***Visitors are anyone on our work sites who are not fully escorted during their time visiting the Town.***

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| --- | --- |
| **Visitor Name:**  | **Visit Date(s):**  |
| **Location:** |  |
|  |   |
| **Key Messages** | **Critical Hazards and Controls**  |
| * Leadership Message
 | * Potential Visitor Hazards
 |
| * Health & Safety Policy
 | * Harassment & Violence Prevention
 |
| * Health & Safety Rules
 | * Field Level Hazard Assessments / Communication of Changes
 |
| * Obligations of Workers & Visitors
 | * Sign In/Out Procedure
 |
|  | *
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|  | *
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|  |  |
| **Incident Reporting Procedures** | **Emergency Response**  |
| * Expectations
 | * First Aid Kit, AED Locations
 |
| * Procedures
 | * Alarm System
 |
| * Investigations
 | * Emergency Pull Down Station Locations
 |
|  | * Fire Extinguisher Locations
 |
| *
 | * Shelter-in-Place Locations
 |
|  | * Lock Down Procedure
 |
| *
 | * Evacuation Routes
 |
| *
 | * Muster Points
 |
|  | * Emergency Exercises
 |
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|  |  |  |  |  |
| VisitorPrint Name |  | Signature |  | Date |
|  |  |  |  |  |
| Town ContactPrint Name |  | Signature |  | Date |