

# COVID-19 CONTRACTOR AND VISITOR SIGN-IN SHEET

## Instructions

Visitors and contractors who enter [Company]'s premises are required to meet the Company's Covid-19 controls. This Sign-In Sheet is in addition to the Company Contractor and Visitor Sign-In Sheet and Induction.

Visitors and contractors must read the information below and sign to confirm they understand the COVID-19 information given and will comply with these whilst on Company premises.

As a Visitor or Contractor you must:

- Not enter Company premises if you answer Yes to any of the following :
  - Are you feeling unwell with symptoms such as fever, sore throat, cough or shortness of breath?
  - Have you had close contact with someone who has a confirmed case of coronavirus (COVID-19)?
  - Have you travelled overseas in the last 14 days?
  - Did you travel to Queensland after midnight Wednesday 25 March 2020?
- Take reasonable care of your own health and safety and ensure your actions do not adversely affect the health and safety of others.
- Comply with Covid-19 infection control practices (good hygiene, regular handwashing, social-distancing etc.), safety notices and signs and work safely at all times
- Not misuse or interfere with anything which is provided for Covid-19 management
- Report any hazard, incident or others concerns to your workplace point of contact or [Insert Position]. You must stop work or call a stop work if you have concerns with Covid-19 management
- [List restricted areas] are restricted areas and entry is only by authorised personnel. If you need to enter these areas you must have specific permission from [Position].
- Provide your contact details and notify the Company in the event of exposure to Covid-19.

Date	Time	Name	Company	Mobile	Email

## DOCUMENT HISTORY AND TRACKING

[Remove this page prior to issue if not required]

### Document History

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### Document Tracking

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