



INDUSTRIAL FACILITY

VISITOR SAFETY INDUCTION – PRE-ENTRY CHECKLIST

To be reviewed with every visitor before site entry. The host must explain each item and the visitor must confirm understanding before access is granted.

Facility / Site Name	Visitor's Organization	Visitor's Name	Visitor Badge No.
Purpose of Visit	Host / Escort Name	Date of Visit	Time In / Time Out

No.	Safety Information Item
1	Report to reception or security and sign the visitor register before going beyond the gate.
2	Always wear your visitor badge or ID visibly while on site.
3	Wear the PPE issued to you: hard hat, safety glasses, hi-vis vest and safety shoes, at all times in designated PPE zones.
4	Always Stay with your host or escort. Do not enter any area unescorted.
5	Know the emergency exit route and the assembly point for the area you are visiting.
6	Recognize the site emergency alarm. If it sounds, stop, follow your escort, and proceed calmly to the assembly point.
7	Some areas are restricted or permit controlled, do not enter without your host's specific authorization.
8	Photography, video recording and drone use are not permitted without prior written approval.
9	Switch mobile phones and electronic devices to silent, and do not use them in designated hazardous zones.
10	Keep marked pedestrian walkways. Watch for reversing vehicles and moving equipment and never walk under a suspended load.
11	Do not touch, operate or interfere with any plant, machinery, equipment or controls.
12	Smoking is permitted only in designated smoking areas. Kindly confirm the same with your escort.
13	Report any injury, incident, near miss, spill or hazard to your host or the nearest EHS / security personnel immediately.
14	Know the location of the nearest first-aid point and tell your host of any medical condition or allergy during your visit.
15	Alcohol, illegal drugs and unauthorized substances are strictly prohibited. Visitors who appear to be under the influence will be refused entry.

VISITOR DECLARATION

By signing below, I confirm the following:

☐	I have been shown and briefed on all items listed above and had the opportunity to clarify my doubts.
☐	I understand the site rules, emergency procedures and PPE requirements explained to me.
☐	I agree to always remain with my host or escort and to follow the instructions of site personnel.

Visitor Name	Visitor Signature	Date
Host / Escort Name	Host Signature	Date

Disclaimer: This checklist is a general baseline for visitor safety induction. Facility-specific hazards, legal requirements and site rules must be added by the EHS team before use