Welcome to BizOps Safety Briefing for Contractors & Visitors

BizOps is committed to ensuring the health and safety of our managers, workers, contractors and all other visitors.

**For your safety and the safety of others, it is a condition of entry to this Worksite that you take a few minutes to read this briefing.**

**General Safety Information**

* All visitors are required to report to the main office on arrival.
* Observe any posted speed and parking restrictions.
* Obey all safety signs and barricades.
* Violent, threatening or other unacceptable behaviour is not tolerated.
* Smoking, alcohol and illegal drugs are not permitted on BizOps premises.
* Weapons, including knives, are not permitted on BizOps premises.
* Visitors and contractors intending to bring **dangerous goods and/or hazardous substances** onto the worksite must declare these at the main office prior to entering the site.
* All hazards, incidents and injuries **must** be reported to the main office. Injuries will be recorded in the Register of Injuries.

Emergency Procedures

In a life-threatening emergency **DIAL 000** For Fire, Police and Ambulance. In all cases advise a BizOps staff member.

**Follow directions of BizOps staff in the event of an evacuation.**

Evacuation Alarms

In the event of an emergency evacuation procedure; an emergency broadcast will sound.

You will hear the sound of fire bells which will ring for 10 to 15 seconds followed by a pre-recorded evacuation message over public address system.

**Evacuation Procedures**

When the evacuation alarm sounds:

* Evacuate the building and proceed to the assembly area identified on the site map.
* Remain in the assembly area until advised otherwise.

**Contractors**

All contractors are to report to the main office to:

* indicate the location and duration of the job
* sign in/out of BizOps Visitor Register
* advise of the status of the job before leaving the site
* remove all job and personal rubbish

Additionally, the contractor may be required to:

* produce a copy of their Safety Management Plan, including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish
* produce Public Liability Insurance documentation before work is commenced
* complete a Prohibited Employment Declaration concerning tasks requiring specific training or licenses

**INSERT WORKSITE PLAN SHOWING EMERGENCY EVACUATION ROUTES AND ASSEMBLY POINTS**

BizOps Contractors/Visitors/Sign In Sheet

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IN | | | CONTRACTOR/VISITOR DETAILS | | | | | | OUT | |
| Date | **Time** | | **Name** | **Address/**  **Organisation** | **Person Visited (or purpose of visit if Supplier or Contractor)** | **Safety Briefing Information provided** | **Signature of Contractor/Visitor acknowledging Safety Briefing** | **BizOps representative signature** | **Time** | |
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BizOps Contractors/Visitors Sign In Instructions

All contractors and visitors must be provided with a Safety Briefing prior to coming onto the worksite.

Upon arrival to the front office, ensure that:

* a laminated copy of the BizOps Safety Briefing is given to any contractors or visitors who will be coming onto the site
* verbal advice is given regarding evacuation procedures
* an extra map of the worksite is provided to the contractor/visitor, showing the facilities (e.g. toilets), evacuation routes and assembly points
* the contractor/visitor is advised to report any hazards, incidents or injuries to the front office immediately
* the contractor/visitor is advised where they can seek first aid treatment, if required

The contractor/visitor is required to sign the Sign In sheet acknowledging that they have read and understood the BizOps Safety Briefing.

References

Australian Government.Comcare.(2016).Comcare: Work Health and Safety (WHS) Management Plan Template

Retrieved from: <https://www.comcare.gov.au/__data/assets/pdf_file/0008/145286/WHS_123a_04706_May17_v1fill-b66aa8587c8c4523af9505ce097736d4.pdf>