

## Your Arrival

- Drivers are to present themselves to Security when entering and leaving the property.
- Drivers are to remain with their vehicle at all times.
- Cameras and video recording devices are strictly prohibited.
- Concealed firearms, illegal knives and any other form of weapons are prohibited while on the Howmet-Martinsville property.
- Smoking is prohibited on company property.



*Failure to comply with these requirements will result in removal from the property*

## Tarping & Loading

- Hardhats with chinstraps are required at all times when on bed of trailer.
- Access to trailer bed requires the use of rolling steps located in the loading areas.
- Drivers are to stay back at least 15 feet from operating forklifts & operating cranes
- Drivers are not to be on trailer bed during loading or unloading

**IN THE EVENT OF  
AN EMERGENCY  
Security Direct Dial:  
(276) 634-2222**

From any plant telephone

**Call 4911**

**SECURITY EXTENSION: 84352222**

**Safety Department: 84352205**

## TORNADO SHELTERS BY BUILDING:

Front Office Area – *Restrooms, Mailroom, designated offices.*

Grinding/Warehouse – *Break room, locker rooms.*

Forging – *Forge Pulpit*

## PLANT EVACUATION:

Forge & Grinding Buildings:

*Report to the Gravel Area South of the Grinder Building.*

Main Office & Rolling Mill Building:

*Report to the Grassy Area West of the Security Gate House.*

*It is important that you report to an appropriate location for accountability in the event of an emergency.*

# Welcome to

## *Martinsville*

# Delivery Driver SAFETY GUIDE

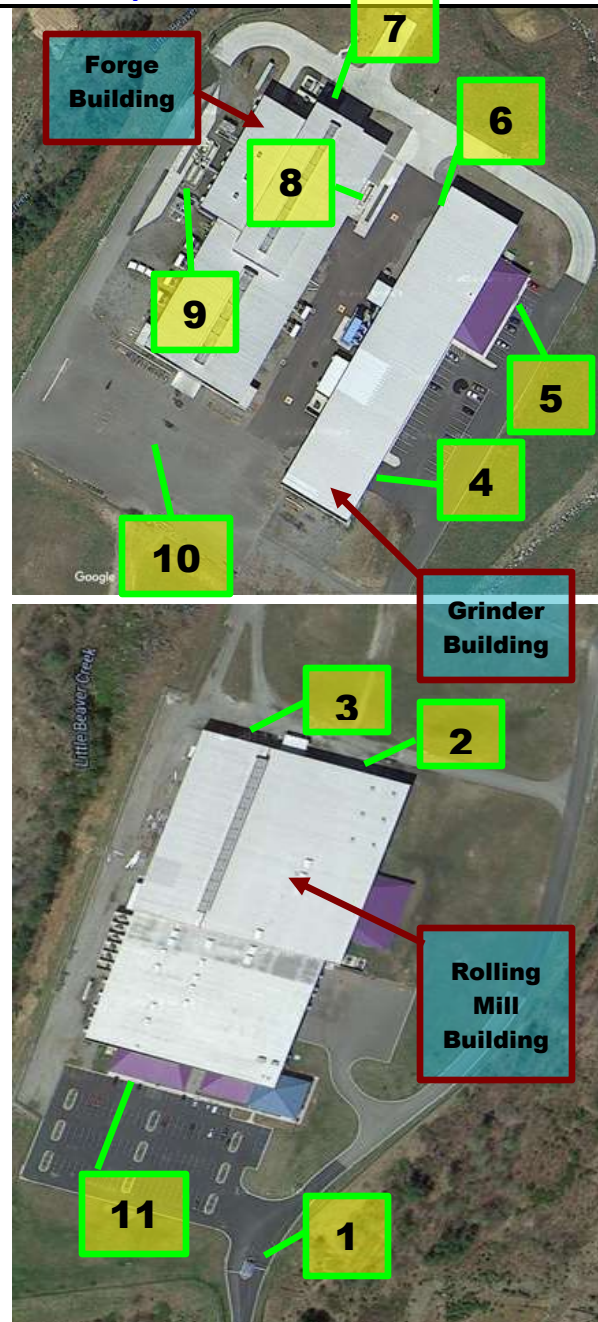


We are committed to providing a safe and healthful workplace for our employees, visitors and contractors each and every day.

## While on Site:

- Hardhats and Clear lens Safety Glasses are required at all times. 
- Open toe, open heel, high heels, loose fitting shoes or sandals are not allowed in loading areas. Steel toe shoes are required in loading areas. 
- Long pants are required in all loading areas. 
- **Rings are not allowed in loading areas.** Drivers must tape rings if they cannot be removed. 
- Cell phone usage is allowed only in your truck cab or in breakroom. Other use is strictly prohibited. 
- Drivers shall use only Personnel Doors to enter buildings. **Do Not enter buildings through rollup doors.** 
- Drivers are not allowed to operate company powered equipment. 
  - Pets must be kept inside cabs at ALL TIMES.

## Site Map:



## Site Map Index:

- 1- Entry Gate
- 2- Rolling Mill Delivery Bay Door
- 3- Rolling Mill Bay Door 2
- 4- Grinder Delivery Bay Door
- 5- Grinder Office Door
- 6- Door to Restroom & Breakroom
- 7- Forge Delivery Bay Door
- 8- Tank Farm East
- 9- Tank Farm West
- 10- Loading & Unloading Area
- 11- Employee Services

**While here, we require that you comply with all applicable regulations, safety rules, policies and signs.**

THANK YOU FOR SUPPORTING OUR SAFETY VALUES!

## Restroom & Breakroom

- Drivers are to use the restroom and breakroom located in the Employee Services Building.
- Access is to be made using the South side personnel door, **DO NOT ENTER THROUGH ROLLUP DOORS (#6 on map).**
- Drivers must stay in the walkway at all times. **DO NOT ENTER PRODUCTION AREAS.**
- Hardhat, safety glasses hearing protection and safety shoes are required when entering the building.

**Incidents and Injuries are to be reported immediately to Safety Department.**

Issued: 3/1/2014 Revised: 08/15/2019