

## Visitor Policy

H-55

LONG TITLE	Policy for Tracking Visitors to CUSA Main Office	DATE OF ENACTMENT	01 April 2022
		LAST AMENDED	
REFERENCE No.	H-55	NEXT REVIEW	01 May 2024
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board

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

### SCOPE

This policy applies to all persons with scheduled appointments for a business function, and to all CUSA employees

### DEFINITIONS

“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.

### RESPONSIBILITIES

All visitors must

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

All CUSA employees must enforce this policy.

### PROCEDURES

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

### COMMUNICATION

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

**EVALUATION**

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