

## UTAH TRANSIT AUTHORITY POLICY

### UTA.03.07

#### VISITOR ACCESS

1) Purpose

To reduce Utah Transit Authority's (UTA's) liability and increase employee safety and security by implementing measures limiting visitor and non-employee access into work and yard areas.

2) Definitions

None.

3) Policy

Due to the many potentially hazardous processes associated with maintaining and operating a transit fleet, it is necessary to control visitor and non-employee access to the yard, operations, and maintenance facilities through the following actions.

A. Responsibility

1. Visitors to UTA facilities are required to enter only through a nominated entryway. Visitors must sign in when they arrive and must sign out when they leave. Visitors must be escorted to and from the desired location and the escorts must take measures to keep visitors from entering restricted areas.
2. Visitors to UTA facilities are required to wear protective equipment that may be necessary to protect them from expected dangers

B. The Safety and Security department will:

1. Identify safety and health hazards at each facility associated with visitor and non-employee access by means of a job-hazard analysis, and will document the results through a written certification of the hazard assessment to include identifying the workplace evaluated, the person performing the certification, and the date of the certification.
2. Identify any necessary protective equipment that may be necessary for visitors to wear while on site at the UTA facilities.
3. Create a plan for taking immediate action if visitors accidentally enter restricted areas.
4. Audit visitor access programs for compliance.
5. Establish criteria for camera and panic button coverage.

C. Business unit managers will:

1. Develop and maintain specific department or shop work procedures for visitor and non-employee access to UTA facilities, addressing at a minimum the following areas:
  - a. Establishment of a check-in area
  - b. Establishment of a check-in log and record-keeping requirements
  - c. Means to escort visitors to their destination
  - d. Visitor identification or access pass
2. Distribute procedural information to employees and visitors, ensuring that employees are informed of access rules.

- 3. Enforce visitor access procedures at their facilities.
- 4. Define program auditing procedures and ensure compliance.

D. Employees will follow established visitor and non-employee access procedures as detailed in Security Initiatives. They will inform visitors and non-employees of the access rules to their facility.

E. Training and Communication. Visitor access plans and work rules will be communicated to all employees at each business unit, and employees will be educated in identifying authorized visitors and taking action when they see unauthorized individuals enter the site.


4) Cross References

- Utah Occupational Safety and Health Act (Title 34A, Chapter 6)
- Occupational Safety and Health Act of 1970
- UTA Employee Handbook, Security Initiatives

This UTA Policy was reviewed by UTA’s Director of Safety and Security on 03/03/2026, and approved by the Executive Director on \_\_\_\_\_. This policy takes effect on the latter date.

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 Jay Fox  
 Executive Director

Approved as to form and content:

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 Counsel for the Authority

**History**

Date	Action	Custodian
7/12/2006	4.3.20	
11/3/2014	4.3.20 Update	
2/4/2015	Revised and renumbered to 4.3.6 Visitor Access (previously 4.3.20)	
	Board Reviewed – UTA.03.07 Visitor Access	Director of Safety & Security
	Revised and Renumbered – UTA.03.07 Visitor Access	Director of Safety & Security