

# Texas A&M AgriLife Extension Service Procedures

24.01.01.X0.06 | Safety of Non-Employees

Revised: July 14, 2023

Next Scheduled Review: July 14, 2028

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## PROCEDURE SUMMARY

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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 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 an A&M System employee and who will be involved with potentially hazardous procedures at an AgriLife Extension unit must be supervised and properly trained.

This procedure provides guidance to units to ensure the safety of non-employees.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 SUPERVISION

- 1.1 Short-term visitors at an AgriLife Research Unit should be briefed about hazards and emergency procedures and should never be in hazardous work areas without proper supervision. Short-term visitors are those that are on a tour, those that are shadowing a researcher for a short period of time, etc.
- 1.2 Non-employees such as visiting scholars and non-employee researchers (i.e. grad students and postdocs that may be paid by grants instead of by AgriLife directly, volunteer undergraduate researchers, etc.) are permitted to work unsupervised in hazardous areas once they have been properly trained and that training has been documented.

### 2.0 TRAINING

- 2.1 Training required shall be the same as that required of employees performing similar tasks. 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.
- 2.2 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; 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 personal protective equipment and clothing.
- 2.3 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 A&M System-wide self-insured plan, non-employees are not authorized to operate AgriLife Extension vehicles. See AgriLife Extension Procedure 24.01.01.X0.03 for additional information. At his or her 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

- 4.1 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*).
- 4.2 Children under 18 years of age are 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 by the unit head for guided tours or other reasons if all minors have prior written consent of a parent or legal guardian, are supervised at all times, and have the proper personal protective equipment. Unit heads may require additional safety measures prior to allowing access.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[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](#)

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

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### CONTACT OFFICE

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

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### REVISION HISTORY

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Approved: December 6, 1999  
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