|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **VISITORS AND CONTRACTORS** | Doc: SH-011 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 22 of 45 |

bd07166_All visitors are required to sign the [*Visitors Register*](file:///I:\Master%20Forms\Management%20and%20Administration\Visitors%20Register.doc) – refer to the [*Reception and Telephones*](file:///I:\Procedures\Management%20and%20Administration\Reception%20and%20Telephones.doc) procedure.

*Visitors must;*

* Be supervised at all times
* Sign the Visitors Book when entering and leaving the site, and wear a “VISITOR” tag at all times

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

* Observe all instructions and signs.

*Contractors and Tradespeople must;*

* Be supervised by a staff member
* Sign the Visitors Book when entering and leaving the site, and wear a “VISITOR” tag at all times
* Attend and comply with our Site Induction – refer to the [*Visitors Register*](file:///I:\Master%20Forms\Management%20and%20Administration\Visitors%20Register.doc)
* Control hazardous substances
* Control hot work
* Maintain and use appropriate safety equipment & PPE
* Conduct risk assessments
* Be competent and qualified to operate plant and equipment
* Use lockout or danger tags on plant under service
* Barricade hazardous work areas under their control
* Maintain a clean and safe work site.