

Visitors are any non-employees at the facility, including contractors, vendors, family members of employees, and facility inspectors. Because visitors may be unaware of the hazards and required processes specific to the site, they may inadvertently endanger themselves or others through improper practices. In addition to the potential outcomes of injury, property damage, and significant business interruption, we may be liable for contractual staff or visitor injuries.



Special procedures are needed to assure that all visitors are trained and are following the needed controls.

### **Visitor safety policy:**

Establish a visitor safety policy to keep all visitors safe and to control their actions while they are on-site. Key elements of a visitor safety policy include the following:

- **A sign-in procedure:** Before entering any facility or operation, all visitors must be required to sign in. The sign-in form needs to outline visitor responsibilities. Visitors also need to sign out when leaving the site, so that all parties are accounted for.
- **Security screening:** Establish the areas where visitors are not permitted without special clearance or training. Areas may be off-limits because of chemicals, processes, resident privacy at the CC or other issues.
- **Safety briefings:** Before visitors are allowed to enter the construction area of any facility or operation, they must be briefed. The briefing must include the following:
  - Age restrictions (no one under 18 can enter a construction site)
  - The hazards of the work being performed, and rules to follow to avoid them
  - The hazards of heavy material-handling equipment and the need to remain out of the line of travel of such equipment
  - Areas that are available and not available for visitation
  - The presence of chemicals or other hazardous materials
  - The importance of following all written signs and postings
  - The importance of staying with the designated employee and following verbal instructions
  - A review of the Emergency Action Plan, the alarm systems, the evacuation routes, and the assembly areas
- **Visitor requirements:** This includes the maximum number of visitors permitted at a time and age restrictions.
- **Visitor supervision:** All visitors must be escorted and supervised at all times by a responsible employee while on-site.

### Personal protective equipment (PPE):

- Visitors are required to follow the same requirements as all employees while on-site, which includes wearing PPE.
- The necessary PPE and correct attire, such as closed-toe shoes with non-slip soles, must be defined and worn properly.
- Certain areas may have specific requirements, such as respirators or glove use.
- If subjected to work overhead all visitors must be provided a Hard Hat for use while at the site.



### Facility safety guidelines:

- Proper housekeeping and storage is essential for preventing slip, trip, and fall hazards, assuring the safe movement of supplies and visitors and giving employees good visibility of operations.
  - Keep passageways and exits clear, and keep work areas free from clutter.
- Stairways must be free of debris, well-lit, and equipped with sturdy handrails.
- Mark wet floors with required signs to prevent slips on wet surfaces.
- Assure that elevators are in good working condition and regularly inspected.
- Make sidewalks and parking lots safe with the following steps:
  - Assure adequate lighting.
  - Clearly mark traffic patterns.
  - Repair potholes and other potential hazards in a timely manner. Mark off larger areas with barricades until repairs can be made.
  - If appropriate for your area, establish procedures for snow and ice removal and adhere to them.
- Loading areas should be completely separate from visitors and delivery personnel, if possible. Mark these areas with warning signs and barricades.
- All machines must be guarded to protect operators and visitors from injury or death. All sharp cutting edges must be guarded, as well as all moving parts.
- All chemicals being used or stored on-site must be controlled.

*Establishing clear policies for all visitors to follow helps to keep everyone safe.*

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: \_\_\_\_\_

Trainer: \_\_\_\_\_ Trainer's Signature: \_\_\_\_\_

Class Participants:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***Remember to load your completed trainings into the Risk Management Center.***