



Roles and Responsibilities

VISITOR RESPONSIBILITIES

PURPOSE

To ensure the safety of all visitors the following responsibilities must be communicated. All employees are required to enforce this policy.

SCOPE

Each visitor must read the visitor responsibilities and sign in at reception. Supplier personnel who are making deliveries and immediately leaving our premises are not required to sign in.

STANDARDS / PROCEDURES

A management member must brief the visitor on responsibilities and specific hazards associated with the area the visitor will be walking through. It is the responsibility of the company contact to remain with the visitor at all times. A visitor waiver release form should be signed by visitors as deemed appropriate.

ROLES AND RESPONSIBILITIES

To ensure the safety of all visitors, the following responsibilities must be communicated.

Visitors must:

1. Sign in and sign out in the log, after reading their health and safety responsibilities.
2. Remain with their designated host.
3. Wear the appropriate personal protective equipment when touring the plant or field projects.
4. Not smoke anywhere on company premise or our projects (including parking lot and loading dock).
5. Be aware of forklift traffic while in the plant.
6. Remain in the designated pedestrian walkways.
7. Report immediately to your host, any injury, no matter how minor.
8. Not touch any company equipment or product.
9. Remain out of restricted areas.
10. Follow all posted signs and rules.
11. In the event on an emergency follow the instructions of your host and remain in the gathering area until given further instruction

By signing this log you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities.

Date	Print Name	Person Visiting	Time In	Time Out

NOTE: This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.