**Appendix 2.2 – Visitor Sign-in**

By signing this log you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities

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| **DATE**  | **PRINT NAME**  | **PERSON VISITING**  | **TIME IN**  | **TIME OUT**  |
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This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.