

VISITOR INDUCTION

SS-WHS-SAF-000

Authorised By:
Rev 1 29/09/2023



SITE / PROJECT			
VISITOR			
INDUCTOR		DATE	

ITEM	INITIAL
Sign In and Escort <ul style="list-style-type: none">• Visitors must sign in prior to entering site• Visitors must be escorted at all times on site	
Site Safety <p>Visitors must:</p> <ul style="list-style-type: none">• Take reasonable care of themselves• Take reasonable care of others• Follow instruction/s• Comply with all site PPE requirements <p>Visitors must not:</p> <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Does the inductee know who to contact if they need further assistance or information?	

VISITOR SIGN	
INDUCTOR SIGN	