



# VISITORS' GUIDE



**During your visit to our site today, your health and safety are very important to us. Please take time to read the safety information and rules in this guide.**

- 1** All visitors must report to the site office, sign in on arrival and sign out on departure.
- 2** All vehicles must be parked in the designated car park, facing forward where possible, to ensure maximum visibility upon leaving.
- 3** Visitors must be accompanied at all times by an authorised staff member.
- 4** Visitors must wear appropriate Personal Protective Equipment (PPE) for the specific areas as designated overleaf. The minimum PPE is :
  - Hard hat
  - High visibility vest
  - Safety boots or shoes
  - Protective safety glassesYou may also be required to wear ear protection and/or gloves in designated areas.
- 5** Photos are not permitted except where prior permission has been obtained from the site manager.
- 6** Smoking is only permitted in the designated smoking areas.
- 7** Portable telephones may only be used in designated areas – please ask before using.
- 8** Visitors must use designated walkways where provided and never run. Different areas may have different rules – please observe these.

*If at any time you are unable to follow any of these rules, please report to the person who is accompanying you.*

- 9** All accidents, incidents, hazards and environmental issues should be reported to the site manager immediately.
- 10** In the event of fire, an alarm will sound or another type of alert will be given. Please ensure you proceed directly to the assembly point.
- 11** When using stairs always hold the handrail.



*I have read and understood the rules above and undertake to follow them whilst on site.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_