|  |  |
| --- | --- |
| **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?
 |  |
|  |
| **VISITOR SIGN** |  |
| **INDUCTOR SIGN** |  |