

Manufacturing Plant Visitor Safety Induction Form

Instructions: Please read the safety rules below and complete this form before entering the manufacturing facility. This form must be printed and kept on file.

1. Visitor Information

Visitor Full Name:

Representing (Company Name):

Plant Host / Contact Person:

Date of Visit:

Time of Arrival:

2. Safety Rules & Induction Checklist

Please write your initials in the box next to each statement to acknowledge your understanding and agreement:

1. I agree to wear the required Personal Protective Equipment (PPE) at all times in production areas (steel-toed boots, safety glasses, high-visibility vest, and hearing protection where designated).

Visitor Initials:

2. I will remain within designated green pedestrian walkways and follow my host at all times. I will not wander unaccompanied.

Visitor Initials:

3. I will not touch, operate, or interfere with any machinery, equipment, controls, or tools unless specifically authorized by my host.

Visitor Initials:

4. In the event of an emergency evacuation, I will follow the instructions of my host and proceed immediately to the designated assembly point.

Visitor Initials:

5. I will report any hazards, near-misses, injuries, or illnesses immediately to my host or the nearest plant supervisor.

Visitor Initials:

3. Emergency Contact Details

Emergency Contact Name:

Emergency Contact Phone Number:

4. Acknowledgment & Sign-off

By signing below, I confirm that I have read, understood, and agree to abide by the safety rules of this manufacturing facility.

Visitor Signature (Print Name):

Host Signature (Print Name):

Date Signed: