

UC Davis Policy and Procedure Manual

Chapter 290, Health and Safety Services

Section 32, Minors in University Facilities

Date: 10/3/13

Supersedes: 8/25/08

Responsible Department: Environmental Health and Safety

Source Document: University of California Policy on Minors in Laboratories and Shops

[Exhibit A. Waiver of Liability, Assumption of Risk, and Indemnity Agreement](#)

[Exhibit B. Project Checklist for Minors Performing Research in Laboratories](#)

I. Purpose

This section outlines policy and procedure governing minors in university facilities where hazardous chemicals, biohazardous or infectious materials, radioactive materials or radiation producing equipment are used or stored or physical hazards exist (i.e., compressed gases, high voltage, extreme temperatures, excessive noise, lasers, etc.).

II. Policy

- A. The University ensures the safety of minors visiting or participating in research laboratory experiences by balancing the advantages of scientific experiences with the need for safety.
- B. Minors are allowed in University laboratories and shops only as described in UC Policy on Minors in Laboratories and Shops.

III. Safety Training Requirements

- A. Minors must be trained on specific hazards to which they may be exposed in the laboratory, how to recognize those hazards, and how to protect themselves from those hazards.
- B. Minors must be trained on the contents of the chemical hygiene plan, standard operating procedures, and emergency procedures applicable to their work.
- C. Regulations prohibit minors from using certain chemical, biological, or radiological materials, or require training when handling certain substances as described in UC Policy on Minors in Laboratories and Shops.
 - 1. Minors must successfully complete the online UC Lab Safety Fundamentals course prior to entering a research laboratory.
 - 2. Minors are not allowed to work with or handle radioactive materials or radiation-producing machines unless the Principal Investigator (PI) requests and receives an exception, in writing, from the Radiation Safety Committee.
 - a. Any approved contact with radioactive materials or radiation producing machines must be under the direct supervision of the PI.
 - b. In no case will minors be allowed to work with volatile forms of radioactivity or irradiators.
 - c. In addition to the requirements above, the minor must meet any other conditions deemed necessary by the Radiation Safety Committee.
 - 3. Minors must abide by the Institutional Animal Care and Use Committee (IACUC) policies, if working with animals (<http://safetyservices.ucdavis.edu/ps/a/IACUC>).
 - 4. Minors must be trained on the physical hazards covered in the IIPP or chemical hygiene plan.

IV. Responsibilities

- A. Department Head/Chair is responsible for the following:
1. Establishing and maintaining department programs that will provide a safe and healthful work environment for employees, students, visitors, and minor children (under 18 years of age).
 2. Ensuring that adequate supervision and training is provided to minors participating in laboratory research consistent with this policy, the department's IIPP, and the chemical hygiene plan.
 3. Ensuring that the appropriate PI, Laboratory Manager and/or Supervisor is identified as appropriate mandated reporter as required under the [Child Abuse and Neglect Reporting Act](#), and secure their acknowledgement of their status and reporting obligations as a condition of employment.
 4. Securing additional approvals before hiring if the minor is a near relative (see Section 380-13).
- B. PI, Laboratory Manager and Supervisor are responsible for the following:
1. Direct supervision of minors working in his/her laboratory.
 - a. The designated supervisor on the Project Checklist (Exhibit B) must be the actual person observing and physically present in the laboratory during the time the minor is performing laboratory work.
 - b. At no time is a minor to be allowed to work alone.
 - c. If under exceptional circumstances the supervisor cannot be present, an alternative supervisor must be designated on the Project Checklist and be present in the laboratory.
 - d. A background check is required of individuals who are directly responsible for the care and safety of minors, i.e. staff supervising minors (see Personnel Policies for Staff Members, Procedure 21 Exhibit D, Background Checks).
 2. Securing authorization from the Student Employment Center prior to minor beginning work.
 3. Evaluating each physical hazard present in the work environment (e.g., compressed gases, high voltage, extreme temperatures, excessive noise, lasers, etc.) the minor may encounter as part of their scheduled assignment in the laboratory and
 - a. review the physical hazards with the minor,
 - b. review safe operating procedures for the equipment with the minor,
 - c. review emergency procedures for the equipment with the minor, and
 - d. establish specific and explicit instructions for the scheduled assignment the minor is allowed to perform.
 4. Completing a *Waiver of Liability, Assumption of Risk, and Indemnity Agreement* (Exhibit A) prior to any minor entering a UC Davis laboratory to conduct work. The waiver must be signed by the minor and his/her parents or legal guardian and be retained with the student's file.
 5. Completing a *Proposed Project and Safety Checklist for Minors Performing Research in Laboratories* form (Exhibit B) and retain with the completed waiver.
 6. Following the Chemical and Laboratory Safety Manual guidelines, the chemical hygiene plan, and applicable standard operating procedures.

7. Ensuring all applicable training is complete and documented as described in this policy prior to the minor starting work in a laboratory.
 8. Ensuring medical surveillance is provided, if applicable.
 9. Ensuring that the minor completes the Rules for Minors in Laboratories and Shops, if applicable.
 10. Applying further restrictions or prohibitions on minors from performing research in his/her laboratory when necessary to ensure safety.
- C. Minor in the laboratory is responsible for the following:
1. Following campus policy and procedures, departmental laboratory IIPP, chemical hygiene plan, applicable standard operating procedures in the laboratory, and Rules for Minors in Laboratories and Shops.
 2. Using provided safety equipment, protective work clothing, and personal protective equipment as described in the laboratory's hazard assessment.
 3. Reporting unsafe or hazardous situations immediately to your supervisor or instructor.
 4. Reporting all injuries or accidents to your supervisor.
 5. Participating in mandatory medical surveillance.
 6. Participating in required safety training.
 7. Following campus hazardous waste disposal and spill procedures.
- D. Office of Environmental Health and Safety (EH&S) is responsible for the following:
1. Providing assistance with the development and review of department's safety program for minors.
 2. Providing assistance to PIs and laboratory supervisors with training for minors participating in laboratory research.

VI. Further Information

For further information, contact EH&S at (530) 752-1493.

VII. References and Related Policies

- A. University of California Policy on Minors in Laboratories and Shops.
- B. California Labor Code Sections 1285-1312 (<http://www.leginfo.ca.gov/calaw.html>).
- C. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 290-15, Safety Management Program.
 2. Section 290-27, Hazardous Substances Communication Program.
 3. Section 290-30, Use and Care of Animals in Research and Teaching.
 4. Section 290-56, Chemical Safety.
 5. Section 290-75, Radiological Safety.
 6. Section 380-13, Near Relatives.
- D. Personnel Policies for Staff Members (<http://manuals.ucdavis.edu/spp/spp-toc.htm>):
 1. UCD Procedure 3 Exhibit A, Student Employees.
 2. UCD Procedure 21 Exhibit D, Background Checks.