

Health & Safety Responsibilities – Visitors Policy



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Subsection	Repeals By-Law Number		Policy Number	
Visitors	27-2012		HS-06	

Purpose

Visitors to City of Kenora workplaces may not be familiar with the hazards present in the workplace. The purpose of this policy is to put measures in place to ensure that the health and safety of visitors is protected.

Responsibility

City of Kenora employees who receive visitors in the workplace are responsible to ensure that the visitors are acquainted with the health and safety rules that apply to that workplace and that they are in compliance with those rules at all times while visiting the workplace.

Visitors to City of Kenora workplaces are expected to follow the established health and safety rules that apply to the workplace they are visiting and to use the appropriate Personal Protective Equipment.

Procedure

Visitors must report to the reception area of the workplace they are visiting. Visitors must sign in using the log book present and indicate the time they arrive, who they are visiting, and print their name. When the visit is over the visitor will indicate the time they leave and sign the log book.

If the workplace does not have a reception area, the visitor must make arrangements to meet their host prior to entering the workplace.

Visitors must remain with their designated host for the duration of their visit.

The designated host will review all necessary health and safety rules with the visitor and ensure that the visitor has any required PPE.

In the event of an emergency situation the designated host will ensure that the visitor follows appropriate emergency procedures to ensure the safety of the visitor.

Training

All City of Kenora employees will receive training in the requirements of this policy. This training will be documented.

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Definitions

Visitor – A person temporarily entering the workplace who may be admitted to areas generally off-limits to the public. A visitor is usually on business but is not under contract.

References

The Occupational Health and Safety Act (Ontario) – Section 25 (2) (g)