**PROCEDURE FOR WHEN ENTERING A CLIENT’S WORK SITE**

**For all employees -**

**When arriving at a client’s worksite, you must comply with the following procedure:**

1. **Park in the designated parking area.**
2. **Ensure you have all the appropriate PPE available, and wear it.**
3. **If required, complete the JSA/Site Safety Plan prior to travelling to the job.**
4. **Report to the site or the client’s office or reception area, and sign in.**
5. **If you have not worked on the site previously, inform them and ask about their induction or safety protocols.**
6. **Ask for and obtain any required work permits from the company:**

* **Permit to work;**
* **Working at heights;**
* **Working in enclosed spaces; and/or**
* **Hot work permits.**

1. **At all times, wear the visitors badge and PPE that may be issued to you.**
2. **Report to and inform the department manager or client’s H&S representative of any hazards or workplace risks that may arise from your work and the risk controls you will have in place.**
3. **Review and take note of the client’s site hazard board and to always adhere to all site H&S requirements.**
4. **Have available any emergency response equipment (e.g. fire extinguishers, etc.)**
5. **Report any near miss incidents or accidents to the site manager as soon as possible. Also, report the incident to the company manager by phone, text, or written report.**
6. **Be prepared to be involved in any accident investigations.**
7. **If required, attend any site health and safety briefings.**
8. **Check that you have left no tools or equipment behind and removed any isolation tags.**
9. **When leaving the site, sign off the visitors register and hand back any client issued PPE.**
10. **Accurately complete any documentation and time sheets for the job.**

**Managing Director**