

Managing Working Visitors on Club Premises

From time to time clubs will require the services of tradespeople, contractors and service suppliers. These visitors to your club and surrounds need to be provided with a safe work environment and their requirements will change depending on the service being provided.

Club Managers should ensure all working visitors sign in and out of the premises. A register such as Attachment A, could be important in the unfortunate event of a workplace incident.

Depending on the services offered and the length of time the working visitor is expected to remain on premises. The following actions provide managers with guidelines that can be integrated into your club's operational procedures.

Provide working visitors with information on:

- Emergency exits
- Assembly points
- Preferred access points for themselves and equipment
- Layout of amenities, lunch areas and their work environment
- Services such as power, water
- The OH & S representative and the clubs OH&S policies
- First aid equipment
- Who their club contact should be

Request proof of:

- Identity
- Insurance
- Safe equipment (test tags)

It would be appropriate for management to check regularly with working visitors to ensure their work is progressing smoothly or to assist with any impediments.

Should staff become aware of any incident involving a working visitor, such as accident, inappropriate behaviour etc, it should be immediately reported to management and details noted in your incident register.

If you have any queries on workplace safety, contact Worksafe Victoria on 1800 136 089

