

POLICY	
Policy Number: HS2020-009	Date Approved: April 2006
Department: Health and Safety	Date Reviewed: October 2020
Visitors Policy	

### 1. Policy Statement

As part of the Corporation's ongoing commitment to providing a healthy and safe work environment for all employees, it is the policy of the Corporation that all Visitors will be integrated into our Health and Safety Program.

### 2. Purpose

The purpose of this policy is to ensure the health and safety of all workplace parties by controlling and monitoring Visitor activities to all workplaces of the Corporation of the Town of Kirkland Lake.

### 3. Scope

This policy is applicable to all Department Heads, supervisors and reception personnel. As with all matters relating to health and safety, responsibilities are shared among all workplace parties.

### 4. Definitions

**VISITOR** - A Visitor to any workplace in the Corporation of the Town of Kirkland Lake is a person(s) other than customers and pick-up and delivery personnel, temporarily entering the workplace and who may be admitted to areas generally off limits to the public. A Visitor is usually on business but is not under contract.

**WORKPLACE REPRESENTATIVE** - A workplace representative can be a manager, supervisor or any employee in the workplace who is well-informed in the TKL Health and Safety Program and is designated to monitor a Visitor.

## **5. Policy & Procedures**

Visitors to the Corporation's workplaces must be informed of and abide by all safety rules and when required, wear personal protective equipment (PPE). Visitors must follow the directions of the workplace representative and remain in designated areas. Visitors must immediately report any injuries or illness and/or unusual occurrences or conditions during their visit to a workplace representative.

- On arrival Visitors will be asked to read and sign the Visitor Sign in Form. Visitors must sign out upon completion of their visit.
- Visitors must enter the workplace through the public reception entrance. Visitors may not enter through the worker entrance or through other points of access.
- A workplace representative will ensure that Visitors receive adequate and continuing supervision during the entirety of their visit to the workplace.
- A workplace representative will clearly identify any areas of the workplace that are strictly prohibited.
- A workplace representative will clearly identify any Personal Protective Equipment (PPE) required to be worn by the Visitor prior to the Visitor coming into contact with the specific area/hazard.
- All Visitors shall wear all required PPE as identified by workplace representative.
- Visitors are prohibited from using any Corporation's equipment, vehicles and machinery.
- A workplace representative will monitor and supervise the activity of Visitors. Visitors are to be supervised at all times and must have clear direction on the purpose of their presence and activity.
- All Visitors must be made aware of the emergency evacuation protocols in case of an emergency situation.
- It is imperative that Visitors abide by the Corporation's Health and Safety Policies.

## **6. Summary**

### **Evaluation**

This policy shall be reviewed and or amended by the JHSC annually to ensure it remains current.

## **LEGISLATION / STANDARDS**

- Town of Kirkland Lake Health and Safety Policies and Procedures