

Texas A&M University-San Antonio

24.01.01.O0.12 Visitor Safety

Approved: September 4, 2015

Next Scheduled Review: September, 2020

Procedure Statement

Visitors to Texas A&M University-San Antonio (A&M-San Antonio) are generally welcomed and encouraged, however there may be locations at A&M-San Antonio 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.

Reason for Procedure

This Procedure identifies limitations on access to hazardous areas as well as appropriate precautions to be taken in those areas and it establishes processes for ensuring the safety of visitors to A&M-San Antonio.

Official Procedure

1. THE OFFICE OF SAFETY, RISK AND EMERGENCY MANAGEMENT SHALL
 - 1.1 Assist departments in identifying hazardous areas.
 - 1.2 Review and provide consultation on visitor approval procedures established by A&M-San Antonio departments.
 - 1.3 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.
 - 1.4 Assist with supervising guided tours, as appropriate.
 - 1.5 Monitor compliance with this policy.

2. DEPARTMENTS SHALL

- 2.1 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.
- 2.2 Establish approval procedures for allowing visitors into hazardous work areas.
- 2.3 Ensure that students, faculty and staff members under their direction are aware of and comply with this policy.
- 2.4 Ensure that no unsupervised or unauthorized visitor is allowed into a hazardous work area by monitoring compliance with this policy.
- 2.5 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).
- 2.6 Departments may establish a process by which an approved visitor may be granted access to hazardous areas.

3. Faculty and staff shall:

- 3.1 Comply with this policy.
- 3.2 Seek department and, when appropriate, the Office of Safety, Risk and Emergency Management approval before allowing visitors into hazardous work areas.
- 3.3 Admit visitors with proper approval to hazardous areas and deny entry to those visitors who have not been approved to be in those areas.
 - 3.3.1 Visitors that have not received approval from the faculty or staff member in charge of the area shall not be permitted in hazardous areas.
 - 3.3.2 Upon authorization, approved visitors may be granted access to hazardous areas that are pertinent to the purpose of their visit.
 - 3.3.3 Visitors that are on official A&M-San Antonio 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 be.
 - 3.3.4 Approved visitors shall be under the direct supervision or escort of an authorized faculty, staff member, or graduate student.

3.3.5 Visitors on an approved, guided tour shall be under the direct supervision and escort of an authorized faculty or staff member.

4. Minors in laboratories and other hazardous areas:

4.1 Minors shall submit a signed parental consent form which details potential hazardous exposure(s) prior to visiting A&M-San Antonio.

4.2 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:

4.2.1 Tour participants do not participate in any hazardous activity.

4.2.2 At no time shall the minor be left in a hazardous area either unattended or with non-authorized supervising staff.

4.2.3 Authorized supervisory personnel shall be listed on the written approval form.

4.3 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. Laboratory Manager):

4.3.1 Respiratory protection beyond the use of a chemical fume hood and/or biosafety cabinet is required.

4.3.2 Radioactive materials and/or devices are being handled or in use.

4.3.3 There is potential for exposure to infectious agents.

4.3.4 Known carcinogens, reproductive toxins, or other acutely toxic chemicals are being handled.

4.4 The A&M-San Antonio Director of Safety, Risk and Emergency Management 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.

5. 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. Approved visitors shall be provided with appropriate personal protective equipment (PPE) for the hazard(s). PPE shall be provided by the department granting approval.

Related Statutes, Policies, or Requirements

System Policy [24.01 Risk Management](#)

System Regulation [24.01.01 Risk Management Programs](#)

Definitions

Hazardous Areas – Any A&M-San Antonio operation or space where 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. are present or any other area deemed hazardous by the responsible department.

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

Approved Visitor - Any person (including minors) who is not a registered student or an employee of A&M-San Antonio, but who has received appropriate authorization to be in one or more hazardous areas. This can include visiting professors/scholars, student volunteers and/or minors participating in an approved educational program, mentorship, or internship, non-student volunteers, and contractors.

Minors – Individuals under the age of 18 years.

Contact Office

Business Affairs, Office of Safety, Risk and Emergency Management (210) 784-1150
