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| Tool 12: Health and Safety Checklist for Visitors and Ākonga |

Use this tool to review your visitor and ākonga health and safety processes.

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| **Do we have:** | **Yes** | **No** |
| 1. An induction process for visitors to our site that covers risks and emergency procedures? |  |  |
| 2. Health and safety signs and posters displayed in areas where visitors enter our site or facilities? |  |  |
| 3. Non-English language versions of signs and posters, if required? |  |  |
| 4. Health and safety rules available for regular visitors? |  |  |
| 5. A process to introduce ākonga to basic health and safety concepts? |  |  |
| 6. A process to encourage ākonga to recognise and report hazards? |  |  |
| 7. A process to enable ākonga to remove themselves from areas of risk? |  |  |
| 8. A process for introductions to be made to health and safety representatives/first aiders? |  |  |
| 9. A location identified for Civil Defence information?  |  |  |

Approved by: Date:

Next review date:

Actions arising from Checklist: