contractor and visitor sign-in sheet

INSTRUCTIONS:

Visitors and contractors who enter [Company]’s premises are required to meet the Company’s Covid-19 controls. This Sign-In Sheet is in addition to the Company Contractor and Visitor Sign-In Sheet and Induction.Copyright 2019 Kitney Pty Ltd

Visitors and contractors must read the information below and sign to confirm they understand the information given and will comply with these whilst on Company premises.

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| As a Visitor or Contractor you must:* Not enter Company premises if you answer Yes to any of the following :
	+ Are you feeling unwell with symptoms such as fever, sore throat, cough or shortness of breath?
	+ Have you had close contact with someone who has a confirmed case of coronavirus (COVID-19)?
	+ Have you travelled overseas in the last 14 days?
	+ Did you travel to Queensland after midnight Wednesday 25 March 2020?
* Take reasonable care of your own health and safety and ensure your actions do not adversely affect the health and safety of others.
* Comply with Covid-19 infection control practices (good hygiene, regular handwashing, social-distancing etc.), safety notices and signs and work safely at all times
* Not misuse or interfere with anything which is provided for Covid-19 management
* Report any hazard, incident or others concerns to your workplace point of contact or [Insert Position]. You must stop work or call a stop work if you have concerns with Covid-19 management
* [List restricted areas] are restricted areas and entry is only by authorised personnel. If you need to enter these areas you must have specific permission from [Position].
* Provide your contact details and notify the Company in the event of exposure to Covid-19.
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DOCUMENT HISTORY AND TRACKING

[Remove this page prior to issue if not required]

Document History

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Document Tracking

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