

# PETERBOROUGH



## Westinghouse Electric Canada Inc

678 Neal Drive Peterborough, ON

### Business Hours

Regular business hours are Monday - Thursday, 7:00 AM – 4:15 PM and Friday, 7:00 AM – 12:00 PM

CSA Approved Safety shoes (green triangle) and safety glasses are required in manufacturing areas. Hearing protection is required in the machine shop, weld shop and Ti-Sponge areas. Personal Protective Equipment (PPE) is available at the shop entrance.

### Security

Visitor parking is located along the front of the building. Please back into parking spaces.



Call your Peterborough site contact when you arrive. The facility utilizes card readers to gain access. You will either need to set up access through the SCC, or your site contact will allow you entry into the building.

Once you are inside the building, record your name and time of arrival on one of the mobile employee sign-in sheets located at the 1<sup>st</sup> floor or 2<sup>nd</sup> floor employee sign-in/out boards, or in the main lobby. It is important that all visiting WEC employees mark their time in and out as the information is used for accounting during an emergency evacuation. Employees must mark their time out whenever they physically leave the property.

### Emergencies

The emergency accounting area is located at the east end of the parking lot.

In the event of an emergency:

- Activate the nearest wall mounted pull station or depress both “Fire” buttons on alarm panels
- Evacuate the building to the east parking lot
- If you saw what happened, report the location and extent of the fire to a Fire Marshal

#### Emergency Situations – **Medical**

- A list of first aid trained individuals is in the First Aid Room on the first floor.
  - For minor injuries contact a First Aid trained individual
  - For emergencies contact a First Aid trained individual and then depress both “medical” buttons on the alarm panel or dial 9-1-1
  - An AED is located at the top of the stairs outside of the employee lunchroom

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## Designated Assembly Areas

When you hear the alarm, please evacuate the building immediately. Move away from the building to the designated assembly area marked below. Stay off main roadways and await further instruction. Do not re-enter the building until the instruction has been given that the building is safe for re-entry.

