


<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:
  3. **Facilities Management (FM) Employees Entrance Only. No Visitor Entry Unless Escorted By A Facilities Management Employee. For Entry To Trade Shop Visit To T**

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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>