



COUNTY OF NORTHERN LIGHTS

POLICY

VISITOR SAFETY

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

PURPOSE

This policy outlines the requirements and responsibilities for visitors at company worksites and offices to ensure their safety and compliance with Alberta's Occupational Health and Safety (OHS) legislation. The company is committed to providing a safe environment for all visitors and ensuring that they are informed, monitored, and protected while on-site. This policy is aligned with the Alberta OHS Code, which mandates the shared responsibility of both the employer and visitors to maintain a safe workplace.

SCOPE

This policy applies to all visitors and any other non-employees who enter company worksites, whether office or field locations.

POLICY

1. Check-In Procedure

All visitors must check in at the designated entry point upon arrival at any company worksite or office. This includes signing in with security or the receptionist, as appropriate, and receiving any necessary visitor identification. This ensures that the company is aware of the visitor's presence and can provide proper supervision.

2. Supervision and Escorting

Visitors who are not oriented are required to be accompanied by a CNL representative at all times while on-site. The designated employee is responsible for ensuring that the visitor complies with all safety rules, procedures, and guidelines during their visit. Visitors who are not oriented are not permitted to move around the site unaccompanied.

3. Health and Safety Policy Acknowledgment

Prior to accessing the worksite, visitors must review and sign off on the company's Health and Safety Policy (signing off on the Policy is done by signing the Visitor Sign In Sheet). This policy outlines their responsibility to adhere to all safe work practices, procedures, and rules while on-site. Failure to comply with these requirements may result in the immediate termination of the visit.

4. Site-Specific Orientation

In addition to reviewing safety policies, all visitors who will not be directly supervised by a CNL representative are required to complete a site-specific orientation before being granted access to any worksite. This orientation will cover the unique hazards, safety requirements, and emergency procedures relevant to the specific site they are visiting. No visitor will be permitted entry to a worksite without completing this mandatory orientation.

5. Personal Protective Equipment (PPE)

Visitors must wear appropriate Personal Protective Equipment (PPE) as required by the company and in accordance with the Alberta OHS Code. The specific PPE required will depend on the location and nature of the visit, but may include items such as hard hats, safety glasses, steel-toed boots, high-visibility vests, and hearing protection. PPE must be worn at all times in designated areas.

6. Reporting Unsafe Conditions or Acts

Visitors are obligated to immediately report any unsafe conditions or hazardous activities they observe during their visit. Reports should be made to the site supervisor or the safety representative to prevent potential



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incidents. This responsibility is in line with Section 5 of the Alberta OHS Act, which outlines the duty to report safety concerns.

7. Training and Information

Company personnel responsible for escorting visitors will be trained to provide necessary safety information, including emergency procedures and evacuation routes. Visitors must follow all instructions provided by the escort and familiarize themselves with site-specific safety protocols, including the location of emergency exits and first aid facilities.

8. Restricted Access

Visitors are only permitted in areas relevant to their visit and may not enter restricted zones without prior authorization and appropriate supervision. Entry to high-risk areas is subject to additional safety requirements and, if applicable, further orientation.

9. Prohibited Actions

Visitors are prohibited from engaging in any work-related tasks or handling equipment or machinery unless explicitly authorized and properly trained for the activity. Any breach of this rule will result in immediate removal from the site.

RESPONSIBILITIES

- **Supervisors and Escort Employees:**

Ensure that visitors are properly briefed on safety requirements, remain accompanied at all times, and comply with this policy. They must also ensure that all visitors complete the required site-specific orientation before entering the worksite.

- **Visitors:**

Comply with all health and safety requirements, complete the site-specific orientation, wear the necessary PPE, remain in designated areas, and immediately report any safety concerns to the appropriate personnel.

Non-Compliance

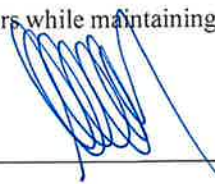
Visitors who fail to adhere to this policy may be asked to leave the worksite immediately, and the incident will be documented. Repeated or severe violations may result in restrictions on future site visits.

Review and Monitoring

This policy will be reviewed annually or as needed to ensure compliance with current legislation and company safety standards. Any updates to Alberta OHS legislation will be incorporated to keep this policy aligned with legal requirements.

By following this policy, the company ensures the health and safety of visitors while maintaining compliance with the Alberta OHS Code, creating a safer work environment for everyone.



Chief Elected Official

Chief Administrative Officer