

Visitor Instructions

Please read and comply with the following to ensure your health and safety whilst in our workplace:

- As a visitor to non-public areas you must be escorted and supervised by a member of our workers at all times whilst in our workplace.
- Do not enter any restricted area, or touch any equipment unless authorised to do so.
- Please note any specific safety requirements displayed and follow appropriately.
- Immediately report any hazards you become aware of, or any events (injury/illness/incident/near miss), to your host.

The emergency signal for our workplace is:

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- If you hear this signal it indicates an emergency and you should leave the workplace by the nearest available exit as quickly and calmly as possible.
- Where possible, remain with your host or follow our other workers to the assembly point and await further instructions.

The assembly point is located at:

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- Do not return for your documents or any personal items. You must not re enter the workplace until instructed that it is safe to do so.
- If you discover a fire or witness an event (injury/illness/incident/near miss), inform your host immediately.
- We have a first aid kit in the workplace. If you have an event (injury/illness/incident/near miss), or feel unwell, inform your host immediately.
- If you have any questions relating to the above points, or any other concerns, please discuss these with your host.

THANK YOU.

By signing our Visitor Register you are confirming that you understand and will follow these instructions whilst visiting our workplace.

PH 0800 555 339



HAZARDCO
HEALTH & SAFETY MADE SIMPLE