

## **Purpose**

Meneghello Industrial Group (MIG) is committed to ensuring all visitors are kept safe while on our premises and are not exposed to workplace hazards. This policy establishes the requirements for managing visitors across all MIG locations.

## **Scope**

This policy applies to all visitors attending any MIG site, including customers, contractors, suppliers, delivery personnel, and members of the public.

## **Authorisation & Sign-In**

All visitors must report to Reception and sign in upon arrival.

## **Supervision**

Visitors must be always escorted by an authorised MIG employee. The engaging Manager is responsible for ensuring visitors understand applicable health and safety requirements.

## **Delivery Personnel & Drivers**

Delivery personnel and drivers are not required to sign in provided they remain within designated delivery areas. If entry into operational areas is required, they must be escorted by an authorised employee.

## **Personal Protective Equipment (PPE)**

Visitors entering operational areas must wear mandatory PPE. PPE will be provided if required.

## **Emergency Procedures**

During emergencies or drills, visitors must be escorted to the designated assembly area.



Andre Meneghello  
Managing Director

17<sup>th</sup> March 2026