

# Managing visitor safety

- Use signs to warn visitors about hazards before they arrive
- Induct visitors on arrival
- Make sure visitors stay safe



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Some visitors may need more of an induction than others – eg, people who may be exposed to more risk need a fuller induction than regular visitors or someone on a short, supervised visit.

## **Use signs to warn visitors about hazards before they arrive**

- Tell them what hazards are ahead and what they need to do to stay safe when arriving – stop, drive slowly, call ahead, etc.
- Show them where to park safely.
- If the crew is mobile and working away from vehicles, make sure the visitor can find safety information and the crew's contact details.

## **Induct visitors straightaway**

- Decide at the tailgate meeting who will meet visitors that day. Immediately take visitors to the safe zone for induction.
- During the induction, find out why the visitor is there and where they need to go.
- Tell them where they can't go, check their PPE (lend them PPE if they don't have it), and decide if they need to be supervised.
- Find out about any risks the visitors introduce and agree how to manage them.

- Tell them about any risks that could affect them and how they are managed.

## **Make sure visitors stay safe while on site**

- If conditions or work arrangements change, let your visitors know.
- Have them sign out when they leave, and remind them how to drive out safely.
- If visitors don't follow instructions, they can be asked to leave.

**Don't forget to get all visitors to sign in and out.**