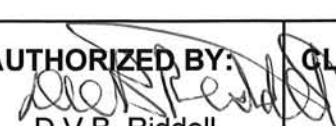


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY:		NUMBER:
VISITOR'S POLICY FOR SERVICES BUILDING AND POWER PLANT		WP 61.0
		Page 1 of 2
PREPARED BY:	AUTHORIZED BY:	CLASSIFICATION:
PP&CPSD	 D.V.B. Riddell	Work Procedure
		EFFECTIVE:
		July 26, 2007
		SUPERSEDES:
		New

PURPOSE:

To ensure the safety of all visitors in the Trade Shops, Caretaking areas, Tool Crib / Stores area and the Power Plant. It provides protection to the employees and visitors alike since visitor activities are controlled.

POLICY:

Visitors must:

1. Wear personal protective equipment as required by the Supervisor of the area.
2. At all times, remain in the company of a UWO employee assigned by the Supervisor.
3. Visiting students and other visitors may not perform any work activities without the prior authorization of area Supervisor.
4. Visitors must report all incidents / accidents prior to leaving UWO premises.
5. Visiting students and other visitors must follow instructions as furnished and agree to the terms and conditions of the sign in document.

Trade Shops

1. All entry doors to the Trade Shop areas are signed as:
"Physical Plant Employee Entrance Only. No Visitor Entry Unless Escorted By A Physical Plant Employee. For Entry To Trade Shop Area, Report To Operations & Maintenance Office, Room 2."
2. If no one is available in the Operations & Maintenance Office, sign in is available at the Service Centre.
3. When the visitor arrives at the Operations & Maintenance Office or the Service Centre, the PPD person the visitor is here to see will be contacted and asked to come to the office or the Service Centre
4. Each visitor must read the "Students and Visitor's Health and Safety Orientation", print their name and the company they are with, provide the date and their signature. The PPD person will also sign with the visitor as the "UWO Representative".
5. The visitor will be instructed by the Operations & Maintenance personnel or the Service Centre to stay within the designated areas in the Trade Shop areas. Protective footwear is not required in these areas. If access is required to the Trade Shops outside of the designated area, then slip-on or yellow patch protective footwear will be required as a minimum.

POLICY:**VISITOR'S POLICY FOR SERVICES BUILDING AND POWER PLANT****NUMBER:****WP 61.0****Page 2 of 2**Caretaking

1. For visitors arriving to campus caretaking areas, they are directed to the Services Building, Room 2 or the Service Centre to sign in. The caretaking representative will be contacted and informed that the visitor will be arriving in their area. The "UWO Representative" will be noted on the sign in sheet.
2. For visitors arriving to residence caretaking areas, they must sign in at the main desk of the residence.

Tool Crib / Stores

1. Due to the number of non Physical Plant personnel entering the Stores / Tool Crib area, there is no sign in required for this area. This area is signed on the exterior and interior doors as "Visitors To Physical Plant Stores Please Confine Yourself To Designated Walkways Between Here And The Counter Or Office".

Power Plant

1. As per signage on exterior doors, visitors will be instructed to go to Door #4 which is located on the east side of the Plant. There is a doorbell here for visitors. The bell rings in the Plant and staff from the Plant will greet the visitor. The visitor will enter the Plant with the employee and sign in. The staff member will then escort the visitor to the Plant Operator and the Operator will address their needs.
2. The Power Plant requires protective footwear in the entire Plant. Slip-on protective footwear and hearing protection is available at the sign in area.