



APPENDIX U: Guidelines for Minors and Volunteers in Laboratories and Shops

NJIT Environmental Health and Safety Department
Guidelines for Minors and Volunteers in Laboratories and Shops
Research-Oriented Programs
(Updated April 2016)

NJIT is committed to providing a safe and healthy work environment for all members of the university community as well as visitors and members of the general public.

Minors may be more susceptible to the health effects of certain toxic and hazardous agents; may be less aware of potential risks and hazards present in laboratories and shops; and may require heightened supervision and oversight.

Minors may only be allowed in NJIT laboratories and shops as part of an organized event, program, or tour. Minors may never be allowed in settings where research activities involving controlled substances are being performed.

Principal Investigators, other faculty, and their designated staff shall adhere to the following guidelines for minors and volunteers working in their laboratory and shop facilities:

- The principal investigator must notify the department chair that minors or volunteers will be working in their lab or shop.
- Prospective minors and volunteers must complete an application that provides appropriate individual information (address, phone, etc), emergency contact information, as well as any medical concerns.
- All applicants must complete the Risk Management waiver forms and provide proof of medical coverage.
- Departments must ensure compliance with applicable labor laws for all minors.
- The minor or volunteer must attend training appropriate for the work activities they perform or that may be performed by others in their assigned laboratory or shop.
- Personal protective equipment shall be provided by the department and worn by the minor or volunteer as directed by the laboratory or shop director(s), EHS Department, or other NJIT guidelines.
- Minors shall never be permitted to work unsupervised a NJIT laboratory or shop.
- Minors shall be prohibited from the following work activities:
 - Handle or manipulate organisms at Biological Safety Level 2 or higher
 - Operate or work in laboratories with hazard class 3b or 4 open beam lasers
 - Handle or manipulate Select Agents (as defined by the CDC)
 - Handle or manipulate radioactive materials or ionizing radiation sources
 - Handle or manipulate Particularly Hazardous Substance (as defined by OSHA) or Highly Hazardous Substances - including pyrophorics, explosives, large quantities of flammable materials, and highly toxic compounds - without prior approval from the department chair and EHS
 - Perform research activities with live laboratory animals.
- Principal Investigators, other faculty, and their designated staff wishing to host and mentor minors or volunteers in their laboratory or shop must adhere to the criteria described above, complete the attached form, and submit for EHS approval PRIOR to project initiation.



NEW JERSEY INSTITUTE OF TECHNOLOGY
University Heights, Newark, New Jersey 07102

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Name of Principal Investigator of other faculty mentor: _____

Department: _____ Department Chair: _____

Location of laboratory or shop where minor or volunteer is anticipated to work:

Name of Minor or Volunteer: _____ Date of Birth: _____

Anticipated dates of work experience: _____

Title of project: _____

Brief project description: _____

List of any potentially hazardous materials (including chemical, biological, and radiological) that may be encountered by minor or volunteer during the conduct of the project:

List of laboratory or shop equipment that may be used by minor or volunteer during the conduct of the project:

List graduate student mentor, other faculty mentor, or staff mentor who may be responsible for supervising the minor or volunteer during the course of this project:

Have arrangements been made for appropriate safety training (both classroom training and hand's on training) prior to the minor or volunteer beginning their work experience? Please describe:

Please list personal protective equipment to be issued to the minor or volunteer for the duration of the project:

PI/Faculty acknowledgement of responsibility as described in these guidelines:

PI/Faculty Signature: _____ Date: _____

FHS Approval: _____ Date: _____