

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	May 2003
Section 8.11	Minors in the Workplace	Revised:	June 2007
Policy 8.11.1	Minors in the Workplace – Safety Considerations	Responsibility:	Vice President for Research

MINORS IN THE WORKPLACE – SAFETY CONSIDERATIONS

Policy

Minors who are not students may be employed in any occupation at the Health Science Center for which they are qualified and which is considered to be non-hazardous. The Child Labor provisions of the *Fair Labor Standards Act* of 1938 (FLSA), as amended applies to the Health Science Center. These provisions pertain to and govern the employment of minors and are strictly followed when considering minors for employment. Willful violations of the Child Labor provisions of the FLSA are punishable by fines up to \$10,000 and/or imprisonment. The Department of Labor standards limit employment to minors who are 16 or 17 years old for employment by the Health Science Center.

Health Science Center supervisors overseeing work areas or laboratories are specifically responsible for the safety of all minors who are approved under University guidelines as employees, students, or visitors in their areas, and for compliance with this policy. Under no circumstances will individuals be allowed to work or study with or around radiation sources, biological agents, hazardous chemicals, equipment, or animals in manners that pose a detrimental risk to their health or well-being. Minors who do not meet any of the official designations noted above are specifically prohibited from visiting laboratories, process areas, or any other area where there may be exposure to hazards. This prohibition includes minor children of faculty, staff, and students who do not meet any of the official designations noted above.

Individuals responsible for minors employed by the Health Science Center (either on a regular or temporary basis) must obtain authorization from Human Resources and Environmental Health and Safety (EH&S) before confirmation of their effective date of hire.

Applicability

This policy applies to all minors being considered for course of study, internship, or employment at the Health Science Center. A minor is any individual who has not attained the age of 18 years.

Working Hours and Conditions

Minors who are 16 or 17 may be employed during school hours for any number of hours and during any period of time, except in occupations which have been declared hazardous by the Secretary of Labor (e.g.,

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ionizing, radiation, known carcinogens, infectious organisms, and zoonotic diseases). The Secretary of Labor has issued seventeen (17) hazardous occupation orders including manufacturing and storing of explosive materials, motor-vehicle driving, power-driven wood-working machines, exposure to radioactive materials, forklift operations, meat processing operations, power driven paper baling/compacting operations, power-driven sawing, and roofing operations. The supervisor of the minor in the workplace is required to identify any conditions in the assigned area that may be deemed hazardous by FLSA laws.

Procedures

1. Follow established Health Science Center practices for hiring qualified candidates in the *Handbook of Operating Procedures* (HOP), [Section 4.3.4](#), “Minors”.
2. The supervisor or Principal Investigator shall determine all assigned duties for the minor in the Health Science Center laboratory or process area. Assigned duties must not include hazardous operations for minors as defined in the FLSA. This requirement includes visitors and students classified as minors.
3. Complete the [Hazard Assessment Request for Minors in the Workplace](#).
4. This form must include the signatures of the minor, parent/legal guardian, and the supervisor/Principal Investigator.
5. Send the completed form via campus mail to EH&S, DTL 1.343T, or via fax at (210) 567-2965.
6. EH&S will consult with the supervisor/Principal Investigator to evaluate the proposed safety precautions that may include a laboratory safety evaluation, documented safety training, exposure monitoring, engineering containment, or administrative safety measures.
7. These additional safety precautions, procedures, limitations, and training will be noted by EH&S on the [Hazard Assessment Request for Minors in the Workplace](#).

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8. EH&S will return the completed [Hazard Assessment Request for Minors in the Workplace](#) to the supervisor/Principal Investigator.
 9. Employment offers should be postponed or made contingent upon the results of the Hazard Assessment.

Please submit the [Hazard Assessment Request for Minors in the Workplace](#) form to EH&S ten (10) working days prior to the proposed start of study or work in order to ensure appropriate review of the potential occupational hazards. This review may include additional exposure monitoring including chemical, biological or radiation exposure monitoring.

EH&S will review the information and the proposed work areas for any health and safety concerns. EH&S will forward the approved/disapproved form to the supervisor of the designated project area indicating that EH&S has reviewed the form and agrees or disagrees that the named minor may safely participate in the project. The supervisor of the designated project area should address any noted concerns, retain these completed forms on file, and must ensure that only individuals who have secured approved, completed forms are participants in the project.

Research projects or courses of study that are to be undertaken at the Health Science Center by minors must be reviewed and authorized in advance by EH&S if exposure to ionizing radiation, biological hazards, toxic materials, or other hazardous substances is involved.

**Courses of Study,
Internships, and
Volunteers
Involving Minors**

The educational benefits of non-occupational exposures of minors in Health Science Center workplaces must be balanced with the potential occupational hazards present in laboratories and process areas. The pragmatic review of potential hazards prior to assignment of a minor is a prudent precaution intended to meet the intent of the FLSA regulations.

Departments must submit to EH&S the [Hazard Assessment Request for Minors in the Workplace](#) form, signed and dated by the minor's parent or legal guardian and the supervisor or Principal Investigator before confirmation of the effective date of hire. The supervisor or Principal Investigator should follow the procedures outlined above.

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Individuals under 16 years of age, including interns, volunteers, and temporary employees, are not allowed to work in laboratories or process areas where exposure to radioactive materials, radiation-producing devices, or highly hazardous or toxic materials may occur. It is the responsibility of the supervisor to ensure that all minors are closely supervised while in a laboratory or process area and that any sources of hazard are stored in safe positions prior to entry.

**Minors as Visitors
to the Health
Science Center**

In special cases, minors who are visiting the Health Science Center as part of an organized tour or educational program (e.g., Bring Your Children to Work Day) may be allowed entry to some laboratory/process areas for observation purposes only. In such cases, adult(s) responsible for arranging the visit must follow any procedures necessary to remove, contain, and remediate any potential hazards in the proposed visitation area. Appropriate laboratory personnel must supervise minors who are part of a tour or other organized visit at all times. Contact EH&S at least 72 hours in advance for assistance in reviewing the potential visitation site.
