

Visitor Site Induction Checklist and Sign Off Sheet

Please complete this induction checklist upon arrival. Write your initials in the text box next to each item to confirm it has been explained and understood.

1. Visitor and Host Information

Visitor Full Name:

Representing (Company Name):

Site Host Name:

Date of Visit:

Time In:

2. Safety Induction Checklist

Initial each box below to confirm completion of the briefing:

Induction Item / Topic Covered	Visitor Initials (Type to confirm)
Emergency evacuation procedures, assembly points, and alarm sounds.	<input type="text"/>
Location of first aid stations, first aid kits, and qualified first aiders.	<input type="text"/>
Location of amenities (restrooms, emergency exits, and designated smoking areas).	<input type="text"/>
Required Personal Protective Equipment (PPE) for this site and correct usage.	<input type="text"/>
Identification of specific site hazards, restricted areas, and safety signs.	<input type="text"/>
Procedure for reporting incidents, near-misses, injuries, or hazards immediately.	<input type="text"/>

3. Declaration and Sign Off

By signing below, you acknowledge that you have received the site safety induction, understand the safety rules, and agree to comply with all site safety instructions.

Visitor Signature (Print Name): Date:

Host Signature (Print Name): Date:

Time Out: