Applied Engineering and Guided Innovation Society
Grand Rapids Community College

Factory & Office Tour Safety Guidelines

Purpose

AEGIS regularly tours manufacturing facilities and engineering offices as part of our professional development activities. These guidelines apply to every member attending a company visit, whether it is a factory floor, a corporate office, or a lab space. They exist to keep members safe, keep our club in good standing with host companies, and keep the door open for future visits.

Before the Visit

Complete and submit the required travel documents (liability waiver and travel authorization form) before the visit date.
Confirm transportation and arrival time with the E-board member coordinating the visit.
Review any facility-specific instructions the host company sends in advance (dress code, ID requirements, restricted areas, device policies).
Bring a valid student ID or other ID the host requires for building check-in.

Attire and Personal Protective Equipment

Dress business casual at minimum, per Article V membership expectations, unless the host specifies otherwise.
Closed-toe, flat shoes are required on any factory floor. No sandals, heels, or open-toe shoes.
Avoid loose clothing, dangling jewelry, lanyards, or scarves near machinery. Tie back long hair.
Wear any PPE the host provides or requires (safety glasses, hearing protection, hard hat, steel-toe covers) for the entire time you are on the floor, not just when reminded.

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Conduct During the Tour

Stay with the group and the assigned guide at all times. Do not wander into unmarked areas.
Stay behind marked floor lines, safety barriers, and out of designated pedestrian walkways.
Never touch equipment, tooling, or in-process parts unless a host representative explicitly invites you to.
Watch for forklifts, overhead cranes, and other moving equipment. Make eye contact with operators before crossing their path.
Ask questions of guest speakers and hosts, per Article V, but hold detailed technical questions until designated Q&A time so the tour stays on schedule.
Take notes during the visit, as required by membership expectations.
Represent AEGIS and GRCC professionally. Hosts remember how visiting students behave, and that reputation affects whether they invite us back or hire from our club later.

Photography and Confidentiality

Do not take photos or videos unless the host explicitly allows it. Many facilities restrict photography for proprietary or client-confidentiality reasons.
Do not share details of proprietary processes, equipment, or products seen on the visit outside the club without permission.

Emergency Procedures

Note the nearest emergency exit and muster point during the safety briefing at the start of the visit.
If an alarm sounds, follow the host's evacuation instructions immediately and stay with the group.
Report any injury, near-miss, or safety concern to the host guide and the accompanying E-board member right away, no matter how minor it seems.

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Transportation

Arrive at the agreed meeting point on time. Facility visits run on the host's schedule and cannot wait for late arrivals.
If you need a ride, arrange it in advance through the intake form or with the coordinating E-board member.

After the Visit

Send a thank-you note to the host, coordinated through the officer who arranged the visit.
Report any safety concerns or suggestions for future visits to the E-board so this document can be improved over time.

Acknowledgement signature of AEGIS member: