



# GRAINTECH

## Visitor & Safety Guide



**Your safety is a joint responsibility**

# Welcome to GRAINTECH

Your security is very important to us. To guarantee your and our in-house security, we would like to ask you to make yourself familiar with the following rules and instructions.



## Registration

Visitors and external companies are asked to sign in at the reception desk.

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## Visitor Pass

For the duration of your visit, you will receive a visitor pass. This is to be worn clearly visible during your stay and returned at the termination of your visit/activity at the reception desk before leaving.

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For visitors not wearing protective equipment, it is mandatory to wear safety vests in the production area.

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Appropriate footwear must be worn outside the marked footpaths in the production area.

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Protective clothing must be worn during operations in the laboratory/testing facility.

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## Vehicle Access

Road traffic regulations apply on the premises whereby people and forklift traffic must be granted priority.

In addition to the road traffic regulations all road users must obey the in-house traffic and behaviour rules (eg: speed, drive-through and parking signs) as indicated by the signs throughout the premises.



The “slow driving rule” applies throughout the premises. The speed limit is 20km/h.



Factory tours are only permitted if accompanied by a Grain Tech employee.



Taking photographs and videos and prohibited on the entire property.



It is not permitted to take or copy any data, whether in digital or paper form, from the premises unless approved by the authorised person.



Smoking is prohibited in all buildings and outdoor areas. Smoking is only permitted in the designated areas.



## Emergencies

In case of emergency action must be taken in accordance with the emergency plan. Current emergency plans, escape plans and first aider lists are posted.

### Emergency Call

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Front Office	+61 3 5338 2001
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Employment & Environmental Protection	+61 3 5338 2001
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*All accidents must be reported immediately.*



In case of alarm or building evacuations proceed immediately to the meeting point located on the east side of the property.



All buildings are to be evacuated via the marked exists. The instructions of emergency personnel must be followed.



### Factory Location:

811b Creswick Rd,  
Ballarat Australia

p: +61 3 5338 2001  
a: PO Box 325 Wendouree  
Victoria 3355 Australia

[www.graintech.com](http://www.graintech.com)