

Texas A&M Veterinary Medical Diagnostic Lab Procedures

24.01.01.V0.06 | Safety of Non-Employees

Revised: June 26, 2023

Next Scheduled Review: June 26, 2028



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PROCEDURE SUMMARY

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 an A&M System employee and who will be involved with potentially hazardous procedures at a TVMDL facility must be supervised and/or properly trained.

This procedure provides guidance to sections 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 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 either supervised by a member of the TVMDL staff, or complete training on safety processes and procedures.
- 2.2 Children under 15 are generally not allowed in any area—including laboratories—in which hazardous chemicals, biological materials, radioactive materials, radiation-generating devices, or dangerous equipment are located or used. Exceptions may be granted for guided tours or other reasons if appropriate precautionary measures are taken. These measures may include written consent of parent or guardian, and require direct adult supervision. Section heads may require additional safety measures prior to allowing access.

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 (but are not limited to): 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 Safety training for non-employees is documented using TVMDL Form #1813, "Safety Training Checklist", in accordance with TVMDL Procedure #1810. "TVMDL Visitor Program". Completed records are maintained by the Office of the Director.

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 (A&M 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, Health and Safety](#)

[A&M System Regulation 31.01.02, Fair Labor Standards Act](#)

[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.

REVISION HISTORY

Approved	August 24, 2016
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