

Process for completion of the Visitor (short term) Safety Induction Checklist

The Visitor (short term) Safety Induction Checklist must be completed by those visiting the Department for a duration of up to 4 weeks maximum.

This process assumes the visit has been agreed and arranged by a member of the department (host) prior to the visitor's arrival at Reception.

1. Reception give form to visitor and host on first day in the department
2. Safety checklist is completed by the visitor and host on their first day.
3. Completed form is returned to Reception.
4. Visitor signs in on Reception i-pad.
5. Reception issue programmable card with relevant mifare access.
6. Safety checklist is then securely filed in Reception until the visitor's end date. Expired visitor forms will then be filed in the Admin Office for a maximum of 12 months.
7. Visitor returns card when duration in department has ended.*
8. Visitor signs out on Reception i-pad.*

*If the card is not returned, Reception will follow up with the visitor's host.

*If the visitor does not sign out by their end date, Reception will follow up with the visitor's host.