

# SAFE WORK PRACTICES

## 3.23 VISITORS ON SITE(S)

### Safe Work Practices:

1. Ensure all visitors have the proper P.P.E. in accordance with the standards set out in the site's Safety Manual/Guidelines.
2. Ensure all visitors receive a Safety briefing from the site Safety Coordinator or site Supervisor, where applicable, prior to visiting on the site in order to become aware of the customer's safety requirements.
3. Sign in and out onsite if required – know the site rules.

### Procedures:

1. DVS employees are to make certain PPE is taken from the office and is available for the visitor. Steel toed boots will be required by the visitor, DVS does not supply this equipment.
2. Ensure all visitors wear appropriate P.P.E. as per site instructions.
3. Ensure all visitors report to the Site Supervisor, where appropriate before entering the site.
4. Report to the site supervisor prior to leaving the site, where appropriate.

*Visitors to site must still adhere to all safety regulations even if they are only on site for a short period of time.*