

Visitors' Safety and Security Rules & Procedures

ITT Industrial Process
Seneca Falls, New York



ITT

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ITT Brands

Objectives

The purpose of this module is to acquaint all Visitors with the safety and security requirements of ITT Corporation and the specific safety requirements of a Visitor while at
ITT Goulds Pumps Inc.
Seneca Falls Operations
Seneca Falls, NY.



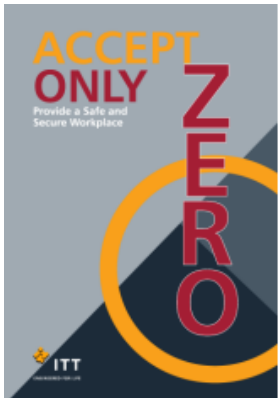
Responsibilities



The Visitor's Safety and Security Rules and Procedures have been developed in accordance with government regulations and ITT policies.

It is the Visitor's responsibility to follow all ITT Goulds Pumps safety and security rules and procedures.

Note: Visitors under the age of 18 years will not be permitted on campus unless there is written prior approval by the General Manager or his/her designee.



General Safety Requirements



Each Visitor is required to review ITT's Visitors' Safety & Security Rules and Procedures and sign an acknowledgment indicating that he or she has received and understands the site-specific rules and procedures.

Emergency Procedures



In case of an accident, the Visitor must obtain first aid immediately. Where plant facilities and staff are available, ITT will provide emergency first aid services.

Subsequent medical treatment is to be furnished by the Visitor.

Any injury and/or incident must be reported immediately to your Project Manager/ Escort.

Emergency Procedures



In the event of a life-threatening situation, contact the Seneca County Emergency Dispatcher at 911.

Simultaneously, another person should contact the Guards at 315-568-7100 to dispatch on-site Emergency Responders

For non-life-threatening situations, contact the Guards at 315-568-7100

In the event an emergency evacuation (alarm) is sounded you are required to find the nearest exit and proceed to the Security House



Proper Attire

Shop Dress Code:

Any visitor required to visit the shop floor shall wear long pants or skirts to a length of at least mid-calf.

Electronic ear devices such as earbuds, headphones, Bluetooth, etc. are prohibited in all shop areas, as well as outside between buildings

Personal Protective Equipment (PPE)



All visitors are required to wear the proper Personal Protective Equipment (PPE) in manufacturing areas.

If a visitor refuses to wear proper PPE, he or she will be asked to leave the area and will be immediately escorted to the Guard House.



Eye Protection

Clear safety glasses with side shields are required in all manufacturing areas at all times.

Personal Protective Equipment (PPE)



Foot Protection

Manufacturing areas – safety shoes or toe caps (can be provided) are required in all manufacturing areas.

Office Buildings - closed toed shoes are required.

Canvas shoes, open toed shoes, flip-flops, spiked heels and heels greater than two inches are prohibited on SFO side of the property.

Personal Protective Equipment (PPE)



Hand Protection

Contractors and visitors will wear gloves when in production and maintenance areas and other defined work areas.

The minimum type of glove to be worn in absence of a required /specific glove is a General Duty Work glove to protect from sharp edges, rough surfaces, burrs and wood/metal splinters.

Personal Protective Equipment (PPE)



Head Protection

Hard hats are required in the Foundry at all times.

Visitors may not enter the foundry without a “foundry escort” present at all times.



Personal Protective Equipment (PPE)



Hearing Protection is required:

- At all times in the foundry.
- On Testing Floors when a pump is being tested.
- When instructed by your Project Manager / Escort

Personal Protective Equipment (PPE)



Respiratory Protection

Particulate filter, (i.e. N95 “dust mask”) may be required in parts of the Foundry. Check with your Project Manager/ Escort for details.

Respirators will NOT be provided to Visitors.

Personal Protective Equipment (PPE)



High Visibility

All Visitors will be provided with a High-Visibility article to wear while in the manufacturing areas.

- Visitors to the Foundry will be provided a High-Visibility Hard Hat
- Visitors to all other Manufacturing Factories will be provided a High-Visibility Vest.

Potential Danger: Magnetic Equipment

Electric current flowing through any conductor causes localized electric and magnetic fields (EMF).

- Welding current creates an EMF around the welding circuit and welding equipment.
- Crane magnets are in use in the Foundry

EMFs may interfere with some medical implants, such as pacemakers.

Implanted Medical Device wearers should consult their doctors and device manufacturers before going near arc welding, spot welding, gouging, plasma arc cutting, induction heating operations, the Foundry furnace deck, and other areas in the Foundry where crane magnets are in use.

Contact your Project Manager for additional information.



ITT Equipment



The use of ITT tools and equipment is prohibited, unless specified in a contract or managements written approval..



No Photography



While at ITT's Seneca Falls campus, photography and videotaping are strictly prohibited, unless permission has been granted in writing from the IP Communications Department.

Drivers



Visitors must obey all site traffic rules. Please be aware of “white stop lines” painted on black-top at parking lot exits and at the railroad crossing.

Visitor parking is available. Security may designate alternate visitor parking areas when necessary.

Visitors must enter and exit the facility through the main gate located at the Security Office / Guard House.

Restricted Areas



Never enter a Restricted Area. Restricted Area signs have been posted for your safety.

Do not approach equipment and/or pumps during operation. Please follow instructions and guidance provided by your escort.



Security and Fire Alarms



In the event of an emergency and/or fire alarm, your host is responsible for your safety and will escort you to his/her assigned Muster Point.

Proceed to the nearest exit with your host and arrive at your Muster Point. Your host will ensure you are accounted for during the roll-call procedure.

Alcohol, illegal substances and weapons are strictly prohibited on ITT-owned or ITT-leased property.

Safety Postings



All visitors are required to adhere to all postings in all areas at all times. These include notices such as:

- "Confined Space – Do Not Enter"
- "Hearing Protection Required"
- "Authorized Personnel Only"



Truck Traffic



All visitors need to be aware of truck traffic and sounding horns at all times, both inside and outside of all manufacturing areas.

Drivers have a limited view—do not assume a driver can see you! Make eye contact with truck driver.

Truck Traffic

Be aware of approaching vehicle traffic. Utilize convex mirrors at blind spots and aisle way.

Lookout lights are also available in various locations. A lookout light will flash red when there is something moving at a blind spot or aisle way.

Additionally, to alert pedestrians of approaching vehicles, fork trucks and golf carts are equipped with a blue spotlight directed to the floor. The blue spotlight is visible 12 to 20 feet in advance of the forklift.



Crane Operations



At times, Crane Operators will close aisle ways to both truck and pedestrian traffic, so that a load may be safely moved. Find an alternate travel route. Adhere to Crane Operator's instructions.

Pedestrian Safety

Electronic ear devices, such as earbuds, headphones, Bluetooth, etc. are prohibited on campus (both in manufacturing areas and between buildings).



Walk, do not run. Both inside and outside.

Use proper routes, do not take short cuts (through work stations).

Watch where you are going, do not read or text while walking.

Smoking and Tobacco Use

ITT Goulds Pumps is a tobacco-free environment.

Smoking and use of all tobacco products are prohibited on ITT Seneca Falls property, indoors and outdoors.



Overhead Doors



Pedestrians are not permitted to walk through open overhead doors.

Pedestrians are required to use the pedestrian doors at all times.

Housekeeping

Do NOT walk on pallets.



Do NOT walk between pallets or other fixed objects that do not allow clear access (minimum of 24”).

Congested areas must be cleared before entering.
(Ask for pallets to be moved when clearance between pallets is less than 24”).

Things to Remember

Any injury and/or incident needs to be reported immediately.

In the event of an emergency, call 911
Security's emergency phone number is 315-568-7100

PPE stands for Personal Protective Equipment.
All visitors are required to wear the proper PPE in shop areas.

Safety glasses with side shields, safety shoes, and high-visibility gear are required in all shops at all times.

Hand protection is required by all visitors when in production and maintenance areas and other defined work areas.



Things to Remember

Visitors may not enter the Foundry without an escort.

White lines painted at parking lot exits mean stop, and then proceed with caution.

In the event an emergency alarm is sounded, find the nearest exit and proceed to the guard house.

Be aware of truck traffic in all buildings. Truck drivers have limited view.

Tobacco use of any kind is prohibited.

Do not walk through an open overhead door.



Please Note



Your personal safety and the safety of our employees is very important to us.

Should you note any unsafe conditions, or have any questions, please bring them to our attention immediately.

Quiz

[Click here for Quiz](#)