



Health & Safety Information Sheet for Visitors [Part 1]

Please read and acknowledge before entering the building.

Escorted Visits

All visitors to site will be accompanied by a host for the duration of their visit.

You will be required to provide a government issued photo ID for screening as well as you will need to be registered in the TAAP system for signing in/out.

PPE

Hazard assessments have been completed to identify areas where different PPE may be required. At a minimum protective footwear must be worn at all times while in the shop areas. If you did not bring your own QinetiQ can furnish you with slip on toe caps. There may be requirements to use other PPE such as gloves, goggles, ear protection, hard hat, reflective vests, etc. where necessary, these will be identified to you by your host.

Security

Please keep all personal belongings with you at all times. While in the building and do not leave valuables visible in vehicles. QinetiQ is not responsible for any damage, lost or stolen items.

Photographs are not permitted to be taken without prior written authorization.

General Rules for Visitors & Contractors

Smoking – is allowed only in designated areas,

Alcohol or Drugs – except where prescribed, are not to be consumed, used, or brought onto the premises,

Violence, Harassment, or Offensive Behavior – will not be tolerated and will result in immediate removal from site,

Food and Drink – should be contained to the kitchen and office areas and not allowed in the workshop or testing areas, and

All hazards, injuries and incidents must be reported to your host immediately.

First Aid & Eye Wash Stations

In the event that you sustain an injury requiring 1st aid while on QinetiQ property it is mandatory that you notify your host immediately. This will ensure you receive the proper care and so that hazard can be addressed. First aid stations are provided throughout the facility as well as a list of 1st aiders. Eye wash stations have been strategically placed throughout the facility through the identification of the local hazards.

Site Hazards

The following hazards have been identified through risk assessments and may be present while visiting QinetiQ;

- **Forklifts** are used in the warehouse & shop areas, ensure you do not enter the work area without your host, and making eye contact with the operator.
- **Stairways** have handrails, please always maintain a 3-point contact when ascending and descending.
- **Vehicles** may be active in the parking lot, around bay door area for loading and unloading, plus there is a public road between the rear of the building and the back yards.
- **Slippery surfaces** may be present if liquid is present on hard surfaces in the facility. Report these areas to your host and avoid the area. Outside sidewalks, roads and surfaces may be wet, icy or snow covered always take caution when walking.
- **Trips hazards** may be present if cords are not covered, floor rugs may be raised or slight elevation changes from different sections of flooring. You are in an active work zone be aware of all hazards.

QINETIQ

Health & Safety Information Sheet for Visitors [Part 2]

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Fire Alarm

PLANNED - Your host will explain if a fire alarm drill is scheduled during your visit. If a drill is scheduled, please evacuate as outlined and follow the instructions of your host.

UNPLANNED - If a fire drill is not planned but you hear the alarm, please proceed to the closest safe exit with your host without pausing to gather personal belongings.

Fire extinguishers are strategically positioned throughout the facility and should only be utilized to assist in an evacuation. Trained personnel and emergency services are assigned to fight fires.

Keep all your personal belongings with you or in your meeting location, do not return to gather them in the event of an evacuation.

Visitors should always remain with their company host including during an evacuation.

Muster Area

Located outside of the front door in the median between the parking lot and Brier Park Road. Identified with a sign saying, **"MUSTER POINT"**.



Evacuation Safety

All visitors should read and understand these procedures and acquaint themselves with the fire escape routes and doors.

Should there be a power outage during an evacuation, emergency lighting will illuminate the escape routes to the fire exits.

Fire Wardens

Fire Wardens have been assigned with responsibilities in different areas throughout the facility to ensure a safe evacuation from our facility. Follow the direction and instruction provided by the Fire Warden.

SPECIAL NEEDS

Please ensure if you have any special needs that you inform your company host upon arrival or if you require any assistance during an evacuation.