

MEMO

To: Directors, Managers and Coordinators

From: Ryan Sears, Director, Capital and Facility Services

Date: Wednesday, May 3, 2023

RE: Contractor and Third-Party Sign-in

As Thunder Bay Regional Health Sciences Centre (the Hospital) continues to have contractors and third-parties on site at our facility, it is essential that we maintain a secure environment to safeguard our patients, staff and assets. To this extent, we have an established contractor and third-party sign-in procedure in effect, which is included in Policy PP-417 – Contractors on Site. The latest version is available on the iNtranet.

This memo serves as a reminder that as per the policy, all contractors and third-parties must sign-in and obtain a visitor badge upon entry to our facility. They must also sign-out when they exit, returning the badge to the Physical Plant & Maintenance office on the first floor.

Please remind all contractors and third-parties that they must adhere to this procedure as it helps us to maintain a safe and secure environment and ensures that we can account for everyone who is present in our facility at any given time. Please also share this memo with your staff, as applicable.

We appreciate your cooperation and understanding. If you have any questions or concerns, please do not hesitate to reach out to the Physical Plant & Maintenance office or the Capital Planning office.