



Arrival – Departure Procedure

During normal business hours, all outside contractors, carriers, salesman and visitors must report to either the Front Lobby or the Shipping Office to announce their arrival at our facility. There is a phone and directory listing in the lobby that can be used to contact the person you wish to speak with. There is also a phone just inside the door leading to the Shipping Office that can be used to contact the Process Manager on shift.

After normal business hours report to the Shipping Office, if there is no one in the Shipping Office use the phone just inside the door to contact the Process Manager on shift.

On weekends, holidays etc. report to the Shipping Office and use the phone to contact plant security.

DO NOT enter the plant or yard area without announcing yourself and being instructed to proceed.

There are log books in the Front Lobby and the Shipping Office. All outside contractors ,carriers, salesman and visitors must sign in upon arrival and sign out when leaving.

Access to the yard is controlled by a traffic control gate, after announcing your arrival to the appropriate person you will be directed to the gate in the west driveway. Once all of the equipment operating in the yard and annealing department have been notified of traffic movement in the yard, the gate will be opened to allow you access. You may be instructed to follow one of the yard machines to a designated area. Upon completion of your business at Sivaco contact the Process Manager on shift and advise him, he will notify the equipment operating in the yard and annealing department and arrange to have the traffic control gate opened for you. DO NOT enter or leave the yard area by any other route than through the traffic control gate.

Sivaco Ontario is a non smoking plant, smoking is permitted in the outside designated area only.

Safety glasses with side shields, protective footwear and hearing protection is required in all areas of the plant and yard.

Safety vests, are required by everyone in the yard and outside areas of the plant.

DO NOT enter any of the posted Restricted Areas unless accompanied by a qualified Sivaco employee.

The Annealing Department in the plant has controlled access, if the blue warning lights are flashing DO NOT enter the area, if you are outside and the blue warning lights at the doorways are flashing DO NOT enter the area. DO NOT walk or drive in the area if the lights are flashing. The flashing warning lights indicate movement in the Annealing Department of one of our big wheel loaders which enter and exit the plant via the east roll up door. Any pedestrians or vehicles in this area are at risk of being involved in a serious incident if the wheel loader operator is not aware you are there.

All of our bulk chemical storage areas are equipped with emergency eye wash and showers. These stations are connected to an emergency alarm system, the eye wash and shower must be tested by a qualified Sivaco employee before you are given permission to make any connections or preparations to unload..

All accidents/incidents or personal injury must be reported to the on shift Process Manager or security guard.

In case of emergency follow the instructions of Sivaco personnel.

Your cooperation will help us make your visit a safe one.