



## Laboratory Visitor/Contractor Safety Requirements

It is expected that all unescorted Contractors, Vendors, and Visitors (Visitors) in the lab have watched the Safety Awareness Training video version prior to obtaining a badge to enter the laboratories at Metro Water Recovery (Metro). This content contains general safety and conduct expectations applicable to all visitors regarding Environmental, Health, and Safety responsibilities while at Metro. We expect that established safety measures will be followed.

All Visitors that enter the lab are expected to also complete the Visitor Safety Awareness video for the location where work is being performed. Associated safety manuals are also available.

The following are additional requirements while working in or visiting our laboratories:

1. Closed-toed shoes and safety glasses are required at all times.
2. Other PPE may be required, based on work being performed and/or per lab supervisor.
3. Obtain and sign for key card for multiple re-entries.
4. Follow the guidance of your sponsor/ lab supervisor.
5. In case of emergency, respond to the Public Announcement directions. Your sponsor will help define the proper response.
6. Making, mixing, or use of lab chemicals is not allowed without expressed permission.
7. Given the hazards involved with lab work, please do not wander to other areas/labs.
8. Sponsor will show you the emergency exits, emergency phone numbers including lab supervisor number, and emergency equipment including emergency eyewash/showers, fire extinguishers, hazmat shelter locations, and muster point in the area where work is being done.
9. In the event of any spill or other release, move away from the area and contact the lab supervisor or your point of contact in the lab.
10. SDSs for any chemicals brought on site must be provided to your sponsor or the lab supervisor. Chemical containers must be properly labeled with the hazard and its contents.
11. Any waste, including hazardous waste, must be managed according to CDPHE regulations and reported to your sponsor or a lab supervisor.
12. It is recommended that all Visitors wash their hands thoroughly before leaving the lab.
13. Only approved nitrile gloves may be used in some areas of the lab – ask your sponsor and/or lab supervisor to provide the specific gloves.
14. Visitors are not permitted to bring children or pets are allowed into the lab. Service animals must be approved by the lab supervisor prior to entry.

**Please sign off on the Acknowledgement Form once you have completed your review of this page and have watched the correct Visitor Safety Awareness video, located on our website.**