

Subject:	Visitors & Unauthorised Persons
Policy No.	
Company Names:	<i>Refer to Entities as “The Company”</i> Red Rust Contracting Red Dirt Agriculture Red Range Stock Supplements
Effective:	23.03.2020
Received:	24.03.2020
Signature/s:	

1. PURPOSE

To ensure visitors & unauthorised people adhere to company processes while on site.

2. POLICY

The Company provide signs and a visitor log book to ensure all visitors (i.e. suppliers) remain safe when on site. All staff are to understand personal responsibilities regarding ‘*Visitors & Unauthorised Persons*’

3. APPLICABILITY

- Red Rust Contracting
- Red Dirt Agriculture
- Red Range Stock Supplements

4. DEFINITIONS/ LINKS/ USEFUL RESOURCES/ RELATED DOCUMENTS/ RELATED POLICIES & PROCEDURES

“The Company”- Refers to all entities (Red Rust Contracting/ Red Range Stock Supplements/ Red Dirt Agriculture)

Unauthorised- not having official permission or approval.

Visitor- a person who visits for reasons of business, duty, or alike.

This document relates to the following Policy & Procedures:

- Deliveries to and from The Company. Including Loading and Unloading of Trucks- Sensitive to Coronavirus Disease (COVID19)

NOTE: The situation is changing rapidly. Stay up to date with the latest information about the spread of COVID-19 and the steps being taken to slow the spread.

Read the latest announcements about COVID-19 and up-to-date advice for your situation:

- <https://www.wa.gov.au/>

5. PROCEDURES

On arrival

All visitors & unauthorised persons are required to report to the office and sign the 'Visitor Log Book' on arrival. **Exemption-** Truck drivers: All truck drivers will report to Supervisor for directions to load/ unload trailers (the site supervisor will inform administration of truck drivers details to be added to the book).

Administration

Will assist visitors with queries/ deliveries/ pick ups

Truck Drivers

Will follow steps prior to unloading:

- Park in the unloading/ loading location as advised by site supervisor
- Report to on site supervisor
- Supervisor will text details of truck visitor via WhatsApp to Administration
- Administration will add visitor details (date/visitor name/ company/ purpose of visit/ time in/ time out/ approving member) to 'Visitor Log Book'

If unauthorised person refuses to leave site

Staff will:

1. ask the person to leave the site
2. contact and inform supervisor/ management immediately
3. if emergency occurs call 000 for assistance

6. LIMITATIONS/ APPROVALS/ RESPONSIBILITIES

- **There is to be no unauthorised persons on site at any time**
- All Staff are responsible to report unauthorised persons to supervisor/ manager immediately

Version Control and Change History

Version Control:	0.01
Date Effective:	08 April 2020
Contact Person:	Director- Russell Cooke
Amendment:	23 March 2020- Policy and Procedure created