

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 16 - VISITORS TO SITE

1. PURPOSE

This procedure defines requirements for management of the health, safety and welfare of visitors (including contractors) to site.

This procedure applies to all sites including offices and stores where QSCU conducts its business.

2. MANDATORY REQUIREMENTS

1. Visitors (including contractors) entering controlled company premises shall be recorded and shall wear a form of identification for the duration of their visit.
2. The following details shall be recorded as a minimum, date of visit, name of visitor or contractor, visitor or contractors company name, QSCU contact, time of entry and exit and visitors ID number if relevant.
3. Visitors entering controlled company premises shall have a nominated company contact and arrangements shall be made to ensure visitors are appropriately accompanied while on controlled company premises.
4. All visitors or contractors who enter controlled company premises shall be provided with relevant site OHS&R information.
5. Where required, visitors entering controlled company premises shall wear personal protective equipment in the relevant areas to be visited.
6. In all cases, the nominated company contact shall be responsible for monitoring visitor's compliance with the relevant site OHS&R requirements.
7. Records of visitors to site shall be retained for at least 7 years.
8. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Site Manager/Supervisor

Ensure that visitors (and contractors) to the site are controlled as described in this procedure.

Company Contact

Ensure that visitors (and contractors) are properly identified, registered, advised of hazards and protected.

Reception Staff (where available)

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Ensure that a visitor log is kept and identification badges / tags are issued, as necessary.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

UNCONTROLLED DOCUMENT