

VISITOR SIGN IN/OUT



HEALTH AND SAFETY PROCEDURE

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Any omissions or correction should be brought to the attention of the Originator.

Overview

This Procedure is in compliance with the City of Vaughan's Corporate Occupational Health and Safety Policy.

The City of Vaughan would like to ensure the safety of all visitors that enter City of Vaughan employee or restricted areas. All visitors must sign in at City facilities and workplaces to ensure all visitors abide by any relevant safety rules while on City premises.

Purpose



The purpose of these rules is to prevent or minimize personal injury or illness through adherence to the Corporation's Occupational Health and Safety Program and safe work practices. Where necessary, the use of Personal Protective Equipment (PPE) shall be required. All employees are required to enforce this procedure

Definitions:

Visitor – Person who does not have card key or other officially authorized access to City of Vaughan employee areas or a particular area of City of Vaughan facilities. (Employees and contractors may be treated in the same manner as visitors to City of Vaughan facilities where they do not normally work, or areas of facilities where they work, but for which they do not have authorized access.) A visitor must be accompanied by an authorized escort in all non-escort free areas or areas in which he or she is not permitted independent access.

PROCEDURE:

1. **LOGGING IN.** All visitors and contractors accessing any City of Vaughan employee area shall come to the reception/information desk of the facility and sign the visitors log immediately upon arrival. Every visitor and contractor should be provided with a visitor badge at the reception/information desk when signing in.

Originator:  Frank Kraljevic, OCHRO, Workplace Health & Safety Specialist	Reviewed By:  Demetre Rigakos, Chief Human Resources Officer
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2. In the event on an emergency, the host department/employee must provide the visitor instructions and or directions to the designated assembly area. The visitor must remain at the designated assembly area until given further instruction.
3. All visitors, if necessary, must wear the required personal protective equipment in areas that require protection while visiting city facilities. Note. Safety footwear and any other safety apparel will be the responsibility of the Visiting Department to notify visitors prior to attending the facility.
4. **RULES OF CONDUCT** All visitors must obey the following rules of conduct at all times:
 - Follow all verbal instructions and signs;
 - Remain with your designated host
 - Don't touch or attempt to operate any machine, device or equipment unless told to do so;
 - Don't talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control;
 - Don't engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct;
 - Stay out of restricted areas;
 - Report all injuries or problems immediately, no matter how minor.
5. **LOGGING OUT.** Visitors must sign out and leave through the same reception area in which they entered and log out and return their visitors badge.
6. **NON-COMPLIANCE.** Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. The City of Vaughan shall not be responsible for injuries visitors suffer as a result of violating these rules.

RESPONSIBILITIES

Departments shall ensure their visitors entering employee areas are wearing a visitor's badge.

TRAINING

All Directors/Managers will be responsible for ensuring their staff is familiar with this procedure.

All training shall be documented with copies filed for review by external or internal bodies.

REGULATORY REFERENCES/CODES/STANDARDS FOR THIS PROCEDURE:

Workplace Safety and Insurance Board

Workwell Audit – Visitor Responsibilities



VISITOR SIGN IN LOG

Please ensure you read and understand the visitor health and safety responsibilities. **All visitors in employee area must be identified by having identification available for review.**

[illegible]

IMPORTANT: This form must be taken by the receptionist/information staff during an evacuation to ensure all visitors have been evacuated and are accounted for.

VISITOR HEALTH AND SAFETY RESPONSIBILITIES

- Follow all verbal instructions and signs by your host.
- Remain with your designated host at all times, unless instructed otherwise.
- In the event of a building evacuation, make your way to sites Designated Assembly Area (D.A.A).
- DO NOT touch or attempt to operate any machine, device or equipment unless instructed to do so by your host.
- DO NOT talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control.
- DO NOT engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct.
- Acts of violent or harassment will not be tolerated and visitors may be asked to leave the premises.
- Stay out of restricted areas.
- Report all injuries or problems immediately to your host, no matter how minor.

IMPORTANT: Please ensure this information sheet is located near the visitor sign in log for review by visitors.