

Guidelines for Hosting Minors in Labs at OHSU

(The hosting department keeps this signed form on file for five years.)

OHSU is committed to making the areas in which students visit or work as safe as possible. The following guidelines were designed to create a safe and appropriate learning environment for students under 18 (hereafter called “minor students”) who visit/work at OHSU. As part of the agreement between such students and their mentors, the Principal Investigator or designated lab staff must be present and supervising the student *at all times*. In addition, minor students must present written permission from their parent(s)/legal guardian(s) in order to participate in any research experience at OHSU.

Note:

No student younger than 16 may volunteer/work in a lab area at West Campus. There are, however, opportunities to have students younger than 16 in non-working research labs. This opportunity may be arranged through the Oregon National Primate Research Center. For further information, contact Diana Gordon, Education & Outreach Specialist, at gordondi@ohsu.edu.

For non-West Campus labs no student younger than 16 may volunteer/work in a lab area without the express permission of the department chair and OHSU Environmental Health & Radiation Safety. Contact Susan Shugerman, Asst. Vice Provost, Education Outreach and Collaboration, at shugerma@ohsu.edu to request permission.

Students at OHSU in conjunction with Saturday Academy’s programs do not need to complete OHSU’s Parental Consent form. Saturday Academy consent forms provide all necessary information and coverage.

I. Radiation Hazards

- ⤴ Minor students are prohibited from using radioactive materials.
- ⤴ Any accidental exposure to radioactive materials, known or suspected, is to be reported immediately to Environmental Health & Radiation Safety (Marquam Hill Campus 503-494-7795; West Campus 503-690-5390).

II. Biological Hazards

- ⤴ Minor students may not use or be exposed to unfixed human or non-human primate biological tissues, body fluids, tissue cultures, or cells. They may, under supervision, perform certain functions with fixed tissues (e.g., examine slides under the microscope), or work with some tissue cultures or cells that are not infected with viral vectors. Researchers must request a risk assessment by the Biosafety Officer (Marquam Hill Campus 503-494-7795; West Campus 503-690-5390) for using human, NHP or other animal cell line(s) they wish the minor to use for an exception to this guideline.
- ⤴ Minor students may not work directly with infectious agents designated as BSL2 or higher by the Institutional Biosafety Committee.
- ⤴ Minor students may not enter rooms in which non-human primates are present.

III. Chemical Hazards

- ⤴ Minor students are not to be exposed to or come into contact with hazardous chemicals designated hazard level 2 or above for flammability (red diamond), health (blue diamond), instability (yellow diamond), or have any special warnings (white diamond) as identified in the NFPA label provided by the supplier (example to right). Contact the research safety manager (Marquam Hill Campus 503-494-7795; West Campus 503-690-5390) for exceptions to the above requirements for the use of chemicals, hazard level 2 and above, in commonly used laboratory procedures.
- ⤴ Minor students may not handle controlled substances or regulated materials.



IV. Physical Hazards

- ⤴ Minor students may not use mechanical or electrical power tools or equipment, or drive a vehicle (university or personal) in the performance of their job duties. Laboratory equipment such as centrifuges, electrophoresis units, microscopes, transfer apparatus, and PCR cyclers are exempt. PIs/supervisors may contact EHRS (Marquam Hill Campus 503-494-7795; West Campus 503-690-5390) if they are unsure if their equipment qualifies for this exemption.

- ⤴ Minor students are specifically prohibited from using microtomes.

V. Incident Reporting Procedure

- ⤴ Risk Management must be contacted immediately to report any incident involving a minor student. During business hours call 503-494-3622, after hours and on weekends call the OHSU pager system (503-494-4799) and enter pager # 11101 or 12355.

VI. Training

- ⤴ Any specific safety training required for OHSU staff in the lab, hospital or facility must be arranged and provided for the minor student by the hosting department.

VII. Permissible Working Hours

- ⤴ For 14 and 15 year olds, when school is not in session: 8 hours/day, 40 hours/week maximum, 7 a.m. – 9 p.m. When school is in session: 3 hours/day on school days, 8 hours/day on non-school days, 18 hours/week maximum, 7 a.m. – 7 p.m., not during school hours.
- ⤴ For 16 and 17 year olds, any time of year: any hours – no daily restrictions, 44 hours/week maximum.

VIII. Parental Consent

- ⤴ Mentors must provide the [written permission form](#) to the student’s parent or guardian. The hosting department keeps completed forms on file for five years. *(Note – students at OHSU in conjunction Saturday Academy’s programs do not need to fill out OHSU’s Parental Consent form. Saturday Academy consent forms provide all necessary information and coverage.)*

IX. Compliance

- ⤴ Minor students failing to abide by these guidelines are subject to immediate dismissal.
- ⤴ Supervisors failing to abide by these guidelines may be denied the privilege of hosting minor students at the discretion of the Provost.

Assurance: *By signing below I indicate that I have read and agree to abide by the guidelines stipulated above.*

Student Apprentice			
Parent/Legal Guardian			
Designated Supervisor			
Principal Investigator			
ONPRC Director (if ONPRC lab)			