

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Visitors / Contractors and Students	<b>Code:</b> HS212
		<b>Date of Issue:</b> September 2004
		<b>Revised:</b> December 2010
		<b>Page</b> 1 of 2

### **PURPOSE:**

To clarify the procedure which must be followed when visitors access Avenue II offices (Bay or Cumberland Street locations), in order to minimize the risk of:

- Theft of Avenue II property, including inventory and equipment,
- Theft of employee-owned property,
- Physical harm and injury to employees,
- Vandalism,
- Distractions from productivity,
- Physical harm and injury to visitors,
- Workplace violence.

### **DEFINITIONS:**

**Visitor(s)** – Any persons entering Avenue II offices that are not employees, landlord or landlord's employees.

### **PROCEDURE:**

#### **CUMBERLAND STREET LOCATION:**

1. All visitors to Avenue II should report to the front reception area upon entering the building.
2. If unaccompanied by an employee, someone from Administration will greet the visitor and ask who they are here to see. Administration will call the employee to the front to receive and accompany the visitor.
3. All visitors entering the Avenue II office must sign in when they arrive and sign out when they leave. A Visitor's Log will be located in the front office area for the visitor to complete.
4. The employee receiving the visitor will accompany the person to the meeting room and ensure that the individual leaves once the meeting is complete by escorting them back to the front area. In the event of an emergency which requires evacuation, the employee must ensure that the visitor safely exits the building.

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		<b>Page</b> 2 of 2

### **BAY STREET LOCATION:**

1. Staff will receive the visitor and ensure their safety while in the Bay Court office area. In the event of an emergency which requires evacuation, the employee must ensure that the visitor safely exits the building.
2. In case of fire evacuation, do not use the elevator, ensure that anyone disabled and unable to exit the building is reported to emergency services upon their arrival.

### **GENERAL:**

1. If the visitor suffers an injury or illness while in the office, it must be reported to the Director of Finance and Administration or to the Human Resources/Financial Assistant.

### **CONTRACTORS:**

All contractors and sub-contractors are expected to meet or exceed our health and safety policies and procedures.

1. Contractors must sign in and out at the front desk.
2. Prior to working onsite at Avenue II, the contractor must provide a WSIB Clearance Certificate or an Independent Operator letter to the Human Resources Assistant. WSIB and public liability insurance carried by the contractor/sub-contractor will cover all workers.
3. All materials used will comply with health and safety standards as outlined in the Occupational Health and Safety Act.
4. All contractors will report injuries or illness to Avenue II immediately upon occurrence.
5. Contractors will be advised of applicable Health and Safety Policy as required.

### **STUDENTS:**

1. Students are required to be accompanied by an Avenue II employee while in support situations.
2. Students are required to report immediately, all injuries or illness to a Manager or On Call Supervisor.
3. Students will be advised and trained in all Health and Safety training provided by Avenue II.