

POLICY ON MINORS IN LABORATORIES OR STUDIOS

1.0 INTRODUCTION

Simmons University (Simmons) has a responsibility to protect minors. The purpose is to define and clarify policies regarding minors working in hazardous areas and/or with hazardous processes. This policy applies to the following areas:

- High voltage areas
- Foundry
- Laboratories with Highly Hazardous Materials or Processes
- Machine shops
- Studios with Highly Hazardous Materials or Processes

2.0 DEFINITIONS

Adult – A person over the age of 18.

Hazardous Material - Any solid, liquid, or gas that can harm people, other living organisms, property, or the environment. Hazardous materials may be radioactive, flammable, explosive, toxic, corrosive, carcinogenic, mutagenic, biohazardous, an oxidizer, an asphyxiant, a pathogen, an allergen, or may have other characteristics that render it hazardous in specific circumstances. A hazardous material includes dusts, mixtures, and common materials such as paints, fuels, and solvents.

Highly Hazardous Materials – Materials that cause severe acute or chronic health effects (e.g., burns) or have properties which may result in a hazardous environment (e.g., air reactive)

Infectious Material - Any organism, such as a pathogenic virus, parasite, or bacterium, that is capable of invading body tissues, multiplying, and causing disease.

Laboratory – Rooms in which hazardous materials and processes are handled or stored.

Machine Shop – A facility that has machine tools for working with metals or other relatively hard materials, such as some polymers. Various kinds of machine shops make and repair all types of metal objects, from machine tools, dies, and molds to mass-produced parts such as screws, pistons, or gears.

Minor – Anyone under the age of 18.

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Process – A sequence of operations in which the sequence can be inclusive of physical operations such as heating, cooling, mixing, distilling, compressing, and pressurizing, and chemical operations, such as polymerization, oxidation, reduction, and other chemical reaction processes, The sequence can involve but is not limited to: preparation, separation, combination, purification, or any actions that cause a change in state, energy content, or chemical composition.

3.0 GENERAL REQUIREMENTS

- Minors are not permitted in laboratory or studio without written permission from the chair or dean of the department.
- Minors must not be left alone or unsupervised while in a laboratory or studio.
- Minors must be at least 15 years of age in order to be allowed access to laboratories or studios with hazardous materials for extended visits for education-related reasons.
- Minors under the age of 15 are permitted access to laboratories or studios for short-term visits, such as a school tour. Adequate adult supervision must be provided at all times during the visit by an adult from the laboratory sponsoring the event.
- Minors under the age of 15 are prohibited to work or conduct studies in the following Simmons' areas:
 - High voltage areas
 - Foundry
 - Laboratories with Highly Hazardous Materials or Processes
 - Machine shops
 - Studios with Highly Hazardous Materials or Processes
- All minors are prohibited from working with radioactive materials, Class 3B or 4 lasers, infectious agents, human subjects, or animals.
- All minors must complete the applicable Environmental Health and Safety (EH&S) Training for the department prior to conducting activities in the laboratory.
- All minors' access to the laboratories or studios shall be terminated upon completion of the program in which the minor has enrolled or participated.

4.0 RESPONSIBILITIES

4.1 Sponsor of Minor Program

- Ensure that the laboratory hosting the minor(s) is in compliance with EH&S policies, procedures, standards, and regulations.

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- Complete the attached Application for Minors in Laboratories or Studios for approval and submit it to the Director of EH&S for approval.
- Ensure and verify that the Parental Consent form has been completed and received prior to allowing the minor into the laboratory.
- Notify the Director of EH&S in advance of the minor's presence in the laboratory or studio.
- Ensure the minor is supervised by a faculty member or laboratory/studio technician.
- Ensure the minor has completed the required EH&S training prior to allowing access to the laboratory or studio.
- Ensure the minor have received training on all applicable Standard Operating Procedures (SOPs) or protocols associated with the activities, which will be performed by the minor prior to allowing access to the laboratory or studio.
- Provide the appropriate personal protective equipment (PPE).

Minor

- Provide the completed and signed Parental Consent form to sponsor.
- Complete the required EH&S training.
- Complete the training on the SOPs or protocols associated with the activities.
- Abide and follow all EH&S work practices and procedures implemented by the laboratory or studio.
- Use the appropriate PPE when working in a laboratory or studio.
- Report all accident or injuries immediately to your sponsor and Public Safety at **617-521-1111**.

RECORDKEEPING

All forms associated with this policy will be maintained for 3 years by the department sponsoring the minor(s) and will be made available upon request.

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APPLICATION FOR MINORS IN LABORATORIES OR STUDIOS

This form should be completed by the Department Chair or Simmons' employee, who is sponsoring the minor(s) working or touring a laboratory or studio. The proposed activities must not begin until approval is received and the required training is completed by the minor(s). Please print.

Name of Sponsor:	
Email Address of Sponsor:	
Name(s) of Minor(s):	
Age at start of proposed activities:	
Residence address:	
Relationship to Sponsor:	
Name of Department Hosting Minor(s):	
Department Chair:	
Description of proposed activities with minor(s):	
Do the proposed activities involve any of the following? If the answer is YES, please contact the Director of EH&S.	
High voltage areas?	YES NO
Foundry?	YES NO
Machine shop?	YES NO
Highly Hazardous Materials?	YES NO
Infectious agents?	YES NO
Radioactive Materials?	YES NO
Class 3B or 4 Lasers?	YES NO
Human subjects?	YES NO
Animals?	YES NO
Location of Proposed Activities: (Building and Room Number)	
Person responsible for day-to-day supervision of minor(s):	
Person responsible for ensuring all training is complete before proposed activities begin:	

By completing and signing this form, I certify that I have reviewed the Policy on Minors in Laboratories or Studios and will be responsible for the minor(s) participation in the proposed activities. I have received a copy of the Parental Consent Form from the participating minor(s), which was signed by the minor's parent or legal guardian.

Signature

Date



PARENTAL CONSENT FORM FOR MINORS WORKING IN A LABORATORY OR STUDIO

Below is a letter to be sent to the Parent/Legal Guardian.

DATE

Parent/Legal Guardian Name

Address

Address

RE: Consent and Release Form
Minor Working in a Laboratory

Dear Parent/Legal Guardian:

This consent and release form is required as part of an application for NAME OF MINOR to participate in an educational program or work at Simmons University (Simmons) in a LABORATORY OR STUDIO in the NAME OF DEPARTMENT. Your child will work under the direct supervision of NAME AND TITLE OF SIMMONS EMPLOYEE RESPONSIBLE FOR MINOR, who works in the NAME OF DEPARTMENT.

Individual LABORATORIES OR STUDIOS vary in the inherent types of potential hazards present. While participating in this program, your child may need to work with or around biological materials, chemicals, and/or hazardous processes. As part of [his or her] project, NAME OF RESPONSIBLE PERSON will work with or perform the following: BRIEFLY DESCRIBE PROPOSED LAB OR STUDIO ACTIVITIES

All educational plans for minors in LABORATORIES OR STUDIOS are reviewed by the Simmons' Office of Environmental Health and Safety to determine that the project is appropriate for a minor student, that appropriate safety precautions are in place and all training requirements are identified and completed before the LABORATORY OR STUDIO activity begins.

Simmons provides safety training to all personnel who may work with or in the vicinity of potentially hazardous materials and hazardous processes – your child will be required to attend applicable EH&S training, and may also be required to attend additional training sessions, depending on the nature of his or her particular project. If you have further question on these topics, please call NAME OF SIMMONS' EMPLOYEE RESPONSIBLE FOR MINOR at HIS/HER PHONE NUMBER.

Sincerely,

NAME OF DEPARTMENT CHAIR

CONTACT INFORMATION

Enclosure: Parental/Legal Guardian Consent Form



PARENTAL/LEGAL GUARDIAN CONSENT FORM FOR MINOR WORKING IN A LABORATORY

Please complete one form for each minor.

By signing this consent and release, I consent to the conditions as outlined in letter provided by Simmons University (Simmons). In addition, I further understand that Simmons' facilities are being made available to NAME OF MINOR as an educational opportunity. I further understand that Simmons' laboratories or studios may contain hazardous substances and equipment and that NAME OF MINOR may be subjected to potential risks that could result in illnesses or injuries.

NAME OF MINOR and I understand these risks and assume them knowingly and willingly.

I agree, on behalf of my family, heirs and personal representatives, to assume all risks and responsibilities surrounding NAME OF MINOR use of and access to Simmons' laboratories. To the maximum extent permitted by law, I release, hold harmless and agree to indemnify Simmons, its officers, directors, faculty, staff, or agents from and against any claim, loss, or liability for injury to person or property which NAME OF MINOR may suffer, or for which NAME OF MINOR may be liable to any other person, during his or her use of and access to the laboratories or studios resulting from any cause, including but not limited to, negligence by Simmons, its officers, directors, faculty, staff, students or agents.

Minor's Name (PRINT): _____

Parent's/Legal Guardian's Name (PRINT): _____

Parent's/Legal Guardian's Name (*Signature*): _____

Date: _____