



Visitor Sign-In and Sign-Out Policy

Policy Manual Section: Municipal Services - General

Policy Number: M-GEN-006

Authority: CR-309/13

Date Approved: August 27, 2013

Department Responsible: Council Services

Revision Dates: n/a

Review Date: August 2023

Status: Active

Purpose:

The purpose of this policy is to ensure the safety of visitors and employees and 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) may be required.

Policy Statement:

The Town of LaSalle would like to ensure the safety of employees and visitors that enter Town of LaSalle employee or restricted areas.

Scope:

All visitors must sign in at facilities and workplaces to ensure all visitors abide by any relevant safety rules while on Town of LaSalle premises.

Policy:

This Policy is in compliance with the Town of LaSalle's Corporate Occupational Health and Safety Policy

Definitions

Visitor

A Person who does not have officially authorized access to Town of LaSalle employee areas or a particular area of facilities. (Employees and contractors may be treated in the same manner as visitors to Town of LaSalle 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 to the Town of LaSalle accessing employee areas shall come to the reception desk of the facility and sign the visitors log immediately upon arrival.
2. In the event of 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 instructions.
3. All visitors, if necessary, must wear the required personal protective equipment in areas that require protection while visiting city facilities.
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;
5. Logging Out: Visitors must be encouraged to leave through the same reception area in which they entered and log out.
6. Non-Compliance: Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. The Town of LaSalle shall not be responsible for injuries visitors suffer as a result of violating these rules.

Training

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

All training shall be documented with copies filed with Human Resources.

Visitor Sign-In Log

By signing this log, you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities.



| Date | Print Name | Person Visiting | Time In | Time Out |
|------|------------|-----------------|---------|----------|
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Important: This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and accounted for.

Visitor Health and Safety Responsibilities

- Follow all verbal instructions and signs;
- Remain with your designated host at all times;
- **Do not** touch or attempt to operate any machine, device or equipment unless told to do so;
- **Do not** talk 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;
- Stay out of restricted areas;
- Report all injuries or problems immediately to your host, no matter how minor.

Responsibilities:

All employees are required to enforce this procedure.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Director, Council Services/Clerk Council report CL-38-13 dated June 20, 2013
Town of LaSalle's Corporate Occupational Health and Safety Policy

Attachments:

None.