



CITY POLICY & PROCEDURE

Section: Human Resources

NO: HR-HS-46

Reference: Health and Safety

Date: Jan 23, 2017

**Next Review Date:
Jan 23, 2019**

Title: VISITORS

1. 0 Purpose

- 1.1 The purpose of this policy is to ensure that the activities of every person granted access to a City of Dryden workplace do not endanger the health, safety and well being of any City employee or themselves.
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2. 0 Application

- 2.1 This policy shall apply to all visitors to the City of Dryden workplaces.
- 2.2 The policy shall not apply to portions of municipal public buildings regularly accessed by the general public.
- 2.3 The City shall make all employees aware of this policy and it is the responsibility of each department manager to ensure adherence to this policy.
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3. 0 Procedure

- 3.1 A 'Visitors Sign In and Sign Out Log' shall be made available at every department reception counter/area with the exception of the:
- (a) The Dryden Public Library
 - (b) The Dryden Cemetery
 - (c) The Dryden Museum
 - (d) The Dryden Pool and Fitness Centre
 - (e) The Dryden Memorial Arena

- 3.2 Each visitor must sign in using the 'Visitors Sign In and Sign Out Log' upon entering into a workplace and sign out after each visit.
- 3.3 In case of group visits, one person is required to sign the log and indicate the number of individuals within the group including him/her.
- 3.4 Customers/Visitors must abide by all rules indicated on the 'Visitors Sign In and Sign Out Log' at all times.
- 3.5 Each department shall provide the process for allowing customers/visitors directly into their workplaces or worksites. Further, each department shall also ensure that customers/visitors are not left unattended or enter another department's restricted areas.
- 3.6 In some circumstances, where customers/visitors are allowed in a workplace or worksite, they must wear a 'visitor' badge during their visit and return it upon signing out at the workplace.

History			
Approval Date:	October 18, 2010	Approved by:	By-law 3822-2010
Amendment Date:	January 23, 2017	Approved by:	CAO E. Remillard
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation.



Visitor Sign-In/Out Log

By signing this log you are acknowledging that you have read, understood, and will abide by the visitor health and safety responsibilities. Please do not forget to SIGN-OUT when you leave.

Date	Print Name	Initials	Person Visiting	Time In	Time Out

This form must be taken by the designate during an evacuation to ensure all visitors have been evacuated and are accounted for.

Visitor's Responsibilities:

- a) Sign in and sign out of the log
- b) Remain with a City staff member unless otherwise directed
- c) Wear the approved personal protective equipment where applicable
- d) Do not smoke anywhere in the building
- e) Be aware of vehicular traffic, where applicable
- f) Remain in the designated areas unless otherwise directed
- g) Report immediately to a City staff member any injury, no matter how minor
- h) Do not touch any municipal equipment or product unless authorized
- i) Remain out of posted restricted areas unless authorized
- j) Follow all posted signs and rules; in the event of an emergency follow the instructions of the City staff and remain in the gathering area unless given further instruction