

Document Number	HS-PR-007
Document Title	Visitor Induction Procedure
Version	3.0
Approved By	Brendan McKenna
Position	Director
Issue Date	23/06/2026
Review Date	23/06/2028

Purpose

Brendan McKenna Earthmoving is committed to ensuring visitors are inducted and supervised appropriately to protect their health and safety while attending company workplaces and project sites.

This procedure establishes the requirements for visitor inductions and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all visitors attending Brendan McKenna Earthmoving workplaces, depots and project sites.

This includes:

- Clients and customer representatives.
- Suppliers and delivery personnel.
- Auditors and inspectors.
- Government representatives and regulators.
- Any other person visiting a Brendan McKenna Earthmoving controlled workplace who is not undertaking work activities under a contractor arrangement.

Responsibilities

Role	Responsibilities
Director	Ensure appropriate visitor management processes are implemented and maintained.
Operations Manager	Monitor visitor induction records and ensure site-specific requirements are communicated and maintained.
Health & Safety Representative (HSR)	Conduct visitor inductions, maintain visitor records and ensure completed forms are retained in accordance with company requirements.
Supervisor	Communicate site hazards and emergency requirements and ensure visitors are appropriately supervised while onsite.
Employees / Contractors	Assist visitors where required and immediately report safety concerns involving visitors.
Visitors	Comply with site instructions, safety requirements, PPE requirements and directions provided during the induction process.

Procedure

Brendan McKenna Earthmoving shall ensure visitors receive appropriate information, supervision and access controls before entering operational work areas.

1. Register and Assess Visitors

Visitors shall be identified and assessed before entering the workplace or project site.

This shall include:

- Confirming visitor identity and purpose of visit.
- Determining whether site access is required.

- Identifying any site-specific induction requirements.
- Confirming visitor supervision requirements.
- Recording visitor attendance where applicable.

2. Conduct the Visitor Induction

Visitors shall receive an induction before entering operational work areas.

This shall include:

- Explaining site hazards, restricted areas, exclusion zones and plant movement areas.
- Identifying emergency procedures, evacuation routes and muster points.
- Identifying first aid facilities and emergency contacts.
- Explaining site hazards, restricted areas and exclusion zones.
- Explaining PPE requirements and visitor conduct expectations.

3. Communicate Site-Specific Requirements

Visitors shall be informed of any project or client-specific requirements applicable to the site.

This shall include:

- Environmental protection requirements.
- Cultural heritage requirements where applicable.
- Biosecurity requirements for forestry and national park sites.
- Traffic management controls and designated access routes.
- Client, Principal Contractor or site-specific requirements.
- Remote and isolated work requirements where applicable.

4. Supervise Visitors While Onsite

Visitors shall remain under appropriate supervision while onsite.

This shall include:

- Escorting visitors where required by site conditions or risk level.
- Preventing unauthorised access to restricted areas.
- Keeping visitors clear of active work areas unless authorised and supervised.
- Monitoring compliance with site requirements.
- Reporting unsafe behaviour or safety concerns immediately.

Visitors shall be accompanied or authorised when entering operational workshop areas.

5. Complete Records and Manage Non-Compliance

Visitor induction records shall be maintained and any non-compliance managed appropriately.

This shall include:

- Completing the Visitor Induction Form.
- Completing records through the MCK Group App where available.
- Using approved paper forms where communication limitations exist.
- Forwarding completed paper records to the office as soon as reasonably practicable.
- Removing visitors from site where safety requirements are not followed.

Records

The following records may be retained where relevant to visitor management activities.

Record	Responsibility	Retention Location
Visitor Induction Forms	HSR	Visitor Induction Records
Electronic Visitor Records	HSR / Administration	MCK Group App
Visitor Sign-In Records	HSR / Supervisor	Visitor Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-FO-006 Visitor Induction Form
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-020 Working Alone Procedure
- IMS-MP-001 Emergency Management Plan
- Site Specific Safety Management Plans (SSMP)
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.