

Distribution	SUBJECT	Date
	VISITOR PROCEDURE	09-01-2014

PURPOSE: To describe the method of handling visitors to the job site.

PROCEDURE:

1. The Project Manager or Superintendent shall be responsible for being aware of visitors to the site. The Project Manager or Superintendent shall personally address the visitor to determine the visitor's identity and the nature of his visit and obtain a copy of the visitor's business card.
2. The visitor's name, address, phone and business shall be noted in the Daily Log.
3. Browsing around the job site by people on non-official business is strictly prohibited unless specific permission is obtained by the Project Manager or Superintendent from the CM.
4. All visitors will be personally escorted by the Project Manager or Superintendent. The purpose of this is to prevent injury to the visitor and to prevent the visitor from interfering with the progress of the job.
5. The Project Manager or Superintendent should discourage all but official visits by vendors, Owners or inspectors.