

Standard Operating Procedure (SOP)

Visitor Orientation and Safety Briefing Requirements

Purpose:

This SOP details the **visitor orientation and safety briefing requirements**, covering the necessary steps to inform and prepare visitors regarding site-specific hazards, safety protocols, emergency procedures, and personal protective equipment usage. The objective is to ensure that all visitors understand safety expectations, comply with regulations, and contribute to a secure environment during their time on site.

Scope:

This procedure applies to all non-employee visitors, contractors, and temporary personnel entering the site.

Responsibilities:

- **Site Manager:** Oversees the implementation of visitor briefing procedures.
- **Reception/Security Staff:** Ensures all visitors receive and acknowledge orientation and safety information before accessing site areas.
- **All Visitors:** Comply with safety instructions and requirements at all times while on site.

Procedure:

1. Visitor Registration

- All visitors must register at the main entrance/reception area upon arrival.
- Photo identification is required for verification.
- Issue a visitor badge and record the purpose of the visit.

2. Orientation and Safety Briefing

- Provide a verbal and/or written safety briefing outlining:
 - Site-specific hazards (e.g., chemical, mechanical, biological, environmental risks)
 - Prohibited areas and authorized access zones
 - General safety rules and behavioral expectations
- Explain the location and use of required personal protective equipment (PPE).
- Review emergency procedures, including evacuation routes, alarm signals, and muster points.

3. PPE Issuance and Verification

- Provide and verify correct usage of required PPE for the visitor's activities/areas.
- Demonstrate proper donning, use, and disposal of PPE as needed.

4. Acknowledgment

- Have visitors sign a safety briefing acknowledgment form before gaining entry.
- Retain forms for recordkeeping as per regulatory guidelines.

5. Escort and Monitoring

- Assign a host or escort for the visitor as required.
- Monitor visitor compliance with site rules and address any unsafe behavior immediately.

6. Exit Procedures

- Ensure all visitors return badges and PPE upon exiting the site.
- Log visitor departure time for records.

Training:

All personnel responsible for visitor orientation and safety briefings must receive training on proper procedures and updates as required.

Recordkeeping:

- Maintain visitor logs and signed safety briefing acknowledgment forms for a minimum of [insert retention period] or as required by law.

References:

- Relevant workplace safety regulations (e.g., OSHA, local/regional safety standards)
- Company Safety Policies and Emergency Response Plans

Revision History:

- Version 1.0 — [Date]: Initial issuance