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| **SITE / PROJECT** |  | | |
| **VISITOR** |  | | |
| **INDUCTOR** |  | **DATE** |  |
|  | | | |
| **ITEM** | | | **INITIAL** |
| **Sign In and Escort**   * Visitors must sign in prior to entering site * Visitors must be escorted at all times on site | | |  |
| **Site Safety**  Visitors must:   * Take reasonable care of themselves * Take reasonable care of others * Follow instruction/s * Comply with all site PPE requirements   Visitors must not:   * Utilise any tools or equipment * Access any specified dangerous zone * Intrude or traverse barricaded and/or marked areas * Enter any restricted area * Perform any hazardous tasks while present on the premises * Enter confined spaces * Use any substances that are considered hazardous | | |  |
| **Site Familiarisation**   * Hazardous areas and no-go zones * Assembly point and evacuation route * Closest medical facility * Contact details of emergency services * Provisions for emergency communications * Crib facilities, drinking water and toilets * First aid kits and first aiders * Emergency and fire-fighting equipment * Site Supervisor, HSR or Safety Officer (if relevant) | | |  |
| **Further Assistance**   * Does the inductee know who to contact if they need further assistance or information? | | |  |
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| **VISITOR SIGN** |  | | |
| **INDUCTOR SIGN** |  | | |