

Visitor Health, Safety and Security Information

Welcome to the Suncor Aviation Centre (SAC). As a visitor to our facility, this brochure is intended to provide you with relevant information which may be critical to your health and safety, and will make your visit more enjoyable.

Please read the brochure to familiarize yourself with information specific to this building.



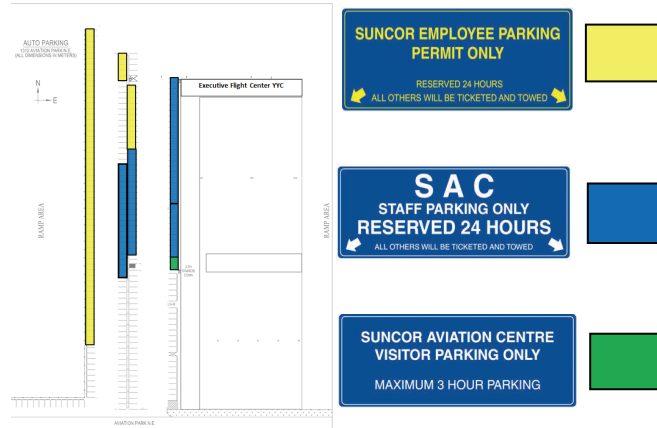
Journey to Zero

Suncor's Journey to Zero is intended to embed safety into every aspect of our business. Our aim? To achieve a level of safety excellence that results in an injury-free work site.

Suncor Aviation Centre Map



Suncor Aviation Centre Parking Map



Suncor Aviation Centre

Suncor Aviation Centre
1312 Aviation Park NE
Calgary, AB T2E 7E2

Phone: 403-296-9614
Email: securityguards_sac@suncor.com



Visitor Brochure

Suncor Aviation Centre



We create energy for a better world

Our Values

- Safety above all else
- Respect
- Do the right thing
- Raise the bar
- Commitments matter

Visitors Arrival & Departure

- All visitors must report to reception/security upon arrival.
- Please sign in, providing the relevant information in the visitors book.
- Your contact in the office will be notified upon your arrival and will come to reception to meet you.
- You will be issued a visitors badge that must be worn at all times when at the SAC.

Minor personal injury

- Seek first aid from a fire warden or from a first aid kit.
- Notify your Suncor host as soon as possible; they will notify an EHS Advisor.

Medical emergency

- Stay with the patient - call 911 - stay on the phone with 911 - tell dispatch:
 - Nature of the emergency
 - Your name
 - Your location - see front page
- If patient has no pulse, send someone for an automated external defibrillator (AED):
 - Full instructions are included with the AED; 911 dispatch will help
 - Send someone to locate a fire warden
 - Ask someone to call Building Security
 - As soon as possible, notify a supervisor, who will notify EHS and initiate an incident report

Fire

- Activate the fire alarm via the nearest fire alarm pull station. The pull stations are local alarms only; Calgary Fire Department will not be notified.
- Phone 911 from a safe location to inform Emergency Services of the details of the fire.
- From a safe place, notify Building Security.

Designated Smoking Area

Suncor is committed to providing a smoke-free environment. Visitors must use the designated smoking area located at the north end of the parking lot.

Hotelling Stations

There are a number of hotelling stations on the second floor for use by visitors on a first-come, first-serve basis. Many stations have network access and a telephone.

Assembly Area / Muster Location

There is one muster point, which is located on the west side of the parking lot, next to the main entrance. The muster point is indicated by a yellow sign with red lettering.

Visitor Parking

Visitors are required to park in visitor parking and must report to security to obtain a visitor parking pass.

Washrooms

Men's and women's washrooms are located on the second floor, behind the large industrial fridge. On the main floor they are located along the west hanger walkway. SAC staff will kindly direct you to the nearest washroom if needed.

Emergency Number

If you happen to see or experience an emergency, please call **911** from your cell phone or **9-911** from a land line within the building.

General Safety Tips

- Pay attention to signage.
- Wear appropriate footwear.
- Use 3-point contact when going up and down stairs, and boarding aircraft.
- Do not use cell phone when on an aircraft.
- Familiarize yourself with safety, security and emergency procedures.



- When walking through the facility, stay around the parameter. Yellow lines and/or black posts identify walkways.

