

 Region of Waterloo	HUMAN RESOURCES AND CITIZEN SERVICE POLICIES	Section #	Policy #
		IV	20
		Approval Date: July 2004	Revision Date:
Title:	ADULTS VISITING REGIONAL SITES		
Applies To:	ALL EMPLOYEES AND VISITORS		

POLICY STATEMENT:

It is recognized that visitors will occasionally need to be admitted to Regional work sites where the public does not normally have access. All reasonable measures will be taken to protect the health and safety of such visitors and to ensure that hazardous situations and security risks are not created by a visitor's presence at a work site.

OPERATING DETAILS:

DEFINITIONS & APPLICABILITY

This policy does not apply to Regional employees who, by virtue of their positions or job duties are authorized to visit work sites other than their own (eg. Information Technology Services, Facilities, Human Resources).

This policy does not apply to employees of government agencies who are required by legislation to visit Regional work sites in the course of their duties.

This policy does not apply to contractors who are providing services to the Region.

CONDITIONS FOR VISITORS:

No visitor will be permitted access to a worksite where the supervisor determines that there is a significant risk to personal safety, taking into account the potential for injury and the seriousness of any injury that may occur.

No visitor will be permitted access to a worksite where their presence may compromise privacy or confidentiality.

No visitor will be permitted access to a work site unless authorized in advance by the appropriate Regional management staff member or designate.

No visitor will be permitted to operate Regional vehicles or equipment, unless:

1. They are qualified to do so;

2. It is required that they do so for Regional business purposes; and
3. They are authorized to do so by Regional management or legislation

Any visitor to a work site must be accompanied at all times by a qualified Regional employee who has been authorized to escort the visitor by the appropriate Regional management staff member or designate.

If permission is granted to visit a work site other than an office environment, the supervisor must first meet with the visitor and the employee escorting the visitor to provide instruction in the following areas:

1. potential hazards which may be encountered by the visitor, as well as any required safety precautions or equipment.
2. the necessity that the visitor remain with their escort for the duration of the visit
3. warnings against the use of any Regional vehicles or equipment by members of the public or unauthorized use by Regional employees
4. any relevant emergency procedures (eg. evacuation procedures)
5. any rules, policies, and procedures which are relevant to the work that the visitor may observe or perform

If a member of the public should be injured while visiting a Regional work site, a **Third Party Liability Form** must be completed and forwarded to the Manager, Risk Management in Finance.

SEE ALSO:

- Children Visiting Regional Work Sites Policy (IV-21) – DOCS# 41437
- Informed Consent Agreement Form – DOCS# 329894
- Use of Regional Equipment and Vehicles Policy (I-27) – DOCS# 41683

FOR FURTHER INFORMATION PLEASE CONTACT:

- Manager, Risk Management,
Finance
- Manager, Health and Safety
Human Resources and Citizen Service