



EXAMPLE VISITOR FORM

Harvard University is pleased to welcome you to this project. Because of the hazards and risks associated with any construction site, we require every visitor to the site to be alert for his/her own safety and to sign a written Waiver and Release absolving Harvard University and others associated with this project of any and all responsibility in connection with all risks encountered at the site. While on the construction premises, please be on guard constantly and follow good safety practices, including but not limited to, the following:

1. Hard-hats and safety glasses must be worn by all visitors at all times.
2. Although work boots may not be required, all visitors shall wear low-heeled leather shoes—No high heels of any kind or open-toed sandals.
3. All Visitors are to be escorted at all times while on the site.
4. Be alert for changing conditions and ongoing construction activities while walking on the site.
5. Be aware of uneven walking surfaces and extreme care shall be taken with each step.
6. No firearms, drugs or alcoholic beverages are permitted on site.
7. All warning signs and barricades must be obeyed.
8. Do not stray from the approved path for ingress and egress.
9. Do not enter areas with inadequate lighting.
10. Be aware of and stay clear of any overhead hazards.
11. Smoking is only permitted in designated areas.
12. Do not touch construction materials of any kind without written authorization from the Construction Manager.
13. Do not lean on or reach beyond any handrails or barricades.
14. Report any hazards to the Construction Manager prior to leaving the site.
15. No written correspondence regarding any hazards observed on the site shall be written or forwarded after leaving the site unless previously agreed upon at the site.

WAIVER AND RELEASE

Name: _____

Company: _____

Purpose of Visit: _____

Date: _____

In consideration of granting the undersigned permission to enter upon the premises at the Project and for other good and valuable consideration, I hereby waive and forever discharge Harvard University, its officers, trustees, students, and employees, as well as Harvard University’s representatives, Construction Manager, and all subcontractors on the Project (the “Released Parties”) from and against any claim for damages that may arise due to injury to my person or property while on the project whether caused in whole or in part by any negligence, actions or inactions of the Released Parties. As a licensee, I assume the risk of all dangerous conditions on or about the premises and waive notice of the existence of any such conditions.

I acknowledge the confidential nature of Harvard University construction procedures and process and agree not to photograph, reproduce or divulge the same without expressed written consent of Harvard University.

I HAVE READ THE ABOVE AND AGREE TO SAME:

Visitor(s): _____		
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)