

Visitor to Operational areas

Guiding Principles

This document describes the requirements for a visitor to a Horizon Power operational site that will not physically undertake work. The principles within this instruction are to be understood and followed.

Visitors must:

- Be accompanied by a responsible person (Horizon Power Employee or Contractor) who is authorised for the area they are to access.
- Have direct supervision, they must not be left alone.
- Comply with Horizon Power’s Personal Protective Equipment (PPE) Standard. At a minimum this is:
 - Neck to Wrist to Ankle clothing
 - High visibility vest
 - Closed footwear in a style worn to mitigate slips, trips and falls
 - Areas that have identified as requiring additional PPE, the PPE must be worn.
- Complete any inductions necessary, including the ‘Escorted Person Entry Induction Form’ for Substations.
- Comply with any safety directive and/or follow instructions given by the authorised person.
- Sign in and out of the visitor’s logbook / iPad where provided.
- Be made aware of any emergency evacuation procedures for the area.

The responsible person for supervision must explain to the visitor the associated hazards and implemented controls with the proposed access area and have them sign on to the appropriate hazard and risk management tool.

When the visitor intends on leaving the site, they must notify their authorised person and they must sign out.



Support Material

- **Horizon Power Electrical Safety Standard**
- **Personal Protective Equipment Standard**
- **Wearing Primary Personal Protective Equipment**
- **Hazard and Risk Management Procedure**
- **Job Risk Analysis Procedure**
- **HIM F.I. - 6.01 Substation Entry Requirements**
- **Escorted Persons Entry Induction Form**

This support material can be accessed via your responsible person.