

**Case Western Reserve University
Department of Environmental Health & Safety
Minors, Volunteers, and Visitors In Workplace Guidelines**

Date: 1/4/2023

To: Provost, Deans, Graduate and Professional Schools, Department Chairs

From: Felice T. Porter, Asst. Dir., Q/A Manager for EHS

Re: **Minors, Volunteers, and Visitors in University Laboratories**

Case Western Reserve University has developed guidelines and procedures that have impact on the presence and participation of minors, volunteers, and visitors in laboratories and in research, scholarly, and/or creative endeavors. The University adopted these guidelines to meet obligations imposed by state, federal, and local regulations. The University's procedures are intended to assure compliance with the guidelines while optimizing students' research, scholarly, and/or creative experiences and minimizing disruption in the University's research laboratories, facilities, and clinics.

Please note that these guidelines pertain only to the presence of minors, volunteers, and visitors in all University-based research laboratory and other settings. While the participation of these individuals in fieldwork falls outside the scope of these guidelines, investigators are responsible for their safety in fieldwork settings and are therefore, encouraged to consult the EHS if they have questions regarding the appropriate participation of minors, volunteers, and visitors in these University activities.

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PURPOSE

The EHS works in the interest of the university by supporting compliance and service programs for research. The structure of the program is continually refined to minimize restrictions on research activities while ensuring compliance with the requirements of all regulatory Federal, State, and Local agencies.

Compliance with EHS programs on the part of faculty, staff and students' requirements is generally excellent and members of our community have generally demonstrated a good understanding of the broad areas of safety covered by university safety programs. Nonetheless, both perceived real risks associated with participation or visitation of minors, volunteers, and visitors in laboratories with chemicals, biologicals, radioactive materials, and potentially dangerous equipment has raised a number of questions that has required development of general guidelines for visiting by and/or participation of these individuals in our laboratories. Therefore, the following guidelines have been developed to assure compliance with Federal, State, and local laws and regulations while optimizing the research experiences of interested individuals who visit or volunteer in our laboratories and research and other facilities.

Rationale: These guidelines have been developed to prevent exposure of minors, volunteers, or visitors to hazards or other potential dangers found in research laboratories and/ or research facilities. The University workplace is a diverse environment of classrooms, offices, clinics, facilities, and laboratories where many different activities are performed. Visitors to the workplace are generally welcome, and in some settings encouraged to participate. However, appropriate precautions and limitations on visitation are necessary to protect health and safety, and to maintain productivity and regulatory compliance. These guidelines will ensure that all visitors entering laboratories have been informed of potential hazards and receive appropriate safety training. Adherence to these guidelines will limit both personal and Institutional liabilities that may accrue if safety of visitors and volunteers is not ensured at a programmatic level.

These guidelines allow us to effectively inform those who, albeit unintentionally, jeopardize safety or the continued favorable relationship between the university and the regulatory agencies. They are designed to encourage the participation and cooperation of researchers and to ensure safety of minors, volunteers, and visitors while in the University workplace in a manner consistent with the Federal, State, and Local rules and regulations as interpreted by the Department of Environmental Health & Safety.

POLICY

The responsibility for safe use of chemical and biological materials is placed on the researchers as well as on the Department of Environmental Health & Safety. A system of consequences for violations of regulations concerning the safety of minors, volunteers, and visitors will be used for educating and alerting the researcher, motivating the research staff, and determining future participation in any programs involving minors, volunteers, and visitors.

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environment. These individuals must also have safety measures and emergency procedures explained to them and must be provided with personal protective equipment appropriate to the environment being visited. Minors must be escorted and/ or directly always supervised by an adult (18 years of age or older) from the host department during the visit.

No person under the age of fourteen (14) may work or volunteer at CASE.

No person under the age of 18 may enter a CASE laboratory unless he/she is participating in an organized educational program sponsored by his/ her school or municipality and approved by the EHS or by invitation of a faculty member, chair of a department, or dean of a school.

No person between the ages of 14 and 18 may enter a CASE laboratory except:

As part of a group or individual educational program approved in advance by the EHS.

Or

As part of a relationship in which a CASE faculty member or researcher is acting as a mentor to the young person, the young person will not be present in a CASE laboratory for more than three hours a day on any school day, and the young person's activities in the laboratory have been approved by the EHS.

All persons under the age of 18 who enter a CASE laboratory must complete all required safety training, must adhere to all restrictions imposed by the EHS, and must always have direct adult supervision.

Participants in the educational and mentoring programs between the ages of 16 and 18 may not be paid according to an hourly, weekly, or monthly rate, but they may receive a lump sum stipend approved, in advance, by the Department of Human Resources. Persons under the age of 16 may not receive any type of payment in connection with their presence in a CASE laboratory.

CASE faculty members sponsoring minors shall be responsible for obtaining all authorizations required under these rules. These materials can be obtained through EHS and are included in this document.

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- Any laboratory or facility where select agents or explosives are used or stored.

Minors are prohibited from working with any of the following materials

- Radioactive materials (29 CFR 570.120) or radiation (X-rays, open bench lasers)
- Cytotoxic levels of Acute Toxins

Minors are allowed to work or conduct research in laboratories/facilities if the following requirements are met in full:

- The Case Western Reserve University EHS Minors, Volunteer, and Visitors in Workplace Guidelines has been agreed to in writing.
- Proof of Hepatitis B vaccination (Within 10 days from the start of work)
- Certificate of Insurance from high school or municipality.
- A MINORS REGISTRATION FORM is submitted to and approved by the EHS. Included in this form is The Potential Hazards Information sheet which requires a parental /guardian signature indicating he/she has read of potential risks. (Volunteer Orientation Form and Volunteer Waiver)
- Hazard specific safety training is completed by the Principal Investigator/Sponsor with the minor as approved by EHS.
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Laboratory Use Agreement & Waiver of Liability
Potential Hazard Information

- Before starting any work in the laboratory:
 - Complete all required training
 - Complete and sign the Registration form.

No minor will be allowed in any research building, facility, laboratory, or any other area where hazards associated with research might exist unless the parent/ guardian has obtained the specific written approval of the Department of Environmental Health & Safety (EHS).

The EHS may grant exceptions to the policy in those cases where:

- The minor is participating in a supervised program at CASE and working in the laboratory is required as part of the course.
- The minor is part of a supervised tour through the building as a guest of CASE.

If an individual faculty member or Chair of a Department wishes to bring a minor between the ages of 16 and 18 into his/ her laboratory or department for an educational program, the faculty member must submit a request that provides the name and age of the student and describes the educational intent of the proposed experience. EHS will review the request for educational appropriateness. The EHS will make sure that appropriate laboratory inspections are performed, and that the faculty member is alerted to any measures that must be taken to assure the safety of minors in the laboratory.

If the Chair of a Department or the Dean of a School wishes to bring a minor between the ages of 16 and 18 into his/ her laboratory for an educational program or wishes to implement a department- or school-wide program that includes educational opportunities for minors between the ages of 16 and 18, he/she should submit a request that provides the name(s) and age(s) of the student(s) and the educational intent of the proposed program to the EHS. The EHS will provide guidelines and contact information to facilitate any necessary approvals, review and approve these requests within two weeks.

If a faculty member, Chair, or Dean wishes to mentor a student under the age of 18, he/she should follow the guidelines and require the student to be present in the laboratory no more than three hours per day. The EHS will review and approve these requests.

General

Colleagues, prospective students, and others may be invited into laboratories for academic and research purposes. Non-work-related visits

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The PI/laboratory manager is responsible for ensuring that a visitor or volunteer has appropriate training and is aware of emergency response, waste handling, and other relevant procedures. The visitor or volunteer must provide confirmation that they have appropriate training from their institutions, and they take the EHS Hazard Awareness Training.

- The visitor/ volunteer should inform their employer of his/her planned activities prior to commencing work at CASE.

Laboratory observations and tours

- Guests are not allowed in laboratories unless accompanied and directly supervised by the PI/ laboratory manager or tour guide (only CASE laboratory personnel over the age of 18)
- School-aged students occasionally may enter laboratories as part of educational programs under carefully controlled and directly supervised conditions for a walk-through or tour (only CASE laboratory personnel over the age of 18). Approval for these programs must be obtained in writing from EHS.
- Before bringing visitors into a laboratory, a

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ENFORCEMENT

A violation will result in:

- Immediate verbal notification of the researcher by the EHS.
- Written notification sent to the researcher by the EHS with copies sent to the researcher's Department chair and to both the Laboratory Safety & Radiation Safety Committee chairpersons stating that the researcher is precluded from allowing minors or volunteers from working in his or her laboratory until cleared by EHS and the Department Chairperson.

APPEAL PROCESS

Researchers will have the opportunity to appeal a decision made either by the EHS or by the Safety Committees. The appeal will be a formal written response from the researcher to the EHS, which will consult with the investigator, the Department chairperson and the investigator. Unresolved issues can also be brought to the Chairpersons of the Laboratory Safety or Radiation Safety Committees as appropriate for resolution. Until the matter is resolved, minors, volunteers, and visitors will be precluded from participation in laboratory activities and their parents or sponsors notified. Violation of this restriction will be considered a major violation of general University safety guidelines.

REFERENCES

CASE EHS Laboratory Safety Manual

CASE EHS Radiation Safety Manual

29 CFR 1910.1450 – Occupational Exposure to Hazardous Chemicals in Laboratories

29 CFR 1910.1030 – Bloodborne Pathogens Standard

29 CFR 570.34 – CFR Title 29, Chapter V, Part 570, Subpart C, Section 34 – Permitted Occupations for minors 14 and 15 years of age

29 CFR 570.35 – CFR Title 29, Chapter V, Part 570, Subpart C, Section 35 – Hours of Work and conditions of employment permitted for minors 14 and 15 years of age

29 CFR 570.120 - CFR Title 29, Chapter V, Part 570, Subpart G, Section 120 - Eighteen Year Minimum
To protect young workers from hazardous employment, the Act provides for a minimum age of 18 years in occupations found and declared by the Secretary to be particularly hazardous or detrimental to health or well being for minors 16 or 17 years of age.

42 CFR 73 – Centers for Disease Control – Possession, Use and Transfer of Select Agents and Toxins

10 CFR 1207 – Federal Guidelines for Radiation Use

ODH 3701.138.12G – State Radiation Guidelines

US Department of Labor – Fair Labor Standard Act (FLSA) Advisor – Prohibited Occupations for Non-Agricultural Employees

<http://www.dol.gov/elaws/esa/flsa/docs/haznonag.asp>

A youth 18 years or older may perform any job, whether hazardous or not

A youth 16 or 17 years old may perform any non-hazardous job

A youth 14 and 15 years old may not work in the manufacturing or mining industries, or in any hazardous job.

US Department of Labor – FLSA – Child Labor Rules Advisor – Exemptions from Child Labor Rules in Non-Agriculture

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<http://www.dol.gov/elaws/esa/flsa/cl/exemptions.asp>

There are no similar exemptions from the hazardous occupations' rules for youth younger than 16 years. 14- and 15-year-olds, however, may be employed in approved school-administered and school supervised Work Experience and Career Exploration Programs. Such programs allow variations in the rules and permit employment during school hours, for as many as 23 hours in school weeks, and in otherwise prohibited occupations for which an official exception has been authorized by the Department of Labor.

Note: All states have child labor rules and mandatory school attendance laws.

Ohio Department of Commerce – Division of Labor & Worker Safety – Ohio Minor Labor Law – ORC Chapter 4109: Employment of Minors (ORC 4109.10)

Minor – Any person less than 18 years of age who has not obtained a high school diploma or its equivalence and/or individuals subject to the exemptions contained within section 4109.06.

Minor Wage Agreement – An agreement, prepared in duplicate, as to the wages and or compensation the minor shall receive for each day, week, month, year, or per piece.

Break Requirement – All minors are required to have a 30-minute uninterrupted break when working more than 5 consecutive hours, which must be documented.

When school is IN session minors 14 & 15 years cannot:

- Be employed before 7 am or after 7 pm

- Work more than 3 hours on any School Day

- Work more than 18 hours in any School Week

- Work during school hours, unless employment

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International Basic Safety Standards IAEA Safety Series 115, 1996 –

No person under the age of 18 can be unsupervised (direct/eye contact type supervision).

No person under the age of 16 shall be subjected to occupational exposure

No person under the age of 18 years shall be allowed to work in a controlled area unless supervised and then only for the purpose of training.

Approved: Felice T. Porter, Assoc Dir., Q/A Manager, EHS Date: 1/4/2023

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School Certificate of Insurance

Field trip insurance is strongly recommended for all minors, volunteers, and visitors registered to volunteer at the University. Students must have regular school insurance or adequate personal coverage. A field trip is a journey by a group of people to a place away from their normal environment. The purpose of the trip is usually observation for education or non-experimental research. The aim of this research is to observe the subject in its natural state and possibly collect samples. Field trips are extracurricular educational field studies a class makes. The duration of the field trip can vary.

There is a controversy as to whether or not it is appropriate to do field trips. Some people believe they are unnecessary because the liability increases when students are taken off school property, requiring extra insurance. To mitigate these risks and expenses, most school systems now have formalized field trip procedures.

Field trip insurance must be paid for before the date of the trip. The insurance policy requires that the event be sponsored and supervised. The policy does not provide coverage for any injuries or sickness related to personal side trips before, during, or after the university-related trip, nor related to any athletic game, event, or tournament.

Coverage:

Accidental Medical Expenses: \$10,000; Accidental Death and Dismemberment: \$10,000; There is some coverage for expenses related to dental injury and sickness; Deductible: \$0.

Covered Activities:

- Activities that are sponsored and supervised by the University during the field trip specified.

Important Notice:

This summary is designed to give you a general overview of the insurance coverage. It should be construed as a representation or legal interpretation of insurance coverage.

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These forms must be completed before a minor, volunteer or visitor has access to any Case Western Reserve University laboratory, facility, clinic, and equipment. Please complete all forms in ink, no pencil please!

MINORS, VOLUNTEER, & VISITORS REGISTRATION FORM

(Minor & sponsors/ supervisors fill this out together)

Return this form to the EHS for approval BEFORE you begin hands-on work in the laboratory/ facility/ clinic, etc. You will need the following: Proof of Hepatitis B vaccination, School Certificate of Liability Insurance, CASE Volunteer Waiver and Release Form, and the Waiver of Liability Form.

Minor/ Volunteer/ Visitor Name: _____ Date of Birth: _____

Name of School: _____

Department: _____

Email: _____ Phone: _____

Faculty Sponsor Name/ Title: _____

Direct Supervisor Name/ Title of Minor/ Volunteer/ Visitor: _____

Number of Work Hours per Week: _____ Duration of Work: _____

This work will be performed in what location (Building/ Room): _____

Is this for (check one):

Science Fair Project ___ Volunteering ___ Employment ___ Internship ___ Other ___

Project Title (if applicable): _____

Materials and Equipment to be used – Check and list all that apply:

- | Chemicals | Biological Material | Equipment |
|--|--|--|
| <input type="checkbox"/> Flammables | <input type="checkbox"/> Recombinant DNA | <input type="checkbox"/> Chemical Fume Hood |
| <input type="checkbox"/> Reactive | <input type="checkbox"/> Bacteria | <input type="checkbox"/> Biosafety Cabinet |
| <input type="checkbox"/> Carcinogenic | <input type="checkbox"/> Viruses | <input type="checkbox"/> Laminar Clean Benches |
| <input type="checkbox"/> Toxic | <input type="checkbox"/> Fungi | <input type="checkbox"/> Autoclave |
| <input type="checkbox"/> Corrosive | <input type="checkbox"/> Parasites | <input type="checkbox"/> Centrifuge |
| <input type="checkbox"/> Oxidizer | <input type="checkbox"/> Human source material | <input type="checkbox"/> Analytical Instruments |
| <input type="checkbox"/> Oxidizer | <input type="checkbox"/> Insects | <input type="checkbox"/> Industrial Machinery |
| <input type="checkbox"/> Cryogen | <input type="checkbox"/> Plants | <input type="checkbox"/> Noise Producing Equipment |
| <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Animals | <input type="checkbox"/> Laser Equipment |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other | <input type="checkbox"/> X-Ray Equipment |
| | | <input type="checkbox"/> UV Equipment |
| | | <input type="checkbox"/> Other Equipment |

Describe what you will be doing:

_____ ~~Equipment~~

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MINORS, VOLUNTEER, & VISITORS REGISTRATION FORM

(Minor & sponsors/ supervisors fill this out together)

SPONSOR

I agree to sponsor (volunteer's name) _____, and by my signature below, agree that:

I have read, understand, and will adhere to the Case Western Reserve University "Minors, Volunteers, and Visitors Guidelines". The potential hazard information signature sheet is included.

Individual completed safety training equivalent to that required for employees in the same environment.

I have completed this Volunteers, Minors, and/or Visitors Hazard Specific Safety Training. Training was conducted by doing the following: _____

Personal protective equipment appropriate for, and specific to, laboratory hazards will be provided.

This individual will be directly supervised at all times while in the laboratory and never left alone.

The hours of work will comply with Federal Regulation 29 CFR 570.35

My laboratory is in full compliance with all applicable Case Western Reserve University safety programs and regulations.

If radioactive materials used in laboratory, the individual may observe only and must be trained and wear a body badge while in the laboratory. The student is prohibited from working directly with the radiation materials and/or equipment.

If Animals are used in the laboratory, the individual must be trained and must have direct supervision.

Name of Faculty Sponsor _____ Signature _____ Date _____

I have read, understand, and will adhere to the Case Western Reserve University Minors, Volunteers, and/or Visitors Guidelines.

Name of Volunteer _____ Signature _____ Date _____

Department of Environmental Health & Safety (EHS) Approval _____ Date _____

RETURN THIS FORM AND THE PAGE WITH THE PARENT'S SIGNATURE TO:

DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY

1ST FLOOR SERVICE BUILDING

2220 CIRCLE DRIVE, CLEVELAND, OH 44106

OFFICE: 216.368.2907 FAX: 216.368.2236

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POTENTIAL HAZARD INFORMATION

Scientific research involves exposure to various hazards. When deciding to allow your child to participate in research projects conducted in Case Western Reserve University laboratories, you need to be aware of the potential hazards he or she may encounter. The following information provides the most common potential hazards but is not intended to be an exhaustive list of all potential hazards. Questions may be addressed to the minor's specific sponsor. If you have any further questions or concerns regarding this information, please contact the Department of Environmental Health & Safety at 216.368.2907.

Definitions

Allergens – substances capable of producing an allergic reaction

Asphyxiant – a substance such as a gas or a toxin that causes a decrease in oxygen concentration or an increase of carbon dioxide concentration within the body

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POTENTIAL HAZARD INFORMATION

	Definition	Hazards	Examples
Chemicals	Refined compound that could be in the form of a solid, liquid, or gas. These may or may not be hazardous. Some compounds may have numerous hazard classifications (flammable, toxin & carcinogen).	<p>Carcinogens: may cause some sort of cancer with long-term exposure – usually many years in the future.</p> <p>Teratogen: shown 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: will burn or explode</p> <p>Reactives: will react explosively</p> <p>Corrosives: will cause tissue damage with contact through inhalation, eye, skin, etc.</p> <p>Toxins: may cause illness or death upon exposure</p>	<p>Benzene, acrylamide</p> <p>Alcohol, thalidomide, X-Rays, acrylamide</p> <p>Ethidium Bromide, snake venom</p> <p>Alcohol, acetone, xylene</p> <p>Peroxides, acrylamides</p> <p>Acids & Bases</p> <p>Cyanide</p>
Compressed Gases	High-pressure cylinders that hold gases. These are usually large and heavy. Gas may be harmless, to 7-6.6 affect to		

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	severe untreatable. Classification of hazard in four groups called biological safety levels with Level 1 as the least hazard & Level 4 as the extreme hazard.	Level 3 – Severe illness & possible death Level 4 – Not allowed at Case Western Reserve University	Tuberculosis & AIDS Hepatitis B Hemorrhagic Fever
Recombinant DNA	Genetically modified organisms with variations in genes within the organism.	Often unknown consequences once introduced to the human body.	Viral vectors like Adeno & Adeno-associated viruses used to transfect or express genes.
Toxins– Microbial, Plant, Animal	Poisons produced by plants, living organisms or animals.	Tissue & organ damage or death.	Plant–Ricin Animal–Fish/Snake venom Microbial–Staph, Tetanus

I HAVE READ AND UNDERSTAND the Potential Hazard Information Sheet describing the potential risks and dangers associated with my child's research project.

I AGREE AND UNDERSTAND that my child's research project may be suspended at any time, at the discretion of Case Western Reserve University and its officers, agents, and employees, if the safety of my child, the employees and other volunteers of Case Western Reserve University become a concern.

Name of Child _____

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MINORS/ VOLUNTEERS/ VISITORS LABORATORY USE AGREEMENT AND WAIVER OF LIABILITY

These forms must be completed before a volunteer or visitor has access to any Case Western Reserve University laboratory, facility, clinic, and equipment.

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MINORS/ VOLUNTEERS/ VISITORS LABORATORY USE AGREEMENT AND WAIVER OF LIABILITY

IF UNDER 18 YEARS OF AGE, PLEASE COMPLETE THIS SECTION.

NOTICE: Volunteers and Visitors under eighteen (18) years of age must have this agreement signed by their parent or guardian.

I grant permission for my son/ daughter _____ to participate in (name of educational program) _____ offered by _____ and held at Case Western Reserve University. I understand my child will walk to and from various destinations while on this visit. I realize there are hazards inherent in any travel, including risk of personal injury and death and damage to property and thereby give consent for my child to travel to and from this education facility. I understand that my child is expected to be on his/ her best behavior and orderly conduct while present at the University.

In consideration of the free educational experience which my child will enjoy, I hereby release Case Western Reserve University, and their respective o

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MINORS/ VOLUNTEERS/ VISITORS LABORATORY USE AGREEMENT AND WAIVER OF LIABILITY

NOTE: THIS PAGE IS FOR INTERNAL USE ONLY

LABORATORY SUPERVISOR, PI, AND/OR DEPARTMENT HEAD:

Please sign below to indicate your approval of the Minors/Volunteer/Visitor (named on the attached Laboratory Use Assumption of Risk and Release of Liability for Minor/ Volunteers/ Visitors) to use your laboratory facilities.

Recommended:

Signature: _____

Print Name: _____

Title: _____

Date: _____

Department _____

Phone: _____

Approved:

Signature: _____

Print Name: _____

Title: _____

Date: _____

Department _____

Phone: _____

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Conduct Guidelines when Working with Minors

Anyone who becomes aware of—or suspects--abuse of a minor who works or volunteers in a lab shall immediately make a report to campus police at 216.368.3300, or the Compliance Office at 216.368.5791, or the Office of Environmental Health and Safety at 216.368.5865 or may report anonymously by calling the Integrity Hotline at 1.866.483.9367.

Faculty, staff, students, and adult volunteers who work with or around minors in CWRU research labs should follow these conduct guidelines:

-You should not be alone with a minor in an enclosed, private, or isolated space. If one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other persons authorized to be in the lab or work space.

-Do not meet with minors outside of established times for the lab or research activity. Any exceptions (1) require the written permission of the minor's parent or guardian and (2) must include more than one authorized person.

-Do not have individual minors come to your home or other private locations.

-Do not provide gifts to minors or their families.

-Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health related purpose (i.e., treatment of an injury). Any resistance from the minor should be respected.

-Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexual material with minors or assist in any way to provide access to such material to minors. Do not use profanity, vulgarity, or harassing language around minors.

-Do not engage--or allow minors to engage you in or about--romantic or sexual conversations, or related matters.

-Do not communicate with minors through email, text messages, social networking websites, phone, Internet chat rooms, multiplayer online games, or other forms of social media at any time except and unless there is an educational or lab-work purpose and the content of the communication is consistent with the mission of the lab and the University.

-Consistent with the University's policies regarding the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, do(aJ-35.5denur)-e

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**RULES FOR MINORS, VOLUNTEERS, VISITORS WORKING
IN LABORATORIES, FACILITIES, AND CLINICS**

Never work alone in any laboratory environment without direct, adult supervision from the sponsor or someone designated by the sponsor.

Always follow the instructions of the sponsor or laboratory supervisor.

Always report any accident (regardless of severity) immediately to the sponsor or laboratory supervisor.

Always wear the personal protective equipment as directed and dispose of it appropriately. This personal protective equipment includes glasses, appropriate gloves, laboratory coats/ gowns, and other face/ body protection as dictated by the hazard being worked with or around.

Always keep your hands away from your face and wash them well with soap and water prior to leaving any laboratory area.

Never eat, drink, chew gum, apply cosmetics or lip balm, or touch contact lenses while in any laboratory area.

Always wear close-toed shoes while in any laboratory and buttoned laboratory coat.

Always tie back hair to keep it out of all the hazards listed above.

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Workers should be trained on everything in the plan

Key Points to Know Your Rights

Federal and State Labor Laws

- Set minimum age for some tasks and dangerous work
- Protect teens from working too long, too late or too early

OSHA says every employer must provide:

- A safe workplace
- Safety training on certain hazards
- Safety equipment

By law, your employer is not allowed to fire or punish you for reporting a safety problem.