Welcome to Intertek’s Cortland Laboratory where your safety is our highest priority. There are no tasks that are so urgent that should not be performed safely. No one is authorized to require you to perform an unsafe task. Taking unnecessary risks to perform a task can lead to serious consequences, including personal injury and will not be tolerated. This document outlines our minimum expectations for your visit. Your escort can assist you with any questions you may have.

**GENERAL INFORMATION**
Intertek Testing Services NA, Inc.
3933 US Route 11
Cortland, New York 13045
Main Lobby Phone: 607-753-6711

**EMERGENCY INFORMATION**
In Case of Emergency Dial Main Lobby: 607-753-6711
Director, Operations – Matt Snyder 607-758-8624, cell: 607-345-3539
Safety Coordinator – Mike Jarvis 607-758-6315, cell: 607-345-5099
Evacuation Point — Northeast Grass Area Right of the Parking Lot by the Assembly Area Sign
Plant Speed Limit — As posted or as conditions dictate

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)**
- Safety glasses with side shields will be worn in all non-office areas at all times.
- Safety toe footwear should be worn in laboratory testing facilities, including the shipping and receiving areas and are recommended for blue painted laboratory walkways. Safety toe footwear may be required based on work activity.
- Closed toed shoes with heels not exceeding 1 inch are required in blue painted walkways.
- Business professional footwear is allowed in non-laboratory office areas.

**VISITOR GUIDELINES & EXPECTATIONS/SAFETY INFORMATION**
- All visitors must be assigned a designated employee escort.
- Visitors are expected to sign in and out to enter and exit through the main lobby entrance of the laboratory.
- All visitors must wear and clearly display an Intertek provided visitor badge at all times while on company property.
- Any visitor entering or exiting the rear or side of the laboratory without an escort or unregistered will be escorted off the property.
- Cameras are not allowed in the facility. Taking photographs or filming is prohibited without prior written approval.
- Visitors are expected to maintain a high level of professionalism while in our facility and respect the confidentiality of all work being performed. All Intertek employees operate under a Confidentiality Agreement, ensuring proprietary information is kept confidential.
- The following items are prohibited on Intertek property: firearms (loaded or unloaded), other deadly weapons as defined in the NYS Penal Law, explosives, incendiary devices, alcoholic beverages and/or illegal drugs.
- Intertek reserves the right to search visitor property, including vehicles.
- All tasks performed by a visitor shall require proper clearance with a clear understanding of the hazards involved.
- Visitors can request their designated escort provide Material Safety Data Sheets.
- Hazardous materials and hazardous consumables or operations brought on site need to be cleared through the Safety Office.
- All visitors are expected to take personal responsibility for his/her behavior and actions.
- The use of any tobacco products, including chewing tobacco or electronic cigarette is only allowed in the designated area/building in front of the laboratory towards Route 11.
- If a visitor is faced with uncertainty or an adverse condition, STOP. Engage Intertek supervision and/or your escort and resolve the uncertainty or condition before proceeding.
- Visitors are expected to take action to correct unsafe behavior.
- Visitors are required to wear all required personal protective equipment (PPE) for each task being performed.
- Visitors will exercise caution when working around lab equipment.
- No person is to cross any barricade, caution tape or danger tape without approval from the safety department.
- In case of injury or illness, a visitor must immediately notify their escort. The escort shall also notify safety.
- The designated employee escort is responsible for ensuring the visitor is following these expectations.