# Visitor Safety Plan

## Purpose

This Visitor Safety Plan is intended to establish uniform requirements designed to safeguard the health and safety of visitors and company employees and minimize the possibility of injury or harm to visitors and company employees while visitors are present at our facility. This plan also ensures that visitors and employees are aware of, understand, and follow our visitor safety rules and restrictions.

Under this plan, visitors are defined as Definition of “visitor”. Visitors may include, but are not limited to, Visitors include. However, visitors do not include Visitors do not include.

Enter visitor policy statement This policy covers all visitors and employees when visitors are present at our facility.

## ****Administrative Duties****

Name/title of person responsible, our company's Visitor Safety Plan Administrator, is responsible for developing and maintaining the written Visitor Safety Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. Our Plan Administrator is also qualified by appropriate training and experience that is commensurate with the complexity of the plan to administer or oversee our Visitor Safety Plan.

We have also established a Visitor Safety Committee comprised of List committee members. The purpose of the committee is to List purpose. Specific duties of the Visitor Safety Committee include: List duties.

The Visitor Safety Plan is kept at the following location: [Location](https://www.kelleronline.com/safetyplan/QuestionText.aspx?Version=1030953&Tab=0&QuestionKey=6852&anchor=010A) . Copies of the plan may be obtained by List procedure.

## ****Risk Assessment****

Because visitors are not at the facility often, they may not recognize hazards or take proper precautions, and they may pose unexpected hazards to company employees. That means our company needs to take special care to protect both visitors and employees during facility visits. However, to enable us to provide that protection, we first had to identify all the risks posed to and by visitors.

Name/title of person responsible is responsible for assessing the risk to visitors and employees that may result from facility visits. Name/title of person responsible goes about doing this by List procedure. We will perform additional risk assessments Enter date/frequency of assessment.

Our risk assessments have revealed List risks identified. Based on risk assessment results, we have determined that the following work areas are considered "high-hazard" areas for visitors: List restricted work areas.

## ****Visitor Screening****

At our company, visitors will not be allowed access List restricted work areas unless Name/title of person responsible has determined that they List visitor screening criteria.

Enter screening process

## ****Company Rules and Restrictions****

To protect visitors, employees, and the company itself, certain company rules and restrictions are in place. All visitors must:

List visitor rules and restrictions

Employees, too, have a role. They must:

List employee rules and restrictions

## ****Communication and Training****

Prior to visitor arrival, Name/title of person responsible will notify affected employees by Enter notification method.

When a visitor arrives and reports to [Location](https://www.kelleronline.com/safetyplan/QuestionText.aspx?Version=1030953&Tab=0&QuestionKey=6852&anchor=010A) , Name/title of person responsible will notify Name/title of person responsible of the visitor's arrival. Name/title of person responsible will then ensure that the visitor receives: List visitor documents or communications.

Training is an important element of our Visitor Safety Plan. Name/title of person responsible will ensure that each visitor receives training as follows:

|  |  |  |
| --- | --- | --- |
| **Training element:** | **Format, duration, and frequency:** | **Instructor and location where training provided:** |
|  |  |  |
|  |  |  |
|  |  |  |

Name/title of person responsible will also identify those existing visitors who need retraining.

Company employees, too, are informed of the company rules and restrictions as they apply to visits, as well as any duties they may have under the Visitor Safety Plan. Name/title of person responsible will ensure that employees are provided this training as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Training element:** | **Format, duration, and frequency:** | **Instructor and location where training provided:** | **Employee types:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

In addition to the above communications and training, we ensure the safety awareness of visitors and employees by posting the following signs/notices:

|  |  |
| --- | --- |
| **Sign/Notice:** | **Location:** |
|  |  |
|  |  |
|  |  |

## ****Protective Equipment****

Name/title of person responsible is responsible for ensuring that the provisions of this Protective Equipment section are met. All protective equipment, including personal protective equipment (PPE), used by visitors to this facility will be provided in appropriate sizes and without cost to visitors. Protective equipment will be chosen based on anticipated hazards and will be provided to visitors in the following manner:  List protective equipment. Here is the protective equipment we currently require:

|  |  |
| --- | --- |
| **Work area:** | **Protective equipment required:** |
|  |  |
|  |  |
|  |  |

All protective equipment will be cleaned, laundered, and disposed of by our company at no cost to visitors. Protective equipment is cleaned and disinfected as follows:

|  |  |  |
| --- | --- | --- |
| **Protective equipment type:** | **Cleaning and disinfecting method:** | **Cleaning and disinfecting interval:** |
|  |  |  |
|  |  |  |
|  |  |  |

In order to assure the continued reliability of protective equipment, it must be inspected on a regular basis. The frequency of inspection is related to the frequency of use. Here are our frequencies for inspection:

|  |  |  |
| --- | --- | --- |
| **Protective equipment type:** | **Inspection:** | **Frequency:** |
|  |  |  |
|  |  |  |
|  |  |  |

Protective equipment that fails an inspection or is otherwise found to be defective is: List procedure.

## ****Emergency Procedures****

Planning for emergencies can save lives, prevent injury and illness, protect the environment, and reduce costs. The following potential emergencies might reasonably be expected at our company during a visit: List emergencies. We have identified these emergencies by List procedure.

We have documented procedures to respond to each of these potential emergencies, in order to reduce the negative impacts to visitors, employees, and the company itself. These emergency procedures include the following:  
List procedures

Phone numbers of primary emergency responders include:

|  |  |
| --- | --- |
| **Emergency responder:** | **Phone number:** |
|  |  |
|  |  |
|  |  |

Our company also provides the following emergency equipment and support: List emergency equipment and support.

Name/title of person responsible evaluates these procedures Enter date/frequency of evaluation and after any emergency situation.

In addition, we test our procedures by List testing procedure. If deficiencies are found, List procedure

## ****Incident Reporting and Investigation****

An incident is a negative occurrence that caused or could have caused injury, illness, or property damage. All visitors and employees must report incidents to Name/title of person responsible. Here are our specific incident reporting procedures:

List incident reporting procedures

Incident reporting procedures are provided to visitors during training, and these incident reporting procedures will be enforced.

Name/title of person responsible will investigate to find the root cause(s) of the incident and whether or not the incident was preventable. Understanding the root causes of incidents and why they are happening, regardless of fault, forms the basis for eliminating them in the future. Here are our incident investigation procedures: List incident reporting procedures.

Name/title of person responsible will then recommend to Name/title of person responsible corrective steps to prevent any repeat incidents. Any approved corrective actions will be implemented by List implementation procedures.

Also, if necessary, Name/title of person responsible will report employee injuries or illnesses to appropriate agencies (see 29 CFR 1904.39 for accident reporting details).

## ****Safety/Security Violations****

If a visitor fails to meet company rules and restrictions, Name/title of person responsible will take appropriate disciplinary action up to and including removing visitor privileges and removing the visitor from the facility and grounds.

If a company employee fails to meet these company rules and restrictions, Name/title of person responsible will take appropriate disciplinary action.

All violations are recorded on Title of form, which contains List contents of form. A copy of this record is sent to Department name or name/title of person responsible.

## Financial Responsibility

Our company has at least the minimum levels of financial responsibility to cover injuries and illnesses to visitors and employees as a result of a visit.

List financial responsibilities

## Recordkeeping

Name/title of person responsible is responsible for maintaining the following records and documentation related to visitors:

|  |  |  |  |
| --- | --- | --- | --- |
| **Record/Document:** | **Details:** | **Location:** | **Duration kept:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## ****Plan Evaluation****

Although we may not be able to eliminate all problems, we try to eliminate as many problems as possible to improve visitor and employee protection and encourage safe practices. By having Name/title of person responsible thoroughly evaluate and, as necessary, revise our Visitor Safety Plan, we can eliminate problems effectively.

Our plan evaluation, performed Enter date/frequency of evaluation by Name/title of person responsible, involves the following:

List evaluation procedures.

## Appendices

We have attached the following appendices:

List appendices