 <p>Carnegie Mellon University Environmental Health &amp; Safety FIRE   LAB   WORK</p>	<p><b>Environmental Health and Safety</b> <b>Minors in Laboratory, Shop, Research, Teaching and Other Programs – Guideline</b></p>
<p><b>Date of Issuance:</b> March 2019</p>	<p><b>Revision Date:</b> 2/19/2021</p>
<p><b>Revision Number:</b> 4</p>	<p><b>Prepared by:</b> EHS</p>

## 1. Purpose

The purpose of this Environmental Safety & Health Department (EHS) Guideline is to identify when minors may work, conduct research or participate in programs in hazardous areas and to establish procedures for their doing so safely.

## 2. Definitions

- a. **Child Protection Operations** - most programs and activities involving third-party (i.e., non-CMU) minors on campus must be registered with CMU's [Child Protection Operations](#).
- b. **Hazardous areas** - laboratories, shops, studios or other areas where hazardous materials, equipment or conditions are present.
- c. **Minors** - individuals under 18 years old.

## 3. Permitted Categories

Minors are only permitted to work, conduct research or participate in programs with hazardous materials or in hazardous areas if they are:

- a. matriculated (i.e., officially-enrolled for academic credit) undergraduate or graduate students in courses having laboratory, shop, or studio components; or
- b. employees (including paid interns)
- c. official participants in non-credit-bearing courses or programs (e.g. [university visiting/non-degree students](#), [Pre-College students](#), or [unpaid interns](#) participating in properly-constituted internship programs, third-party students participating in classes or outreach activities at CMU).

All programs must be registered with Child Protection Operations. All requirements must be fulfilled before minors may begin work in hazardous areas.

## 4. Prohibitions

Notwithstanding the foregoing, minors are not permitted to work, engage in research or participate in programs involving reproductive toxins, chemical carcinogens, radioactive materials, reactive materials, or other highly toxic substances. Exceptions for matriculated undergraduate or graduate students or employees must be approved by the Director of EHS and the Principal Investigator or Supervisor that controls the hazardous area.

## 5. Training and Safety Equipment

Before beginning work in hazardous areas, minors must receive hazard-specific safety training appropriate to the hazards they will encounter provided by the Principal Investigator (PI), supervisor, or EHS. Minors must also be provided with appropriate safety equipment (e.g. PPE) and be trained in its proper use and disposal.

## 6. Supervision

Minors working in hazardous areas must be under the supervision of an adult who has received appropriate training and will be responsible for the minor at all times. Minors are not permitted to work alone in hazardous areas. (See the EHS [Working Alone Guideline](#) for further information about working alone.)

## 7. Tours and Visitors

All tours involving minors and minor visitors should be registered with [CMU Child Protection Operations](#). CMU personnel conducting tours and visits in hazardous areas should have permission from the Department Head or Principal Investigator, be familiar with any potential hazards, and adhere to applicable EHS guidelines and safety requirements (e.g., the chemical hygiene plan, proper attire including personal protective equipment, etc.) . Tours and visitors shall never be left alone and must be accompanied and supervised by an approved CMU person, this includes the Responsible Party who is registered with Child Protective Operations.


## 8. Requirements for Responsible Person Prior to Beginning Work In Hazardous Areas

All the following requirements must be met prior to minors working in hazardous areas:

- a. Register with [CMU Child Protection Operations](#) and obtain all necessary clearances as required by the Policy on Protection of Children in Carnegie Mellon University Programs, Activities, and Facilities.
- b. Read and understand this Guideline, and have permission from the Principal Investigator (or Department Head) to use the lab, shop, studio, or space.
- c. The Principal Investigator (or Department Head) shall complete this application form for Minors in Laboratory, Shop, Research, Teaching and other Programs (which can be found at the end of this Guideline). Completed forms must be submitted to [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu) and obtain EHS approval;
- d. Receive appropriate laboratory safety and hazard-specific (if required) training from PI, supervisor and/or EHS (as approved by EHS);
- e. Be provided with appropriate safety equipment (e.g. PPE) and be trained in its proper use and disposal;
- f. The laboratory or other hazardous area must be in full compliance with all applicable CMU and EHS Guidelines, safety plans and programs.
- g. Ensure any designee who is delegated this responsibility (such as program coordination) adheres to above.

## 9. Rules for Minors While Working in Hazardous Areas

- a. Never work alone. You must have direct immediate adult supervision by your PI, instructor, supervisor or their designee.
- b. Complete and follow safety training specific to the hazards in the laboratory.
- c. Always follow the instruction of your PI, instructor, supervisor or their designee.
- d. Report any accidents or incidents immediately to your PI, instructor, supervisor or their designee.
- e. Always wear the protective equipment provided to you as directed and dispose of it properly.
- f. Always wash your hands with soap and water prior to leaving any laboratory area.
- g. Never eat, drink, chew gum, apply lip balm or touch contact lenses while in a laboratory or other hazardous area.
- h. Tie back long hair securely.
- i. Wear closed-toe shoes.
- j. Ask questions if you don't understand something, especially safety requirements.

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## Application Form for Minors in Laboratory, Research, Teaching and other Programs

This form must be completed for each program involving minors working in Carnegie Mellon laboratories or other hazardous areas. Submit a copy of this form to EHS and get approval before a minor works in a hazardous area. As defined in the EHS Guideline on Minors in Laboratory, Research, Teaching and Other Programs, “Hazardous areas” means laboratories, shops, studios or other areas where hazardous materials, equipment or conditions are present. The PI or supervisor should keep a copy of the completed form.

**Send this form to:** Department of Environmental Health and Safety, 5000 Forbes Avenue, FMCS Building, 3<sup>rd</sup> Floor, Pittsburgh, PA 15213; Phone: 412-268-8182; or [Email](#) a copy.

**Subject:** Minors for Laboratory, Research, Teaching and Other Programs.

### Section 1: Basic Information

Education Outreach Project/Program Title: \_\_\_\_\_

Expected duration of the program: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Expected number of Minors participating in the program: \_\_\_\_\_

PI/Supervisor/Sponsor: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Address: \_\_\_\_\_

Office/Lab Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Section 2: Information about Work in Hazardous Area

1. Name of the Supervisor (if different from above): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Area Where Work Will Be Performed: Building(s) and Room(s): \_\_\_\_\_
3. Reason for this Work (check one):  
 Science Fair Project     Volunteering     Internship  
 Employment     Invited Visitor     Other (explain):  
 CMU Coursework     Non-CMU Coursework (explain): \_\_\_\_\_  
\_\_\_\_\_
4. Work Description: Provide a description of the work including specific techniques to be used/ learned and any potential hazardous material /equipment the minor will be working with (please attach as a separate sheet, if needed). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Chemicals: Will Chemicals be used in this program     Yes     No  
If yes, please list the most hazardous chemicals: \_\_\_\_\_  
\_\_\_\_\_
6. Biological Material: Will Biological Materials be used in this program     Yes     No  
If yes, please list the name of those biological materials: \_\_\_\_\_  
\_\_\_\_\_
7. Physical Hazards: Will physically hazards / equipment be used in this program:  
 Yes     No  
If yes, Please list the equipment to be used in the work place: \_\_\_\_\_  
\_\_\_\_\_
8. Describe the lab/work safety training the student has received. Note that even if the minor handles no chemicals or biological materials, the minor should still be advised of hazards present for the lab or process, and hazards related equipment to be used and proper emergency response.  
\_\_\_\_\_  
\_\_\_\_\_
9. Please list the Personal protective equipment (PPE), minors are required to wear in the work place:  
\_\_\_\_\_  
\_\_\_\_\_

## Principal Investigator/Supervisor/Sponsor Assurance

I agree to sponsor/ supervise \_\_\_\_\_ (Name of Registered Program) work in the hazardous area described above.

I have read, understand, and will adhere to the Carnegie Mellon University Minors in Laboratory, Research, Teaching and Other Programs Guideline. Safety training and the proper personal protective equipment for, and specific to, laboratory/work area hazards will be provided. Minor individuals will be supervised by a cleared faculty, staff or graduate student at all times and never left alone while in the laboratory/work area. My laboratory/work area is in full compliance with all applicable Carnegie Mellon University safety programs and regulations.

\_\_\_\_\_  
Name of the Principal Investigator/Supervisor/Sponsor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date