

Warehouse Visitor Log and Safety Agreement

Please review the safety guidelines, fill out the required visitor log details, and sign the agreement prior to entering the warehouse floor. This document must be completed, printed, and submitted to the reception desk.

1. Visitor Log

Visitor Full Name:

Company / Organization:

Host / Escort Name:

Date (MM/DD/YYYY):

Time In:

Time Out:

2. Warehouse Safety Rules & Agreement

While inside the warehouse facility, you must strictly adhere to the following safety protocols:

- You must remain accompanied by your designated host or escort at all times. Do not wander alone.
- Stay within the designated pedestrian walkways marked by safety lines.
- Yield right-of-way to all forklifts, pallet jacks, and other moving machinery.
- Required Personal Protective Equipment (PPE) must be worn in designated zones as instructed by your host.
- Do not touch, handle, or operate any machinery, tools, inventory, or equipment.
- Smoking, eating, and drinking are prohibited on the warehouse floor.
- In case of an emergency, follow your host immediately to the nearest emergency exit and gather at the designated assembly point.

3. Acknowledgment & Signature

I acknowledge that I have read, understood, and agree to abide by all the warehouse safety regulations listed above.

Visitor Signature (Written or Typed):

Date: