

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 45-06
Facility: Mackenzie Regional Landfill	Effective Date: January 21, 2006
Policy Title: Visitor Record	Page 1 of 1

PURPOSE:

To maintain a record of site visitors for site safety.

POLICY:

1. In this Policy "visitors" means those persons that are neither customers or employees.
2. All visitors will report to the weigh scale at the landfill and will sign a visitor registry that includes the person's name, time of entry, and purpose of the visit.
3. All visitors will report to the weigh scale upon leaving the site and will initial and enter the time of departure on the visitor registry.
4. Prior to departure from the site, the weigh scale operator will check the visitor registry to make sure all visitors have signed out.

RESPONSIBILITIES:

5. The Scale Operator will maintain the visitor registry.
6. The Manager shall be responsible for the review and update of this Policy.

	DATE	RESOLUTION
Approved	January 21, 2006	22-06
Amended		
Amended		