

VISITORS SAFETY POLICY

1. Policy

All visitors entering (company name here) grounds or facilities must comply with applicable health and safety policies and procedures.

2. Responsibilities

- a. *Security Guard/Receptionist Desk* - Ensures that all visitors sign in upon entry and sign out when leaving the property; issues and recovers visitor passes; calls for visitor escorts and tour guides; informs Human Resources of visits by media representatives.
- b. *Supervisor* - Posts restricted areas; provides for adequate visitor protection; coordinates group visitation and designates tour guides; informs Human Resources of visits by media representatives. (If you are not the department supervisor, and are hosting a guest, you are required to notify that supervisor 24 hours previous to your department walkthrough).
- c. *Employee/Host* - Escorts visitors; provides safety instruction and equipment as needed; acts as tour guide; notifies appropriate persons of pending visit.
- d. *Health and Safety Department* - Ensures availability of protective equipment for visitors and participates in enforcing the company's visitor policy.

THIS IS A 2-PAGE POLICY.