



Safety Instruction

Access Control Program

Section **108: Access Control Program** is part of the **OSU Safety (SAF) Policy & Procedures Manual**.

The section content is simply duplicated below.

Due to the nature of certain sensitive research and equipment, or especially hazardous processes, situations exist where access control is desired or required by departments in charge of university spaces.

This policy sets forth the requirements of this program and outlines

- Conditions for each type of regulated space
- Responsibilities for participants
- Process for requesting an official limitation of access
- Signage requirements

It must be recognized that OSU staff work shifts outside the normal 8 to 5 weekday, including early morning, swing-shift, and weekends. Each type of access control must make allowances for those shift differences. Other limited access postings which are not in accordance with this policy will be considered void.

No Access Space

A **No Access Space**, identified at all entrances, means there will be no access by non-departmental personnel unless escorted by authorized individuals. This policy is in force 24 hours per day, 7 days a week, and includes limitation in emergency situations such as water leaks or power outage.

Requestor requirement. A **No Access Space** request must be signed by the responsible Dean or equivalent administrative director.

Space review. Prior approval of a **No Access Space**, facilities services personnel will inspect the proposed space to find all building-related equipment that may need to be accessed within the space. This will include items such as electrical panels, motorized dampers, fans, thermostats, floor drain primers, HVAC mixing boxes. If any are located, the requesting department will 1) pay to have the respective equipment professionally moved to an accessible location that meets the needs of facilities services, or 2) cancel the request. This space review will be documented.

Approval. Approval of a **No Access Space** will be done by the Vice President of Administration.

Acknowledgement of Risk. A **No Access Space** comes with the understanding that all damage arising from this level of access limit will be the responsibility of the requesting college, and funding will need to come from that group to pay for restoration to all affected areas arising from an incident within the space.

Notification Listing. Sufficient number of personnel must be listed so that contact can be made within 20 minutes at any time, 24 hours per day, 7 days per week. The list must be kept outside the access point, or in an identified accessible location within 20 feet of the **No Access Space**. The roster must be dated and be kept current by the requesting department. An updated copy of the personnel list will also be provided to Facilities Services and the Department of Public Safety.

Equipment requirements. A functioning smoke detector with audible alarm is required within the **No Access Space**.

Limited Access Space

A **Limited Access Space**, identified at all entrances, will request that non-departmental personnel attempt to contact responsible parties prior to planned or unplanned entry. This policy is in effect 24 hours per day, 7 days a week, but does **NOT** limit access in emergency situations. Failure to reach listed personnel within 20 minutes will nullify the limited access designation.

Contact EHS:
safety@oregonstate.edu
oregonstate.edu/ehs/
541 • 737 • 2273

Notification Listing. Sufficient personnel must be listed so that contact can be made within 20 minutes at any time, 24 hours per day, 7 days per week. The list must be kept outside the access point, or in an identified accessible location within 20 feet of the **Limited Access Space**. The roster must be dated and be kept current by the requesting department. An updated copy of the personnel list will also be provided to Facilities Services and the Department of Public Safety. Failure to reach listed personnel within 20 minutes will nullify the limited access designation.

Requestor requirement. A **Limited Access Space** request must be signed by the responsible Department Head or equivalent administrative manager, and must identify the reason for the request.

Approval. Approval of a **Limited Access Space** will be done by the responsible Dean or equivalent administrative director in consultation with the director of Facilities Services.

Alarmed Space

All **Alarmed Spaces**, identified at all entrances, will be accompanied by contact information sufficient to allow for contact during potential service times. The use of a standard pictograph will be used to alert all university personnel that the space is alarmed.

Requestor requirement. An **Alarmed Space** notification must be signed by the responsible Department Head or equivalent administrative manager.

Hazardous Space

A **Hazardous Space** exists in locations where there are

1. Extreme carcinogens, class 3 biohazards, or class 4 lasers in use.
2. Radiation areas or energized high voltage service equipment present.

The requirements for a **hazardous space** are similar to a no access space, except that emergency access is allowed in consultation with appropriate university groups (e.g., EH&S, electrical shop). **Additional signage** will be provided as required by regulations for the specific hazards.

Requestor requirement. A **Hazardous Space** notification must be signed by the responsible Principal Investigator or equivalent administrative manager, in consultation with the appropriate compliance committee administrator and Facilities Services.

[Access Space Signs & “NO Access” Space Review checklist](#)

[Access Control Request form](#)