INSTITUTIONAL BIOSAFETY COMMITTEE POLICIES

Minors

INSTITUTIONAL BIOSAFETY COMMITTEE
ALBERT EINSTEIN COLLEGE of MEDICINE

GUIDELINES for MINORS WORKING in LABORATORIES

ALL MINORS who want to/VOLUNTEER in a laboratory MUST:

• REGISTER THROUGH HUMAN RESOURCES,
• BE CLEARED BY THE OCCUPATIONAL HEALTH SERVICE.
• BE TRAINED IN ACCORDANCE WITH ALL APPLICABLE regulatory and institutional GUIDELINES FOR LABORATORY WORKERS
• CARRY A VALID ID CARD.

ONCE ALL THIS IS IN PLACE, THE FOLLOWING GUIDELINES MUST BE FOLLOWED.

Volunteers 18 Years of Age or Older

• No restrictions

Volunteers 16 or 17 Years of Age

• Volunteers must obtain a signed form releasing Einstein from potential liability with a parent or guardian signature. The form titled "Student/Volunteer Release Form/Affidavit of Supervision", a copy of which is attached, is a triplicate form which is obtained from Human Resources. When completed, the white copy is sent back to HR, the yellow copy is sent to Occupational Health and the pink copy is sent to Environmental Health and Safety. The form must include a description of the work in which the volunteer will be involved and a signature of the Principal Investigator and parent or guardian of the minor.
  - Volunteers in laboratories supported by an outside entity such as Howard Hughes Medical Institute must obtain a written consent from the outside entity.
• Volunteers must be continuously supervised by either the Principal Investigator or a designated competent substitute.

  Prohibitions:
  - Volunteers may not prepare any composition in which dangerous or poisonous acids are used unless (s)he has completed a training program given by a public school or nonprofit institution which includes safety instruction approved by the Commissioner of Labor.
  - Volunteers may not work in a BSL-3 facility, or with any of the following: radiation, hazardous chemicals, animals or exposure to silica or other harmful dust.

  Hours:
  - When school is in session, we recommend that volunteers, consistent with New York State Department of Labor restrictions, work a maximum of:
    - 28 hours per week
    - 8 hours per day on Friday, Saturday, Sunday or a holiday
    - 4 hours per day on Monday through Thursday
  - Volunteers should not work between 10:00PM and 6:00AM
  - When school is not in session and during school vacations lasting at least one week, volunteers may work a maximum of:
    - 6 days/48 hours per week
    - 8 hours per day between the hours of 6:00AM and 10:00PM

Volunteers Under 16 Years of Age

• Volunteers under 16 years of age in high school will be considered on a case-by-case basis by the IBC or its designate. The Principal Investigator in whose lab the minor will volunteer/work should contact Anthony Chibbaro (718 430-4150) or Delia Vieira-Cruz (718 430-3560) for this determination.

  Prohibitions:
  - Volunteers may not work in a BSL-3 facility, or with any of the following: radiation, hazardous chemicals, biohazards including bloodborne pathogens, animals or exposure to silica or other harmful dust.
INSTITUTIONAL BIOSAFETY COMMITTEE POLICIES (cont’d)

ALBERT EINSTEIN COLLEGE OF MEDICINE
JACK AND PEARL RESNICK CAMPUS
HUMAN RESOURCES

STUDENT/VOLUNTEER RELEASE FORM/AFFIDAVIT OF SUPERVISION

PART (A) TO BE COMPLETED BY STUDENT/VOLUNTEER
PART (B) TO BE COMPLETED BY DEPARTMENT

PART A

Student/Volunteer Name: * ____________________________________________
Address: ____________________________________________________________
Telephone #: _________________________________________________________
SS#: ________________________________________________________________

1. I, ___________________________ am working/volunteering in __________________________
   Print Name              Department
   at the Albert Einstein College of Medicine. In this capacity my duties may include but may not be limited
to________________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

2. I hereby release from liability and hold harmless, the Albert Einstein College of Medicine, and their trustees, officers,
   employees, faculty, students and agents from and against any claims damages, suits costs, or expenses I may have for any injury
   relating to or arising out of my service as student/volunteer in the ___________________________ laboratory
   at Albert Einstein College of Medicine.

* IF THE STUDENT/VOLUNTEER IS UNDER 18 YEARS OF AGE, HE/SHE IS CONSIDERED A MINOR AND A
  PARENT, OR GUARDIAN MUST SIGN.

PART B

We will ensure that the student/volunteer ____________________________, who will be working or training in our
laboratory from ____________ to ____________, will receive safety orientation and will be under supervision while at work
in our laboratories.

________________________________  ________________________________  ____________
Name of Lab Director             Signature of Lab Director                             Date

________________________________  ________________________________  ____________
Name of Student/Volunteer            Signature of Student/Volunteer           Date

________________________________  ________________________________  ____________
Date of Birth                       Signature of Parent or Guardian                      Date
of minor Student/Volunteer

OHS - White          HR -Pink           Safety-Yellow
A discussion ensued and guidelines were set as stated above in the **GUIDELINES for MINORS WORKING in LABORATORIES and STUDENT/VOLUNTEER RELEASE FORM/AFFIDAVIT OF SUPERVISION**; in particular, that volunteers under 16 years of age in high school will be considered on a case-by-case basis by the IBC or its designate.

A motion was made and seconded. It was passed unanimously by the members present. [IBC Meetings, November 11, 2010. The guidelines will be published to the Einstein Community through an e-mail sent by the Senior Director of Environmental Health and Safety to all faculty members.]