

CONTRACTOR AND VISITOR MANAGEMENT IN OCC WORK INSTRUCTION

Work description: This OCC Work Instruction is about the access to OCC premises for work activities including authorized visitor access

Scope: This Work Instruction is written specifically for OCC operating staff.

References: N/A

PPE and precautions

Nil

Competencies or qualifications

OCC Supervisor

Licenses or permits required

Nil

Tools and equipment required

Nil



Warning

Contractors may do works that cause hazards and risks at the OCC. Make sure the contractors are putting proper control to minimize hazard and risks to customers and staff.

Contractor's Pass

A Contractor's pass is issued to all verified Contractors in the OCC and must be worn at all times visible to others.

Issue Date / Time	Contractor's Name	Contractor's Company	Tel. No.	Vehicle Reg.
Expires:	Site Contact / Work Area			
CONTRACTOR'S PASS				
<p>Specific Details of Work to be carried out and any Hazards involved in doing so. Specific Permits-to-Work may be required.</p>				
<p>ADDITIONAL PERMIT MAY BE REQUIRED BEFORE WORK COMMENCES</p>				
Authorized signatory for permission to start work	Time	Authority Number		
<p>HEALTH & SAFETY All work to be carried out within the Health and Safety at Work Act 1974 and other statutory provisions.</p> <p>FIRE & EMERGENCY On hearing the Fire Alarm leave the building by the nearest fire exit and proceed to the Assembly Point.</p> <p>ACCIDENT / INJURIES Report all accidents, injuries, near-misses & illnesses to your host.</p> <p>COSHH This site is subject to COSHH regulations.</p> <p>PERSONAL PROTECTIVE EQUIPMENT ALWAYS wear the PPE provided. Inform safety contact or employer if PPE is damaged or unsuitable.</p> <p>SMOKING SMOKING IS NOT ALLOWED IN ANY AREA.</p> <p>Please return your Authorisation to Work and your Contractor's Pass to point of issue on leaving and sign off. Thank you.</p>				

Contractor Sign In

On arrival at the OCC, contractors must report to the OCC Supervisor before doing any work.

The OCC Supervisor will require the Contractor to:

- Present proof of their identity
- Sign in the Contractors and Visitors Log
- Provide evidence of work order or permit allowing the work to be carried out

The OCC Supervisor must issue a Contractor's Pass to the person in charge and the other contractors on site.

All Contractors must sign in the Contractors and Visitors Log.



Note

Contractors have safety responsibilities to Honolulu Rail Transit and their staff. The OCC Supervisor must make sure that they have got prior approval for the work to be carried out in the OCC.

Contractor Sign Out

Once the works are completed, the Contractor must report to the OCC Supervisor.

The OCC Supervisor must:

- Make sure the OCC is fit for operation and free of any hazards and risks
- Make sure passes issued are returned

All Contractors must sign out the Contractors and Visitors Log



Note

If the Contractor has not completed the work and needs to come back later, the contractor must make sure the area is well partitioned and guarded so that it is safe to operate the OCC under these circumstances, before leaving the OCC.

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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Visitors Sign In and Out

On arrival at the OCC, visitors must report to the OCC Supervisor.
The viewing room is the preferred way of visiting the OCC.

The OCC Supervisor will:

- Have visitors identifying themselves and ask for the nature of their visit
- Make sure that the visit is authorized by the Management
- Provide a Safety Induction Briefing
- Instruct the Visitor/s to sign the Contractors and Visitors Log
- Issue the Visitor/s with a Visitors pass
- Accompany the Visitor/s if required during the duration of their visit
- Sign visitors out in the Contractors and Visitors Log

OCC Visitors Pass must be worn at all times by all visitors.

DATE	NAME	COMPANY	WHOM VISITING	SIGNATURE (See below)	TIME IN
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;">THIS PASS MUST BE WORN AT ALL TIMES. WHILE ON THE PREMISES</p> <p style="text-align: center;">PLEASE RETURN TO RECEPTION AND SIGN OUT BEFORE LEAVING THE PREMISES.</p> <p style="text-align: center;">PASS No. 100001</p> </div> <div style="width: 50%;"> <p>IMPORTANT NOTICE TO ALL VISITORS Your signature above indicates understanding of the following conditions of entry into the premises:</p> <p>HEALTH & SAFETY Your safety is important to us. Please remain in the company of the person you are visiting. You have a responsibility to care for your own and others health and safety.</p> <p>EMERGENCY PROCEDURES In the event of an emergency, leave the building by the nearest safe exit and report to the evacuation point as directed.</p> <p>INCIDENTS & ACCIDENTS Any incident or accident whilst on the premises must be reported immediately.</p> <p>SMOKING Smoking is not permitted anywhere on the premises.</p> </div> </div>					

All Visitors must sign out the Contractors and Visitors Log

Additional controls

For large numbers of visitors, additional staff may be required for managing the event.