

Section:	<a href="#">Occupational Health and Safety Management System</a>	Date of Issue:	2015.02.27
		Issued By:	<a href="#">Environment, Health and Safety</a>
Part:	<a href="#">Responsibilities, Policy and Legislation</a>	Revision #:	
		Revision Date:	
Pages:	4	Revised By:	

## 1. Purpose

To clarify the University's expectations of Visitors to University Facilities and the University's role in minimizing or eliminating, so far as reasonably practicable, risk to Visitors at University Facilities.

## 2. Scope

Visitors invited to University Facilities for business purposes and who are not performing work for the University. Visitors include media personnel, donors, industry partners, dignitaries, faculty from other universities and research institutions; individuals from business organizations and governmental entities; and inspectors, including federal, provincial or local officials, etc. Visitors do not include Employees, Volunteers, Consultants, Contractors or members of the public.

## 3. Responsibilities

### *Managers and Supervisors*

- Comply with all requirements set forth in this standard and all applicable University policies, procedures and requirements.
- Fulfil the responsibilities of a Designated University Representative or appoint a Designated University Representative for Visitors invited to University Facilities.

### *Designated University Representatives*

- Comply with all requirements set forth in this standard and all applicable University policies, procedures and requirements.
- Complete the Visitor Health and Safety Orientation Checklist (Section 12 of this Standard)
- Inform Visitors of hazards that are related to University activities or facilities that they may enter.
- Provide Visitors with a copy of the [emergency instructions](#) for their building and ensure they are aware of the location of primary and alternate evacuation routes and the [building assembly point](#).
- Provide Visitors with the names and locations of first aiders.
- Review the procedure for reporting any accident, injury, hazard, unsafe condition or safety concern.
- Report Visitor accidents in [Online Accident Reporting System](#) (OARS).
- Advise Visitors of personal protective equipment (PPE) required for entry into University facilities and provide PPE if necessary.

### *Visitors*

- Comply with all requirements set forth in this standard and all applicable University policies, procedures and requirements.
- Use reasonable care so as to protect their safety and health and the safety and health of others affected by their actions.

- Immediately report any accident, injury, hazard, unsafe condition or safety concern to their Designated University Representative.

#### 4. Check-in and Check-out Procedures

Visitors that are unescorted must check-in with their Designated University Representative prior to beginning their activities on campus and check-out at the end of the day.

#### 5. Emergency Instructions

In the event of life threatening emergencies, Visitors are required to call 9-1-1 and then Campus Security at 403.220.5333. In the event of a fire alarm, Visitors are required to evacuate the building immediately via the closest exit and proceed to the appropriate building assembly point. Once at the assembly point, Visitors must contact their designated University representative to advise him/her of the situation.

#### 6. Accident and Hazard Reporting

Visitors that are involved in or have observed an accident, injury, hazard, unsafe condition or safety concern are required to immediately report to their designated University representative. Designated University representatives are required to report Visitor accidents in OARS.

#### 7. Accessing Laboratories

Where Visitors are required to access University laboratories, Designated University Representatives and Visitors must comply with the requirements outlined in the [Visitors Accessing Laboratories Standard](#) and [Young Persons Accessing Laboratories Standard](#).

#### 8. Personal Protective Equipment (PPE)

Visitors must adhere to the PPE requirements for entry into University Facilities. All Visitors will be advised of the PPE requirements by their Designated University Representative and be provided with PPE if necessary.

#### 9. Definitions

Consultant	Means an individual hired to be an advisor, resource and/or complete tasks specific to their field of expertise that are on campus to perform work.
Contractor	Means an individual or groups of individuals that have been awarded a contract to perform work on University owned or leased property.
Designated University Representative	Means an University Employee who has been appointed by their Manger or Supervisor to be the on-site contact person for a Visitor invited to the University by that faculty/department/unit.
Employee	Means an individual who is engaged to work for the University under an employment contract. There is an employer - employee relationship between the individual and the University. For clarity, this term includes academic staff, support staff, management and professional staff, the senior administration group, researchers, and faculty members. Employees also include visiting scholars, post-doctoral fellows, volunteers and graduate students who are remunerated by the university. These individuals do not have direct reports and are considered to be workers.

Manager	Means an Employee who has management responsibility and includes academic staff members and management and professional staff members who have management responsibility and direct reports. All members of the Senior Leadership Team (SLT) are Managers.
OARS	Means Online Accident Reporting System, the University's online accident reporting system.
Supervisor	Means an Employee who supervises other Employees; it does not include a Manager. Supervisors have direct reports.
Visitor	Means an individual invited to University Facilities for business purposes and who is not performing work for the University. Visitors include media personnel, donors, industry partners, dignitaries, faculty from other universities and research institutions; individuals from business organizations and governmental entities; and inspectors, including federal, provincial or local officials, etc. Visitors do not include Employees, Volunteers, Consultants, Contractors or members of the public.
University	Means the University of Calgary.
University Facilities	Means all buildings and grounds, including athletic and recreational fields, owned, leased or operated by the University of Calgary.
Volunteer	Means an individual who, on a voluntary basis, provides a service or materials to the University.

## 10. Related Standards

- [Contractor Accountability to Safety Program \(CASP\)](#)
- [Visitors Accessing Laboratories Standard](#)
- [Young Persons Accessing Laboratories Standard](#)

## 11. References and Additional Resources

- University of Calgary Occupational Health and Safety Management System (OHSMS)  
[www.ucalgary.ca/safety/ohs\\_management](http://www.ucalgary.ca/safety/ohs_management)
- University of Calgary Occupational Health and Safety Policy  
[ucalgary.ca/policies/files/policies/Occupational%20Health%20and%20Safety%20Policy.pdf](http://ucalgary.ca/policies/files/policies/Occupational%20Health%20and%20Safety%20Policy.pdf)
- Environment, Health and Safety (EHS) Website  
[www.ucalgary.ca/safety](http://www.ucalgary.ca/safety)
- Risk Management and Insurance – Volunteers  
[www.ucalgary.ca/riskmgmt/home/volunteers](http://www.ucalgary.ca/riskmgmt/home/volunteers)
- Online Accident Reporting System  
[www.ucalgary.ca/safety/oars](http://www.ucalgary.ca/safety/oars)
- Emergency Instructions  
[www.ucalgary.ca/emergencyplan/emergency-instructions](http://www.ucalgary.ca/emergencyplan/emergency-instructions)

## 12. Visitor Health and Safety Orientation Checklist

Designated University Representatives are required to provide the following information with Visitors for whom they have been appointed to be the on-site contact person. Designated University Representatives and Visitors must initial that the information has been provided.

Designated University Representative Name:	Date:
Appointed by (Name of Manager / Supervisor):	
Visitor Name(s):	

Topic	Description	Initials
Hazards	<ul style="list-style-type: none"> <li>Explain hazards related to University activities or facilities that they may enter.</li> <li>List hazards reviewed:</li> </ul> _____ _____	
Emergencies	<ul style="list-style-type: none"> <li>Explain emergency instructions</li> <li>Call 9-1-1 for life threatening emergencies and then Campus Security at 403.220.5333</li> </ul>	
Evacuation	<ul style="list-style-type: none"> <li>Provide a copy of the building-specific emergency instructions</li> <li>Building Assembly Point(s):</li> </ul> _____  <ul style="list-style-type: none"> <li>Provide map and show the location of the building Assembly Point(s).</li> </ul>	
First Aid	<ul style="list-style-type: none"> <li>Provide names and locations of nearest certified first aiders</li> <li>List First Aider Name(s) and Location(s):</li> </ul> _____	
Incident reporting	<ul style="list-style-type: none"> <li>Explain requirement for reporting any accident, injury, hazard, unsafe condition or safety concern to their Designated University Representative</li> </ul>	
Check-in / Check-out	<ul style="list-style-type: none"> <li>If Visitor is unescorted, explain check-in and check-out procedures</li> <li>Exchange phone numbers:</li> </ul> _____	
Accessing Laboratories	<ul style="list-style-type: none"> <li>Explain requirements for accessing laboratories, as identified in the Visitors Accessing Laboratories Standard and Young Persons Accessing Laboratories Standard, if applicable</li> </ul>	
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Explain PPE requirements</li> <li>Provide as required</li> <li>List PPE required:</li> </ul> _____	
University Policies	<ul style="list-style-type: none"> <li>Explain applicable University policies and procedures</li> <li>List:</li> </ul> _____	