

Introduction

ABCA Systems Ltd accepts its responsibility to ensure the health and safety of all personnel who come into contact with the company, whether directly or indirectly, or the consequences of our activities.

Scope

This policy applies to all visitors, the definition of which can include: customers, suppliers, contractors, sub-contractors, potential employees and colleagues from other ABCA sites.

Policy

ABCA Systems Ltd will make the following arrangements to enable this responsibility to be effectively discharged, and assign overall responsibility for implementation to the relevant manager/director:

- All visitors must sign into site on a daily basis and where applicable will be issued with a visitors pass.
- An ABCA employee will be responsible for the whereabouts of each visitor at all times.
- Make sure that all visitors are made fully aware of all the arrangements for health and safety that apply to them including site restrictions and evacuation procedures.
- Take all reasonable steps to prevent visitors, including trespassers, from becoming exposed to hazards.
- Upon completion of the visit, the visitors pass must be handed back and visitors should sign out of site.