

How to... manage visitor safety at the worksite

The Health and Safety at Work Act reinforces the responsibility of businesses to make sure everyone stays safe in the workplace. This includes any authorised visitors.

That means all visitors to the worksite must get a safety briefing or induction on arrival.

Why do a safety briefing

- ▶ To understand why the visitors are there, where they need to go and any risks their work creates for others on site.
- ▶ To tell them about any risks that could affect them and how they are managed, including:
 - ▷ where they can and can't go
 - ▷ checking if they need to be supervised or accompanied on the worksite
 - ▷ checking they have the right personal protective equipment (PPE), and loaning it to them if they don't.
- ▶ So the visitor can ask any questions about keeping safe.
- ▶ To find out if the visitors are introducing any risks to the workplace, and if so how they are managed.
- ▶ So you can be confident they understand the safety requirements.

Match briefing to risk level

Every forestry worksite is different, with different hazards and different levels of risk.

The safety induction your visitors get needs to be matched to the site risks – so, someone going into a worksite with high levels of risk might need to be told more information compared to someone entering a worksite with fewer hazards and a lower level of risk.

Different types of work will also need a different type of induction, so briefings for harvesting, silviculture and road engineering worksites may not be the same. The important thing is to do one that suits the risks in your workplace.

Good visitor management

Here are some ways you can keep your visitors safe.

Give advance warning

The highly visible advance warning signs are a first point of contact for visitors. Crews must position them to warn drivers about operations ahead.



Have a hazard board

It's good practice to put up a hazard board at the start of all harvesting operational areas. It covers off the critical risks and how they are managed. It's also a chance to give visitors any early safety instructions before they get onto the site.



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Talk about hazard information

When they arrive at the site, the visitor should be shown to the safe area for a safety briefing.

Once the crew member giving the briefing knows what the visitor needs to do, they can talk about the hazards or risks the visitor needs to know about – such as falling trees, heavy machinery – and what the controls are.

Also, make sure you tell them what to do if there's an emergency.

Ask if the visitor has any questions

Never think a visitor knows what to watch out for, even if they have visited before and/or look like they know what they are doing.

Sign the visitor register

They also need to fill out and sign a visitor register. See the next page for an example.

It's a good idea to keep the visitor register on a clipboard or folder, so it's easy to find. Keep it with any specific crew guidance, including some tips on how to give a safety briefing.

Mobile crews

If the crew is mobile and working away from their vehicles (such as roading or silviculture crews), leave safety information out where visitors can easily find and read it. Make sure they know what to read and sign, and how to contact the crew.

They need to contact the crew and get the okay before coming into the work area. As a courtesy, visitors coming to see a mobile crew should pre-arrange a time and place to meet.

Keep visitors updated

Conditions and work arrangements can change often and quickly, so make sure anyone who could be affected is up to date on any risks – maybe even before they get to the worksite. Use the RT or a mobile phone if there's coverage.

Log truck drivers

Log truck drivers follow the loader operator's safety instructions during unloading and loading. The loader operator must tell drivers about any hazards or risks on site that could affect their safety during loading. If there are any specific risks with access to the worksite (such as surface flooding or vehicles leaving the site) they must warn drivers or provide instruction over the RT. Good communication is the key.

If the driver needs to move away from their designated safe area and into an active work area, like the skid site, they must be managed like any visitor. They must get permission to leave the agreed safe area and be given an induction.

If the loader operator doesn't know where the drivers is, all loading must stop until they are back in a safe position.

Right to refuse

If it seems like visitor isn't going to follow instructions, remember the crew controls the site so any worker has the authority to turn them away.



