

# Visitors Safety Policy



This policy that sets out general safety rules for visitors to follow when coming to your workplace can be easily adapted for any industry or jurisdiction.

## 1. VISITOR NOTICE

Welcome to our workplace! ABC Company's commitment to provide a safe and healthy workplace extends not just to our regular employees but to those who visit the workplace. It's for that reason that we require all visitors to ABC Company grounds, facilities and workplaces to abide by the following safety rules while they're here.

## 2. DEFINITION & SCOPE

**This Policy applies to "visitors," which means** individuals other than customers and pick-up and delivery personnel, who enter the workplace temporarily as business guests and who may be admitted to areas generally off limits to the public ("Visitors"). This Policy does not apply to personnel of constructors, contractors, and subcontractors who perform work at ABC Company workplaces and who are subject to the ABC Company Constructors' and Contractors' Safety Duties & Responsibility Policies.

## 3. PURPOSE

The purpose of this Policy is to ensure that visitors are protected from injury and illness and don't endanger other persons when they come to an ABC Company facility or

workplace.

#### **4. VISITORS SAFETY PROCEDURES**

All visitors must come to the reception desk at the main office and sign the visitors log immediately upon arrival. As part of the log-in process, visitors will be given a sheet describing the hazards of the workplace and the procedures to follow in case of an emergency or evacuation. If necessary, ABC Company will accompany visitors to ensure their safety throughout the visit.

#### **5. SAFETY & PERSONAL PROTECTIVE EQUIPMENT**

All visitors must use and wear the personal protective or safety equipment they're provided at all times, which may include: *[list the PPE or safety equipment that you want visitors to wear, e.g., CSA-compliant hardhats or goggles]*

#### **6. VISITORS SAFETY RULES OF CONDUCT**

During the course of their visit, visitors are required to:

- Obey all posted safety signs and warning notices;
- Follow all verbal safety instructions of escorts, supervisors and other ABC Company officials or authorized personnel;
- Refrain from touching or attempting to operate any machine, device or equipment unless told to do so;
- Refrain from talking to or distracting workers operating machines, devices or equipment or engaging in safety-related functions like traffic control;
- Not engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct;
- Stay out of restricted areas; and
- Immediately report all injuries or problems, no matter how minor.

#### **7. LOGGING OUT**

Visitors must leave through the same reception area in which they entered and log out.

## **8. NONCOMPLIANCE**

Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave the site. ABC Company shall not be responsible for injuries visitors suffer as a result of violating these rules.

***IT TAKES THE EFFORTS OF EVERYONE WORKING TOGETHER—INCLUDING VISITORS—TO ENSURE A SAFE & HEALTHY WORKPLACE***