

SOP: Contractor and Visitor Safety Orientation Requirements

This SOP details the **contractor and visitor safety orientation requirements**, ensuring all contractors and visitors receive comprehensive safety briefings before accessing the site. It covers orientation content, safety protocols, hazard identification, emergency procedures, personal protective equipment (PPE) mandates, site-specific rules, and documentation of completed orientations to maintain a safe environment for everyone on the premises.

1. Purpose

To ensure all contractors and visitors understand and comply with the site's safety requirements before entering or working on-site.

2. Scope

This SOP applies to all external contractors and visitors who require access to the facility or job site.

3. Responsibilities

- **Site Supervisor/Safety Officer:** Facilitate orientations; ensure documentation is maintained.
- **Contractors/Visitors:** Attend orientation and adhere to site safety rules and procedures.
- **Security/Reception:** Verify completion of orientation prior to site entry.

4. Orientation Content

- Overview of site operations and layout
- Introduction to safety protocols and rules
- Hazard identification and reporting procedures
- Emergency evacuation plans, alarms, and muster points
- Personal Protective Equipment (PPE) requirements
- Prohibited activities and restricted access areas
- First aid resources and incident reporting

5. Safety Protocols

- Adherence to signage and safety instructions
- Safe conduct within operational areas
- Proper use of tools, machinery, and equipment

6. Hazard Identification

- Explanation of site-specific hazards (chemical, physical, biological, etc.)
- Procedures for reporting unidentified hazards

7. Emergency Procedures

- Alarm signals and evacuation routes
- Assembly/muster points
- Contact points for first aid/emergency teams

8. PPE Requirements

- Site-specific PPE mandate (e.g., hard hats, safety vests, eye protection, etc.)
- Procedures for issuance and inspection of PPE
- Enforcement and replacement schedules

9. Site-Specific Rules

- Access restrictions and authorized areas
- No smoking, no alcohol or drugs policy
- Photography and mobile device restrictions

- Environmental protection guidelines

10. Documentation of Orientation

The following documentation is required for all contractors and visitors before entry is permitted:

- Signed orientation attendance record
- Signed acknowledgement of understanding site safety rules
- Issuance of temporary site access ID or badge
- Records maintained for audit and compliance purposes

11. Review and Audit

This SOP and orientation materials will be reviewed annually or following significant incidents/changes to site operations.

12. Revision History

Date	Revision	Description of Change	Author
2024-06-01	01	Initial issue	Safety Dept