



Workplace Visitor Standard

1.0 PURPOSE

This standard supports the Safety Management Policy and establishes requirements for ensuring the safety of visitors to SaskPower.

2.0 DEFINITIONS

2.1 Visitor

A person or group that accesses SaskPower property and that:

- Does not normally report to that location for work;
- Delivers goods and services to SaskPower, including contractors; or
- Participates in site tours.

3.0 METHOD/PRACTICE

3.1 Hazard Identification

- Each Division shall identify potential hazards/aspects and associated risk relevant to its facilities and worksites by performing a Hazard/Aspect and Risk assessment prior to entry.
- Visitor access and controls shall be based on the level of risk and security protocols. This shall include personal protective equipment (PPE) requirements.

3.2 Control Methods

- Controls shall be in place, where reasonably practicable, to ensure that visitors are not exposed to unacceptable risk. This includes restricting access through fencing, locked doors, marked walkways, alarms and security cameras.
- Other controls include orientation, tour guides, accounting for visitors while on premises and appropriate signage.

3.2.1 Orientation

- An orientation commensurate to the level of risk shall be conducted prior to accessing controlled areas.
 - Unaccompanied visitor(s) shall be orientated to restricted areas, PPE requirements, site hazards, facility safety rules and the emergency plan.
 - Accompanied visitors shall remain with the guide at all times. A review of the emergency plan and PPE shall be done with the visitor(s).

3.2.2 Tour Areas

- Every facility that conducts tours shall identify tour zones.
- Tour zones shall be reassessed when site conditions and/or activities change.

3.2.3 Personal Protective Equipment (PPE)

- PPE shall be in compliance with the SaskPower Personal Protective Equipment Policy and supporting standards.



3.3 Noncompliance

- Visitor privileges shall only be given to those in compliance with this standard.

4.0 REFERENCE

- SaskPower (located on SafetyNet)
 - Safety Management Policy
 - Corporate Security Policy
 - Contractor HSE Management Standard
 - Health, Safety and Environment Rulebook