

ON-SITE GUIDELINES FOR HOSTING VISITORS



ON-SITE GUIDELINES

Highlights what coworkers need to provide our guests who are primarily visiting our production facilities. Large tour groups, e.g., schools, community organizations, etc., will continue to be coordinated through HR, and they will handle the PPE (Personal Protection Equipment) for those visits. There are separate guidelines for vendors, contractors, customer audit teams, etc., as these groups require additional safety training.



PRE VISITOR ARRIVAL

STEP 1 SPRINGFIELD, MO & OSCEOLA, IA

Please read the Visitor Safety Brochure and acquaint yourself with our visitor guidelines. Each brochure has site-specific information. For your convenience, Visitor Safety Brochures are available at <https://employee.paulmueller.com> under the tab "Mueller Safety Info."

STEP 2 SPRINGFIELD, MO & OSCEOLA, IA

Provide your potential visitor with a digital copy of the Visitor Safety Brochure before they arrive with instructions to review pages two and three in the booklet. If they will be in a production area, set the expectation of the type of PPE they will need, such as safety shoes, safety glasses, etc.



VISITOR ARRIVAL

STEP 1-SPRINGFIELD, MO

When your visitor arrives, hand them a printed copy of the Visitor Safety Brochure for their reference, have them sign the visitor log, and give them a clip-on visitor badge. Visitor badges identify the person as a guest on-site and must be worn at all times, including in the office areas.

STEP 1-OSCEOLA, IA

When your visitor arrives, hand them a printed copy of the Visitor Safety Brochure for their reference

STEP 2-SPRINGFIELD, MO

Appropriate visitor PPE is located in Building One in the Story Room cabinet, Building Two (Shop Entrance) in the Security Office, and Building Eight (Warren Street-Components) in the reception area. For guest safety and coworker awareness, visitors in any production area must wear a distinctive high visibility safety vest that identifies them as visitors. There are a variety of sizes available. Supply your guests with the necessary safety glasses, shoe covers, etc.

STEP 2-OSCEOLA, IA

Appropriate visitor PPE is located in the front office cabinet. For guest safety and coworker awareness, visitors in any production area must wear a distinctive high visibility safety vest that identifies them as visitors. There are a variety of sizes available. Supply your guests with the necessary safety glasses, shoe covers, etc.



POST VISITOR INFORMATION

SPRINGFIELD, MO & OSCEOLA, IA

When your visitor leaves, you are the person responsible for returning all borrowed items to their proper location (size and type). This includes putting away shoes and vests in the correct size location and putting away safety glasses. If you notice supplies getting low, please alert the Safety Department so they can replenish as needed. Neat supply areas make a professional impression.