Visitor and contractor sign-in sheet

Date _____ **Site or location** _____

Site contact _____ **Sheet kept by** _____

Who's on site

Sign in on arrival. Sign out when you leave. If you're not signed out, we'll look for you in an emergency.

Name	Company	Who visiting	Time in	Time out	Signature

Site safety briefing given

Check what you covered with visitors before they went past the gate.

- ☐ Required PPE for the area
- ☐ Where to walk and where not to go
- ☐ Emergency exits and assembly point
- ☐ What the alarm sounds like
- ☐ Hazards in the area they're entering
- ☐ Escort required
- ☐ How to report an injury or a hazard

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com