



**F&O Personnel, Contractors & Subcontractors, Visitors and  
Suppliers  
Worksite Access Procedure**

Office of Administrative Responsibility	Agri-Food Discovery Place
Approver	Executive Director
Scope	Compliance with this procedure extends to all, contractors, sub-contractors, University of Alberta Personnel, Visitors and Suppliers

**Overview**

Agri-Food Discovery Place is committed to providing a safe work environment for its staff, students, researches, clients and anyone else coming onto the premises. In order to accomplish this goal, certain workplace procedure must be implemented to support this commitment.

**Purpose**

The purpose of this procedure is to establish a system to ensure all contractors, U of A personnel, suppliers and visitors have appropriate authorization prior to proceeding to laboratory suits, roof tops or other work area(s)

**Scope**

This procedure applies to ALL contractors, sub-contractors F&O personnel, visitors and suppliers

**Responsibilities**

**Executive Director**

- Provide the necessary support through leadership, direction and resources to ensure the requirements of this standard are met. Enforce the guidelines and standards through refusing access.

**Health and Safety Coordinator**

- Review this procedure at least annually
- Provide Safety Orientation to contractors, sub-contractors, F&O personnel and visitors.
- Maintain orientation records and update training status.
- Review hazard assessments and other related documents submitted by contractors before work start.

**Unit Head or designate**

- Communicate this procedure to all contractors, sub-contractors, F&O personnel, visitors and suppliers
- Arrange Health and Safety Coordinator to arrange Safety Orientation
- Provide Wing Specific operational training
- Approve access card type and duration



### **Manager, Supervisors and Engineering Technologist**

- Communicate this procedure to all contractors, sub-contractors, F&O personnel, visitors and suppliers.
- Arrange Safety orientation with Health and Safety Coordinator
- Provide basic safety information to visitors. Basic safety information should include the evacuation procedure, muster point, nearest exit, and washroom location.

### **Reception**

- Based on the frequency and duration of work that is conducted at AFDP, receptionist assigns temporary or permanent access card to the personnel.
- The temporary access cards are programmed that it grants the card holder a limited access to a specific wing or to have full access.

### **Contractors, sub-contractors F&O personnel, visitors and suppliers**

- Comply with the requirements of this procedure and those described in the orientation package without exception.
- Receive initial orientation and complete safety training requirements in a timely manner.
- Receive refresher orientation on annual bases.
- Return the temporary access card to the receptionist when leaving AFDP
- Return permanent access card to the receptionist when work is completed at AFDP
- When AFDP is the Prime Contractor of the project, hazard assessment and other related documents need to be submitted to Health and Safety Coordinator or Unit Head prior to commencement of any work activity on AFDP premises.
  - Based on the frequency and duration of the work, either a Pre-Job Hazard Assessment or a Project Hazard Assessment is required by contractors.


### **Procedure**

- All contractors, sub-contractors, F&O personnel, visitors and suppliers must sign in at reception.
- Reception will contact the appropriate Unit Head or designate for pertinent area work or the Engineering Technologist for utilities and maintenance issue
- A documented Hazard Assessment must be conducted by contractors and sub-contractors prior to commencement of any work activity on AFDP premises.
- All contractors, sub-contractors, and F&O personnel require orientation before their first access to the AFDP roof top, Crop Wing or Meat Wing. This orientation must be updated annually.
- All visitors and suppliers require basic safety information to be provided by the person/group who is hosting them.
  - This includes AFDP industry clients who are hosting visitors/suppliers.
  - For safety reasons, visitors must be accompanied by an AFDP employee at all time when touring the laboratory area.
- All parties must sign out prior to exiting the building.

### **Related Documents**

AFDP Emergency Response Plan  
AFDP Fall Protection Program  
Pre-Job Hazard Assessment



Approval:   
Executive Director

July 24, 2012  
Date

  
Chair WHSC

July 24/12  
Date

