



## EHS Guidance Document for Minors in Laboratories

*Before accepting youth volunteers or employees to your facility, you must familiarize yourself with Michigan State University's "[Minimal Operational Requirements for Conducting University Youth Programs](#)". These updated University requirements must be met before youth are allowed to work or volunteer in MSU facilities. These new requirements include criminal and driver background checks for adults, and detailed operational requirements as defined by Michigan State University's Office of the Provost.*

*Please also review the University Reporting Protocols: [Child Abuse, Sexual Assault, and Child Pornography](#), The policy details reporting procedures for mandatory reporters and other individuals who suspect child abuse or neglect, as well as for sexual assault allegations.*

*Employees who work with youth are encouraged to review the [MSU Libraries Resources on the Safety of Minors at Michigan State University](#) for further information.*

*The Office of Environmental Health and Safety strongly supports educational opportunities for minors in laboratory and research venues. This EHS guidance document is intended to be in addition to the above mandatory University requirements to offer program structure and accountability for minors working near chemical, radiological or biological hazards.*

### **Preplanning:**

Check in advance that your Department and your Chairperson are comfortable with middle school or high school students in your facilities.

Be sure that you, the minor and the minor's parents complete the "Minors in Laboratories" form and return a copy of it to EHS before beginning work (see attached).

There may be safety or security issues in neighboring areas that need to be respected. Clarify with your colleagues about areas that may be off limits.

## **Online Training:**

Minors who work or volunteer will need to complete the same online training modules as your regular employees. It is not necessary to have an MSU NetID to participate in trainings; contact EHS at 517-355-0153 for more details.

## **Site-Specific Training:**

Show minors where they may and may not go in your building.

Complete a Site-Specific Checklist for each minor, whether they are paid employees, interns or unpaid volunteers. Review with them safety basics such as how to use an eyewash, fire exits, and other items on the checklist.

Do not allow minors to use highly hazardous chemicals, biohazards, human/animal pathogens, controlled substances, radioactive isotopes and human derived materials.

Clearly indicate areas of the lab that may contain equipment, chemicals, biohazards or machinery that minors may not use.

Due to security and allergen issues, MSU EHS does not recommend having minors handle live animals or visit animal housing facilities.

In addition, MSU EHS does not recommend minors prepare hazardous waste containers – or dispose of hazardous waste into containers.

## **Personal Protective Equipment:**

All people in laboratories – employees, interns, visitors, etc. must wear Personal Protective Equipment while in the lab. This includes minor volunteers and interns. Be a good example and always wear your safety glasses, and lab coat.

As always, should an accident, spill or injuries occur: dial 911 for assistance immediately, and be sure to report the details to your Department administration as soon as possible.

**For more information, please contact MSU Office of Environmental Health and Safety at 517-355-0153.**

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# Michigan State University

## Environmental Health & Safety Guidance:

### Minors in Laboratories

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*MSU strongly supports and encourages community outreach and educational programs involving minor students and participants and recognizes the importance and legitimacy of organized programs that utilize minor volunteers. This guidance is intended not to restrict such activities, but to offer such programs structure and promote accountability.*

#### **Minors in Laboratories**

Persons under 18 years of age are not allowed in Michigan State University laboratories where hazardous substances (chemicals, biologicals, etc.) or physical hazards (very hot or cold temperatures, laser light, electromagnetic frequencies, etc.) are present except under the following circumstances:

1. The minor:
  - Is employed\* by the University in accordance with all applicable policies, or has been formally accepted as a volunteer; and
  - Has been trained in safe laboratory procedures\*\*; and
  - Has been provided and is utilizing appropriate personal protection equipment; and
  - Has adult supervision; -or-
2. The minor is enrolled in a University class with a laboratory component and the class includes training in safe laboratory procedures\*\*; -or-
3. The minor:
  - Is participating in a University-sponsored program; and
  - Has been trained in safe laboratory procedures\*\*; and
  - Has been provided and is utilizing appropriate personal protection equipment; and
  - Has adult supervision; and
  - Has: (i) a Consent Form signed by a parent or legal guardian; and (ii) a Certification Form signed by the person responsible for the relevant laboratory, both on file with the host department and Environmental Health and Safety (EHS). The Consent Form and Certification Form on the following page are the forms to be completed, signed, filed, and submitted.
4. If radiation-generating equipment or radioactive materials are used in the laboratory, contact EHS for information on training and other requirements. (355-0153)

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

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\* Michigan Labor laws define “minor” as a person under 18 years of age, not including: (1) an individual 16 years of age or older who has completed the requirements for graduation from high school; (2) an individual 17 years of age or older who has passed the GED; or (3) an emancipated individual. MCLA §§ 409.116, 409.117. Minors may not be employed in positions that involve working directly with hazardous or radioactive materials. MCLA § 409.103.

\*\* Training might include, as the risk warrants: OSHA Hazard Communication; Bloodborne Pathogens; Accident / Injury Reporting; Emergency Preparedness and Chemical Hygiene; Site specific equipment operation and physical hazards.

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**Michigan State University**  
**Environmental Health & Safety Guidance:**  
**Minors in Laboratories**

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**THIS SECTION TO BE COMPLETED BY PARENT/LEGAL GUARDIAN OF MINOR**

**Consent Form**

I understand that \_\_\_\_\_, age \_\_\_\_\_ (print name/age of minor), a minor participating in a laboratory program at Michigan State University, may study or learn in areas where hazardous substances (chemicals/biologicals, etc.) or physical hazards (very hot or cold temperatures, laser light, electromagnetic frequencies, etc.) are present.

S/he will be informed of the hazards associated with his/her project(s), and will be trained in the relevant safe laboratory work practices. An adult familiar with the project area will supervise him/her and may be contacted at \_\_\_\_\_ (telephone) with any 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 the Michigan State University.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent/legal guardian)

**THIS SECTION TO BE COMPLETED BY THE PERSON RESPONSIBLE FOR LABORATORY**

**Certification Form**

I, \_\_\_\_\_ (print employee name) certify that the minor named above has been trained in the relevant safe laboratory work practices described in the Michigan State University Executive Health & Safety Guidance: Minors in Laboratories and will be supervised by an adult familiar with the activities underway in this laboratory.

I also certify that my department head, \_\_\_\_\_ (print name and title of department head) is aware of, and has approved, this program involving minors in this laboratory.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

**The completed form (with both signatures) is to be retained by the laboratory department's administrative office. Send a copy of the completed and signed form to EHS.**

**ORIGINAL:** Laboratory, Department Administrative Office  
**COPY TO:** Environmental Health and Safety, 4000 Collins Road