

Alcoa Wenatchee Works	General Safety Guidelines for Contractors & Vendors	
Shipping/Receiving Safety Guidelines	Reviewed By: J. Wilson	Page 1 of 1
This form may be used for Auditing & Compliance	Issue Date: 12-17-2008	Replaces: 06-18-2008

Driver Initial

Auditor Initial

Please Read Carefully, Initial boxes, Sign and Date Form

All Drivers and their passengers must sign in at the Main Guard House before entering the Plant. Any person(s) under the age of 16 are prohibited from entering the Plant. **NO EXCEPTIONS**

Cameras and weapons of any kind are absolutely prohibited on the Alcoa Site at any time. Any person entering the plant with any kind of weapon in their possession will be removed from the Alcoa Site by the Chelan County Sheriff's Office. If you have a weapon of any kind with you, it must be checked in with Security before you enter the Plant. **NO EXCEPTIONS**

REQUIRED SAFETY EQUIPMENT:

- Required Clothing outside of the "White Line"
 - High Visibility Vest
 - Long Pants (Refer to Safety Rule Book for more Information)
 - Long Sleeve Shirt (Refer to Safety Rule Book for more Information)
 - Closed Toe Shoes
- Required Safety Equipment Available at Main Guard House
 - Hard Hat
 - Safety Glasses w/side shields or goggles to cover personal eye protection.

SAFETY EQUIPMENT AVAILABLE THROUGH MAIN GUARD HOUSE AND/OR SPECIFIC DEPARTMENT:

- Metatarsal Boots
- Spats and Shrouds
- Ear Plugs

Vehicles/Truck headlights must be on at all times during operation in the plant. Speed limit in the plant is 10 MPH.

Drivers are required to stay in the cab of their trucks or within the quarantined area during the loading/unloading. NO EXCEPTIONS

All personnel must remain a minimum of 13 feet away from fork truck and truck/trailer. This includes the backside of the truck/trailer. NO EXCEPTIONS

All Drivers must comply with Alcoa's Unattended Vehicle Policy which states: "Shut off engine or power and set brakes when leaving vehicle parked or unattended".

Passengers must stay inside the vehicle at all times. If you need assistance, contact Alcoa Security on Channel 19 on your CB radio.

Paperwork must be submitted to Security upon departing the plant; departure from the plant must be through the Main gate.

All Drivers required to work on a truck above ground level are required to wear a hard hat and complete their work in the Tarping/Tie Down station, or off of the plant site. NO EXCEPTIONS.

All vehicles/trucks going to Stores, Receiving, and Shipping who can not secure their trucks to Alcoa's Dock Lock must surrender their keys to the personnel loading/unloading their truck/trailer.

I fully understand the regulations presented to me and agree to follow these regulations. I understand that failure to sign the regulation form, and/or failure to follow the above stated regulations can result in my removal from and/or access to the Alcoa Wenatchee Works site.

Print Name: _____ Signature: _____

Company Name: _____ Date: _____

Security Personnel to Complete:

Security Personnel will visually inspect all truck/trailer loads. If the load has shifted or appears to be unsafe, immediately contact Shipping and Transportation department to communicate with trucking company.

A Copy of this form will be given to the Driver to keep in his truck for auditing purposes. If the driver is audited, auditor is to return the signed form to Security where it will be maintained for one year.

Auditor Print Name: _____ Signature: _____