

Category: Health & Safety

Subject: Visitor Policy

Policy:

The Independent Living Centre of Waterloo Region will provide a safe environment for employees and visitors alike through ensuring visitor activities are monitored and controlled.

Procedure:

All visitors shall adhere to the following procedures while in on company property.

- Visitors must sign in and out.
- Visitors will be with a company representative in areas of the workplace which are generally off limits to the general public.
- Visitors must report any hazards noticed during their visit.
- Visitors shall wear any Personal Protective Equipment (PPE) or clothing requested by the company representative.
- Visitors must report any illness or injury suffered during the visit. An incident investigation will be performed
- Visitors must adhere to all applicable Health and Safety Legislation.

Responsibilities:

The Receptionist is responsible for:

- Ensuring visitors sign in and out as required.
- Training fill-in and back-up Receptionists on this procedure.