

# Site Instruction: Access & Egress Procedures

Project Name	
Location	
Date	
Instruction Number	
Issued By	

## 1. Purpose

This instruction outlines the procedures for safe access to and egress from the site.

## 2. Scope

Applies to all personnel, visitors, and contractors entering or exiting the project location.

## 3. Procedures

1. All persons must sign in and out using the site register at the main entrance.
2. Access is permitted only via designated entry points.
3. High visibility clothing and appropriate PPE must be worn at all times.
4. Do not block access routes or emergency exits.
5. Follow all posted signage and instructions from site supervisors.
6. Report any hazards or unsafe conditions immediately.

## 4. Emergency Access/Egress

- Ensure all emergency exits remain unobstructed.
- Familiarize yourself with the nearest emergency exit routes and assembly areas.
- In case of alarm, proceed immediately to the designated assembly point.

## 5. Additional Notes

Any visitor who fails to comply with these procedures may be removed from site.

Distribution	
Review Date	

Signature (Person Issuing Instruction)

Signature (Person Receiving Instruction)

