

Texas A&M Veterinary Medical Diagnostic Lab Procedures

24.01.01.V0.06 | Safety of Non-Employees

Approved: August 24, 2016

Next Scheduled Review: August 24, 2021



PROCEDURE STATEMENT

There are occasions when a person who is not an employee of The Texas A&M University System (A&M System) is present in a Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) facility. Non-employees may be exposed to potential hazards in laboratories, mechanical areas, etc. Any person who is not a System employee and who will be involved with potentially hazardous procedures at a TVMDL facility must be supervised and properly trained.

REASON FOR PROCEDURE

To provide guidance to ensure the safety of non-employees.

PROCEDURES AND RESPONSIBILITIES

1.0 FACILITY ACCESS

- 1.1 Access to laboratory space at TVMDL is restricted. Non-employees wishing to access the laboratory space must abide by TVMDL Procedure #1810, "TVMDL Visitor Program".
- 1.2 Permission to access laboratory space is requested via TVMDL Form #1822, "TVMDL Visitor Program Request and Record". Permission is only granted after all required information, signatures and attachments noted on #1822 have been received by the Office of the Director.

2.0 SUPERVISION

- 2.1 Each non-employee, including visitors, at a TVMDL location must be supervised by a member of the TVMDL staff.
- 2.2 No unattended children under the age of 15 are allowed in office areas of any TVMDL facility. No unattended children are allowed in laboratory space at any TVMDL facility.

3.0 TRAINING

- 3.1 Each non-employee must be trained regarding proper procedures and precautions before unsupervised work is allowed. Training required shall be the same as that required of employees performing similar tasks.
- 3.2 The training must include information in sufficient detail to ensure that the non-employee will be able to conduct procedures safely and will be knowledgeable regarding emergency response procedures.
- 3.3 Examples of training topics to address, as appropriate, include: location of fire alarms, fire extinguishers, first aid kit, and other emergency response equipment; procedures to report an emergency; waste collection and disposal procedures (chemical, biological, and radioactive materials); location of Safety Data Sheets; evacuation plan and location of emergency exits; safe operation of equipment; availability and proper use of personal protective equipment.
- 3.4 Document safety training for non-employees in the same manner that training for employees is documented by using the TVMDL Form #1813, "Safety Training Checklist".

4.0 OPERATION OF VEHICLES

Under the A&M System-wide self-insured plan, non-employees are not authorized to operate TVMDL vehicles. See TVMDL Procedure 24.01.01.V0.03 for additional information.

5.0 MINORS

Activities prohibited by the Fair Labor Standards Act for employees under the age of 18 years shall also apply to non-employees under the age of 18 (System Regulation 31.01.02, *Fair Labor Standards Act*).

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 24.01](#), *Risk Management*

[A&M System Regulation 24.01.01](#), *Supplemental Risk Management Standards*, and its associated standards

[TVMDL Procedure 24.01.01.V0.03](#), *Driver Requirements for the Use of Texas A&M Veterinary Medical Diagnostic Laboratory Vehicles*

CONTACT OFFICE

Questions regarding this procedure should be referred to the TVMDL Laboratory Safety Officer at 979-845-3414.