



City of St. John's Corporate and Operational Policy

Policy: 03-07-39 OHS Entry into Private Property Policy

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 2009/11/09

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 39 OHS Entry into Private Property Policy

Purpose

To ensure the risk of Accident/Incident to Employees is minimized when they enter private property.

Policy Statement

All Departments with Employees who, as part of their job function, may be required to enter private property shall develop appropriate entry procedures.

Responsibilities:

Directors shall

- ensure that entry procedures are developed for their Employees who are required to enter private property.

Managers and Supervisors shall:

- In accordance with the Hazard Assessment Policy, ensure that the different types of entry into private property are identified;
- develop Safe Work Procedures in accordance with the different types of entries identified in the Hazard Assessment;
- provide a copy of the safe work procedure to all Employees and document receipt and discussion of same;
- ensure Employees receive appropriate training;

- develop a system to check on the well-being of Employees while on private property.

Employees shall:

- comply with the entry procedure;
- participate in training;
- report any issues/problems to their Supervisor;
- have their City issued photo ID card available at all times.

GUIDELINES

These guidelines are to be incorporated into your own safe work procedure and should not be considered to be a completed safe work procedure:

- For calls that may potentially be menacing, threatening or hostile, at least two people should attempt the visit. Consideration may be given to requesting the assistance of the Royal Newfoundland Constabulary.
- Identify what you consider to be safe, clear access to the property (i.e. walkway shoveled, steps salted and in good order etc.). If this is not available, identify what the Employee should do (i.e. contact the office, terminate the visit immediately etc.).
- Address what the Employee should do if there are unsecured dogs on the site (i.e. ask the occupant to tether them, terminate the entry, contact the office, etc.)
- If the only person home is suspected to be 16 years of age or under, the Employee should ask for identification. If it is confirmed that the occupant is 16 or under, or if they cannot/will not produce identification confirming their age, the entry should be terminated immediately. The Employee should make detailed notes on this in their Diary. **NOTE: You may want to make the resident aware of this requirement when you set up the appointment to visit their property.**
- If there is any reason to believe that the persons in the property or residence are under the influence of drugs or alcohol or may become menacing, threatening or hostile, the entry must be terminated immediately.
- Employees are not permitted to remove their footwear when entering private property. You should make your staff aware of this and supply them with the blue booties, which are available from the City stockroom.
- Employees should be advised to have on their person a method of contact at all times (i.e. two way radio or cell phone).

Application

Responsibilities

All employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009.

Review Period

Available to Public

☒ Yes

☐ No