



(Reference document: OHS414 Visitors Guideline)

This form is to be completed by personnel supervising visitors as part of their Induction Process.

Identification

Visitor's name:	Visit purpose:
Visitor's emergency contact:	
Supervisor's name:	Position title:
School/Unit/Area:	

General requirements

The supervisor must explain the following to all new visitors:	(tick when completed)
Potential OHS hazards and risks associated with the visit	<input type="checkbox"/>
The local emergency evacuation procedures and emergency personnel contacts	<input type="checkbox"/>
The location of fire exits, fire extinguishers, evacuation assembly point and emergency procedures	<input type="checkbox"/>
First Aid Officer's contact details and First Aid kit locations	<input type="checkbox"/>
Location of welfare amenities such as tea rooms, rest rooms and toilets	<input type="checkbox"/>
OHS signage and its meaning	<input type="checkbox"/>
Any areas of restricted access	<input type="checkbox"/>
How to report work related hazards, incidents, injuries and illnesses	<input type="checkbox"/>
Relevant personal protective clothing and equipment requirements	<input type="checkbox"/>
Any other rules, procedures or information relevant to the visit	<input type="checkbox"/>

Specific requirements

Work by visitors must be covered by a risk assessment and/or Safe Working Procedure which considers the following where relevant:	
Hazardous substances, including transport, storage, use and waste disposal	<input type="checkbox"/>
Biological materials, including micro-organisms, human and plant pathogens and infectious material	<input type="checkbox"/>
Radiation substances and equipment, including licensing and laser equipment	<input type="checkbox"/>
Hazardous plant	<input type="checkbox"/>
OHS training and competency requirements for the work	<input type="checkbox"/>
Authorisation to work in areas or undertake activities considered High risk	<input type="checkbox"/>

Signatures

Visitor's signature:
Supervisor's signature:
Date: