

VISITORS AND MINORS IN LABORATORIES AND SHOPS PROGRAM DOCUMENT

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1. PROGRAM DESCRIPTION

The UCR *Visitors & Minors in Laboratories and Shops* program establishes guidelines for ensuring visitors’ safety while in potentially hazardous areas on campus. Program guidelines cover visitations ranging from passive tours to active research projects and note exceptions applicable to minors. Visitors and minors are not permitted in potentially hazardous work areas except as outlined below.

2. SCOPE

In the event that faculty, staff, or students bring a visitor to work, the supervisor must approve in advance. If approved, adequate steps must be taken to prevent injury or disruption to others at work. Minors below the age of 14 must be restricted from hazardous work areas, due to their developing immune/neurological systems and their general lack of hazard recognition ability. Minors may be invited to university sponsored events (e.g. *Bring Your Child to Work Day*). However; careful attention must be given to work areas where ANY hazard is located.

3. DEFINITION

Potentially Hazardous Work Area: An area where hazardous substances (e.g. hazardous chemicals, biohazardous agents, radioisotopes) or physical hazards (e.g., radiation, lasers, moving machinery parts, extreme temperatures, electrical apparatus) are present.

Visitor: Anyone who is not UCR faculty, UCR staff, or a UCR registered student.

Minor: Anyone under the age of 18.

Personal Protective Equipment (PPE): Items worn to minimize exposure to a variety of hazards. Examples of PPE include such items as laboratory coats, gloves, foot protection (steel-toed shoes), eye protection (safety glasses or goggles), protective hearing devices (earplugs, muffs), hard hats, respirators, fall protection harnesses, etc.

4. RESPONSIBILITIES

Vice Chancellors, Deans, Directors, and Department Heads must assure that employees under their jurisdictions comply with this program. Supervisors of hazardous work areas (Principal Investigators, Laboratory Managers etc.) must ensure all tenets of this policy are being followed for all visitors and minors.

Human Resources must conduct a criminal background check in accordance with university policies and procedures on UCR employees overseeing minors.

Environmental Health & Safety is responsible for assisting laboratory personnel in monitoring health and safety of minors and other visitors.

A parent and/or guardian of a minor must sign required liability and release forms before the minor is permitted to tour or work in hazardous areas.

5. PROGRAM COMPONENT

A. Visitor Restrictions Based on Activity

Visitors are not permitted in potentially hazardous work areas except when the following criteria are met:

1. **Passing through** a potentially hazardous area (e.g. to reach an office area):
 - A University employee who is trained and knowledgeable of the area's potential hazards escorts the visitor directly to the destination.
 - The visitor is protected from potential hazards as deemed appropriate by the area supervisor and is provided with necessary PPE.
2. **Briefly touring** the potentially hazardous work area (e.g., class tours, donor presentations, parent showing work area to minor etc.):
 - Visitor completes ***Waiver of Liability, Assumption of Risk, and Indemnity Agreement*** for Voluntary Activity (attached in the Appendix). Parent or Legal Guardian must sign for minors. Completed form must be maintained by the host department for three years or three years after a minor has turned eighteen.
 - Visitor is personally accompanied at all times by University employee who is trained and knowledgeable of the area's potential hazards.
 - The trained University employee ensures that visitor is NOT placed into a situation where the health and safety of self or others may be compromised.
 - Visitor is provided appropriate personal protective equipment.
 - For group tours, a safety briefing is provided to the group prior to entry.
3. **Participating in** a university-sponsored function requiring more than intermittent presence in the work area (e.g., laboratory coursework, research, volunteering etc.):
 - Visitor completes ***Waiver of Liability, Assumption of Risk, and Indemnity Agreement, Potential Hazard Information Sheet, Rules for Visitors & Minors in Laboratory, and the Research Proposal Form***. Completed forms are to be maintained by the Department. (If visiting as part of UC employment or enrolled coursework, UC employees and students are exempted from completing the UC Liability Waiver).
 - Visitor completes ***Laboratory Site Specific Training Checklist (Appendix 1)*** and all components including SOPs, waste management, emergency evacuation etc.
 - Visitor is under the direct supervision of a university employee at all times who is trained and knowledgeable of the hazards.

- Visitor is provided appropriate safety training through both UC Learning Management System (LMS) (**UCRNetID is required**) and work unit specific training by the supervisor. The minimum LMS requirements are *Laboratory Safety Fundamentals* and *Hazardous Waste Training*.
- If visitors are not offered UCRNetIDs, they must be under direct supervision at all times and ensure completion and documentation of all work unit specific training.
- Visitor is provided appropriate personal protective equipment and complies with UCOP PPE policy.
- Department Chair approval required for exceptions to this policy.

B. Minors in Laboratories and Shops

1. The following are general guidelines and exceptions to visitors who are minors:

- Minors below the age of 14 are not allowed in any UC laboratories or shops except when participating in supervised tours, **this includes minors related to laboratory personnel.**
- **Minors are never allowed in laboratories where research with controlled substances is being performed.**
- Minors are not allowed in vivaria unless their participation has been reviewed by the IACUC and the vivaria facility manager.
- Minors between the ages of 14-18 are allowed entry only when they are enrolled in an academic laboratory class or they are part of a supervised tour, or if they have their guardian’s consent to participate in laboratory activities whereby they received all required training and are always under supervision.
- Minors and parents/ legal guardians must:
 1. Review and sign **UC Waiver of Liability, Assumption of Risk, and Indemnity Agreement, Potential Hazard Information sheet, Rules for Minors in Laboratory and Shops, Release of Liability and Hold harmless Agreement and Research Proposal form** (only if the minor will be performing any continuous work or activity in the laboratory).
 2. Review all emergency procedures with the supervisor.
 3. Be assigned a supervisor who will review the *Site Specific checklist* and ensure that criteria have been met.
 4. Minors of laboratory personnel must follow all guidelines required of other minors.

Note: *Principal investigators/supervisors should assume minors need considerable training to understanding safety documents such Safety Data Sheets, Standard Operating Procedures etc. Supervisors should perform all training necessary bring the minor to a safety awareness level comparable to that of trained laboratory personnel.*

The following additional restrictions apply to minors working with the following categories of hazardous activity:

Hazardous Activity	Prohibitions for Minors:
Chemicals	Minors are prohibited from working with: <ol style="list-style-type: none"> 1. Highly hazardous material- including any pyrophorics, explosives, flammables more than 4L and any compounds with an LD-50 LESS than 50 mg/kg. 2. Cal-OSHA regulated carcinogens 3. International Agency for Research on Cancer Group 1 or Group 2A carcinogens.

Biological Agents	<p>Minors ages 14-16 may never conduct work that may require BSL-2, BSL-3 or BSL-4 containment. They may enter a BSL-1 and 2 combined area provided there is NO contact with BSL-2 work.</p> <p>Minors ages 16-18 may never work with or around BSL-3 or BSL-4; however they may enter BSL-2 with appropriate training and constant supervision.</p>
Radioactivity, radiation producing machines, and lasers	<p>Minors may not work with radioactive material or radiation producing Machines, Class 3b and 4 lasers. Exceptions must be approved by the UCR Radiation Safety Officer.</p>
Physical Hazards	<p>Hazardous equipment, heavy machinery, high voltages, elevated pressures/temperatures or heights must be avoided.</p>
<p>NOTE: Any hazardous work here requires approval by Department Chair or School Dean. See <i>Visitors and Minors Research Proposal Form</i>.</p>	

6. REPORTING REQUIREMENTS

Any conflicts resulting from implementation of the program shall be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the appropriate Vice Chancellor, Dean, or Director who shall make a final decision. Visitors may also need to comply with other policies and procedures specific to the site.

7. INFORMATION AND EXTERNAL REFERENCES

UC Riverside Administrative Policies & Procedures

UCOP Referenced Policies:

<http://policy.ucop.edu/doc/3500602/MinorsLabsShops>

<http://policy.ucop.edu/doc/3500598/LabSafetyTraining>

http://www.ucop.edu/risk-services/_files/pubs/appendix_b.pdf

**RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS ASSUMPTION OF RISKS,
AND HOLD HARMLESS AGREEMENT**

-Required only if Visitor is a minor

I HAVE READ, UNDERSTAND, and INITIALED the documents Rules for a Minors Working in Laboratories and Shops and Potential Hazard Information Sheet describing the potential risks and dangers associated with my child's research project. I fully understand that there are potential risks and hazards associated with exposure to hazardous materials or substances.

I AGREE TO ALLOW my minor child to participate on a scheduled assignment in the University of California laboratories and freely accept and assume all associated risks and hazards. I ALSO AGREE AND UNDERSTAND that my child's research project may be suspended at any time, at the discretion of the University of California and its officers, agents, and employees, if the safety of my child, University of California employees and/or other volunteers at the University of California become a concern.

I, for myself and my estate, heirs, administrators, executors, and assigns, hereby release and hold harmless the State of California, the UC Board of Regents, and their officers, directors, employees, representatives, agents, and volunteers (collectively, the "Releases"), from any and all liability and responsibility whatsoever, however caused, for any and all damages, claims, or causes of action that I, my estate, heirs, administrators, executors, or assigns may have for any loss, illness, personal injury, death, or property damage arising out of, connected with, or in any manner pertaining to my child's scheduled assignment in the University of California laboratories, whether caused by the negligence of Releases or otherwise. I further hereby agree to defend, indemnify and hold harmless the Releases from any judgment, settlement, loss, liability, damage, or costs, including court costs and attorney fees that Releases may incur.

In signing this agreement, I acknowledge and represent that I have read and understand it and that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same.

Printed Name of Minor Child

Signature of Parent/Legal Guardian

Printed Name of Parent/Legal Guardian

Date

I have read, understand, and will adhere to the University of California Minors in Laboratories and Shops Policy. I understand that failure to comply with this Policy is dangerous to my health and safety and that I may be removed from the facility immediately for any failures or deviations in compliance.

Signature of Minor

Date

RULES FOR VISITORS & MINORS IN LABORATORIES AND SHOPS

1. Never participate on a scheduled assignment alone in any laboratory environment without direct, immediate adult supervision (if minor) from the sponsor or someone designated by the sponsor.
2. Complete and follow safety training specific to the hazards in the laboratory.
3. Always wear the personal protective equipment as directed and dispose of it appropriately.
4. This personal protective equipment (PPE) includes goggles, gloves, coats/gowns, and other face/body protection as dictated by the hazard being worked with or around. Always remove PPE when leaving the work area.
5. Always follow the instructions of the sponsor or laboratory supervisor.
6. Always report any accident (regardless of severity) immediately to the sponsor or laboratory supervisor.
7. Always keep your hands away from your face and wash them well with soap and water prior to leaving any laboratory area and after removing gloves.
8. Never eat, drink, chew gum, apply lip balm, or touch contact lenses while in any laboratory environment.
9. Always wear closed-toe shoes while in any laboratory.
10. Always tie back long hair to keep it out of all the hazards listed above.
11. Always wear clothing that reduces the amount of exposed skin.
12. Always ask questions if you don't understand the safety requirements.

Printed Name of Visitor	Date:
Signature of Visitor	
Printed Name of Parent/Legal Guardian if Minor	Date:
Signature of Parent/Legal Guardian	

Visitors and Minors: Potential Hazards Information

This list may not cover all hazards; Supervisors should ensure that all hazards have been thoroughly communicated and understood.

Type	Characteristics/potential hazards		Examples
Chemicals	Refined compound that may be in the form of a solid, liquid or gas. These may or may not be hazardous. Some compounds may have numerous hazard classifications (e.g. flammable, toxin & carcinogen)	<p>Carcinogens: may cause cancer with long term exposure – usually many years in the future</p> <p>Teratogens: known to affect the reproductive system of males/females & may cause birth defects in the developing fetus.</p> <p>Neurotoxins: may affect the nervous system.</p> <p>Flammables: may burn or explode</p> <p>Reactives: may react explosively</p> <p>Corrosives: may cause tissue damage through inhalation or direct contact with eyes, skin, etc.</p> <p>Toxins: may cause illness or death on exposure.</p>	<p>Benzene</p> <p>Alcohol, thalidomide, Xrays</p> <p>Ethidium bromide, snake venom</p> <p>Acetone, Xylene, Alcohol</p> <p>Peroxides, acrylamide</p> <p>Acids & Bases</p> <p>Cyanide</p>
Compressed Gases	Gases frequently housed in large & heavy high-pressure cylinders. The gas itself may be harmless, toxic, corrosive, flammable	<p>Physical hazard:</p> <p>Explosion hazard upon rupture</p> <p>Asphyxiant hazard if gasses enter workplace & displace oxygen</p>	<p>Asphyxiant: nitrogen, helium, any other nonoxygen gas</p> <p>Flammable: hydrogen</p> <p>Toxic: ammonia</p>
Radiation / Radioactive Materials	High energy particles (alpha & beta) or photon (X-rays, gamma)	Tissue & Organ damage with high doses	Uranium, Phosphorus 32, Sodium-35, X-ray
Physical Hazards	Exposure to noise, machinery, heat, cold, etc.	Tissue damage, hearing loss	Scrapes, cuts Cold: liquid nitrogen Heat: burners
Lasers	Light Amplification by Stimulated Emission of Radiation	Eye damage and possible skin damage	Class IIIB and IV, and open beam laser operation
Biological Agents	Living organisms or products of living organisms such as	Biosafety Level 1 - No hazard	Baker's yeast & E. coli

	viruses, bacteria, fungi, prions & parasites. Hazards from infection are organism dependent & may range from mild treatable to severe untreatable. Hazards are classified according to recommended containment protocol.	Biosafety Level 2 - Mild to severe illness Biosafety Level 3 – Severe illness & possible death Biosafety Level 4 – Fatal disease	K12
Recombinant DNA	Genetically modified organisms.	Scant scientific knowledge as to effects once introduced to the human body.	Viral vectors such as Adeno & Adeno associated Viruses used to transfect or express genes.
Toxins – Microbial, Plant, Animal	Poisonous substances produced by plants, living organisms or animals.	Tissue & organ damage or death.	Plants – Ricin Animals – fish /reptile venom Pathogens– Staphylococcus, Tetanus

Visitor's Name: _____

Visitor's Signature _____ Date: _____

If Visitor is a minor, the following is required:

Parent/Legal Guardian Name: _____

Parent/Legal Guardians Signature: _____ Date: _____

Assigned Supervisor's Name: _____

Assigned Supervisor's Signature: _____ Date: _____

Visitors and Minors Research Proposal Form

Principal Investigator/Sponsor Name: _____ Dept: _____ Phone: _____

Visitor's Name: _____ Date of Birth (only if minor): _____ Email: _____

Project Information: The nature of this project is (check one)

Student Intern Volunteer Part of a UC Sponsored Program: _____ Other (specify): _____

Project Title: _____ Start Date: _____ End Date: _____

Location: Bldg: _____ Room(s): _____

Project Description (attach separate sheet if necessary):

Materials and Equipment to be used. Check and List all that apply:

Chemicals	Biological Material	Equipment	Other:
<input type="checkbox"/> Flammable <input type="checkbox"/> Reactive <input type="checkbox"/> Carcinogenic <input type="checkbox"/> Toxic <input type="checkbox"/> Corrosive <input type="checkbox"/> Oxidizer <input type="checkbox"/> Cryogen <input type="checkbox"/> Pharmaceuticals <input type="checkbox"/> Gases	<input type="checkbox"/> Recombinant DNA <input type="checkbox"/> Bacteria <input type="checkbox"/> Viruses <input type="checkbox"/> Fungi <input type="checkbox"/> Parasites <input type="checkbox"/> Human Source Material <input type="checkbox"/> Insects <input type="checkbox"/> Plants <input type="checkbox"/> Animals	<input type="checkbox"/> Fume Hood <input type="checkbox"/> Biosafety Cabinet <input type="checkbox"/> Laminar Clean Bench <input type="checkbox"/> Autoclave <input type="checkbox"/> Centrifuge <input type="checkbox"/> Analytical Instruments <input type="checkbox"/> Industrial Machinery <input type="checkbox"/> Noise Producing Equip. <input type="checkbox"/> Other Equipment	

I AGREE TO SPONSOR (Visitor Name) _____, UNDER THE FOLLOWING TERMS:

- I have read, understand, and will adhere to the "Minors in Laboratories and Shops" Policy. The potential hazard information signature sheet is attached. I will ensure that this Minor's Hazard Specific Safety Training is completed and documented.
- Personal protective equipment appropriate for, and specific to, laboratory hazards will be provided. This individual will be supervised at all times if they are a minor while in the laboratory and never left alone.
- My laboratory is in full compliance with all applicable University of California safety programs and regulations.
- I understand that my failure to adhere to the "Visitors and Minors in Laboratories and Shops" Policy may result in my receiving corrective action or discipline, up to and including dismissal.

Printed Name of Principal Investigator/Sponsor	Date:
Signature of Principal Investigator/Sponsor	
Printed Name of Department Chair	Date:
Signature of Department Chair	
Printed Name of Parent/Legal Guardian if Minor	Date:
Signature of Parent/Legal Guardian	

Department: Retain for 3 years (3 years after age 18 if visitor is a minor)

Participants Name (please print): _____ (Please print)

University Of California, Riverside

Name of Class or Activity:

Waiver of Liability, Assumption of Risk, and Indemnity Agreement Waiver:

In consideration of being permitted to participate in any way in
Description of Class or Activity (including dates):

Hereinafter called "Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims** resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in Activity.

 Signature of Parent of Minor

 Date

 Signature of Participant

 Date

Assumption of Risks: Participation in Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death. **I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in Activity I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature of Participant:	Date:
Signature of Parent/Legal Guardian of Minor:	Date:
Participant's Age (if Minor):	