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 1998/2015Controlled/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?
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| [ ]  | Emergency procedurescontact 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.
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|  |  |  |
| Signature of Person |  | Signature of Site Contact |