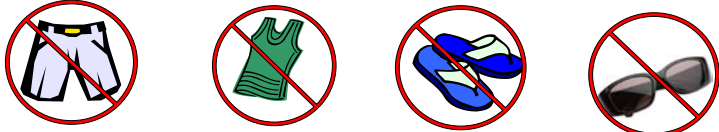


Alcoa strives to be an injury-free workplace. For your safety, all OTR drivers entering Alcoa Shipping or Receiving areas are required to wear the following MINIMUM clothing and safety equipment. If you don't have the REQUIRED equipment it may be borrowed from the

Main Gate:



**NO SHORTS, SLEEVELESS SHIRTS OR OPEN TOED SHOES ALLOWED, AND NO SUNGLASSES OR TINTED LENSES INSIDE BUILDINGS**

### TARPING STATION / ELEVATED PLATFORM

For your safety an elevated platform (tarp station) is provided for your use. The platform is located just as you enter Area II, adjacent to the railroad tracks, and must be used for ANY reason requiring you to be off the ground. This includes ALL flatbed trailers. Failure to comply with this standard will result in actions up to and including eviction from plant site.

### ENVIRONMENTAL AWARENESS

Massena is an ISO 14001 Environmental Management System Registered facility. This is a program for managing our activities to ensure environmental protection. Massena has identified spills as a Significant Environmental Aspect (SEA) throughout the facility.

**In the event that your vehicle has a loss of fluids or spill at the facility, pull over to a safe area and stop the leak (if safe to do so). IMMEDIATELY call the guard at the MAIN GATE @ 315.764.4500 for assistance with containment, cleanup, and prevention of storm water contamination.**



Failure to comply with these safety procedures could result in loss of load and you not being permitted to return to the plant site.  
Vehicle is subject to search by Alcoa employees at anytime

# FOR YOUR SAFETY

Rev. 1 **ALCOA**



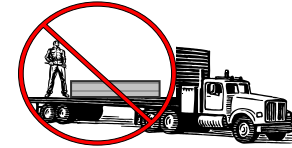
**Hard Hat, Safety Glasses and High Visibility Vest Required**



**Observe all speed limits and headlights on**



**Shut down engine**



**DO NOT climb on truck at any time**



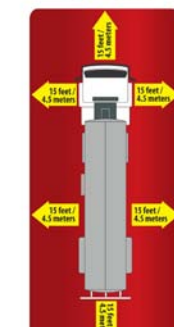
**Smoking Prohibited**



**DO NOT use cell phone while driving**



**Remain at least 15 feet from trailer or in a designated area while being loaded or unloaded**



**No Cans**

**Pass #3050**

## Document History

Revision Date	Nature of Revision	Document Changed By
6/28/11	Original Document	Ralph Bathelt (Document Owner)