**If you are a visitor or volunteer conducting work around a Kyeema Building, please complete the following to enable staff to make sure participants are not in the area where work is being conducted.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Names** | **Work being undertaken** | **Potential Hazards for clients** | **Controls** |
|  |  |  |  |  |

Please hand to a Kyeema worker to notify building / site occupants of any hazardous works

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor Representative** **Supervisor / Manager / CEO** **Date**