

2.4 VISITOR POLICY

Visitor notice. Welcome! Institute of Systems Biology (INBIOSIS) is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors to INBIOSIS grounds, facilities and workplaces to abide by the following safety rules while they are here

It takes the efforts of everyone working together - including visitors - to RTPC2 facility a safe & healthy workplace

1. **Visiting procedure.** All visitors may make appointments by emailing a Visit Form through our website (<http://www.inbiosis.ukm.my/rtpc2>). Please note that a minimum of two weeks advance notice is required to arrange your visit. Facility Manager will schedule an appointment for visitors based on date and time availability
2. **Logging in.** All visitors shall come to the reception desk at the main office and fill in the visitor's log. The form records each visitor's name and company affiliation, as well as the purpose and duration of their visit
3. **Hazard/emergency plan notification.** As part of the log-in process, you will be given a sheet describing the hazards of the workplace and the procedures to follow in case of an emergency
4. **Personal protective equipment.** All visitors must use and wear the following personal protective equipment at all times while visiting the plant facility: [*gloves, laboratory coat, laboratory shoes*]
5. **Visitors will be accompanied by a sponsoring employee at all times.** All visitors must be accompanied by the employee(s) that they are visiting for the duration of their stay. This requirement does not apply to users of the plant facility. Special arrangements may also be made to accommodate contractors on long-term assignments. Any special arrangements must be cleared with the Facility Manager
6. **Rules of conduct** All visitors must obey the following rules of conduct at all times:
 - Follow all verbal instructions and signs
 - Do not touch or attempt to operate any machine, device or equipment unless instructed so
 - Do not talk to or distract workers who are operating machines, devices or equipment or engaging in safety-related functions like traffic control
 - Do not engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct
 - Stay out of restricted areas
 - Report all injuries or problems immediately, no matter how minor
7. **Photographs.** No photographs may be taken by visitors without prior approval from the Facility Manager. Furthermore, any permitted photographs may not be published without prior approval from the Facility Manager
8. **Logging out.** Visitors must leave through the same reception area in which they entered and log out