

## Visitors Induction Procedure

### PROCESS: Site Safety and Health Visitor's Induction – Open Day

#### 1.1 Scope:

This procedure applies to Visitors to the Western Sydney Airport Bulk Earthworks and Airside Civil and Pavements (WSA BE ACP) Project. Only persons attending the site but not planning to conduct physical labour will be permitted to undergo the Visitor's Induction Process.

Any person attending the Project site for the purpose of conducting any physical work, operate equipment or plant will be required to undergo the Full project induction.

#### 1.2 Definitions:

**Visitor:** Persons attending for the purpose of attending the open day at WSA BE ACP

**Workers:** Any person attending the Project site for the purpose of conducting any physical labour, operate any plant or equipment or work associated with the completion of the Project.

Induction Element	Topic Discussed
COVID 19	All visitors with a temperature or displaying Flu-like symptoms are encouraged NOT to attend site.
PPE	As you are entering a construction site compound, it is important that all attendees adhere to our light PPE requirements which include long pants, long sleeves, and flat enclosed shoes. It is encouraged to wear a hat and sunscreen as it is an outdoor event.
Mobile Phones	Visitors are encouraged to refrain from using mobile phones in and around mobile plant.
First Aid	<ul style="list-style-type: none"> <li>All injuries are to be reported to a member of Western Sydney Airport Bulk Earthworks Project Staff.</li> <li>First Aid is only to be administered by a nominated First Aider.</li> <li>The nearest First Aid kit is located in the First Aid Room on site.</li> </ul>
Fire and Emergency	In the event of an emergency occurring on the project site, follow all instructions given by the WSA BE ACP Project Staff.
Incident Reporting	All accident, incidents or near misses must be reported immediately to the Western Sydney Airport Bulk Earthworks Project Staff.
Safety Issues	Any unsafe practices or behaviours must be reported to the Western Sydney Airport Bulk Earthworks Project Staff immediately.

It is important to note that although you are a visitor to the site, this is an active construction site with associated risks. You are required to adhere to the rules or instructions given to you by the WSA BE ACP Project Staff.