

Visitors' Sign-In/Sign-Out Policy

1.0 Policy Statement

City of Mount Pearl believes in the safety of all its employees and will ensure procedures are in place to protect employees' safety at City's premises while at work. This policy applies to all users of the City of Mount Pearl locations.

2.0 Purpose

To ensure all City of Mount Pearl employees, and members of Council and work locations are always protected and safe.

3.0 Responsibilities

- Managers are responsible to ensure the *Visitors' Sign-In/Sign-Out Policy* is in place and that all employees and visitors are aware and adhere to the policy.
- All hosts are responsible to brief the visitor of the *Visitors' Sign-In/Sign-Out Policy* and ensure they adhere to the policy.
- Human Resources is responsible to incorporate this policy into the Onboarding orientation.
- Managers/Supervisors are responsible to brief any new employee on the *Sign-In/Sign-Out Procedure* as well as the City's *Scent-Free Workplace Policy*.
- The Occupational Health and Safety Officer is responsible to ensure all sign-in/sign out areas have written information on the City's *Building Evacuation Plan*.
- Employees and members of the Council are responsible to:
 - speak to any person they do not know in their work area and ask who they are being hosted by;
 - escort the visitor to the reception area for sign-in and safety briefing if the person does not have a Visitor's Badge.

4.0 Procedure


- All safety rules and procedures shall be followed at all times.
- Upon entering/exiting City of Mount Pearl buildings not open to the general public all visitors must sign in/sign out in the Visitors Log Book.

- The visitor will be given an identification badge that is mandatory to wear indicating they are a visitor.
- The visitor is to remain at the reception desk until their host arrives to greet and escort them from the reception area.
- The visitor will be given a safety briefing by the host, as well as information about the alarm system: what to do and where to go in the event of emergency. In the event the supervisor is temporarily away from the workplace, he/she must assign the responsibility to inform visitors of this requirement to one of the workers at the workplace. First aid is available to anyone injured or suddenly ill.
- All visitors are to remain in contact with their host at all times. Visitors must be accompanied by a City Supervisor or designate when visiting a work site.
- Personal protective equipment required by the Occupational Health and Safety Act and related regulations must be worn at all times while at the workplace.
- Where instructed to do so by a departmental employee, the visitor shall follow specific safe work practices related to the work being undertaken and the hazards being present.
- A "No Smoking" policy is in effect and compliance is mandatory in all City buildings, vehicles, and equipment, except in dedicated areas where signs indicate smoking is permitted.
- The City's *Scent-Free Workplace Policy* shall be in effect and compliance is mandatory in all City buildings, vehicles, and equipment. Prior to entering the building, hosts shall inform visitors about the City's *Scent-Free Workplace Policy*.
- Visitors may not operate the City's equipment or tools.
- Individuals who are under the influence of alcohol or illegal drugs, or who are otherwise impaired so as to pose a safety risk, will be asked to leave City premises.
- Horseplay, fighting, harassment of any kind, and otherwise interference with another person is strictly prohibited.
- Failure to follow safety rules will lead to immediate removal from the work site.

5.0 Related Documents

Refer to the City's Companion document: *Visitor Log Book*.

6.0 Approvals



 Steve Kent, Chief Administrative Officer

 August 7, 2018

 Date