MINORS IN RESEARCH LABORATORIES OR ANIMAL FACILITIES PROGRAM

PURPOSE
The purpose of this program is to document activities and safety protocols for minors who work or conduct research in a University of Kentucky (herein after UK) research laboratory, greenhouse, animal facility, or field work outside the UK campus and to obtain informed consent for those activities from parents or guardians.

SCOPE
This program covers minors, persons under the age of 18 whether student, employee, or volunteer, conducting research in all UK research laboratories, greenhouses, animal facilities, animal procedure rooms, animal housing areas, clinical laboratories and field work activities.

Minors under the age of 14 are NOT PERMITTED inside of any research laboratory, greenhouse, or animal facility at the University of Kentucky unless it is for UK sponsored programs which are designed for youth under the age of 14 and which have documented training and safety policies.

Visiting minors, not previously approved as part of a UK program, tour, or science fair, are not allowed in any UK research laboratory, greenhouse, or animal facility for any reason.

PROHIBITIONS
Minors are prohibited from the following activities and working with or conducting research in spaces that:

1) Are designated as BSL-3, ABSL-3, or higher for recombinant or infectious organisms
2) Store or contain
   b) Explosives (Highly Reactive Chemicals)
   c) Radio-labeled material
3) Utilize Radioactive Materials or Radiation Sources (X-rays)
4) Utilize Acute Toxins
5) Utilize Acutely Toxic Chemicals
6) Are designated as machine shops
7) Operating farm machinery or University owned vehicles
PRINCIPAL INVESTIGATOR (PI) RESPONSIBILITIES

Minors must meet all of the following requirements to work or conduct research in laboratories, greenhouses, animal facilities, animal procedure rooms, animal housing areas, clinical laboratories and/or field work activities.

1) The UK EH&S Program document titled MINORS IN RESEARCH LABORATORIES OR ANIMAL FACILITIES has been read and understood by the minor.

2) THE PROJECT HAZARDS ASSESSMENT FORM has been reviewed by the minor and parent/legal guardian.

3) A MINORS RESEARCH PROPOSAL REGISTRATION FORM, with signatures from the PI/sponsor, parent/legal guardian and minor acknowledging the hazards described in the project hazards assessment form and a copy of the PROJECT HAZARDS ASSESSMENT FORM, is submitted to and approved by the UK Division of Environmental Health and Safety (EH&S). If infectious agents or recombinant DNA are manipulated in the research, the PI must have an approved Institutional Biosafety Committee registration.

*Exception*

Minors working or conducting research as enrolled students are not required to register with EH&S. All other requirements of this section are required to be completed as a part of the enrolled course.

4) HAZARD SPECIFIC SAFETY TRAINING is completed by the minor with the PI/Sponsor as approved by EH&S.

5) All required EH&S ONLINE SAFETY TRAINING is completed by the minor as approved by EH&S.

6) The minor is informed of the proper FIRE AND EMERGENCY/EVACUATION POLICIES AND PROCEDURES specific to both the laboratory and department. This information will include, but not be limited to, what happens when one dials 911, how/where to activate fire alarms, evacuation routes, and how to detect natural gas odors. Minors shall not be responsible for extinguishing a fire. The primary concern is personal safety. The secondary concern is notification of the fire department.

7) PERSONAL PROTECTIVE EQUIPMENT, specific to the hazard, is provided to the minor with instructions for use and disposal.

8) The minor is SUPERVISED AT ALL TIMES while in the laboratory and never left alone.

9) HOURS WORKED will comply with UK Human Resources Policy and Procedure Number 16.0: Employment of Minors.

10) The LABORATORY IS IN FULL COMPLIANCE with all applicable UK safety programs and regulations.
11) An ANIMAL CARE AND USE PROTOCOL currently approved by the IACUC must be amended to include minors who work in any capacity with animals. Minors who are students must review the Occupational Health packet and sign the form titled Employee Education Program. The Animal Worker’s Questionnaire must also be completed by any minor (or any student who is a minor). LATA training, appropriate to the species of animal handled, is mandatory. Contact the University’s Veterinarian Office at 257-2934 for help with these items. Successful completion of these requirements allows the minor access to animals in the vivarium as well as research laboratories.

MINOR RESPONSIBILITIES

The minor understands and agrees to follow basic lab safety guidelines, including but not limited to:

1) Never work alone in any laboratory environment without direct, immediate adult supervision from the sponsor or someone designated by the sponsor.
2) Always follow the instructions of the sponsor or laboratory supervisor.
3) Always report any accident (regardless of severity) immediately to the sponsor or laboratory supervisor.
4) Always wear the personal protective equipment as directed and dispose of it appropriately. This personal protective equipment includes glasses, gloves, coats/gowns, and other face/body protection as dictated by the hazard being worked with or around.
5) Always keep your hands away from your face and wash them well with soap and water prior to leaving any laboratory area.
6) Never eat, drink, chew gum, apply make-up or lip balm, or touch contact lenses while in any laboratory environment.
7) Always wear full coverage shoes i.e. closed-toe and closed heel while in any laboratory.
8) Always tie back long hair.
9) Always wear clothing that reduces the amount of exposed skin. Shorts and sandals are prohibited in the laboratory.
10) Always ask questions if you don’t understand the safety requirements.