



SAFETY POLICY AND PROCEDURES

Visitor Access Policy

NORPAC is committed to providing a safe and secure environment for employees and visitors to conduct business. To support this commitment the following policy is effective immediately.

1. All visitors must present state or government issued **photo ID**.

2. All vehicles and parcels entering the property are **subject to search** as required by Federal Regulations.

3. The following items are **prohibited** on the property:
 - Explosives
 - Firearms
 - Ammunition
 - Knives (Blades longer than 2 ½ ")
 - Arrows and Bows
 - Alcoholic Beverages
 - Illegal Drugs
 - Drug Paraphernalia
 - Biohazardous Material

Any person or vehicle found in possession of any of these prohibited items will be denied access to the property. Refusal to comply with a search directive will constitute a "Security Incident" and access will be denied. The incident will be documented and forwarded to the US Coast Guard Emergency Response, COTP Offices, and appropriate company management for disciplinary evaluations and follow-up.

4. The **use of cell phones is prohibited** while driving, walking, operating equipment, or performing other tasks.

5. Obey all posted **speed limits**.

6. Headlights **must be on** while traveling on the site.



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7. Tobacco use of any kind is prohibited.
8. Any person accompanying a truck driver **must remain in the truck cab** except when loading/unloading. The **truck driver assumes full responsibility and liability** for an accompanying person. **Children less than 18 years of age are not allowed** on the site.
9. Trailer doors and van **doors are to remain closed and locked** when traveling on the site. Doors may be opened immediately prior to backing into the loading dock and must be closed and locked immediately upon leaving the loading dock.
10. If you are involved in any type of safety incident on the site, you must **notify NORPAC** personnel and your dispatcher immediately. You must also cooperate in any follow up investigation with personnel.
11. Stay in the designated area at the loading dock **while your trailer is being loaded or** unloaded, no exceptions. Your motor must be turned off.
12. It is your responsibility to **know the PPE requirements** for the area of the site where you will be a pedestrian. All areas require a hi-vis vest and closed-toe shoes.
13. Whenever possible, **use a pedestrian walkway or crosswalk**. If one does not exist, always walk facing oncoming traffic. Look and listen for mobile equipment, bicycles, and other traffic.
14. Do **NOT** walk in front of or behind any piece of mobile equipment without the driver's acknowledgment. Stop and look around blind corners before proceeding.
15. Be aware that **any vehicle may move at any time** and that the driver's vision may be obstructed. Avoid walking right behind or passing between vehicles.