Is This Any Way to Protect Your Visitors?



What’s wrong with this picture?



Dad is probably somewhere inside that jet. But while it might make for a Hallmark moment, seeing mom and baby carriage so close to that parked plane is a little scary. At least the wheels are chocked; but I wonder if hearing protection comes in infant sizes. . .

The Moral: Workplace safety is about protecting not just you and your co-workers but the visitors who come to your site.

3 Reasons Work Safety Must Account for Visitors

1. Visitors to your workplace are apt to get hurt—especially if they’re not trained to recognize and deal with the hazards it contains.
2. Visitors’ safety mess-ups can endanger you and your co-workers.
3. These injuries can and should be prevented by applying the safety rules of your workplace to the people who visit it.

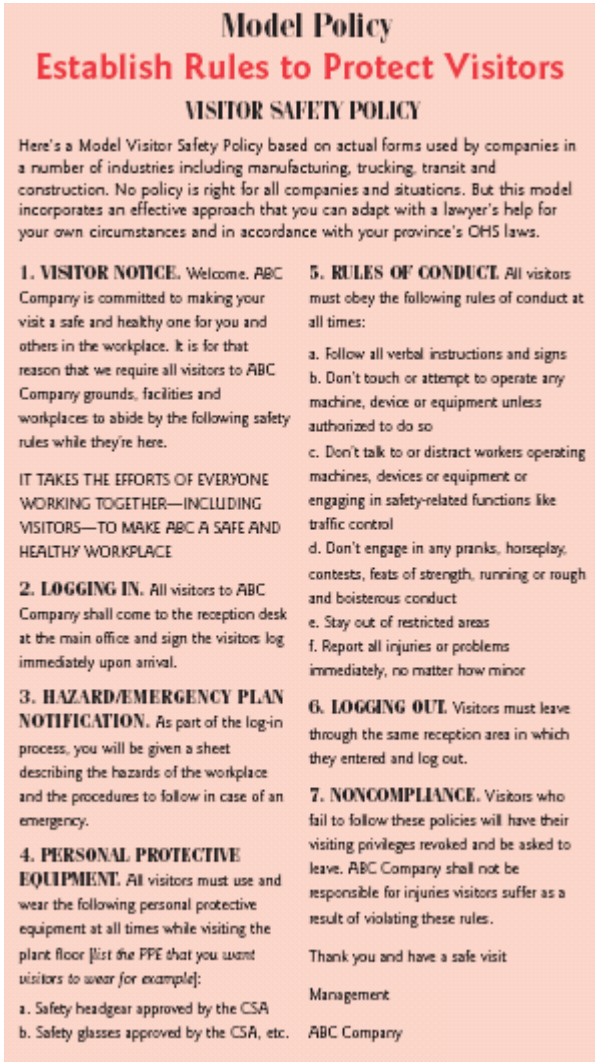
8 Best Practices for Preventing Visitor Injuries

Here are 8 things you can do to ensure that visitors don’t injure themselves or others at your workplace:

1. Make visitors sign in at a central reception area



2. Have visitors read your workplace safety rules before signing in



Model Policy

Establish Rules to Protect Visitors

VISITOR SAFETY POLICY

Here's a Model Visitor Safety Policy based on actual forms used by companies in a number of industries including manufacturing, trucking, transit and construction. No policy is right for all companies and situations. But this model incorporates an effective approach that you can adapt with a lawyer's help for your own circumstances and in accordance with your province's OHS laws.

1. VISITOR NOTICE. Welcome. ABC Company is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors to ABC Company grounds, facilities and workplaces to abide by the following safety rules while they're here.

IT TAKES THE EFFORTS OF EVERYONE WORKING TOGETHER—INCLUDING VISITORS—TO MAKE ABC A SAFE AND HEALTHY WORKPLACE

2. LOGGING IN. All visitors to ABC Company shall come to the reception desk at the main office and sign the visitors log immediately upon arrival.

3. HAZARD/EMERGENCY PLAN NOTIFICATION. As part of the log-in process, you will be given a sheet describing the hazards of the workplace and the procedures to follow in case of an emergency.

4. PERSONAL PROTECTIVE EQUIPMENT. All visitors must use and wear the following personal protective equipment at all times while visiting the plant floor [*list the PPE that you want visitors to wear for example*]:

a. Safety headgear approved by the CSA
b. Safety glasses approved by the CSA, etc.

5. RULES OF CONDUCT. All visitors must obey the following rules of conduct at all times:

a. Follow all verbal instructions and signs
b. Don't touch or attempt to operate any machine, device or equipment unless authorized to do so
c. Don't talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control
d. Don't engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct
e. Stay out of restricted areas
f. Report all injuries or problems immediately, no matter how minor

6. LOGGING OUT. Visitors must leave through the same reception area in which they entered and log out.

7. NONCOMPLIANCE. Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. ABC Company shall not be responsible for injuries visitors suffer as a result of violating these rules.

Thank you and have a safe visit

Management

ABC Company

3. Warn visitors of any hazards they face while visiting your workplace



4. Make sure all visitors know what to do in case an emergency arises during their visit



5. Require visitors to follow your safety rules while they’re on the site



6. Make visitors wear appropriate PPE



7. Require visitors to follow a safety code of conduct, e.g., obey supervisor instructions, heed warning signs, stay out of restricted areas, refrain from pranks, etc.



8. Make visitors log out when they leave

