

**This policy sets out conditions applicable to Accident and Incident**

**The full content of the policy is available for download to your shopping cart.**

**Example content:**

Welcome to [Insert Company Name]

[Insert Company Name] is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors to [Insert Company Name] grounds, facilities and workplaces to abide by the following safety rules while they're here.

**LOGGING IN**

All visitors to [Insert Company Name] shall come to the reception desk at the main office and sign the visitors log immediately upon arrival.

**HAZARD/EMERGENCY PLAN NOTIFICATION**

As part of the log-in process, you will be given a sheet describing the hazards of the workplace and the procedures to follow in case of an emergency.

**PERSONAL PROTECTIVE EQUIPMENT**

Managing Director: \_\_\_\_\_

Date: \_\_\_\_\_