

## S28 – Toolbox Talk Visitors

Many people who are not employees of the company come onto our sites. We have to make sure that while visiting or working on our sites, these people work safely and do not put you in danger. They must also have enough understanding of our operations that they do not put themselves at risk of being injured by us.

Visitors to our sites could be a danger to themselves and employees if they are not properly controlled/supervised. This is why all visitors must report to reception on arrival and be given rules, which they must follow while they are on the site.

- No visitor must enter the site without prior approval of site management
- All visitors must sign the visitors' book
- Visitors are required to inform site management when their visit is over
- Visitors are advised to be aware of nearby vehicles moving in all areas. They must keep clear of heavy vehicles, and remember that caution is necessary at all times
- Visitors must not go within 20 metres of any heavy vehicles until they are sure that the driver is aware of their presence and intention
- Hard hats, high-visibility clothing and safety boots must be worn
- Any additional personal protection should be provided and must be worn
- Visitors must comply with all traffic signs and speed limits displayed
- Visitors must not enter any plant area without the permission of the management
- Visitors must not touch or interfere with any item of plant at any time
- Visitors must familiarise themselves with the site specific rules.

In the case of visits involving minors, it is important that the accompanying responsible person informs them of the dangers involved and the conduct required during the visit.

These instructions are issued as a guide to ensure safe visits and as a reminder of visitors' shared responsibilities for their own safe well-being.

### Training register

Date .....

Name of attendee

Signature

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