

VISITOR SIGN-IN LOG

Register every visitor. Confirm site requirements. Account for entry and departure.

1 Project Information		Visitor Log No.	
3 Jobsite Location		4 Date	
2 Company Information		Site Hours / Shift	Start: _____ End: _____ ☐ Day ☐ Night
Active Work / Special Conditions		Expected Visitors	
Log Prepared By		Site Supervisor	

1-5 Site and Visitor Log Information Complete the site information before visitors arrive.

5 Emergency Contact Information	7 Required PPE Checklist
Emergency no.: _____ Site contact: _____ Muster point: _____ Medical facility: _____ Site address / coordinates: _____ Alarm / communication method: _____	☐ Hard hat ☐ Safety glasses ☐ High-visibility apparel ☐ Protective footwear ☐ Hearing protection ☐ Gloves / special PPE ☐ Other: _____ ☐ Other: _____

6-11 Visitor Entry Requirements Review applicable PPE, orientation, access, and emergency requirements.

REQUIREMENT	Sign in / out	PPE	Orientation	Escort	Restricted areas
ACKNOWLEDGE	Site rules	Emergency procedures	Hazard reporting	Photography / privacy	Host instructions

Visitor status: **AUTHORIZED** **ESCORT REQUIRED** **ORIENTATION REQUIRED** **ACCESS RESTRICTED**

Entry rule: Visitors must sign in, follow site instructions, wear required PPE, remain within authorized areas, report emergencies or hazards, and sign out when leaving. Site requirements take precedence.

6 Visitor Information Table *Use one row per visitor; combine visitor name and company in the first field.*

#	VISITOR NAME / COMPANY	PHONE NUMBER	PERSON BEING VISITED / PURPOSE OF VISIT	TIME IN	TIME OUT	SIGNATURE
1						
2						
3						
4						
5						
6						
7						

Entry Key: A = Authorized E = Escort Required O = Orientation Required R = Restricted

Visitor accountability reminder: Verify identity and host, provide required PPE and orientation, explain restricted areas and emergency procedures, maintain escort controls, and confirm each visitor signs out before the log is closed.

7-10 Visitor Safety Requirements

7 Required PPE Checklist	8 Safety Orientation Acknowledgement
☐ Hard hat issued / verified ☐ Eye protection issued / verified ☐ Face / special protection if required ☐ Hearing protection if required ☐ High-visibility apparel ☐ Gloves / task-specific PPE ☐ Protective footwear ☐ PPE returned (if issued) Special PPE: _____ PPE issuer: _____ Date / time: _____ Visitor initials: _____ ☐ Other: _____	☐ Site rules and hazards explained ☐ Stop-work / hazard reporting explained ☐ Emergency alarms / muster reviewed ☐ Restricted areas identified ☐ Escort requirements explained ☐ Photography / confidentiality reviewed ☐ Visitor questions answered Orientation provided by: _____ Visitor initials: _____ Date / time: _____ Language / interpreter: _____ Other instructions: _____ ☐ Other: _____

11 Emergency Procedures

Emergency Contact / No.		Nearest Medical Facility	
Muster Point		Jobsite Address / Coordinates	
Emergency Services / Security	Phone / Instructions: _____	Visitor Accountability Method	☐ Sign-in log ☐ Badge ☐ Escort roster
Emergency Equipment / AED Location		Alarm / Communication Method	☐ Radio ☐ Phone ☐ Verbal ☐ Other: _____

12 Supervisor Authorization

☐ Visitor identity verified	☐ Host confirmed	☐ PPE confirmed	☐ Orientation completed
☐ Escort assigned	☐ Access limits communicated	☐ Emergency procedures reviewed	☐ Other: _____

10 Restricted Areas Notice

Visitors may not enter restricted, controlled, energized, elevated, excavation, lifting, equipment-operating, hazardous-material, or

other designated work areas unless specifically authorized, properly protected, and escorted. Visitors must obey barricades, signs, alarms,

and directions from site personnel and leave the area immediately when instructed.

Restricted Area / Access No.		Date / Time	
Restricted Area / Special Access Conditions		Authorized / Escorted By	

12 Supervisor Authorization Confirm access level, host, escort, and any special conditions.

AUTHORIZATION	PRINTED NAME	SIGNATURE	DATE / TIME
Log Preparer			
Site Supervisor			
Host / Person Being Visited			
Security / Management (if required)			

6 Visitor Sign-In / Sign-Out Continuation: Use additional lines when the primary table is full.

Each visitor signs to acknowledge the required site orientation, PPE, restricted-area notice, emergency procedures, escort requirements, and responsibility to follow site instructions and sign out before departure.

VISITOR NAME	SIGNATURE	COMPANY	TIME OUT

12 Supervisor Authorization | 13 Record Retention

Visitor Log Closed	☐ All visitors signed out. ☐ Open visitor follow-up	Date / Time	
Emergency / Access Issues	☐ None ☐ Yes - reference: _____	Supervisor Comments	
13 Record Retention Location / Period		Log Closed / Retained By	

IMPORTANT: This log supports visitor registration and accountability but does not replace site security, access control, emergency accountability, orientation, PPE, escort, confidentiality, privacy, or regulatory requirements. The site operator remains responsible for authorization, visitor protection, supervision, and secure record retention.