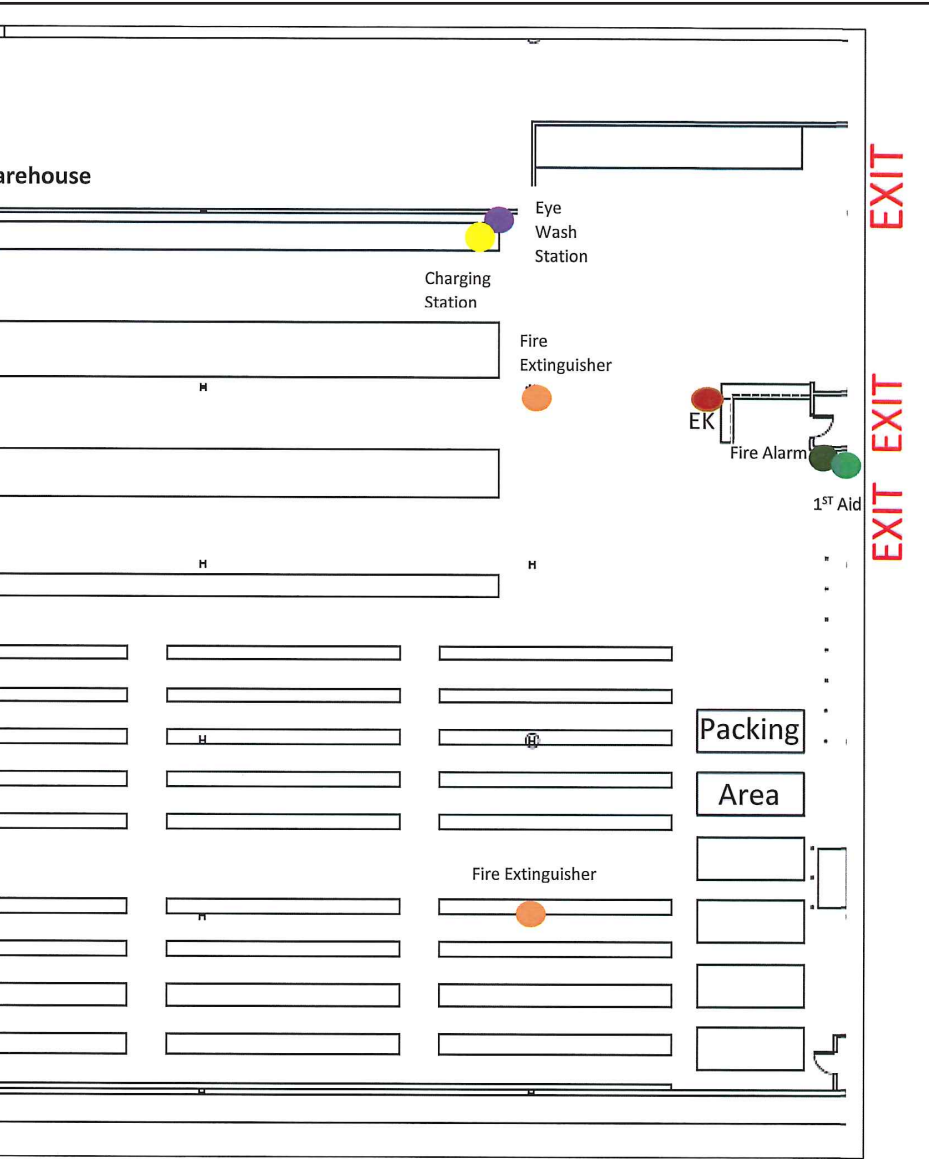
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231-750-4161

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Sales Director
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Reid Supply Site Map





- AED- Automated External Defibrillator- ●
- Eye Wash Station- ●
- Charging Station- ●
- EK- Emergency Kits- ●

Reid Supply Site Rules

- All Visitors & Contractors **must** sign the Visitors Book
- Use the required Personal Protective Equipment (PPE)
- Always stay on designated walkways and use pedestrian crossings
- No Smoking is permitted on site, except in the designated smoking area
- All incidents (No matter how small) must be reported to your Host

Personal Protective Equipment (PPE)

Some areas of site require personal protective equipment due to the activities and processes in the area.

Your Host will advise you of the PPE required and will provide this for you. Your Host will provide any items of PPE required during your visit. Please wear these as directed. If you have any questions please speak to your host.



Hi-Vis Vests and Safety Shoes are required in all Warehouse areas on site. Anyone who does not wear the required PPE will not be permitted access to the Warehouse areas.

Health and Safety Procedures

When moving around the site, stay on the marked pedestrian routes. If you need to cross a fork lift route, use the marked crossing locations and always ensure any Forklift drivers in the area have seen you before stepping onto the crossing.

First Aid Stations

Located on site map at the door entrance to the kitchen from warehouse, and at the back of the warehouse by the overhead Garage door. Light green dot on Map.



Safe Shelter

Safe shelter is located inside the Men's and Women's Bathrooms for Tornado Warning.

What To Do If You See A Hazard

Report the problem to your Host or a Reid Supply person in the area. They will ensure the necessary steps are taken to resolve the issue.

Environmental Procedures

We strive to minimize our impact on the environment by recycling as much waste as possible. Please ensure you segregate your waste and use the correct bin for disposing of any waste.

Emergency Actions



Fire

- The fire alarm is a continuous siren alarm
- If you hear this alarm you should immediately evacuate the building by the nearest exit.
- Do not stop to collect personal belongings.
- Exit in an orderly fashion.
- Assembly point is outside the building on the grassed area.
- Your host will take you to the Assembly point.
- Do not re-enter the building until told it is safe to do so by a fire warden.

Fire Evacuation Plan

Regardless of the size of the fire, evacuate the building.

REMAIN CALM!

If you see a fire - PULL THE FIRE ALARM AND CALL 911 IMMEDIATELY. Alarm will alert employees and visitors of fire and the need to evacuate.

All visitors stop what you are doing and evacuate the building. Visitors should proceed to the “safe-zone” which is located outside by main Billboard in front of the office to the left as you exit.

Tornado

In the event of a tornado warning, please seek safe shelter located inside the Men's and Women's Bathrooms. Refer to site map. There are 2 bathrooms located on-site. One in the office area and one in the warehouse.



Bomb Threat

In the event of a bomb threat while visiting our facility, try to STAY CALM. Our team have procedures in place, and your host will advise you if evacuation is necessary.

First Aid

If you require first aid, please contact your host or one of the site contacts on page 5.

Safety and Emergency Phone Numbers

External Emergency Services:

- Ambulance: 911
- Fire: 911
- Police: 911

Thank You For Visiting Our Facility.



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