



VISITOR POLICY

Policy:

It is the policy of GreenHills Health Hub that all visitors sign in to the practice. This ensures we are aware of all visitors in the practice at any time, including in the case of emergencies and evacuations.

All visitors signing in acknowledge and adhere to the policies and procedures of GreenHills Health Hub including our Zero Tolerance and WHS policies.

'Visitor' is defined as any persons who has been invited to the practice for a specific reason by the Management Team in relation to:

- Education
- Repairs and Maintenance
- Business meetings

Procedure:

- On arrival, all visitors must make their presence known and request the visitors book
- The visitor book must be clearly filled out by all visitors entering the practice
- On leaving, visitors must sign out of the practice
- Visitors may be asked to leave if they do not adhere to the policies and procedures of GreenHills Health Hub and show courtesy to all GreenHills Health Hub staff at all times.

Current as of:	4/08/2026	Version:	1.0
Amendments			
Date of amendment:	Version:	Details of amendment:	
20/04/2026	1.0	Original Policy	