



## Safety Guidelines for Manufacturing Month Tours

The Manufacturers Association (MACNY) and Partners for Education & Business (PEB) are excited that you participating in Manufacturing Month tours! See below for tips on what to expect and how you can help students prepare.

### SAFETY

Safety is our top priority. Each manufacturing facility is different, but they all require basic safety requirements, and they also need to keep their insurance policies in mind. There is heavy equipment, automation, and tools that can be observed safely if these simple guidelines are followed.

- **No cell phones allowed on the tour:**
  - Most facilities will be taking photos of the experience, and they will not allow visitors to do so. Reasons for this include customer confidentiality, especially if they perform work for the government. Cell phones can also be a distraction and potential safety hazard. Educators can take photos outside of the facility, such as in front of the company sign. **Please have students leave phones on the bus or collect them in a bag prior to entering the building.** Please also avoid bringing backpacks or large bags.
- **What to wear:**
  - **Closed-toe shoes.** Protect those toes! Sneakers are preferred. No heels are allowed. Be careful of flats that do not have traction on the bottom, as they are a falling hazard. Avoid slip-on shoes without backing on the heel.
  - **Long pants.** Avoid skirts, dresses, and shorts. Some students may opt for long skirts; they can wear leggings underneath.
  - **Wear layers.** Some companies may be very hot or very cold, depending on what they produce.
- **Clothing to NOT wear:**
  - **No hoodies.** This is a safety issue, rather than a cosmetic one. The hood can become stuck in machinery. Some facilities will not allow students on a tour if they are wearing a hood.
  - **No jewelry.** This is especially important for food processing facilities. You may want to bring baggies to store students' jewelry if they wear it to the company.
- **Safety items and apparel:**
  - Most places will require a variation of personal protective equipment, such as safety glasses, ear plugs, or hairnets. Companies will provide all these materials.
- **Follow directions:**
  - Please have students follow the instructions of their tour leader. We ask that chaperones and educators take the role in assisting students that may need guidance in matters of etiquette.
- **Any site-specific safety guidelines will be included in your confirmation details from MACNY/PEB.**

### WHAT TO DO

- **Before the visit:**
  - Review tour information and safety guidelines with students.
  - Tell MACNY/PEB about the photo release policies for your school.
  - Encourage students to research the company. MACNY/PEB will provide a company fact sheet.
  - Have students write questions to ask. They can bring the questions with them.
  - Check that all students are wearing the proper apparel.
  - Let us know if you have any questions! We want to make this a positive experience for everyone.



- **During the visit:**
  - Most tours will include a short company overview (we encouraged companies to avoid PowerPoints!), a tour, and possibly a hands-on activity. Specific details will be sent in a final confirmation.
  - Encourage students to be curious and ask questions!
  - Observe the safety guidelines noted above.
  - Let MACNY/PEB staff know about any students that should not be photographed.
  - Share with students how some of the skills they learn in the classroom may connect to the jobs.
  
- **After the visit:**
  - Complete the evaluation. Each educator will receive an online survey from PEB/MACNY.
  - Tell us if you would like the company to visit your school or classroom. Most employers are eager to connect with students to share the opportunities and even do relevant hands-on activities in the classroom.
  - Share your experience with families and educators!

**A few other items to note:**

- Please contact us if there are any transportation issues, such as a late bus. We can then alert the company and make modifications where necessary.
- Most tours will involve breaking up students into small groups. Some companies have headsets to assist with hearing the tour guide. Most facilities do not. The small group sizes will help groups to hear best when near loud equipment.
- If you have an emergency on the day of the event, please contact us via cell phone:
  - Taylor Hodge, Director of Partners for Education & Business
    - 315-955-9762
    - thodge@macny.org
  - Emily Langan, Manager of PEB
    - 315-420-1499
    - elangan@macny.org
  - Amy Stewart, Workforce Development Specialist
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