***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 |
|  |  |
|  |  |
|  |  |
| **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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|  |  |  |  |  |
| Visitor  Print Name |  | Signature |  | Date |
|  |  |  |  |  |
| Town Contact  Print Name |  | Signature |  | Date |