

VISITOR BOOK & FIRE REGISTER

| DATE | VISITOR'S NAME | HOST NAME | VISITOR'S COMPANY | VEH. REG. | SIGNATURE | | TIME IN | PASS NO. | TIME OUT | PASS RETURNED? <input checked="" type="checkbox"/> |
|------|----------------|-----------|-------------------|-----------|---|--|---------|----------|----------|--|
| | | | | | Please read Information for all Visitors before signing | | | | | |

Valid on this date only

DISABLED VISITORS: For your safety, please tick the box if you have a mobility problem. This is to ensure that we can respond to your needs in an emergency

visitor books & passes

VISITOR

Pass No.

Welcome to Visitor Books & Passes

During your visit please wear this pass at all times and observe the following:

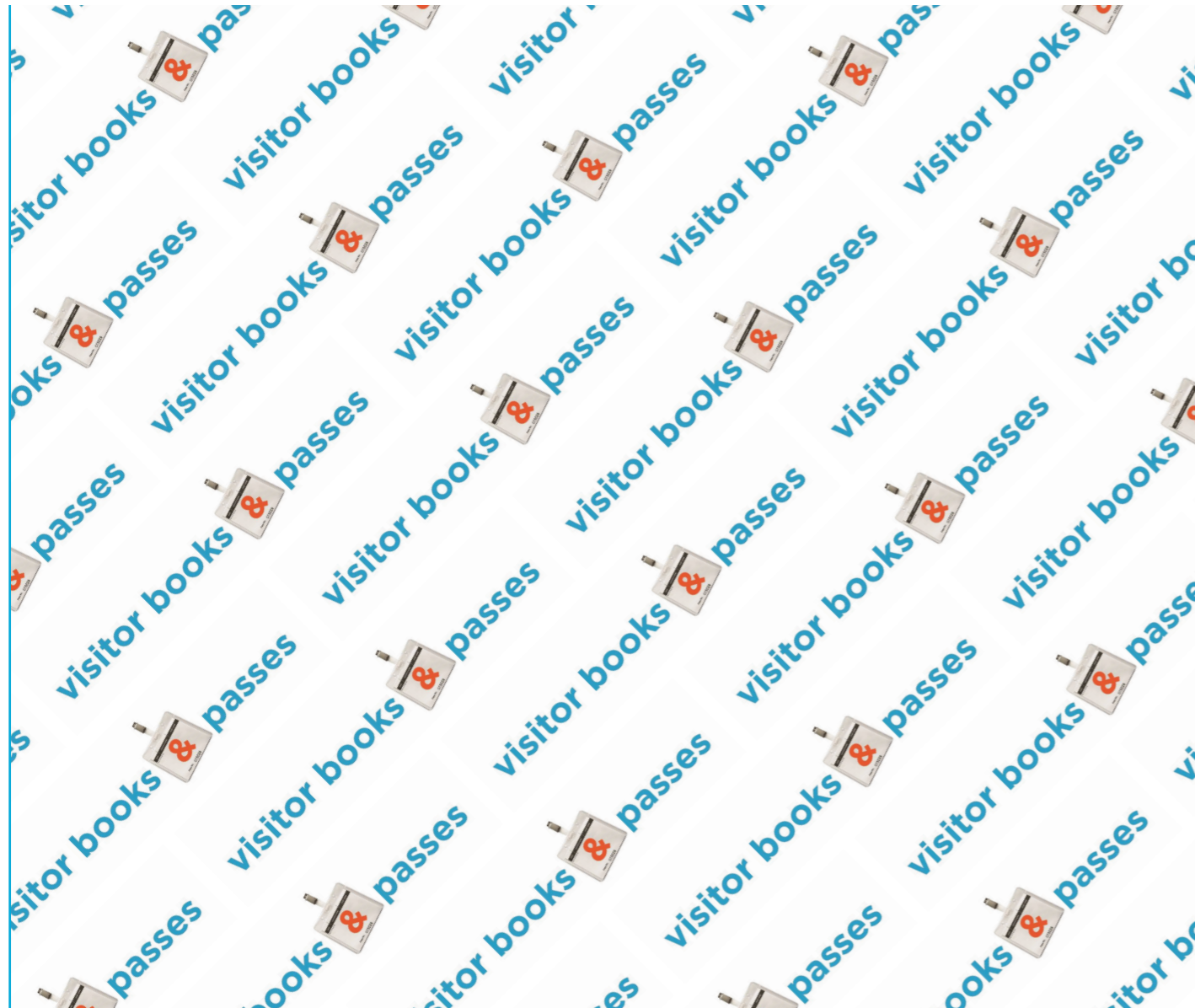
Health & Safety: We provide a safe working environment and we ask that all visitors act in a safe and reasonable manner and comply with the company's health and safety regulations.

Accidents / Incidents: All accidents, injuries and near misses must be immediately reported.

Fire / Emergency: In the event of an emergency, all visitors must leave the premises immediately via the nearest safe exit and report to the designated assembly point.

Smoking: Please respect the NO SMOKING policy.

PLEASE RETURN THIS PASS TO RECEPTION BEFORE LEAVING.



PLEASE RETURN YOUR PASS TO RECEPTION ON DEPARTURE

Welcome to

visitor books & passes

IMPORTANT INFORMATION FOR ALL VISITORS

This Visitor Book & Fire Register is maintained in the interest of your safety and well-being and your attention to the following is kindly requested.

Please complete all required details on the next available pass and wear the pass in a visible position during your visit.

Familiarise yourself with the notes on the pass, as your signature indicates that they have been read and understood. Any questions please ask.

Please note that during your visit you have a duty to act in a safe manner at all times.

Contractors must not commence work until they have reported to their host to ensure that any necessary permit to work documentation is completed.

Please return your pass to reception before leaving the site. This is to ensure we maintain an accurate and up to date fire register.

THANK YOU FOR YOUR CO-OPERATION AND ENJOY YOUR VISIT