

Enterprise Risk Management Standard Administrative Procedures	07/24/13	-	Effective
24.01.01.ERM.11	02/01/19	-	Revised
Visitors in Hazardous Areas Program	ERM	-	Author

Introduction

Visitors to the Texas A&M University-Kingsville (TAMUK) are generally welcomed and encouraged, however there are many locations on the TAMUK campuses where hazardous materials and equipment are located or where hazardous operations are conducted. Limitations on visitation in these areas may be necessary to protect the safety and health of our guests.

Purpose

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

The Visitors in Hazardous Work Areas procedure identifies limitations on access to hazardous areas as well as appropriate precautions to be taken in those areas, and it establishes procedures for ensuring the safety of visitors to Texas A&M University-Kingsville.

2. RESPONSIBILITIES

a. Environmental Health and Safety shall:

1. Assist departments in identifying hazardous areas.
2. Review and provide consultation on visitor approval procedures established by TAMUK departments.
3. Review proposals for and provide approval (when appropriate) for guided tours and for the participation of minors in educational programs, internships, or mentorships in which the minor(s) would be entering hazardous areas.
4. Monitor compliance with this procedure.

b. Departments shall:

1. Identify and keep a log of areas in which hazardous materials or equipment are located and/or where hazardous operations are conducted and to which access should be restricted. Hazardous areas include but are not limited to laboratories, laboratory support areas, chemical storage rooms, animal housing areas, shops, power plants, and mechanical rooms. (See definitions for identification of a Hazardous Area.)
2. Establish approval procedures for allowing visitors into hazardous work areas.
3. Ensure that students, faculty and staff members under their direction are aware of and comply with this procedure.
4. Ensure that no unsupervised or unauthorized visitor is allowed into a hazardous work area by monitoring compliance with this procedure.

c. Faculty and staff shall:

1. Comply with this procedure.
2. Seek department and, when appropriate, ERM and/or Office of Research Compliance approval before allowing visitors into hazardous work areas. Approval must be in writing.
3. Identify visitors to hazardous areas in which they work and deny entry to those visitors who have not been approved to be in those areas.

3. PROCESS

1. Departments shall identify and designate hazardous areas and shall restrict visitor access to said areas by affixing appropriate signage and by establishing appropriate security measures (such as door locks).
2. Departments shall establish a formal application process by which an approved visitor may be granted access to hazardous areas.
3. Visitors that have not gone through the approval process and that have not received the written approval of the faculty or staff member in charge of the area and the written approval of the department head shall not be permitted in hazardous areas.
4. Upon written authorization, approved visitors may be granted access to hazardous areas that are pertinent to the purpose of their visit. These areas shall be identified in the written approval.
5. Visitors that are on official university business, such as service contractors, shall not be required to submit a formal application to receive approval to enter an area in which their business requires them to enter.
6. Approved visitors to hazardous areas shall be provided detailed safety instructions related to the hazard(s) by the faculty or staff member responsible for the work area and/or by the department in charge. This shall be documented and maintained as required by the TAMUS Records Retention Schedule.

7. Approved visitors shall be provided with appropriate personal protective equipment (PPE) for the hazard(s). PPE shall be provided by the department granting approval.
 8. Approved visitors shall be under the direct supervision or escort of an authorized faculty or staff member or graduate student.
 9. Visitors on an approved, guided tour shall be under the direct supervision and escort of an authorized faculty or staff member.
 10. Additional procedures or provisions for approved visitors who are minors are outlined in the following section.
4. **MINORS IN LABORATORIES AND OTHER HAZARDOUS AREAS**
1. Minors shall submit a signed parental consent form which details potential hazardous exposure(s) prior to visiting TAMUK.
 2. Minors that are under the age of 16 years are not permitted in hazardous areas. However, exceptions may be granted for approved guided tours and/or other educational opportunities (such as planned demonstrations), provided:
 - a. Tour participants do not participate in any hazardous activity.
 - b. At no time shall the minor be left in a hazardous area either unattended or with non-authorized supervising staff.
 - c. Authorized supervisory personnel shall be listed on the written approval form.
 - d. Hazardous areas in which any of the following conditions exist shall require the additional signed approval of the appropriate safety official and/or safety committee as appropriate for the hazard present (i.e. Radiation Safety; Biological Safety; Chemical & Laboratory Safety Committee; Institutional Biosafety Committee; Institutional Animal Care and Use Committee):
 - e. Respiratory protection beyond the use of a chemical fume hood and/or biosafety cabinet is required.
 - f. Radioactive materials and/or devices are being handled or in use.
 - g. Potential exposure to infectious agents.
 - h. Known carcinogens, reproductive toxins, or other acutely toxic chemicals are being handled.

The Executive Director, Enterprise Risk Management, EHS Manager, and/or the Director of Research Compliance has the authority to refuse or suspend a minor's visit if it is determined that hazards identified in safety inspections have not been mitigated or it is determined that the risks involved have not been, or cannot be effectively addressed to an acceptable level.

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

Definitions

Hazardous Areas - Any TAMUK operation or space where any of the following are present:

Chemicals (stored or in use)

Radioactive Materials

Biological or infectious materials

Live animals

Construction areas, including areas under renovation, remediation, or abatement.

Utility spaces, electrical hazard areas, mechanical rooms, rooftops, areas with high noise hazards, etc.

Any other area deemed hazardous by the responsible department.

Visitor – Any person (including minors) who is neither a student nor an employee of the university and who does not have authorization to be in a specific area. For the purpose of this policy, “Visitors” do not include Texas A&M University System (TAMUS) or appropriate government officials who are charged with oversight of health and safety issues.

Approved Visitor - Any person (including minors) who is not a student or an employee of the university, but who has received appropriate authorization to be in one or more hazardous areas. This can include:

Visiting Professors/Scholars academic units who require use of TAMUK facilities to conduct their research or scholarship activities. The title of “Visiting Professor” refers to those who will share their knowledge and talents with TAMUK faculty through extended lectures, demonstrations, or teaching of new research techniques. The title of “Visiting Scholar” refers to those who visit TAMUK to advance their own knowledge. The titles are not intended for visitors on short-term visits to present seminars, lectures, or consultations.

Student volunteers and/or minors participating in an approved educational program, mentorship, or internship.

Non-student volunteers.

Contractors.

Minors – Individual(s) under the age of 18 years.

Contact Office

Enterprise Risk Management
(361) 593-2237