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PROCEDURE STATEMENT

There are occasions when a person who is not an employee of The Texas A&M University System (System) is present in a Texas A&M AgriLife Extension Service (AgriLife Extension) facility. Non-employees may be exposed to potential hazards in laboratories, pesticide treated fields, shop areas, etc. Any person who is not a System employee and who will be involved with potentially hazardous procedures at an AgriLife Extension unit must be supervised and properly trained.

REASON FOR PROCEDURE

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

PROCEDURES AND RESPONSIBILITIES

1.0 SUPERVISION

- 1.1 Each non-employee, including visitors, at an AgriLife Extension unit must be supervised by a member of the AgriLife Extension staff.
- 1.2 No unattended child under the age of 15 is allowed in the workplace.

2.0 TRAINING

- 2.1 Each non-employee must be trained regarding proper procedures and precautions before unsupervised work is allowed.
- 2.2 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.
- 2.3 Examples of training topics to address, as appropriate, include: location of fire alarms, fire extinguishers, first aid kit, and other emergency response equipment; procedure to report an emergency; waste collection and disposal procedures (chemical, biological, and radioactive materials); location of Material Safety Data Sheets; evacuation plan and location of emergency exits; safe operation of equipment; availability and proper use of protective clothing.
- 2.4 Document training for non-employees in the same manner that training for employees is documented by using the Employee Training and Development Record.

3.0 OPERATION OF VEHICLES AND FARM MACHINERY

Under the System-wide self-insured plan, non-employees are not authorized to operate AgriLife Extension vehicles. See Extension Procedure 24.01.01.X0.03 for additional information. At their discretion, a unit head may allow a non-employee to operate a tractor or other farm machinery if the non-employee has been trained in the safe operation of the equipment, training has been documented, and liability insurance of the non-employee has

been confirmed. In the event the non–employee is not covered by liability insurance through alternative sources, the unit head may weigh the risks associated with the non–employee use of the equipment and approve/disapprove its use.

4.0 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

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

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

[AgriLife Extension Procedure 24.01.01.X0.03](#), *Driver Requirements for the Use of Texas A&M AgriLife Extension Service Vehicles*

CONTACT OFFICE

Questions regarding this procedure should be referred to the AgriLife Research/AgriLife Extension Service Safety Coordinator at 979-862-4038.