

	<h1>Town of Vegreville Policy</h1>
Policy No.: Policy Title: Approval Date: Department:	OHS-5006 Workplace Visitor Safety Policy February 24, 2025 Protective Services
Revisions:	September 13, 2021

Policy Statement:

The Town of Vegreville is committed to protecting and maintaining the health and safety of employees, Contractors, Visitors, volunteers and the public at large at all Town worksites. The Town recognizes it has a responsibility to provide Visitors with a safe and healthy experience while on Town property.

1.0 Reason for Policy

The purpose of this Policy is to establish the roles and responsibilities of employees of all levels to ensure the health and safety of every employee. The intention being to implement security measures while providing a welcoming environment.

2.0 Scope

This policy applies to Visitors at Town-owned facilities. This policy does not apply to the public in attendance at Council Meetings, Legislative Committee Meetings, Public Hearings, or Special Meetings. It does not apply to Contractors, Suppliers, or Vendors, which is covered by the OHS-5003 Contractor Safety Management policy.

3.0 Definitions

3.1 Contractor means a person or company that undertakes a contract to provide materials or labor to perform a service or do a job with the Town.

3.2 Non-visitor means a person who is not an employee of the Town of Vegreville and who may be trespassing.

3.3 Restricted Area means an area where only authorized personnel are permitted to enter and work. Restricted Areas are defined by signage and/or locking devices.

3.4 Supplier means a person, company, or organization that provides or supplies goods, services, or equipment to customers.

3.5 Vendor means a person or company offering something for sale.

3.6 Visitor means an individual visiting a Town-owned facility for business or social purposes, including, but not limited to volunteering, board/committee meetings, etc.

4.0 Responsibilities

4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director/Manager of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.3.4 Understand, and adhere to this policy and procedure.
- 4.3.5 Ensure employees are aware of this policy and procedure.

4.4 All Employees to:

- 4.4.1 Understand and adhere to this policy and procedure.

5.0 Visits by Non-Employees

- 5.1 Unauthorized Visitors are not allowed in Restricted Areas at Town-owned facilities.
- 5.2 The site manager must be notified via a recordable form of communication prior to anyone entering Restricted Areas. Recordable forms of communication include, but are not limited to email, text or paper, which must be authorized by the site manager.
- 5.3 When unaccompanied by an employee, Visitors must display a visitor pass identifying that the individual has been authorized.

- 5.4 Employees will request identification from Non-visitors at their workplace and on facility grounds who do not display a visitor pass to determine their authority for access to Town facilities. Unauthorized Visitors should be reported to the site manager and escorted courteously but quickly from the workplace or facility.
- 5.5 Proof of identification may be requested during the sign-in process and prior to admittance to Restricted Areas. Anyone without proof will be required to leave the Restricted Area.
- 5.6 Terminated employees will be classified as non-employees and will be required to adhere to the Visitors authorization process.

6.0 Authorization Procedures

- 6.1 The Town reserves the right to deny access to any Visitor at any time and for any reason deemed necessary. To obtain authorization, the Visitor should obtain site manager approval prior to visiting Town-owned facilities.
- 6.2 Requests for Visitor authorization will be made by:
 - 6.2.1 an employee requesting authorization on behalf of the Visitor.
 - 6.2.2 the Visitor requesting authorization for business purposes.
- 6.3 Only the CAO, Directors/Managers and designated employees shall authorize access to Town-owned facilities.

7.0 Off-Limit Areas

- 7.1 The Town has a duty to protect its employees, Visitors, the public and assets. Therefore, it is necessary to set boundaries for all non-employees and current employees who may visit Town-owned facilities.
- 7.2 Visitors are not permitted in areas that may include:
 - 7.2.1 confidential records;
 - 7.2.2 high hazard work areas;
 - 7.2.3 where potentially dangerous equipment may be operating;
 - 7.2.4 server access;
 - 7.2.5 areas requiring permit.
- 7.3 Site managers or designated employees will be responsible for ensuring Visitors do not have access to Restricted Areas without supervision, unless authorized.

8.0 Access and Identification

8.1 The Town must ensure that all Visitors at Town-owned facilities are visible, always accounted for and accompanied by a Town employee. This assists with the Town's responsibility to ensure a safe environment for the Visitor while on Town property.

8.2 Non-employees accessing Restricted Areas within Town-owned facilities shall:

8.2.1 Sign in and out when entering and exiting a Town facility;

8.2.2 Provide government approved photo identification, when requested;

8.2.3 Complete a Visitor Safety Orientation with the site manager or a designated employee.

8.2.4 Wear and display a visitor pass when unaccompanied by an employee; and

8.2.5 Complete any additional documentation regarding health and safety that may be required as part of the visit.

9.0 Heightened Requirements

9.1 During heightened requirements, Visitor access will be suspended ensuring that all Town-owned facilities and Town employees are accounted for, secured, and monitored as needed.

9.2 Safety measures will be put into place when the following circumstances or threats are established:

9.2.1 Outside of regular business hours;

9.2.2 While key operations or processes are in progress;

9.2.3 Emergency situations requiring lockdown or evacuation procedures;

9.2.4 Global pandemic or local endemic/epidemic.

10.0 Employee Visiting Requirements

10.1 Visits by employees during non-working hours

10.1.1 Employees who visit a facility during non-working hours must obtain permission from the site manager or supervisor prior to entry into a Town-owned facility. Managers must verify that the employee has permission to enter the Town-owned facility and/or have a supervisor escort them if required. No employee should enter a Town-owned facility outside of work hours unless an appropriate reason is produced. Employees must inform their manager when they leave the Town-owned facility and secure it as required.

10.2 Visits by employees on leave

10.2.1 Employees on a leave-of-absence as defined in the Employee Policy Manual may visit the Town-owned facility upon notification and approval of the site manager.

10.2.2 Circumstances that would result in an employee being on a leave-of-absence from the workplace include:

- i. Parental Leave
- ii. Vacation
- iii. Workplace Injury;
- iv. Medical Leave.

10.3 Employees working remotely

10.3.1 Employees working remotely must notify their manager when entering a Town facility to attain permission to enter and to maintain employee accountability.

10.4 Former employees with good merits and standing with the Town shall be treated the same as non-employees and require authorization before being permitted to enter any Town facilities.

10.5 Terminated employees who are not in good standing with the Town may be denied approval to enter Town-owned facilities.

11.0 Contractors, Suppliers and Vendors

11.1 All staff working in their designated Town facility will be notified by the site manager or a delegated employee prior to the arrival of an approved Contractor, Supplier, and/or Vendor at any Town-owned facilities.

11.2 Prior to commencement of work at any Town facility the approved Contractor, Supplier, and/or Vendor are required to sign-in and adhere to the Town of Vegreville Contractor Safety Management policy.

11.3 Facility access for Contractors, Suppliers, and/or Vendors is limited to the Town facilities in their agreement.

12.0 Visits from Friends and Family Members

12.1 Due to the potential risk of injuries and incidents family members and friends of employees must follow the same guidelines as Visitors while engaged in visiting Restricted Areas of Town-owned facilities.

12.2 Family and friends may visit while an employee is on a scheduled break.

12.2.1 The employee is required to follow all rules and regulations regarding break times.

12.3 In the event of a personal emergency, the employee's family member or friend may notify the staff at the front desk. While waiting for the employee they must wait outside of the Restricted Area, unless otherwise approved by the site manager.

13.0 Removal of Non-Visitors

13.1 The removal of Non-visitors from Town-owned facilities is designed to protect employees and assets from damage, threats, theft, or other malicious intentions.

13.2 Employees must notify the site manager upon discovery of an individual in a Restricted Area and request identification and purpose of their visit. If the individual is not authorized to be in the Restricted Area, they will be escorted out by an employee.

13.3 If the Non-visitor becomes agitated, aggressive, and/or violent upon safety direction, request for identification or upon request to leave, an employee must contact law enforcement to assist with a safe resolution to the incident. The employee will notify their supervisor of the incident as soon as possible.

13.4 Once a Non-visitor has been cleared and is deemed safe to remain on site they must proceed with the Visitor sign-in and orientation process with the assistance of a delegated employee.

14.0 Discipline

14.1 Town employees found in violation of this policy shall be subject to the requirements of the Town's Employee Policy Manual.

14.2 Visitors found in violation of this policy shall lose their visitor access and will be required to leave the Town-owned facility.

14.3 Ongoing issues, or if deemed necessary by the site manager and CAO, can result in a site facility or full facility ban as per the Town of Vegreville Full Facility Ban policy.

15.0 End of Policy



Mayor TIM MACPHEE



SANDRA LING, CAO