



Visitor's 'Biomass Plantation Induction & H&S'

The purpose of this induction is to ensure that people visiting the Bio Global Industries Ltd, Biomass Plantation have read, understood, and agree to the following information to help minimise the risk of harm to themselves and others during their visit.

	Plantation Rules
<ul style="list-style-type: none"> <input type="checkbox"/> All visitors should arrive at the Plantation with sensible footwear and follow the Guides wearing high visibility clothing for their visit. <input type="checkbox"/> All visitors must report to the Plantation Gate on arrival to sign in please <input type="checkbox"/> All visitors must familiarise themselves with the 'Emergency & Evacuation Plan' <input type="checkbox"/> Visitors must be accompanied by a member of BGI team at all times whilst on the Plantation and attending the Demonstrations. <input type="checkbox"/> Mobile phones and mobile electronic devices are permitted whilst walking around the Plantation, however, please place on SILENT or switch off – Please step aside during the Demonstrations /Presentations should you need to take a call <input type="checkbox"/> Please be informed that we shall be recording the 'Demonstration Day' with a professional photographer with both Video and still photographs, for use on Biomass Connect Website and Social media. <input type="checkbox"/> Smoking is prohibited on site <input type="checkbox"/> First aid and general welfare facilities for Visitors are available in the BGI Office <input type="checkbox"/> Always follow the instructions of BGI Ltd staff – especially in the event of an emergency situation <input type="checkbox"/> Everyone onsite, visitors included, have a responsibility to report perceived hazards or observed dangerous working practices to the BGI Team immediately – if it looks wrong, it probably is!! Please act responsibly and help keep everybody onsite safe <input type="checkbox"/> Don't forget to return to the Plantation Gate to sign out before leaving. 	
	Site Hazards
<ul style="list-style-type: none"> <input type="checkbox"/> BGI Plantation is a working plantation and is therefore sometimes a muddy and slippery environment – care should be taken to avoid slips and trips. <input type="checkbox"/> There will be chainsaws, machinery and technology being used and demonstrated in the Plantation. Keep aware at all times – do not assume the driver/operator can see you and always give right of way. 	

- When walking from Braidwood Scout Camp where we are directing everyone to park, please walk along the grass verges. Even though it is only 200yds to BGI Plantation Entrance Gates, please be aware of traffic on the road. Never cross the path of a moving vehicle, and only cross the path of a stationary vehicle once making eye contact with the driver and getting the 'Thumbs Up' sign.
- Avoid working areas where trees are being felled or materials are being stacked/loaded/unloaded. There is an increased risk of falling materials and crush hazards during these operations. Visitors should keep well clear please
- Hazardous areas – such as chain sawing trees, chipping, converting, briquetting and Biomass Boiler – are strictly out of bounds to visitors. Please do not approach under any circumstances.

**We hope you have a safe, pleasant, and informative visit to the BGI Plantation.
Thankyou.**

Visitor Signing-in Register

Please ensure you have read and understood the induction and emergency procedures before signing below and heading out into our Biomass Plantation with your Guide (who is wearing an High Viz vest).

Name			
Company			
Occupation			
Details for Emergency Contact	Name	Contact Number	
Signature	Date	Time In	Time Out
Name			
Company			
Occupation			
Details for Emergency Contact	Name	Contact Number	
Signature	Date	Time In	Time Out