

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\</b>	Page 1 of 3
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Visitor and Contractor Safety</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

When entering MSH, Visitors and Contractors may be exposed to hazards that employees have been trained to avoid. Everyone must work together to ensure safety protocols are adhered to.

**Purpose:**

This policy offers guidelines to reduce risks to Visitors and Contractors while they are in MSH.

**Responsibility:**

- All management and employees have the responsibility to ensure that this policy is enforced.
- All Visitors and Contractors must comply with this policy or they should not stay on the MSH premises.
- The local MSH Management Team must know and understand this policy and ensure its enforcement.

**Key Elements:**

- When this policy is to be applied.
- Definitions of Visitor and Contractor
- Specific responsibilities for Visitors, Contractors, Management and Employees

**Related Documents:**

<a href="#"><u>JOINT HEALTH &amp; SC AND INTERNAL RESPONSIBILITY SYSTEM</u></a>	MI\LS\03\v01
<a href="#"><u>EMPLOYEE SAFETY ORIENTATION AND TRAINING</u></a>	MI\LS\04\v01

**Procedure :**

This policy applies to:

- Visitors entering a hazardous Laboratory area.
- Contractors working in the MSH facility.

**Definitions:**

- Visitor: Anyone inspecting or being shown a hazardous Laboratory area, including; Government/Regulatory Inspectors, Sales Persons, Media Personnel, Personal Guests/Dignitaries and other people concerned being toured through the TML facility.
- Contractors: A non MSH employee contracted by MSH to perform work or provide a service on MSH premises, including; Cleaners, Service/Maintenance Technicians, Security Guards, External Couriers, Consultants, General Trades people and other people concerned.

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## Specific Responsibilities

### VISITORS:

- observe established hospital policies and procedures;
- participate in safety training, including fire safety and WHMIS if visiting for an extended period;
- work in a safe and prudent manner;
- report any actual or potential safety hazards to his/her Supervisor/Manager;
- prevent loss of, or damage to, hospital property due to unsafe work practices;
- use personal protective equipment provided;
- be provided with a MSH escort while in a hazardous Laboratory area;
- not create a hazardous distraction to staff;
- comply with applicable EHS program and policies;
- comply with applicable government laws, statutes and regulations;
- comply with applicable MSH requirements for any area they enter.

### CONTRACTORS

- comply with applicable MSH safety policies;
- comply with applicable government laws, statutes and regulations
- provide Personal Protective Equipment (PPE), as required for their trade;
- comply with applicable MSH (PPE) requirements for any area they enter;
- provide information on their own Safety Program, if requested;
- provide copies of any required materials they bring into the MSH facility;
- remain within agreed upon boundaries while in MSH;
- comply with instructions given by a designated MSH supervisor while in MSH

### MANAGEMENT

- communicate applicable EHS programs and policies to the Contractor;
- explain severity of hazards to which they may be exposed and their location;
- explain how to respond if an exposure occurs and location of emergency equipment;
- explain location's evacuation plan;
- provide hours of business and contact person while contractor is on site;
- review contractor's anticipated wastes and provide direction for disposal;
- review and maintain copies of contractor's EHS program;
- maintain a list of approved contractors who have met requirements
- maintain any relevant training documentation (WHMIS, Trade Certificate);
- acquire and maintain copies of all required work permits;
- ensure that a "Confined Space Entry" protocol is enacted, if applicable;
- periodically inspect the work site to ensure safety EHS compliance.

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**EMPLOYEES**

- be advised by their Supervisor what the Contractor is there to do;
- be respectful of space required by Contractor to perform their duties;
- report all real, and perceived, infractions of MSH Safety Program to MSH management;
- refer Visitor or Contractor questions to a Supervisor;
- assist the Contractor in evacuating the facility in case of an emergency