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## Document: Restricted Access Policy

### Purpose

This policy establishes minimum expectations of team members, visitors, vendors, and contractors working at the Wisconsin Rapids Facility with respect to accessing areas that may contain unique or unusual hazards. This policy is not intended to supersede any procedures or practices for specific job tasks performed by operating department members.

### Definitions

*Authorized Individuals* – Individuals, who by their training, are qualified to enter the restricted area.

### Execution

#### A. General Practices

1. Operating departments establish access procedures for their individual areas as necessary to ensure the safety of all team members.
2. Individuals entering a department who do not have a thorough understanding of the department requirements or the procedures outlined below are to first contact the operator to ensure their own safety prior to working in the area.

#### B. Segregation of Pedestrians and Powered Industrial Trucks

1. As far as practical, we will establish and maintain separate vehicle and pedestrian traffic by using multiple control methods to significantly reduce the risk of injury.
2. The use of physical barriers to isolate exposure to injury for pedestrian walkways and PIT traffic aisles include the use and barriers and railing, separating pedestrian and PIT traffic where possible.
3. Color codes for painting pedestrian and PIT traffic aisles shall be as follows:
  - a. Yellow Lanes are used to define PIT lanes to highlight frequently used PIT traffic through pedestrian areas and raise awareness of traffic and hazards. Pedestrians shall step/walk between yellow lines with caution, but should avoid using them as much as possible.

General



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- b. White Lanes are used to define pedestrian walkways to highlight walkways through high PIT traffic areas and hazards. They will serve to reduce exposure to hazards by directing pedestrian traffic along designated walkways. PIT's shall not be operated in white lines areas unless cones, barriers or other warning indicators are placed.



- c. Orange Lanes are used to define both PIT and pedestrian lanes and highlight areas where both PIT's and pedestrians travel. Pedestrians must use extreme caution if they walk between orange lines.



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- NOTE – Tricycles should travel as much as possible in yellow or orange PIT lanes and not white pedestrian lanes unless specifically marked as allowed.

C. Converting

- No access to the North and South High rise unless authorized
- Pedestrian traffic prohibited on the west dock area unless proper check in is made with the team working in this area.
- Visitors must wear hi-visibility vests and stay within line unless escorted by team members who are authorized to travel through and understand the hazards associated with the various traffic in the area.

**Responsibility**

It is the responsibility of all Wisconsin Rapids Facility team members to ensure compliance with this policy and address instances of non-compliance.

General



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