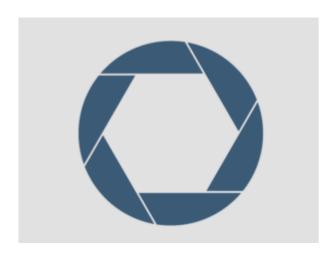
Is This Any Way to Protect Your Visitors?



What's wrong with this picture?



Dad is probably somewhere inside that jet. But while it might make for a Hallmark moment, seeing mom and baby carriage so close to that parked plane is a little scary. At least the wheels are chocked; but I wonder if hearing protection comes in infant sizes. . .

The Moral: Workplace safety is about protecting not just you and your co-workers but the visitors who come to your site.

3 Reasons Work Safety Must Account for Visitors

1. Visitors to your workplace are apt to get hurt-especially if they're not

- trained to recognize and deal with the hazards it contains.
- 2. Visitors' safety mess-ups can endanger you and your co-workers.
- 3. These injuries can and should be prevented by applying the safety rules of your workplace to the people who visit it.

8 Best Practices for Preventing Visitor Injuries

Here are 8 things you can do to ensure that visitors don't injure themselves or others at your workplace:

1. Make visitors sign in at a central reception area



2. Have visitors read your workplace safety rules before signing in

Model Policy **Establish Rules to Protect Visitors**

VISITOR SAFETY POLICY

Here's a Model Visitor Safety Policy based on actual forms used by companies in a number of industries including manufacturing, trucking, transit and construction. No policy is right for all companies and situations. But this model incorporates an effective approach that you can adapt with a lawyer's help for your own circumstances and in accordance with your province's OHS laws.

- 1. VISITOR NOTICE. Welcome. ABC 5. RULES OF CONDUCT. All visitors Company is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that others in the workplace. It is for that
 reason that we require all visitors to ABC

 a. Follow all verbal instructions and signs
 b. Don't bouch or attempt to operate any Company grounds, facilities and workplaces to abide by the following safety authorized to do so rules while they're here.
- IT TAKES THE EFFORTS OF EVERYONE machines, devices or equipment or WORKING TOGETHER—INCLUDING VISITORS—TO MAKE ABC A SAFE AND traffic control HEALTHY WORKPLACE
- 2. LOGGING IN. All visitors to ARC 2. LOGGING IN. All visitors to ABC

 Company shall come to the reception desk

 e. Stay out of restricted areas at the main office and sign the visitors log f. Report all injuries or problems nmediately upon arrival.
- 3. HAZARD/EMERGENCY PLAN 6. LOGGING OUL Visitors must leave NOTIFICATION. As part of the log-in through the same reception area in which process, you will be given a sheet describing the hazards of the workplace and the procedures to follow in case of an 7. NONCOMPLIANCE. Visitors who emergency.
- 4. PERSONAL PROTECTIVE 4. PROSONAL PROTECTIVE

 EQUIPMENT. All visitors must use and

 search the following personal protection

 exponsible for injuries visitors suffer as a wear the following personal protective equipment at all times while visiting the plant floor flist the PPE that you want visitors to wear for example]:
- a. Safety headgear approved by the CSA

- must obey the following rules of conduct at all times:
 - machine, device or equipment unless
 - c. Don't talk to or distract workers operating engaging in safety-related functions like
- d. Don't engage in any pranks, horseplay, contests, feats of strength, running or rough
- immediately, no matter how minor
- they entered and log out.
- fail to follow these policies will have their visiting privileges revoked and be asked to result of violating these rules.

Thank you and have a safe visit

Management

b. Safety glasses approved by the CSA, etc. ABC Company

3. Warn visitors of any hazards they face while visiting your workplace



4. Make sure all visitors know what to do in case an emergency arises during their visit



5. Require visitors to follow your safety rules while they're on the site



6. Make visitors wear appropriate PPE



7. Require visitors to follow a safety code of conduct, e.g., obey supervisor instructions, heed warning signs, stay out of restricted areas, refrain from pranks, etc.



8. Make visitors log out when they leave

