



24.01.01.D1.05 Visitors in Hazardous and Restricted Areas

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Revised: September 13, 2017

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Procedure Statement

To protect the health and welfare of visitors on the Texas A&M University-Central Texas (A&M-Central Texas) campus and the integrity of the University's business operations, only approved visitors shall be allowed in hazardous or restricted locations.

Reason for Procedure

This procedure is designed to eliminate or mitigate potential risk of injury to visitors and University business operations by controlling access to hazardous and restricted areas.

Procedures and Responsibilities

1. HAZARDOUS LOCATIONS

- 1.1 A hazardous location is any location where safety and health hazards potentially exist.
- 1.2 At A&M-Central Texas, these areas have been identified as mechanical/equipment /electrical rooms, elevator rooms, laboratory preparation rooms, custodial supply closets, roofs, areas under construction or remodeling, and other locations designated by department heads, or designee having domain.

2. RESTRICTED LOCATIONS

- 2.1 A restricted location is any location where access is limited because of risk to a business function or security.
- 2.2 At A&M-Central Texas, these areas have been identified as police department offices, arms room, evidence storage and holdings rooms, computer/server rooms, IDF/MDF rooms, business office and cash handling areas, records areas, control rooms, and other locations designated by department heads, or designee having domain.

3. VISITOR ACCESS

- 3.1 Any person seeking access to a hazardous or restricted area must receive authorization from the department head, or designee of that area in order to gain entry.
 - 3.1.1 Visitors must have written authorization from the department head, or designee listing the name of the visitor, the name of the escort, and area(s) to which access is permitted.
- 3.2 Approved visitors shall be under the direct supervision of the appointed escort at all times, and accompanied into and not left alone in any area identified as a hazardous or restricted location.
- 3.3 Approved contractors are not required to submit to this process.

4. RESPONSIBILITIES

- 4.1 Safety and Risk Management shall:
 - 4.1.1 Assist departments in identifying hazardous and restricted areas.
- 4.2 Departments shall:
 - 4.2.1 Identify and designate hazardous and restricted areas within their purview, and restrict visitor access to said areas by establishing appropriate security measures such as door locks and key cards to control access.
 - 4.2.2 Ensure that students, faculty, and staff under their direction are aware of and comply with this procedure.
- 4.3 Employees shall:
 - 4.2.1 Control access to hazardous or restricted locations. It is important that an employee does not inadvertently invite an unauthorized visitor into a hazardous or restricted location.
 - 4.2.3 Report any unauthorized entry of persons to identified areas to the appropriate authority.

Related Statutes, Policies, or Requirements

System Policy [24.01 Risk Management](#)

System Regulation [24.01.01 Supplemental Risk Management Standards](#)

Definitions

For purposes of this SAP, the following definitions apply:

1. **Visitor** is any person (including minors) who is neither a student nor an employee of A&M-Central Texas or lacks authorization to be in a specific area.
 2. **Approved visitor** is any person (including minors) who is neither a student nor an employee of A&M-Central Texas, and has received proper authorization to be in a specific area.
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Contact Office

Safety and Risk Management
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