

Objective: To create awareness of safe practices that protect visitors from worksite hazards

Visitors are any non-employees at the facility, including contractors, vendors, family members of employees, and facility inspectors. Because visitors may be unaware of the hazards and required processes specific to your organization, they may inadvertently endanger themselves or others through improper practices. The potential outcomes include injury, property damage, significant business interruption, and the organization being held liable for injuries.

The visitor policy includes procedures for all visitors to follow and controls to help keep visitors safe is essential.

Preparation

- **Security screening:** The areas where visitors are not permitted without special clearance or training must be outlined in the policy.
- **Restrictions:** The policy must also contain the maximum number of visitors permitted at a time and any age restrictions.
- **Sign-in procedures:** All visitors must be required to sign in before entering and sign out when leaving. The sign-in form needs to outline visitor responsibilities.
- **Safety briefings:** Visitors must be briefed before they are allowed to enter the production area of any facility or operation. The briefing must include the following:
 - Age restrictions
 - The hazards of the work being performed, and rules to follow to avoid them, including material-handling equipment and the presence of hazardous materials
 - Areas that are off-limits and the importance of staying with the designated employee
 - The importance of following all written signs, postings, and verbal instructions
 - A review of the emergency procedures (e.g., alarm systems and evacuation routes)
- **Visitor supervision:** All visitors must be escorted and supervised at all times by a responsible employee while on-site.
- **PPE:** Visitors are required to follow the same requirements as all employees while on-site, which includes wearing PPE. The policy must specify the correct PPE for visitors.

Safe Practices for Employees

Preventing slips, trips, and falls:

- Proper housekeeping and storage is essential for preventing slip, trip, and fall hazards. Keep passageways and exits clear, and keep work areas free from clutter.
- Mark wet floors with appropriate signage.
- Keep stairways free of debris. They must be well-lit and equipped with sturdy handrails.
- Regularly inspect elevators to assure good working conditions.
- Make sidewalks and parking lots safe by:
 - Assuring adequate lighting.
 - Clearly marking traffic patterns.
 - Repairing potholes and other potential hazards in a timely manner. Mark off larger areas with barricades until repairs can be made.
 - Assure snow and ice removal as needed.

Controlling access to hazards:

- Loading areas should be completely separate from visitors and delivery personnel, if possible. Mark these areas with warning signs and barricades.
- All machines must be guarded to protect operators and visitors from injury or death.
- All chemicals being used or stored on-site must be controlled.

Additional Contractor and Vendor Requirements

Before allowing contractors or vendors to start work:

- They must be pre-approved.
- Written contracts for each contractor must be in place.
- The proper certificates of insurance must be documented for contractors.
- The contractor's safety records must be reviewed.

Visitor Safety



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This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: _____ Date: _____

Trainer: _____ Trainer's Signature: _____

Class Participants:

Name: _____ Signature: _____

Name: _____ Signature: _____