



Minors as Volunteers in Field, Laboratory, and Teaching Activities at Winston-Salem State University

Persons under 18 years of age are not allowed to participate in operations where hazardous materials are present or hazardous activities take place except under the following circumstances:

- 1) The minor is employed by the University or has been formally accepted as a volunteer worker; and
 - a. has been trained in safe laboratory or field procedures; and
 - b. has adult supervision at all times; and
 - c. has received and completed the appropriate forms pertaining to State of North Carolina, Department of Labor forms and other regulations such as Child Labor Laws, and the Fair Labor Standards Act. Contact Departmental Personnel Representative for more information.
- 2) The minor is enrolled in a University class with a laboratory component; or
- 3) The minor is participating in a University-sponsored program; and
 - a. has been trained in safe laboratory or field procedures; and
 - b. has adult supervision at all times; and
 - c. has a parental hazard-acknowledgement form on file with the host department.

*Under **no** circumstances shall individuals unable to understand safety training be permitted in Winston-Salem State University laboratories except as research study participants in an approved research protocol.*

Tours involving minors are not subject to this policy.

*Under **no** circumstances shall infants, toddlers, or children too young to understand safety training be permitted in Winston-Salem State University laboratories or field activities except as research study participants with the signed consent of a parent or legal guardian.*

The following must be adhered to by Principal Investigators (PIs) wishing to utilize minors:

- 1) Notify the Departmental Safety Committee and receive documented approval from the Chair of the Department or Director of the Program.
 - 2) Contact the departmental Human Resources representative. Human Resources must be made aware of all persons who are working in the department regardless of status (volunteer, intern, paid) or the duration of the work. This helps ensure that all policies are in place and that the individual is receiving the new employee safety orientation checklist. Human Resources will ensure proper background check to work directly with a minor and that the type of work is appropriate for the role.
 - 3) Review the [Minors Regulation](#) and [Registration Process](#).
 - 4) Register the program or activity in Camp Doc: i) once the program is registered, the PI will be assigned the minors regulation required training course. ii) as part of the training, the PI will be asked to review and agree to these [Personal Boundaries for Working with Minors](#).
 - 5) Provide this form (Minors in Field and Lab document) and the necessary sample
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- forms noted above to the parent/guardian of the participant(s) for them to complete. These completed forms shall be retained by the department.
- 6) Complete the new employee safety orientation checklist with the minor(s) prior to the inception of any activity. This is required for both paid and unpaid individuals.
 - 7) Ensure the minor receives all applicable safety training sessions, including but not limited to:
 - a. Hazard Communication
 - b. Any or all of the following, based on work performed:
 - i. Chemical Waste Disposal
 - ii. Laser Safety
 - iii. Bloodborne Pathogens
 - iv. Other pertinent training

Note that Radioactive Materials Safety and X-Ray Device Safety would normally be included on this list for volunteers if involved or potentially exposed, but are excluded from this listing as minors are not permitted exposure to radioactive substances and ionizing radiation according to the Fair Labor Standards Act (FLSA). Human Resources has a listing of additional “hazardous occupations” which may not be performed by minors.

- 8) The minor is under the responsibility of a principal investigator in the laboratory or area where the work or volunteer activities will occur. The principal investigator shall convey the roles and limitations of the minor’s activities.
- 9) In situations where the minor is not solely participating in a laboratory science course, the principal investigator must meet with the minor and review the Manager’s Employee Safety Training Checklist and Laboratory Safety Plan. Signed copies shall be retained by Department Administration.
- 10) The minor must use all required personal protective equipment. Each college, school, department, division or unit shall provide or otherwise make available to each minor required to wear personal protective equipment the devices appropriate for the activity and hazard involved. Minors enrolled in a Winston-Salem State University laboratory science course may be required to purchase their own personal protective equipment.
- 11) The minor must be monitored and supervised at all times by a knowledgeable and experienced adult Winston-Salem State University employee. They must not work or perform activities alone. Each task shall be evaluated. Work and activities involving radioactive materials or radiation producing devices, reproductive toxins, chemical carcinogens and highly toxic materials shall not occur. Any procedures involving a hazardous operation shall be limited and controlled by the responsible researcher.
- 12) The minor must complete and file an Animal Contact Form with Student Health Services if there is exposure to a vertebrate animal or its tissues.
- 13) The minor must follow all Departmental and University safety procedures and policies.
- 14) The minor must follow all applicable state and federal requirements and guidelines.
- 15) The Release of Liability and Waiver Claim Form must be completed by the parent or guardian of the minor.
- 16) The responsible Faculty member must complete the Principal Investigator/Supervisor Commitment Form.



Minors Involved in Field, Laboratory, or Teaching Activities Involving Hazardous Substances, Equipment, or Conditions

Parent/Guardian Release of Liability and Waiver Claim

I understand that:

- Is participating in a laboratory or field program at Winston-Salem State University and will study or learn in areas where hazardous substances (chemicals/biological, etc.) or physical hazards (very hot or cold temperatures, laser light, electromagnetic frequencies, etc.) are present.
- As a parent/guardian, I understand the roles and limitations of the activities that this minor will be performing.
- As the parent/guardian, I understand, that this minor is participating in a Winston-Salem State University field or laboratory activity where they may be exposed to or receive an injury from the hazardous materials or hazardous operations that occur in a laboratory or field setting. Injuries to minors employed by the University will be handled through the Workers Compensation Program. The parent/legal guardian of minors not employed by the University will be responsible for all costs associated with an exposure or injury while working in the University setting. Winston-Salem State University is in no way responsible for these expenses.

All participants, including employees, students, volunteers, and visitors, will be informed of the hazards associated with their project(s), and will be trained in safe laboratory or fieldwork practices. Protective equipment or other safety measures, e.g. completion of a Vertebrate Animal Contact Form if working with animals, will be obtained.

The responsible principal investigator, _____ (*print the name of the responsible principal investigator*) familiar with the project area, will supervise the participant and may be contacted at _____ (*print the office or other contact number*) if you have questions.

I _____ (*print parent/guardian name*) as parent/legal guardian of the minor named above hereby give my consent for him/her to participate in a laboratory program at Winston-Salem State University.

I also understand that my son's or daughter's activities may involve risks as to personal injury or property damage. As the undersigned parent or legal guardian, I hereby release the State of North Carolina, Winston-Salem State University, its trustees, officers, employees, and agents from any liability for personal injuries or property damage sustained by my son or daughter arising from his/her participation in this activity.

Signed: _____ (*print parent/guardian name*) Date: _____



**Minors Involved in Field, Research, or Teaching Operations Involving Hazardous
Substances, Equipment, or Conditions**

Principal Investigator/Supervisor Commitment Form

I, _____ (*print name*) certify that the minor named above has been trained in the safe work practices described in the Winston-Salem State University Policy on Minors as Volunteers in Field, Laboratory, and Teaching Activities at Winston-Salem State University and will be supervised at all times by a responsible adult Winston-Salem State University employee familiar with the activities underway in this laboratory or work area.

Signature:

Date:

Telephone Number

A copy of the form, with signature, shall be provided to the parent or guardian. Send original completed and signed form to the Departmental Personnel Representative. A copy of the completed form, with signatures, is to be retained by the laboratory department's administrative office for a period not less than three years.

IMPORTANT REMINDER – AS TO PARENTAL GUARDIAN RELEASE FORMS

A copy of the completed form, with signature, is to be retained by the laboratory department's administrative office for a period of not less than three years. A copy of the form, with signatures, shall be provided to the parent or guardian. Send original completed and signed form to the Departmental Personnel Representative.