



## POLICY MANUAL

<b>Legal References:</b> <ul style="list-style-type: none"><li>• OH&amp;S Act 2(1), 2(2);</li><li>• OH&amp;S Code Part 18, 228(1), 228(2), 228(3)</li></ul>	<b>Policy department:</b> Administration
<b>Cross References:</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Policy Number:</b> B23
<b>Adoption Date:</b> <ul style="list-style-type: none"><li>• February 24, 2014 - #CM20140224.1014</li></ul>	<b>Policy Title:</b> Contractor/Visitor Sign In/Sign Out Policy
<b>Revision Date:</b> <ul style="list-style-type: none"><li>• March 29, 2018 – CAO Approval Form</li></ul>	<b>Review Date:</b> March 2021

### POLICY PURPOSE:

The County of Grande Prairie No. 1 is committed to the health and safety of its employees, contractors and site visitors as well as the protection of property and assets of the County of Grande Prairie No. 1. The County is responsible and liable for all contractors/visitors that are on County property at all times. The County of Grande Prairie No. 1 is not liable for any injuries or illness sustained as a result of violating this Policy.

### POLICY STATEMENT AND GUIDELINES:

The intent of this policy will enable all employees to identify authorized visitors and contractors that are located in County Buildings. This policy will also assist emergency personnel to confirm, during an evacuation, that everyone is out of the County Buildings. This procedure will be in effect during business hours only.

### DEFINITIONS:

**“Business Hours”** – 0830 -1630 Monday thru Friday (excluding statutory holidays and County building closures due to emergencies or scheduled closure. County buildings are closed business days between 1200-1300 for lunch);



**“Contractor”** – a person who furnishes goods and/or supplies, performs work/labour. Including, but not limited to, suppliers, delivery personnel, maintenance personnel, workers performing construction, etc.;

**“County Buildings”** – these buildings include; County Administration Building, County PW/IT Building, County Shops, Community Services Building, County owned Fire Halls;

**“ID Badge”** – an ID badge identifies that the visitor/contractor is a guest in a County Building.

**“Public Area”** – Any area deemed open and accessible to the general public at large during business hours. In a County building, as defined in this policy, a public area is considered to be the main reception inside the entrance of a County building if provided and the Council Chambers during regularly scheduled meetings of Council, or other public meetings as identified, which are open to the public;

**“Responsible Employee”** – an employee of the County of Grande Prairie No. 1 that assumes responsibility for the contractor or visitor while in a County Building;

**“Sign In”** – To make a record of arrival as in signing a register;

**“Sign In Register”** – a book or electronic means in which a visitor or contractor can make their presence known when they enter a County building. The Sign In Register will include date, visitor/contractor name, time of arrival, name of responsible employee, department of responsible employee, visitor/contractor ID badge number and time exiting the County Building;

**“Term Contract”** – Formal and legal binding contract that continues for a specified fixed period of time;

**“Visitors”** – a person that enters a premises to socialize, do business or the like.

## **ROLES AND RESPONSIBILITIES:**

1. All employees are required to “Sign In” and inform County reception of any visitors/contractors entering and leaving County Buildings.
2. It is the responsible employees’ responsibility to meet the visitor/contractor at the Sign In Register, sign them in and give them an ID Visitor Badge which they will wear at all times during the length of their stay.
3. The Sign In Register is located at the main reception desk of County Buildings.
4. In the case of contractors with term contracts working inside County Buildings, Human Resources will provide them with a Contractor ID badge. This will include the contractors/workers name and



company that has the contract with the County on the face of the ID badge and expiry date. When a contractor is on site in a County Building for a term contract the responsible employee will post on the County intranet (BUDDIE) the name of the company, what work they are doing and a proposed start and end date of the work to be completed.

5. All visitors/contractors are required to wear proper PPE (personal protective equipment) in County Buildings or on County owned property that is required under the Occupational Health and Safety Act and Code and any other provincial/municipal legislation.
6. It is the responsibility of the visitor/contractor to act in a respectful, non- threatening manner at all times and to comply with all County of Grande Prairie No. 1 bylaws and policies and any other legislation and amendments thereto.
7. All the references to County Buildings in Policy B23 exclude public areas as defined under definitions.

### **CLAIRMONT CENTRE FOR RECYCLING AND WASTE MANAGEMENT:**

The Clairmont Centre for Recycling and Waste Management is owned by the County of Grande Prairie No. 1 and is also responsible for its contractors and visitors health and safety. Please see “Appendix A” which is the “Clairmont Centre for Recycling and Waste Management Visitor/Contractor Sign in Procedure and Safety Rules”.

### **NON COMPLIANCE:**

Visitors/contractors who fail to follow this policy will have their visiting privileges revoked and be asked to leave. The County of Grande Prairie No. 1 shall not be held liable for any injuries or illnesses sustained as a result of violating this policy.

### **POLICY AUTHORITY:**

The County Administrator has the authority to amend Policy B23 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta.

### **ATTACHMENTS:**

Schedule “A” – Procedure for Visitor Sign In/Sign Out

Schedule “B” – Clairmont Centre for Recycling and Waste Management Contractor/Visitor Sign in Procedure

Schedule “C” – Muster Area Map for Clairmont Centre for Recycling and Waste Management



## **SCHEDULE "A"**

### **Procedure for Visitor Sign In / Sign Out**

#### **SIGN IN/SIGN OUT PROCEDURE:**

1. During business hours, reception will notify the department that they have a visitor/contractor in the main reception and ask for them to come greet them.
2. The responsible employee will come to the main reception and "Sign In" their guest in the Sign In Register which will include date, visitor/contractor name, time of arrival, name of responsible employee, department of responsible employee and visitor/contractor ID badge number;
3. Once the responsible employee has signed in the visitor/contractor, the responsible employee will issue a visitor/contractor ID badge and write the visitor ID badge number in the Sign In Register. All visitors/contractors inside County Buildings are required to wear and display the County issued visitor/contractor identification at all times.
4. When the visitor/contractor business is complete, the responsible employee will escort their visitor back to the Sign In Register to have them sign out prior to leaving the building and return the visitor/contractor ID badge to its origin.

#### **EVACUATION PROCEDURES:**

1. In the event of an emergency evacuation, reception in County buildings is responsible for collecting the Contractor/Visitor Sign In Register and proceeding to the designated muster point. It is the responsible employee's duty to escort the contractor/visitor safely out of the County Building to the muster point and to let reception know that they have accounted for their contractor/visitor and that they are safe.

## SCHEDULE "B"

### Clairmont Centre for Recycling and Waste Management Contractor/Visitor Sign in Procedure

The County of Grande Prairie No.1 is committed to the health and safety of its employees, contractors, and site visitors as well as to the protection of its assets. It is for that reason that we require all visitors/contractors of the Clairmont Centre for Recycling and Waste Management to abide by County of Grande Prairie No.1 Safety Rules when on site. It is the responsibility of all site visitors\* and contractors to adhere to the following procedure.

#### **VISITOR/CONTRACTOR SIGN IN:**

Signage at key locations will direct all visitors/contractors to the scale office immediately upon arrival to the facility (see images below). Upon reporting to the scale office all visitors/contractors will be required to sign in noting date, name, employer, nature of visit, number of people accompanying them, the approximate location in the facility they are visiting, and the time of arrival. If unable to enter the office visitors must log in by calling the scale office at 780-567-4194. Prior to leaving the facility all visitors/contractors must return to or call the scale office to sign out prior to exiting the facility.



#### **EMERGENCY RESPONSE PLAN:**

All Visitors/contractors must be aware of muster areas located in the Clairmont Centre for Recycling and Waste Management\*\*. In the event of an emergency all visitors/contractors must be accounted for.

It is the Scale Operator's responsibility to take the Sign In Register to the muster point and account for all visitors/contractors.

### **PERSONAL PROTECTIVE EQUIPMENT:**

All visitors/contractors must use and wear the following personal protective equipment when visiting the Clairmont Centre for Recycling and Waste Management: Safety footwear and a reflective safety vest/article of clothing.

### **RULES OF CONDUCT:**

- All site visitors/contractors must obey the following rules of conduct at all times:
- Follow all verbal instructions and posted signage;
- Do not touch or operate any machine, device, or piece of equipment unless directly told to do so;
- Do not engage in any pranks, horseplay, conflicts, feats of strength, or rough/boisterous conduct;
- Stay out of all restricted areas; and
- Report all incidents or near misses to scale office immediately.

### **AFTER HOUR ACCESS:**

All visitors/contractors who require access to the facility outside of the normal operating hours must be approved by authorized personnel. After hours visitors must make arrangements for a gate key or have the contact information for the person who hired them to do work on site. All after hours visitors/contractors must notify scale office of their intent prior to commencing work after hours. The gate to the Clairmont Recycling and Waste Management Centre will be closed and locked at all times outside of normal operating hours\*\*\*. Any visitor employed or contracted by Aquatera to work on Aquatera lands that is locked in the facility without a key must call 780-832-1944 (see image below).





### **NONCOMPLIANCE:**

Visitors/contractors who fail to follow this policy will have their visiting privileges revoked and be asked to leave. The County of Grande Prairie No.1 shall not be held liable for any injuries or illnesses sustained as a result of violating this policy.

\* “Visitors” refer to any person entering the facility excluding customers and members of the public.

\*\* Please see attached map of Clairmont Centre for Recycling and Waste Management and note Muster Areas

\*\*\* Normal Operating Hours are Monday-Saturday from 8:00 am to 6:00 pm



## SCHEDULE "C"

### PRIMARY MUSTER AREA



### SECONDARY MUSTER AREA





## OVERVIEW OF CLAIMONT CENTRE FOR RECYCLING AND WASTE MANAGEMENT

