

## S28 – Opening Statement

### Visitors

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The Visitors Procedure explains the requirements for ensuring that site visitors are protected in relation to their health, safety and welfare.

The procedure offers guidance on what should form part of the responsible manager's risk assessment for visitors, what involvement safety representatives can have in the assessment process, and how visitors should behave when on-site.

It should be read in conjunction with the section on workplace rules.



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### What is this?

This is a written procedure which explains the requirements for ensuring that site visitors are protected in relation to their health, safety and welfare.

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### The person responsible for implementing this procedure is:

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### What does the responsible manager need to do?

The responsible manager should:

- Undertake a risk assessment to identify the hazards that could potentially harm visitors on his/her site.
  - Involve employees and/or their safety representatives in the risk assessment process.
  - Formulate a set of workplace rules purely for visitors.
  - Ensure that these rules are displayed at reception and communicated to visitors upon arrival.
  - Ensure that all visitors 'sign in' on entering the site.
  - Provide adequate information, instruction and supervision for visitors whilst they are on-site (i.e. significant hazards such as shotfiring or the presence of silica).
  - Inform visitors of any relevant emergency procedures (i.e. accidents or fire).
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### What should visitors do?

All visitors must follow the site rules which may contain the following:

- Report to the site office and 'sign in';
  - Delivery drivers must adhere to the site speed limit which is displayed;
  - Obey all other traffic signs/signals or instructions;
  - Give way to mobile plant, e.g. dumpers, loading shovels, etc.;
  - Give way to pedestrians;
  - Never reverse unless you have clear all round vision, are under the instruction of a banksman or have checked behind your vehicle before commencing to reverse;
  - Keep to designated traffic routes and haul roads unless instructed otherwise;
  - Do not drive with your vehicle body in a raised position;
  - Do not leave your cab unless it is absolutely necessary;
  - Wear the correct personal protective equipment;
  - Do not enter or interfere with any plant or machinery; and
  - Report any accident or incident immediately.
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### Legislation

- Health and Safety at Work etc Act 1974
- Management of Health and Safety Regulations 1999

