

## Safety and Wellbeing Information for Visitors

Under the Health and Safety at Work Act 2015 and its subsequent amendments, UP Education as a *Person Conducting a Business or Undertaking* (PCBU) is responsible for ensuring that all persons on any UP Education workplace are informed about hazards within their work environment and have received training in emergency procedures and injury prevention.

### 1. Duties of all Visitors:

You are required to take all practical steps to ensure;

- Your own safety at our workplace
- That you take reasonable care to ensure your action or inaction while at our workplace causes no harm to any other person or does not adversely affect the health and safety of any other persons
- That you will comply with any reasonable instruction that is given by your UP Education representative, to enable UP Education to comply with the Health and Safety at Work Act (2015) and any regulations

This responsibility includes;

- Bringing any concerns to your UP Education representative's attention
- Putting the Health and Safety training you have received into practice
- Using any personal protective equipment you have been supplied with – that is appropriate to the job you are completing.

### 2. Incident Reporting:

In order to allow UP Education to effectively manage any onsite hazards, you are required to report to the UP Education representative any incidents involving people, environment or property, with or without injury, that occur while you are on-site, including any close calls or near misses.

### 3. Emergency Preparedness:

You are required to:

Be aware of the emergency procedures and first aid arrangements at the site

- Have you been advised of the closest evacuation route to the nearest assembly point if the fire alarm sounds
- Should you require first aid see your UP Education representative to assist in the event of an incident.

### 4. Security:

UP Education holds sensitive and confidential information on site. We require all visitors to understand their confidentiality responsibilities – as you may see confidential information while completing your jobs/tasks.

### 5. Hazards:

You are required to advise an UP Education representative if you create any hazards while on site (e.g. extension cords across walkways).

*We appreciate your co-operation as your safety is our priority whilst you are on our premises. If you have any queries, please direct these to reception.*

***By signing into our reception, you are acknowledging that you have read and understood this information.***