

POLICY

POLICY: A-11
SUBJECT: VISITORS SAFETY
EFFECTIVE: JANUARY 11, 2023
SUPERCEDES: APRIL 1, 2022

POLICY

City Cruises Canada is committed to the prevention of occupational illness and injury and the maintenance of a safe and healthy work environment for visitors (such as guests or contractors). In doing so, City Cruises Canada requires that all visitors are accounted for.

1.0 VISITORS NOTICE

- 1.1** A visitor's notice must be posted at all points of entry
- 1.2** Visitors will be deemed escorted or unescorted; escorted will be accompanied by a City Cruises Canada crew member and unescorted visitors must have obtained prior approval to access the property from City Cruises Canada prior to their arrival

2.0 SIGNING IN

- 2.1** All visitors shall sign the visitors log immediately upon arrival

3.0 HAZARD/EMERGENCY PLAN NOTIFICATION

- 3.1** In all areas deemed construction visitors will be given information describing the hazards of the workplace and the procedures to follow in case of an emergency

4.0 PERSONAL PROTECTIVE EQUIPMENT

- 4.1** In all areas, visitors are required to wear the personal protective equipment (PPE), as required.
- 4.2** In all areas deemed construction, all visitors must use and wear the following personal protective equipment at all times while on the construction site:
 - Safety headgear (approved by CSA)

- Safety vest (approved by CSA)

4.3 In some circumstances, it may be required that steel-toed boots (approved by CSA) are worn.

5.0 RULES OF CONDUCT

5.1 All visitors must obey the following rules of conduct at all times:

- Follow all verbal instructions and signs
- Don't touch or attempt to operate any machine, device or equipment unless authorized
- Don't talk to or distract workers operating machines, devices or equipment or engage in safety-related functions like traffic control
- Don't engage in any pranks, horseplay, contests, feats of strength, running or rough conduct
- Stay out of restricted areas
- Report all injuries or problems immediately, no matter how minor
- Wear the required personal protective equipment (PPE)

6.0 SIGNING OUT

6.1 Visitors must exit the same manner they did when arriving to City Cruises Canada. Visitor must sign out when leaving City Cruises Canada property.

7.0 NON-COMPLIANCE

7.1 Visitors who fail to follow the above policies will have their visiting privileges revoked and be asked to vacate the premises. City Cruises Canada shall not be responsible for injuries visitors suffer as a result of violating these rules.

Further interpretation of this policy is the responsibility of the Vice President, Employee & Guest Experience. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.