

Warehouse Visitor Safety Briefing and Sign Off Form

Welcome to our facility. Your safety is our top priority. Please read the safety guidelines below, complete your details, and sign this form prior to entering the warehouse area. This document will be kept on file for safety compliance.

1. Visitor & Host Information

Visitor Full Name:

Representing Company:

Host/Escort Name:

Date of Visit:

Time In:

2. Safety Briefing Rules

- **Supervision:** Visitors must remain with their designated host at all times while in the warehouse. Do not wander unattended.
- **Personal Protective Equipment (PPE):** High-visibility vests and safety footwear must be worn at all times in designated areas. Eye and ear protection must be worn where signed.
- **Pedestrian Safety:** Stay within designated green pedestrian walkways. Yield the right of way to forklifts, reach trucks, and other moving machinery.
- **Emergency Procedures:** In the event of an emergency alarm, follow your host immediately to the nearest fire exit and proceed to the designated assembly point.
- **Hazard Reporting:** Report any injury, near-miss, or unsafe condition immediately to your host or the nearest supervisor.
- **No Smoking/Eating:** Smoking, vaping, eating, and drinking are strictly prohibited inside the warehouse area.

3. Declaration & Sign Off

By signing below, I confirm that I have read, understood, and agree to comply with the warehouse safety rules and briefing points outlined above.

Visitor Signature (Write "SIGNED" or Sign Here):

Date:

Host Signature (Verification):