

Construction Site Visitor Safety Induction Checklist

To be completed by all visitors and their site host prior to entering the construction zone. This checklist is for record-keeping and safety compliance.

1. Visitor & Visit Information

Visitor Full Name:	<input type="text" value="John Doe"/>
Representing (Company):	<input type="text" value="Company Name"/>
Site Host Name:	<input type="text" value="Host Name"/>
Date (DD/MM/YYYY):	<input type="text" value="e.g. 15/10/2023"/>
Time In:	<input type="text" value="e.g. 09:00 AM"/>

2. Safety Induction Checklist

The host must discuss each point. The visitor must input "YES" in the box to confirm understanding of each safety requirement.

Safety Instruction / Requirement	Confirm (Type "YES")
Personal Protective Equipment (PPE): I am wearing the required PPE (hard hat, high-visibility vest, safety boots, and protective eyewear).	<input type="text" value="Type YES"/>
Emergency Procedures: I have been shown the emergency evacuation routes, alarm sounds, and the designated assembly point.	<input type="text" value="Type YES"/>
Site Hazards: I have been briefed on active site hazards, including moving machinery, overhead works, and open excavations.	<input type="text" value="Type YES"/>
Escort Requirement: I understand I must remain with my site host at all times and must not wander into restricted zones unescorted.	<input type="text" value="Type YES"/>
Incident Reporting: I agree to report all injuries, near misses, or unsafe conditions immediately to my site host.	<input type="text" value="Type YES"/>

3. Sign-off and Authorization

By filling in the names below, both parties acknowledge that the safety induction has been completed and understood.

Visitor Signature (Type Name):	<input type="text"/>
Site Host Signature (Type Name):	<input type="text"/>
Time Out (Fill upon departure):	<input type="text" value="e.g. 04:30 PM"/>