
Policy No. 17

VISITORS IN THE WORKPLACE

August 19, 2009

The School of Medicine workplace is a diverse environment of classrooms, offices, and laboratories where many different activities are performed. Visitors to the workplace are generally welcome, and in some settings even encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety, and to maintain productivity and regulatory compliance.

1. HAZARDOUS WORKPLACES

There are many workplaces where hazardous materials or equipment are located or where hazardous operations are conducted. These include laboratories, maintenance shops and power plants. It is therefore necessary to restrict access to these areas for visitors, especially minors. For the purpose of this policy, hazardous areas are defined as any School of Medicine operation or space where any of the following are present:

- Chemicals or radioactive hazards,
- Biological or infectious hazards,
- Live animals,
- Construction or renovation activities,
- Utility equipment spaces, rooftops, mechanical rooms, high noise areas, electrical hazards,
- Other areas deemed hazardous by the host department.

Visiting adults who are not students or employees (visiting scientists, etc.) who work for two weeks or more in laboratories or other hazardous areas must receive safety training equivalent to that required for employees in the same environment. The host department is responsible for providing all visitors with specific safety instructions for local conditions and procedures, and for providing all necessary personal protective equipment. All safety training must be properly documented by the host department and kept on file in the department.

Visiting adults who are not students or employees (visiting scientists, etc.) who visit or work for two weeks or less in laboratories or other hazardous areas must at a minimum have local safety measure and emergency procedures explained to them, and must be provided with personal protective equipment appropriate to the environment being visited. Short-term visitors must be escorted and/or supervised by the host department at all times during their visit.

2. CHILDREN

In general, the workplace is not an appropriate place for minor children on a frequent or continuing basis, as children in the workplace create an atmosphere that may not be conducive to achievement of the school's specific goals and objectives.

Children may be brought to workplaces by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a physician's appointment, for example). The parent employee must supervise the child(ren) on such visits. It is generally not appropriate for children of any age to be

in the workplace on a regular basis, such as after school each school day or on regularly scheduled school holidays.

We recognize that occasionally situations may arise that leave an employee with no acceptable alternative but to bring his or her child(ren) to work. In the event of an emergency, or if there are no other alternatives, parent employees may have children present in the workplace provided the parent secures prior Dean approval. This exception is not applicable to hazardous areas. Parent employees may not leave such child(ren) in the custody of another University employee, even for brief periods of time.

Minor children are not permitted as regular visitors in any hazardous area as defined above. Short-term visits may be authorized for approved guided tours or other reasons if appropriate precautionary measures are taken, and hazards have been fully controlled or removed during the visit. Direct adult supervision of children is required at all times in hazardous areas.

3. ANIMALS

For reasons of safety, health and sanitation, no dogs or any other pets are permitted in University buildings. This policy does not prohibit the presence of:

1. Animals used in instructional, research or clinical activities.
2. Assistive or service animals, as defined in the Americans with Disabilities Act, controlled by someone with a disability.
3. Animals controlled by fire or law enforcement officers in the course of their duties.
4. Animals essential to a specific University program or activity, e.g., performing animals employed in an entertainment production.

University properties rented or maintained as places of abode are subject to this policy unless the manager of those properties has provided an approved contractual agreement affirming otherwise.

Any dogs or other pets on University ground must be leashed and attended at all times, and the individual and/or owner is expected to clean up after the animal. If the dog or pet creates a disturbance or poses a health or safety risk to students, faculty, staff, or visitors, the animal must be immediately removed by the owner and kept off campus. By bringing a pet or service animal on campus grounds, the individual and/or owner accepts sole financial and legal responsibility for any damage, injury or other harm caused by the animal.

The Director of Environmental Health and Safety is delegated the overall responsibility and authority for implementation and administration of this policy and is accountable for policy compliance and quality assurance.

With the exception of service dogs or other service animals used to guide or assist persons with disabilities, employees may bring animals to University workplaces only with prior permission from the Dean and only for official purposes.

PREPARED BY: BUSINESS OFFICE

APPROVED BY:

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