



# VISITOR MANAGEMENT POLICY

OSBT SP-008-00

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EMPLOYEE EDUCATION 2019

# VISITOR MANAGEMENT POLICY

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**Purpose:** To ensure the safety and security of OneSource Building Technologies' associates, its visitors, and its property and to assure that only authorized personnel have access to the Company facilities.



# VISITOR MANAGEMENT POLICY

## HSSE Responsibility:

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Ensure all visitors to the office are accompanied by an employee of OSBT at all times.

- Ensure all extended stay visitors will be issued a dated visitor's pass which should be returned to the issuing party upon departure
- Monitor any unauthorized visitor failing to secure a pass
- Ensure all unauthorized visitors will be asked to leave the premises until one can be obtained



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## Employees Responsibilities:

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- Never give telephone numbers, addresses or plans of fellow co-workers to anyone without their permission.
- Use discretion in revealing personal plans to people at work.
- DO NOT leave valuables in plain view.
  - Always secure your property.
- DO NOT leave your computer unlocked and unattended.
  - Press **Control/Alt/Delete** Before you leave your desk.



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## Employees Responsibilities:

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- If you work alone or work outside of normal business hours, keep your office door locked.
- If you leave the office after hours, have a co-worker or security guard walk you to your car.
- Know your co-workers and their assigned work area.
- Be suspicious of people wearing inappropriate clothing for the weather.
- Be aware of suspicious activity in the parking lot.
- Write down license plate numbers of suspicious vehicles.

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- Truck drivers will use their Bill of Lading (BOL) as an acceptable ID; however, such persons shall not be permitted outside their normal areas of pick-up and delivery without being escorted by an appropriate associate.
- Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
- Individuals entering company grounds for the purpose of picking-up or dropping off individuals will not be allowed outside of their vehicles unless they have been provided an appropriate pass or is accompanied by the OSBT employee they intend to visit.

# VISITOR MANAGEMENT POLICY

## General Requirements

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HSSE Team Lead Key Responsibilities are:

- Acting as point of contact for concerned employees
- Approaching suspicious individuals
- Validating legitimate guests
- Contacting F or Law Enforcement if necessary

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## General Requirements

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- Every visitor is required approach an OSBT employee, and indicate who they are visiting.
  - This requirement is established as a protocol for identifying possible intruders.
- Each employee shall pleasantly introduce themselves to the person in question and request to see their Employee ID or Visitor Badge, and/or inquire as to whom they wish to visit.
  - If the person has a badge, the employee should contact the employee they are visiting for verification.
- If the person does not have a badge, the employee should escort them to the employee the visitor is there to see.
- If the individual in question does not have a valid business reason for being on premise, the employee should then politely escort them to the front door.
  - Alternately, a member of management, a Safety Warden, or a fellow employee who is physically intimidating who may be able to coerce the visitor to leave



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## Important Contacts

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- **Facilities Management - 832-782-6103**
- **Houston Police Department (non-emergency) - 713-223-3131**
- **Houston Police Department Emergency contact - 911**



# Thank You!

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Thank you for completing Visitor Management Policy!

Complete the [Visitor Management Policy quiz](#) to receive credit for this module.

Have questions?

Contact [HSSE@osbt.com](mailto:HSSE@osbt.com)