



**PURPOSE:**

To ensure the health and safety of Town employees that are entering onto private property or land for work purposes.

**AUTHORITY:**

- Municipalities Act, 1999

**STATEMENT OF POLICY:**

The Town recognizes that it is necessary for employees within various departments to enter onto private property (land and buildings) during the course of their work. In order to ensure the health and safety of Town employees, it is important that the employees are aware of any known potential health and safety hazards that may exist within these properties.

**PROCEDURE:**

- If a complaint is received by the Town on a property, the assigned employee will drive by the property to see if there are any potential health and safety hazards around property.
- If hazards are noted then the employee will ensure the proper personal protective equipment, procedures and applicable training are followed to maintain their health and safety. If the hazards are beyond the training of the employee, the employee will contact the Supervisor or Manager to determine the next course of action.
- In the event that an employee is required to enter the back of a property to check on a complaint, and visibility of the area is not possible from driving by the property, the employee will take into consideration what potential hazards exist and take the necessary steps to mitigate those hazards. When walking around the property, the employee will move slowly and carefully, looking out for possible additional hazards.
- Employees that are required to enter into a building on the property are to ensure that the home owner has been notified and is present, unless legal action was taken in which the employee has authorization to enter the property.



**Town of Conception Bay South Corporate and Operational Policy**

**Title: Entering Private Property Policy**  
**Policy Number: 087**

**Resolution Number: 18-449**  
**Date Approved: December 10, 2018**

- Before entering a home, check with the home owners regarding pets and ensure that they have been contained by the homeowner before proceeding to prevent the possibility of an animal bite.
- In the event that an employee is to enter into a closed or condemned building, the employee is to check with applicable staff to ensure that the structure of the building is acceptable, as well as whether or not there is the potential of exposure to hazardous conditions (asbestos, mold, etc.). In these cases, an assessment will be conducted prior to entry to ensure any potential hazards are mitigated.
- In the event of work that will impact a person’s property, the Town will make every reasonable step to make contact with the owner of the property. However, in emergency situations such as a water or sewer main leak/break, employees will conduct the necessary work after confirming with their Supervisor or Manager, even if contact with the property owner has not been possible.

**REVISION HISTORY:**

<b>Revision:</b>	<b>Author:</b>	<b>Change Made:</b>	<b>Date:</b>