

Site Access Control and Visitor Safety Checklist

Date:

Site Location:

Completed By:

Visitor Details

Visitor Name:

Company/Organization:

Purpose of Visit:

Time In:

Time Out:

Checklist

Item	Yes	No	N/A	Comments
Visitor signed in/out?				
Visitor issued identification badge?				
Host/escort assigned to visitor?				
Visitor received safety induction/orientation?				
PPE provided and worn if required?				
Work area hazards communicated?				
Restricted areas controlled and communicated?				
Emergency evacuation routes explained?				

Additional Comments

Signatures

Visitor Signature:

Host Signature: