

# Welcome

The Workers' Compensation Board Alberta welcomes you to our premises. All visitors must review the following Health and Safety information prior to entering the premises.

## Safety Requirements

- When you check in with our security staff at the front counter you will be provided with an identification tag. Please ensure this tag is clearly visible at all times
- You are required to sign in your name, company, WCB contact person and their phone number and the reason for your visit (Business or Personal)
- A WCB employee should be with you for the duration of your visit and escort you to the exit

## First Aid

- All security personnel are trained in First Aid, CPR and AED response
- Each floor has emergency response officers trained in First Aid, CPR and AED response. They are identified by the red indicators at their workstations
- First aid kits are available at the emergency response stations located by the elevators on each floor

## Fire Safety

- When a fire alarm sounds, exit the building immediately via the nearest exit. Do not use elevators
- If you encounter smoke, alert everyone in the area by shouting 'FIRE'. Sound the fire alarm by activating a fire alarm pull. Call 9-911 from a safe location. Close but do not lock the doors behind you and evacuate to the nearest exit
- Each floor has emergency floor coordinators trained in emergency response. You must follow the direction of our emergency personnel in any emergency or evacuation
- A complete copy of the fire safety plan is located at the emergency response stations located by the elevators on each floor

By completing the visitor register, you acknowledge and agree to adhere to the above WCB Visitors Health and Safety guidelines.

Thank you for your cooperation.