

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 025</b>
<i>Subject:</i> <b>Access To Restricted Areas</b>	<i>Last Review Date</i>	09/01/09
	<i>Page</i>	1 of 1

## POLICY

It is the policy of Johns Hopkins to prohibit access to any areas housing potentially hazardous materials or machinery by unauthorized individuals. Authorized individuals are JHH, JHHS and JHU employees, JHU faculty, JHU students, and other individuals on official business for or with Johns Hopkins.

Areas housing potential or known hazards whose entrance is restricted to authorized individuals includes (but is not limited to) all research, teaching and/or clinical laboratories; maintenance shops, mechanical/electrical spaces and construction areas; and any area where chemicals are handled or stored.

Any visitor who will perform any tasks in a restricted area will be required to complete a safety orientation provided by HSE. Johns Hopkins staff who are sponsoring the individuals must notify HSE at 410-955-5918 at least one week prior to the date they will enter the restricted area.

All persons who are on JHMI property must comply with all federal, state and local regulations and Johns Hopkins policies.

Visitors under 18 years of age, unless considered a patient, staff member, or student, are not permitted in areas housing potentially hazardous materials or machinery, except with express written consent of the department chairperson. Individuals under 18 years of age are not permitted into any area with restrictive warning signs, such as, "Authorized Personnel Only", "Restricted Area - Admittance to Laboratory Personnel Only" and other restrictive warnings unless pre-approved by the department chairperson. Individuals under 18 years of age are not permitted into any area designated as a Biosafety Level 3 (BL3) or posted as "Danger: Asbestos", "High Voltage", "Caution: PCB's" and "Extremely Hazardous Area - Do Not Enter - Contaminated Area".

Domestic pets or animal companions are prohibited in restricted access areas of University buildings, except for service animals or those animals for which express written consent of the department chairperson.

## RESPONSIBILITIES

Department Management	Enforce this policy in areas housing potentially hazardous materials or machinery within the department.
Departmental Chairperson	Provide written consent for access to areas housing potentially hazardous materials or machinery by individuals under 18 years of age and by companion animals other than service animals.
Health, Safety and Environment	Post conspicuous signage on restricted areas housing potentially hazardous materials or machinery.  Provide appropriate training and maintain documentation of all who has completed the required training.
Security	Provide identification badges and passes to authorized individuals.

## REVIEW CYCLE

Annually