Visitor Orientation Checklist

All persons visiting the worksite will be given an orientation immediately upon arrival on site**.**

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| **Person’s Name:** | |  | | | | | | **Date:** |  |
| **Company:** | |  | | | | | |  |  |
| **Site Contact Name:** | |  | | | | | | **Contact Information:** |  |
|  | | | | | | | | | |
| **Basic Site Safety Rules** | | | | | | | | | |
|  | Take reasonable care to protect health and safety of yourself and others on site | |  | | Do not engage in any behavior, including horseplay that may endanger yourself or others | | | | |
|  | Follow safe work procedures | |  | | Do not wear (music) ear buds in the worksite (in or out of equipment) | | | | |
|  | Do not text while in the workplace unless a safe area is determined by your site contact | |  | | Do not use cell phones for calls or texting while driving on the worksite | | | | |
|  | Impairment by alcohol, drugs or other causes is not permitted. | |  | | Report all newly encountered hazards, unsafe conditions, (or acts of others), and close calls to your site contact as soon as possible | | | | |
| **Review Checklist from Regulation** | | | | | | | | | |
|  | Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries | |  | | | WHMIS 1998/2015  Controlled/hazardous product inventory is located:  MSDS/SDS location:  There are four basic issues for each product:   1. How can this product hurt me? 2. How do I protect myself? 3. What should I do in an emergency? 4. Where do I get more information? | | | |
|  | Emergency procedures contact numbers | |
|  | Working alone or in isolation | |
|  | Violence, bullying or harassment in the workplace | |  | | | Hazards including risks from robbery, assault or confrontation.  Hazards (list top 3 as determined by risk assessment):  Review process to eliminate hazard, control hazard and/or protect worker(s). | | | |
|  | Personal protective equipment | |
|  | Additional info: | |
| **Instructions:** | | | | | | | | | |
| 1. Supervisor to enter visitor’s name and date in visitor’s log and give this completed form to the visitor. 2. Visitor must have this form while on site as a reference to important site information. | | | | | | | | | |
|  | | | |  | | |  | | |
| Signature of Person | | | |  | | | Signature of Site Contact | | |