

Visitor Sign in Policy & Procedure



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Scope:

This policy affects all visitors, guests of staff, sub contractors and suppliers who are required to be on the premises to conduct business.

Policy:

Bernard Rochefort Ltd. recognizes its responsibility to ensure the personal safety and wellbeing of the staff and of visitors to each of our locations. To support our commitment to the issue, we will require all visitors to sign in and out upon arriving to and departing from our offices, shops and sites. In this way we can best assist those individuals in the event of an emergency situation and other critical situations. As such, we require that all visitors to our premises sign in and out of the visitor sign in sheet to be located at the main reception desk.

Procedure:

1. There will be a notice posted at each entrance to each Bernard Rochefort Ltd. location that all visitors, guests and suppliers are required to sign in and out at the main office.
2. The log book will be in a format to allow for easy removal by the receptionist/office manager in the event of an emergency evacuation.
3. The sign in process will require the visitor's name, which they are to see, the date, time of sign in and time of sign out.
4. If a supplier is bringing in any WHMIS related material the log book will note that the MSDS sheet must be left with the receptionist to photocopy for the Health and Safety Coordinator and the original to go to the person to whom the product is being delivered i.e. mechanic in the shop.

Employer Responsibilities:

- Will ensure the strict adherence to the sign in policy by contacting suppliers through correspondence if they fail to comply with the corporate policy.

Receptionist Responsibilities:

- Receptionist will ensure that the log is easily accessible and that visitors sign in as required.
- In case of emergency evacuation, the receptionist is to take the sign in sheet with him/her to the safe meeting zone to provide to emergency response personnel.

Accountabilities:

The employer is accountable to the OH&S Policy and to the MOL and all applicable provincial agencies in this regard. The receptionist is accountable to the Accounts Manager.



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Office Staff/Shop Sign In:

Office staff and Shop staff will follow the same sign in policy and will do so at the main reception desk.

Enforcement:

Failure to sign in and sign out can place emergency rescue personnel at serious risk in those unlikely situations where emergency response is required. If we are to ask fire responders to enter a burning building to save a worker we must be sure that the worker is in the building. Without adequate sign in policies, we cannot provide this information. As such, failure to follow this policy will result in the application of the discipline process by company management.

Measurement/Monitoring:

The process will be reviewed as part of the monthly inspections.

Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Rhéaume Rochefort

Feb 1st, 2018

Date:

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