



## **GENERAL MANUAL POLICY**

**APPROVED BY:**

  
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**Executive Director**

**CATEGORY: Health & Safety**

**TOPIC: Visitors and General Public**

**Page 1 of 2**

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### **POLICY**

It is the policy of Community Living Thunder Bay to ensure the security, safety and well being of the employees and the individuals we support without being intrusive to family, visitors and the general community.

This policy in no way will restrict or limit the right of access to person(s) with whom the individual(s) may wish to admit to his/her place of residence.

### **PURPOSE**

To ensure the security, safety and health of employees and the individuals we support.

To ensure that all persons are made aware of any hazards that may exist in the workplace and to utilize personal protective equipment as deemed necessary.

### **RESPONSIBILITY**

It is the responsibility of all employees to adhere to this policy.

**GENERAL MANUAL PROCEDURE**

**TOPIC: Visitors & General Public**

**Page 2 of 2**

**PROCEDURE:**

1. Unwelcome or threatening visitors should be denied entrance and emergency precautions followed. If unsure of the situation, err on the side of caution and **call 911** for emergency response.
2. The health and safety policy and procedures are available to visitors. Staff will also inform authorized visitors of the following:
  - Hazards of the workplace;
  - Personal protective equipment that must be supplied and worn i.e. first aid, gloves;
  - Restricted areas and restricted zones;
  - Procedure to employ in the event of an emergency.
3. Visitors at the Administration Centre will be required to sign in at the reception area and also sign out when departing the building.