



Guidelines for Access by Minors into UTEP Laboratories and Other Potentially Hazardous Areas

INTRODUCTION

The following guidelines have been established to protect the health and well-being of minors from exposure to potentially hazardous environments on The University of Texas at El Paso (UTEP) campus. This guidance document also establishes operating procedures to assist UTEP departments and individuals in addressing the requirements for the admittance of minors for internships, volunteer work or participation in UTEP sponsored programs or activities in potentially hazardous work areas on the UTEP campus. For the purpose of this guidance, a minor is defined as any person under the age of eighteen (18). Depending on age, federal and state laws place restrictions on the type of jobs or work minors may perform.

Access to university premises identified as hazardous work areas shall be limited to AUTHORIZED UTEP faculty, staff and students or other individuals on official university related business. For the purpose of this guidance, hazardous work areas are defined as laboratories, workshops, mechanical rooms and other work areas housing potentially dangerous materials, conditions, machinery or processes. Individuals entering these areas must be informed about the hazards involved, safety and emergency procedures, appropriately trained in accordance with established norms, and adequately protected from hazards relevant to their activities.

Children under the age of sixteen (16) are strictly prohibited from entering any hazardous work area where potentially hazardous materials or conditions may be present unless the conditions outlined below have been met and approval by Environmental Health and Safety (EH&S) has been granted. Examples include but are not limited to laboratories or facilities where possible infectious or biohazardous materials are present, hazardous chemicals, ionizing radiation, explosive or carcinogenic material, and power-driven or laser emitting machinery may be in use. Visiting children under twelve (12) years of age WILL NOT be allowed into areas posted with restrictive warning sign such as, "Danger – High Voltage," or "Biosafety Level 3 – Authorized Personnel Only."

PROCEDURES

Unplanned Tours or Activities in Hazardous Work Areas

Unplanned tours or activities involving minors are NOT permitted in hazardous work areas. EH&S has the authority to stop any unplanned tours, activities or events that could potentially harm the well-being of minors.

University Sponsored Tours, Events and Demonstrations Involving Hazardous Work Areas or Conditions NOT Including Hands-On Use of Hazardous Materials by Minors

Planned events, tours or demonstrations involving hazardous work areas or conditions in which a minor(s) is not directly involved in the hands-on work and is strictly a spectator shall be required to comply

with the following requirements. The organizer of the event will notify EH&S in writing and submit the following at least one (1) week prior to the event:

1. Procedures/protocol detailing the activities that the organizer or presenter will be involved in (i.e., specific protocols/techniques to be used, list of chemicals or biological organisms to be handled, etc.)
2. Safety procedures and protective equipment to be implemented and provided to ensure the safety of the viewing public specifically minor(s) present during the potentially hazardous activity
3. Completed copy of UTEP "Release and Indemnity Agreement for Minors"
<https://www.utep.edu/vpba/Files/docs/useful-forms/ReleaseMinors10-2011-bilingual.pdf>
4. Documented evidence of completed training relevant to the activity proposed for the organizer or presenter within the current calendar year (i.e., copies of Laboratory Safety Training by EH&S)

EH&S may make additional safety recommendations where appropriate to the organizer. Once all recommendations have been implemented and paperwork is complete, EH&S will grant approval for the planned activity or event. The organizer or PI will be responsible for furnishing proper protective equipment, ensure that minor(s) are under constant direct supervision by a trained, responsible individual at ALL times and inform all involved about emergency procedures applicable to the activities being performed.

University Sponsored Programs, Planned Demonstrations, Events and Internships Involving the Hands-On Use of Hazardous Materials by Minors

University sponsored programs, planned events, tours or demonstrations involving hazardous work areas or conditions in which a minor(s) is directly involved in the hands-on work shall be required to comply with the following requirements. The organizer of the event will notify Environmental Health & Safety in writing and submit the following at least two (2) weeks prior to the event:

1. Procedures/protocol detailing the activities that the minor(s) will be involved in (i.e., specific protocols/techniques to be used, list of chemicals or biological organisms to be handled, etc.)
2. Safety procedures and protective equipment to be implemented and provided to ensure the safety of the minor(s) involved in the potentially hazardous activity.
3. Completed copy of UTEP, "Release and Indemnity Agreement for Minors"
<https://www.utep.edu/vpba/Files/docs/useful-forms/ReleaseMinors10-2011-bilingual.pdf>
4. Documented evidence of completed training relevant to the activity proposed for both, the organizer or presenter and the minor(s) involved. Training must have been completed within the current calendar year (i.e., copies of Laboratory Safety Training by EH&S)

EH&S will make additional safety recommendations where appropriate to the organizer regarding the activities to be performed by the minor(s). Once all recommendations have been implemented and paperwork is complete, EH&S will grant approval for the planned activity or event. The PI or organizer will then be responsible for furnishing proper protective equipment, ensure that minor(s) are under constant direct supervision by a trained, responsible individual at ALL times and inform all involved about the emergency response procedures applicable to the activities being performed.