
 Rainy River District Social Services Administration Board	SECTION: Health & Safety
	POLICY TITLE: Visitor Safety/Security
ORIGINAL DATE: April, 2011	POLICY AREA: Emergency Response
REVISION DATE: July, 2014	POLICY NO: HS-5.3
NEXT REVIEW DATE: July, 2018	APPROVED BY: 

Policy

The Management and Directors of the Rainy River District Social Services Administration Board (RRDSSAB) are vitally interested in the safety of visitors and security of RRDSSAB office properties.

In order to protect employees, clients, contractors and visitors from fire or other life-threatening risks, the RRDSSAB develops and implements *Fire Safety & Evacuation Plans*, specific to the site for RRDSSAB office properties, per policy *HR-33.7, Fire Safety & Evacuation*.

The RRDSSAB maintains a record of who is visiting and has procedures in place to ensure visitors remain safe in the event of an emergency. Visitors are provided with a visitor tag and a list of rules and responsibilities to be followed during their visit. Personal visitors of employees are not required to sign in and out.

Visitor Rules and Responsibilities

Visitors must:

- a) Sign in and out in the Log Book (excluding an employee's personal visitor).
- b) Remain with your designated host and not wander.
- c) Follow requirements of the *Occupational Health & Safety Act (OSHA)*, where necessary.
- d) Not smoke anywhere on RRDSSAB property.
- e) Immediately report any illness/injury or hazard to your host, no matter how minor.
- f) Not touch any RRDSSAB equipment or products unless authorized.
- g) Remain out of restricted areas, unless accompanied by a RRDSSAB employee.

- h) Follow all posted rules and signs.
- i) In the event of an emergency, follow the instructions of your host and remain in the gathering area until further instructions are given.

Procedure

1. The Receptionist or designate logs the following information on the *Visitor Sign-in Log* form:
 - a) date;
 - b) number in party;
 - c) visitor's name (printed);
 - d) visitor signature;
 - e) time in; and
 - f) time out.
2. The Receptionist or designate explains the "Visitor Rules and Responsibilities" to visitors and has them sign the *Visitor Sign-in Log* form. Each visitor is required to sign-in individually unless they are visiting as a family. Families visiting are logged as one family, using one tag and one sign-in, ensuring the number in their party is recorded.
3. The Receptionist or designate provides visitors with a Visitor Tag to wear during their visit.
4. The Receptionist or designate ensures the Visitor Tag is returned and the visitor is logged out when the visitor leaves.
5. The *Visitor Sign-in Log* form must be taken by the Receptionist or designate during an evacuation to ensure all visitors have been evacuated and are accounted for.
6. Personal visitors of employees are not required to sign in and out. Employees are responsible for the conduct and safety of their personal visitors at all times.

Visitor Sign-in Log Tag # 1

By signing this Log you are acknowledging that you have read, understood and will abide by the *Visitor Rules and Responsibilities*.

Date	Print Names of Individuals	# in party	Signature of Person Visiting	Time In	Time Out

August/2011

NOTE: This form must be taken by the Customer Service Representative during an evacuation to ensure all visitors have been evacuated and are accounted for.

Visitor Sign-in Log Tag # 2

By signing this Log you are acknowledging that you have read, understood and will abide by the *Visitor Rules and Responsibilities*.

Date	Print Names of Individuals	# in party	Signature of Person Visiting	Time In	Time Out

August/2011

NOTE: This form must be taken by the Customer Service Representative during an evacuation to ensure all visitors have been evacuated and are accounted for.

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- d) Not smoke anywhere on RRDSSAB property.
- e) Immediately report any illness/injury or hazard to your host, no matter how minor.
- f) Not touch any RRDSSAB equipment or products unless authorized.
- g) Remain out of restricted areas, unless accompanied by a RRDSSAB employee.
- h) Follow all posted signs and rules.
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