

**1. GENERAL**

The purpose of this program is to protect the health and welfare of visitors on the West Texas A&M University campus, by controlling access to hazardous and restricted locations by all persons, other than approved persons with appropriate information, training and supervision. The program is designed to eliminate the potential for injury to visitors or risk to the University's business operations that could occur from uncontrolled access to such locations.

**2. DEFINITIONS****2.1 Hazardous Location.**

There are many locations on the campus of West Texas A&M University where hazardous materials or equipment are located or where hazardous operations are conducted. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements in these areas. Therefore, it may be necessary to restrict access to these areas for visitors, especially minors.

A hazardous location is any location where safety and health hazards potentially exist and may include:

- laboratories
- medical facilities
- art studios
- theatre shops
- swimming pools
- meat laboratory
- feed mill operations
- animal holding areas
- pits
- skilled craft workshops
- boiler plant
- mechanical/equipment rooms
- elevator rooms
- custodial supply closets
- central supply warehouse
- roofs
- utility service tunnels
- confined spaces

- commercial kitchens
- commercial laundries
- areas under construction or remodeling
- other locations designated by the Deans, Division or Department Heads having domain.

Texas statutes do not define "hazard" or "hazardous area." Instead these are left to the judgment of reasonable and prudent persons with consideration for the age and knowledge of the visitor.

Children under 15 are generally not allowed in areas where dangerous equipment, hazardous chemicals, or biological materials are located or used. Exceptions may be granted for guided tours, educational programs or other reasons if appropriate precautionary measures are taken. These measures will include written consent of a parent or guardian, and/or direct adult supervision. Visitors must have explained/demonstrated to them operational procedures, safety measures, and emergency procedures and have the necessary personal protective equipment relevant to those activities. The organization, department or person facilitating the activity must maintain parental consent and training documentation.

## **2.2 Restricted Locations.**

A restricted location is any location where access is limited because of risk to business function or security and may include:

- computer rooms
- records areas
- management offices
- business offices
- dispatch/control rooms
- other locations designated by the Dean, Division or Department Head having domain.

## **3. RESPONSIBILITY FOR CONTROLLING ACCESS TO HAZARDOUS OR RESTRICTED LOCATIONS**

### **3.1 Responsibilities of the Deans, Department or Division Heads.**

It is an important element of the Access Control Program that all persons, other than approved persons with appropriate information, training and supervision, be excluded from hazardous or restricted locations.

Deans, Department or Division Heads are responsible for identifying hazardous locations or restricted locations within their domains and controlling access of persons to such locations. Deans, Department or Division Heads are responsible for developing operational guidelines, safety measures and emergency procedures

for activities within these areas. These guidelines should be distributed to employees in the affected areas and posted for ready access.

### **3.2 Responsibilities of Employees.**

University employees are responsible for assisting with the implementation of procedures defined by management to effectively control access to hazardous or restricted locations. Employees must observe all restrictions on the entry to or work practices within any hazardous or restricted locations.

It is important that an employee does not inadvertently invite an individual who is not a University employee or approved visitor into a location that is hazardous or otherwise restricted. Employees should report to the appropriate authority any unauthorized entry of persons to these areas.

## **4. CONTROL MEASURES**

Deans, Department or Division Heads will need to implement specific control measures to prevent access to hazardous or restricted locations. These may include:

- building security protocol
- warning/informational signs
- isolating energizing sources
- machine guards
- lockout devices
- key control
- access barriers (fencing and gates)
- door alarms
- coded access entry devices
- motion detectors
- security cameras

Contact the University Physical Plant and/or Police Department to facilitate purchase and installation of University approved and compatible devices.

### REFERENCE

Texas Penal Code §22.041 for children younger than 15

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CONTACT FOR INTERPETATION: Environmental Safety Office