



University Students' Council of the University of Western Ontario VISITOR POLICY

EFFECTIVE: 16th January 2015

SUPERSEDES: 16th November 2011

AUTHORITY: General Manager

RATIFIED BY: Executive Council
16th JANUARY 2015

**RELATED
DOCUMENTS:**

- Appendix 1: Visitor Log
- Appendix 2: Visitor Health & Safety Responsibilities

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PURPOSE:

The purpose of this document is to outline the responsibilities of visitors.

1.00 SCOPE

- 1.01 This policy applies to all persons with scheduled appointments for a business function, and to all USC employees.

2.00 DEFINITIONS

- 2.01 “**Visitors**” are persons temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract.

3.00 RESPONSIBILITIES

- 3.01 All visitors must

- (1) Sign in upon arrival at our reception desk;
- (2) Sign out when leaving;
- (3) Always be escorted by their designated USC host;
- (4) Remain in designated areas;
- (5) Immediately report any illness or injury suffered while visiting the USC to their host; and,
- (6) Wear applicable personal protective equipment.
- (7) Notify your USC host if you require special assistance in the event of an emergency evacuation.

- 3.02 All USC employees must enforce this policy.

4.00 PROCEDURES



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- 4.01 A visitor begins by reading the Visitor Health & Safety Responsibilities document and then signs in on the Visitor Log.
- 4.02 If a visitor reports any illness or injury, then the visitor and USC host will complete the Illness/Injury Reporting Form and submit it to the USC Health & Safety Coordinator.
- 4.03 If a visitor refuses to follow any USC policy as directed by their host, then the host will
- (1) Ask visitor to leave; and
 - (2) Report the incident to their supervisor.

5.00 COMMUNICATION

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.