


<b>POLICY:</b> <b>VISITORS POLICY FOR SUPPORT SERVICES BUILDING (LOWER LEVEL) AND POWER PLANT</b>			<b>NUMBER:</b> WP 61
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<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Lynn Logan	<b>CLASSIFICATION:</b> Work Procedure	<b>EFFECTIVE:</b> July 1, 2015
			<b>SUPERSEDES:</b> October 16, 2012

**PURPOSE:**

To ensure the safety of all visitors in the Trade Shops, 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.

**Trades Shops**

1. All entry doors to the Trade Shop areas are signed as:
  - **Facilities Management (FM) Employees Entrance Only. No Visitor Entry Unless Escorted By A Facilities Management Employee. For Entry To Trade Shop Areas, please report to Client Services in the Support Services Building Room 1315.**
2. When the visitor arrives at Client Services, the FM person the visitor is here to see will be contacted.
3. 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 FM person will also sign with the visitor as the "UWO Representative".
4. The visitor will be instructed by the FM employee to stay within the designated areas in the Trades Shop areas. Protective footwear is not required in these areas. If access is required to the Trades Shops outside of the designated area, then slip-on or yellow patch protective footwear will be required (as a minimum).

**Tool Crib/Stores**

1. Due to the number of non FM Personnel entering the Stores/Tool Crib area, there is no sign required for this area. This area has a sign on the exterior and interior doors noting "Visitors to Facilities Management 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

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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.	<b>Page 2 of 2</b>