



Site Visitor H&S Checklist



2020

Conference Visitor Checklist		
<p>NOTE – Some Conference places of work, Churches, Ministries or Facilities may be high risk areas / operations.</p> <p>Therefore:</p> <ul style="list-style-type: none"> • All visitors to such places shall have prior approval of the person in charge of the place of work, Church, ministry or facility before entry • All visitors must undertake a general workplace, Church, ministry or facility induction process to ensure that they are aware of the hazards they are likely to encounter and how to minimise their harm potential, and • Be aware of what to do in the event of an emergency that may arise during their visit, and • Visitors are to follow all safety directives that may be given while in the place of work, Church, ministry or facility 		
Visitor Name		
Reason for Visit		
Date	Check in Time	Departure Time
Information supplied on site of facility hazards and their management		<input type="checkbox"/> Yes <input type="checkbox"/> No
Safe areas identified		<input type="checkbox"/> Yes <input type="checkbox"/> No
No go areas identified		<input type="checkbox"/> Yes <input type="checkbox"/> No
Site or facility emergency procedures outlined and understood by visitor / s		<input type="checkbox"/> Yes <input type="checkbox"/> No
Site, facility safety clothing and equipment supplied, as necessary and used by visitors		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other health and safety instructions to ensure health and safety of the visitor / s		<input type="checkbox"/> Yes <input type="checkbox"/> No
Conference employees or site, facility personnel made aware of the workplace visitor / s and the purpose of their visit		<input type="checkbox"/> Yes <input type="checkbox"/> No
Visitor Signature:		Inducted By: Position:

