1. Purpose.

The purpose of this Environmental Safety & Health Department (“EH&S”) 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.

“Child Protection Operations” means CMU’s [Child Protection Operations](#) department. Most programs and activities involving third-party (i.e., non-CMU) minors on campus must be registered with Child Protection Operations.

“Hazardous areas” means laboratories, shops, studios or other areas where hazardous materials, equipment or conditions are present.

“Minors” means 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:

1. matriculated (i.e., officially-enrolled for academic credit) undergraduate or graduate students in courses having laboratory, shop, or studio components; or
2. employees (including paid interns)
3. 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 participants in these 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 EH&S 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 EH&S. If not provided by EH&S, EH&S must approve the training. Minors must also be provided with appropriate safety equipment 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 EH&S [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 be familiar with any potential hazards and should follow applicable EH&S guidelines and safety plans (e.g., the chemical hygiene plan, laboratory safety plan, etc.) and must provide appropriate safety equipment, if needed. Tours and visitors should never be left alone and should be accompanied and supervised by CMU personnel at all times.

8. **Requirements Prior to Beginning Work In Hazardous Areas.**

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

1. Register with [CMU Child Protection Operations](#) (when applicable) and obtain all necessary clearances as required by the [CMU Policy on Child Protection](#);
2. Read and understand this Guideline;
3. Submit the [Minor’s Registration and Parental Acknowledgement Forms](#) (which can be found at the end of this Guideline) to EH&S and obtain EH&S approval of same;
4. Receive appropriate hazard-specific training from PI, supervisor and/or EH&S (as approved by EH&S);
5. Be provided with appropriate safety equipment and be trained in its proper use and disposal;
6. The laboratory or other hazardous area must be in full compliance with all applicable CMU and EH&S Guidelines, safety plans and programs.

9. **Rules for Minors While Working in Hazardous Areas.**
Never work alone. You must have direct immediate adult supervision by your PI, instructor, supervisor or their designee.

Always follow the instruction of your PI, instructor, supervisor or their designee.

Report any accidents or incidents immediately to your PI, instructor, supervisor or their designee.

Always wear the protective equipment provided to you as directed and dispose of it properly.

Always wash your hands with soap and water prior to leaving any laboratory area.

Never eat, drink, chew gum, apply lip balm or touch contact lenses while in a laboratory or other hazardous area.

Tie back long hair securely.

Wear closed-toe shoes.

Ask questions if you don’t understand something, especially safety requirements.
MINOR REGISTRATION
Minors in Laboratory, Research, Teaching and other Programs

This form must be completed, submitted to EH&S and approved by EH&S before a minor works in a hazardous area (as those terms are defined in the EH&S Guideline on Minors in Laboratory, Research, Teaching and Other Programs), including “Hazardous areas” which means laboratories, shops, studios or other areas where hazardous materials, equipment or conditions are present.

Send this form to: Department of Environmental Health and Safety, 5000 Forbes Avenue, GMCS Building, 3rd Floor, Pittsburgh, PA 15213; Phone: 412-268-8182; e-mail: safety@andrew.cmu.edu. Subject: Minor Registration for Laboratory, Research, Teaching and Other Programs.

Section 1: Basic Information

Minor’s Name:       Minor’s Date of Birth: 
Minor’s School: 
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. Education Outreach Project Title or description (if applicable): 

5. Work Start date: Work End Date: 

6. 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 (please attach as a separate sheet).
7. **Chemicals:** Please check all categories of chemicals to be used and list the specific chemicals

<table>
<thead>
<tr>
<th>Category</th>
<th>List Chemicals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable</td>
<td></td>
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<tr>
<td>Reactive</td>
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<tr>
<td>Toxic</td>
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<tr>
<td>Corrosive</td>
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<tr>
<td>Oxidizer</td>
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<tr>
<td>Cryogen</td>
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<tr>
<td>Pharmaceuticals</td>
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<tr>
<td>Gases</td>
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<tr>
<td>Others</td>
<td></td>
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</tbody>
</table>

8. **Biological Material:** Please check all categories of biological material to be used and list the specific material

<table>
<thead>
<tr>
<th>Category</th>
<th>List Biological Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recombinant DNA</td>
<td></td>
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<tr>
<td>Bacteria</td>
<td></td>
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<tr>
<td>Viruses</td>
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<tr>
<td>Fungi</td>
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<tr>
<td>Parasites</td>
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<td>Insects</td>
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<td>Plants</td>
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<tr>
<td>Animals</td>
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<tr>
<td>Human source material</td>
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<tr>
<td>Others</td>
<td></td>
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</tbody>
</table>

9. **Physical Hazards:** Please check all categories of physically dangerous equipment / material to be used or encountered in the workplace and list the specific equipment / material and situations they will be used in

<table>
<thead>
<tr>
<th>Category</th>
<th>List equipment/material, situations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Equipment</td>
<td></td>
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<tr>
<td>Mechanical Equipment</td>
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<tr>
<td>Hand and Power Tools</td>
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<td>Welding Equipment</td>
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<tr>
<td>Dust and Debris</td>
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<td>Sharp Material/Edges</td>
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<td>Loud Noise</td>
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<tr>
<td>Compressed Gas</td>
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<tr>
<td>High temperature</td>
<td></td>
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<tr>
<td>Batteries (Lithium, Lead-acid)</td>
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<tr>
<td>Rockets</td>
<td></td>
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</tbody>
</table>
10. Will any of the following types of equipment be used? Check all that apply
   ___ Fume Hood  ___ Biosafety Cabinet  ___ Laminar Clean Bench
   ___ Autoclave  ___ Centrifuge  ___ 3D Printer
   ___ Analytical Instrument (list):  ___ Other (list)

11. Describe the lab/work safety training the student has received. Note that even if no chemicals or biologicals are handled by the minor, 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.
Principal Investigator / Supervisor / Sponsor Assurance

I agree to sponsor/supervisor _______________________ (Name of Registered Program) work in the hazardous area/situation 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. This individual 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
Introduction. I want my minor son/daughter to participate in the [Name of Program] (the “Program”) at Carnegie Mellon University (“CMU”). Program activities may include, but are not limited to: [list common activities, e.g., attending workshops, touring the CMU campus, learning about art, learning about science, learning about computer programming, using tools and equipment (what kind?), etc.] (collectively “Program Activities”).

Medical Treatment Authorization. If my minor son/daughter requires emergency medical treatment, in CMU’s sole discretion, while participating in the Program, I authorize CMU to secure such treatment and I agree to be financially responsible for any resulting bills.

Hazardous Materials, Equipment or Conditions. I understand and acknowledge that my son/daughter is participating in a Program that may involve hazardous materials, equipment and conditions. My son/daughter and I have read the attached Guideline which describes some of the hazardous materials, equipment or conditions that may be encountered by my son/daughter. I understand that the Guideline is not all intended to be all inclusive and that circumstances may change during the course of the Program. I understand that my son/daughter is expected to comply with the Rules in the Guideline (below) and to behave safely and responsibly at all times and that his/her participation in the Program may be terminated if his/her safety or the safety of others becomes a concern.

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

Release of Liability and Promise Not to Sue. In consideration of the opportunity for my son/daughter participate in the Program, I hereby, on behalf of myself and my son/daughter and those acting on our behalf, irrevocably and unconditionally release, waive, and promise not to sue CMU and/or anyone acting on behalf of CMU, from and for any and all liability for injuries, damages, claims, demands, actions and causes of action, arising from or connected with my son/daughter’s participation in the
Program and/or Program Activities, including transportation related to the Program and the securing of or failure to secure medical treatment.

The laws of Pennsylvania shall apply to this document. If any of its provisions are declared illegal, unenforceable, or ineffective, they shall be deemed severable, and all other provisions shall remain valid and binding. I am the parent/guardian of the minor named above. I am signing this document voluntarily, having read and understood it and intending to be legally bound by it.

Parent/Guardian Signature  Date

Print Parent/Guardian Name  Parent/Guardian

Photo/AV Permission. I give permission for CMU (or someone acting on CMU’s behalf) to take photos and/or make audiovisual recordings of my son/daughter in connection with the Program Activities and to use the resulting recordings for educational and promotional purposes in print publications and on the Internet. In addition, because the Program Activities depend, in part, on third parties for organization and funding, I give permission for CMU to share photos and/or audiovisual recordings and other information about my son/daughter to the extent necessary to comply with the third parties’ funding or other requirements.

Parent/Guardian Signature  Date