

| |
|--------------------------|
| <h2>Visitors Policy</h2> |
|--------------------------|

Document Type: Program

Release: 3

Release Date: 2024-07-08

| | | |
|---------------------|---|--|
| | Name: | <u>Approval Record</u> |
| Author: | M. M. Pavan | |
| Reviewed by: | S. Dewett I. Doyle A. Fong K. Hayashi O. Kester A. Lee S. Lee S. Morsara P. Navratil R. Neveau B. Richert P. Schaffer S. Shepherd | |
| Approved by: | N. Smith | |

| |
|--|
| <p>Note: Before using a copy (electronic or printed) of this document you must ensure that your copy is identical to the released document, which is stored on TRIUMF's document server.</p> |
|--|

| | | |
|-----------------|---------------|--------------------------|
| Visitors Policy | | |
| Document-10493 | Release No. 3 | Release Date: 2024-07-08 |

History of Changes

| Release Number | Date | Description of Changes | Author(s) |
|----------------|------------|---|-------------|
| 1 | 1999-12-01 | Initial Release | |
| 2 | 2019-01-30 | Updated to new template, content updated to reflect policy on HR website (Updated 2015-02-25) | J. Farrell |
| 3 | 2024-06-04 | Rewritten to accord with new policy for all types of visitors to TRIUMF. Added section for long-term visitor appointees | M. M. Pavan |
| | | | |

Keywords: Visitors, Hosts, Visitor program, TSOP-10

Distribution List: Leadership Team, Site-wide announcement, BAEs, Affiliates, TRIUMF Researchers Emeriti, Administrative Assistants, Joint Appointments

| | | |
|-----------------|---------------|--------------------------|
| Visitors Policy | | |
| Document-10493 | Release No. 3 | Release Date: 2024-07-08 |

1 INTENT

TRIUMF connects science to society and Canada to the world. As a hub for discovery and collaboration, we foster exchanges between leading universities and research centres across the country and act as Canada’s gateway to international big science projects. Moreover, TRIUMF welcomes the non-scientific public to inspire them in discovery and innovation. Maintaining laboratory infrastructure also requires outside workers to come to TRIUMF a regular basis. As such, welcoming Visitors to TRIUMF is essential for fulfilling core parts of our mission.

TRIUMF is regulated by the Canadian Nuclear Safety Commission, and our operations are also subject to WorkSafe BC workplace requirements, obligations under the National Research Council Contribution Agreement, and all applicable immigration and labour laws and other government guidelines, all of which extend to Visitors in their associations with the laboratory. This policy outlines the requirements and definitions pertinent for TRIUMF Visitors and their management.

2 RELATED AND REFERENCED DOCUMENTS

HR Policy 12 – Progressive Discipline ([Document-10477](#))
TRIUMF Building and Facility Management – Definitions, Roles, and Responsibilities ([Document-149646](#))
TRIUMF Training and Development [[Link](#)]
TSN 3.9 Job Hazard & Pre-job Briefings ([Document-178912](#))
TSOP-04 The TRIUMF Training Program ([Document-609](#))
TSOP-10 Access to TRIUMF ([Document-1733](#))

3 DEFINITIONS

“Employee” means an individual with whom TRIUMF has an employment agreement.

“Host” means the Staff member accountable and responsible for managing a Visitor’s access to TRIUMF throughout the Visitor’s authorization period.

“Long-term Visitor Appointee” or **“Visitor Appointee”** means a Visitor who is granted access to TRIUMF facilities or resources—online or physical—as well as special privileges beyond those of regular Visitors for a specified period of time through a formal appointment process or document.

“Staff” means an Employee with a continuing appointment who is a member of one of TRIUMF’s employment groups.

“Visitor” means an individual who accesses TRIUMF facilities or resources—online or physical—but is not an Employee.

| | | |
|-----------------|---------------|--------------------------|
| Visitors Policy | | |
| Document-10493 | Release No. 3 | Release Date: 2024-07-08 |

4 SCOPE

This policy applies to all Visitors who seek access to TRIUMF facilities for any period of time, in person or online, and to the Hosts who manage their access. Visitors may require continuous or regular supervision (e.g., individuals who visit TRIUMF for tours) or coordination (e.g., outside contractors providing services on site) by their Host for the entirety of their visit, or may be granted some measure of independent access to the site and to online resources.

See *TSOP-10 Access to TRIUMF* ([Document-1733](#)) for further details on the various types of physical access available to Visitors.

The Head, Academics and User Programs, has responsibility for this policy.

5 VISITOR ACCESS CONDITIONS

Access to TRIUMF facilities by Visitors is granted for the purposes of fulfilling our commitment to national and international collaboration, facilitating laboratory operations, and providing educational and commercial services.

Like Employees, Visitors must abide by all relevant TRIUMF policies and guidelines, and all relevant government legislation and regulations, including but not limited to those related to employment, occupational health and safety, and immigration.

Failure to abide by these conditions may result in the revocation of a Visitor's access.

5.1 Access procedures

The Host is responsible for determining what level of access is required for the Visitor and for following the procedures for documenting, granting, and managing access.

Such procedures may also include requirements as mandated by government regulations or guidelines.

See *TSOP-10 Access to TRIUMF* ([Document-1733](#)) for further details.

| | | |
|-----------------|---------------|--------------------------|
| Visitors Policy | | |
| Document-10493 | Release No. 3 | Release Date: 2024-07-08 |

6 CONDITIONS AND RESPONSIBILITIES

6.1 Visitors

Visitors to TRIUMF shall:

- (a) be responsible for following all relevant TRIUMF policies, procedures, and guidelines;
- (b) be assigned a unique Host for the entirety of their access;
- (c) only gain access to TRIUMF facilities or resources with approval of a Host (for physical access, the procedures detailed in *TSOP-10 Access to TRIUMF* [\[Document-1733\]](#) must be followed);
- (d) be trained or briefed, as appropriate, in accordance with all internal and external safety regulations and policies relevant to the nature of their access; and
- (e) have their access as Visitors revoked if they fail to adhere to this policy or any other relevant TRIUMF directives.

6.2 Hosts

Hosts shall:

- (a) be a TRIUMF Staff member;
- (b) be accountable and responsible for their authorized Visitors, including their activity and behaviour, when the Visitors are engaged with TRIUMF;
- (c) ensure that their Visitors comply with all applicable TRIUMF policies;
- (d) be appropriately trained to manage their Visitors' access and activities with or on behalf of TRIUMF (training requirements are listed on the Training and Development website);
- (e) be ultimately responsible for evaluating and approving visit authorization requests;
- (f) set a period of authorization for their Visitor's access appropriate to the nature of the visit;
- (g) ensure that the nature of proposed visits comply with applicable TRIUMF and governmental policies and regulations;
- (h) be aware of the nature of their Visitor's activities with or on behalf of TRIUMF;
- (i) ensure that their Visitors are appropriately trained for the activities in which they may be engaging (See *TSOP-04 The TRIUMF Training Program* [\[Document-609\]](#));
- (j) ensure the Visitors satisfactorily complete their assigned training;
- (k) effectively communicate to their Visitors what hazards are present at the facilities in which they will be visiting, continuously addressing any hazards as they arise (See *TSN 3.9 Job Hazard & Pre-job Briefings* [\[Document-178912\]](#));
- (l) transfer their hosting responsibilities to another Host who is a qualified Staff member when unable to adequately fulfil their duties as a Visitor's Host; and
- (m) adhere to this or any other TRIUMF policies and procedures with regard to Visitors, or else potentially be subject to disciplinary measures (see *HR Policy 12 – Progressive Discipline* [\[Document-10477\]](#)).

7 VISITOR AUTHORIZATION REQUESTS

Visitor authorization requests are distinct from visit approval as they deal solely with the act of entering information into the visitor management system pertinent for a proposed visit. Only the Visitor's Host can approve (authorize) a visit (see 6.2 (e)).

| | | |
|-----------------|---------------|--------------------------|
| Visitors Policy | | |
| Document-10493 | Release No. 3 | Release Date: 2024-07-08 |

The request for visitor authorization shall:

- (a) be made by an Employee, or an existing Visitor delegated the authority by their Host to make visit authorization requests on behalf of the Visitor's colleagues;
 - i. Visitors whose visits are requested by an authorized Visitor cannot themselves make visit authorization requests;¹
- (b) identify an appropriate Staff member to act as Host for the Visitor; and
- (c) provide justification for the request to the identified Host.

8 LONG-TERM VISITOR APPOINTEES

Visitors seeking a closer engagement with TRIUMF, for example an extended stay or special access to TRIUMF resources over what regular Visitors are afforded, may request appointment as a Long-term Visitor Appointee. Such appointments (e.g., emeriti, sabbatical or affiliate researchers, etc.) shall be formalized through written agreements between the Visitor or their home institutions and TRIUMF, and facilitated via their Hosts. Programs for the management of Visitor Appointees shall detail the conditions for their appointment, appointment process, access to TRIUMF resources, granting of special privileges, and any requirements for those Visitor Appointees supplementary to this policy.

All Appointee programs must abide by this policy.

9 SUPPLEMENTARY AGREEMENTS AND CONDITIONS FOR ACCESS

Depending on the nature of the Visitor's access, TRIUMF may require supplementary agreements to be entered into by the Visitor or their home institution to gain access to TRIUMF (e.g., non-disclosure agreements, intellectual property agreements, conflict of interest agreements, etc.). The necessity of such agreements will be determined by the Host in consultation with appropriate subject-matter experts at TRIUMF.

Such agreements may grant privileges or place restrictions with regard to access to TRIUMF facilities or resources.

¹ For example, a team leader who has been previously authorized by their Host to make visit authorization requests can put in such a request on behalf of their subordinate, but the subordinate can not be permitted the same privilege to request an authorization on behalf of another.