

COE Safety Policy – COE-SP-0002

Minors in Labs

Facility: NMSU College of Engineering Facilities and Collaborative Areas

Written by: Juanita Miller, Safety Specialist, miljgh@nmsu.edu (575)-646-1292)

Scope: This document describes definitions and procedures for minors visiting, working or participating in activities in COE facilities and collaborative areas.

Date: July 18, 2018

Revision: Zero(0)

Introduction:

First and foremost the College of Engineering (COE) strives to provide a safe and healthy work environment for students, faculty and staff. While we do want to offer opportunities for minors to visit and participate in activities on the campus for learning and recruiting purposes, it is our responsibility to keep these young people safe at all times.

To that end, the activities of minors who are visiting or participating in work or other events in the College of Engineering, must be reviewed to ensure they appropriate. The outcome of this review will be used to determine the approval by the College of Engineering Safety Specialist and the applicable Department Head.

Details of the Policy:

Definitions:

- Minor: Person under age 18.
- Lab: Any area where hazardous activities may be occurring for either research or

teaching. Examples of hazardous activities include, but are not limited to: chemicals, machines of any type, high pressure fluids, flying debris, sparks, electricity, falls, radiation or biological agents.

- Supervisor: The Principal Investigator (PI) or Staff Member is considered the immediate supervisor for a minor. A graduate student may be designated to interact with the minor with the understanding that they must work with or near the minor at all times. However the ultimate responsibility for supervision lies with the PI or Staff Member.

Procedure to Request Permission for Minors in Labs

Complete the information in the form at the end of this document or the online form at <https://coesafety.nmsu.edu/documents-forms/> and send it to Juanita Miller, COE Safety, miljgh@nmsu.edu for review and approval. You will be contacted to discuss this request. Depending on the nature of the activities, you may be asked to participate in a risk assessment to determine if the activities are appropriate for minors.

Attachments

1. References

- a. Harvard University, Youth Protection at Harvard 2018 – <https://youthprotection.harvard.edu/minors-labs-policy>
- b. NMSU, Environmental Health and Safety, Chemical Hygiene Plan

2. Minors in Labs Request/Approval Form

Document # _____ - _____ - _____ Rev _____
College of Engineering
Minors in Labs Request/Approval Form

Department: Circle One (EE, IE, MAE, CHME, CE, ETSE, Outreach)

Faculty/Staff Name: _____

Give name of faculty/staff member responsible for minor(s)

Group/Organization Name (If applicable): _____

Give name of group or organization affiliated with minor. If student is co-op or work study, please list their school name.

Teacher/Advisor/Chaperone Name: _____

Give teacher, advisor or chaperone name from school or organization

Emergency Contact Number: _____ - _____ - _____

Give an emergency contact number for the school or organization

Number in Group: _____

Give the number of minors in the group

Grade Level: Circle One (Elementary School, Middle School, High School, Other)

Give the grade level of the minor(s) visiting

Date of Visit: _____ - _____ - _____

List date(s) of minors visiting. If research work study, list start date.

Building/Room#: _____ / _____

(List the building and room number(s) of any activities where the minor will be participating.)



Type of Activity:

(Give the general type of activity. Here we assume that a workshop will be supervised and conducted over several hours. A research work study student will be given special training and/or be shown in an Experimental Safety Plan)

Check all that apply	Description
	Lab Tour
	Demonstration
	Workshop
	Research/Work Study

Description of Activities Performed

(Give details of the activities the minor will perform and how they will be supervised. If there are multiple activities or multiple times/days, attach a summary file in the next field.)

Date	Times	Activity Title	Description

File Submittal:

(If minors will be participating in activities for multiple days or times, submit a summary file with descriptions of each activity, location and times. Acceptable file types are .doc, .docx, .xls, .xlsx, .pdf, .jpg)

Submit this form and supporting documents to: Juanita Miller, COE Safety, miljgh@nmsu.edu

(Note, this form can also be found at <https://coesafety.nmsu.edu/coe-forms/>)

Minors in Labs Approval

Minors in Labs Approvals:

Principal Investigator

Signature

Date

Department Head

Signature

Date

COE Safety Specialist

Signature

Date
