



## University Students' Council of the University of Western Ontario VISITOR HEALTH & SAFETY RESPONSIBILITIES

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Upon entry to the worksite, you will sign in and report directly to your USC host and the following policies and procedures will apply:

### 1. FIRE/EMERGENCY PROCEDURE

- When Fire Alarm sounds, please do not enter or leave the building except as directed by staff.
- If you see smoke or fire, activate the alarm by pulling any of the red fire pull stations on the wall.
- Please notify your USC host if you require special assistance in the event of an emergency evacuation.

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### 2. VISITOR ORIENTATION

- Always be escorted by your USC host during your visit.
- Wear any Personal Protective Equipment that we provide to you.

### 3. SMOKING POLICY

- Smoking is only allowed in a designated area outside, and not in any building.

### 4. ACCIDENTS/INJURIES

- Please report any accidents or injuries that may have happened on our work site to a staff member.
- Please report any hazards you may see.

Thank You for Your Cooperation,  
USC Occupational Health & Safety