



Albert Einstein College of Medicine

## Minors Working in Laboratories Policy

### I. Purpose

This Policy outlines requirements for minor volunteers in laboratories at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

### II. Scope

This Policy applies to any volunteers at Einstein under the age of 18.

### III. Policy

#### III.A. General

All minors who want to volunteer/work 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.

#### III.B. Volunteers 18 Years of Age or Older

There are no restrictions for volunteers age 18 or older.

#### III.C. Volunteers 17 Years of Age

- Volunteers submit Student/Volunteer Release Form/Affidavit of Supervision, HR-FRM-2018-013, signed by a parent or guardian releasing Einstein from potential liability. The signed form should be submitted to Human Resources. The signed 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.
- Animal work unless specific exemptions are reviewed by the Institutional Biosafety Committee and Institutional Animal Use and Care Committee.

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

III.D. Volunteers 16 and Under

- Volunteers 16 years of age and younger 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:

- All the above listed restrictions as well as:
  - Any agent which is biosafety level 2 or above.
  - Any animals unless specific exemptions are reviewed by the Institutional Biosafety Committee and Institutional Animal Use and Care Committee.

**IV. Definitions**

None.

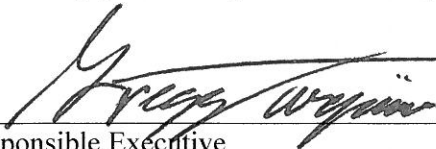
**V. Effective Date**


Effective as of: 15 August 2018

**VI. Policy Management and Responsibilities**

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this Policy.

**VII. Approved (or Revised)**

  
\_\_\_\_\_  
Responsible Executive

  
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Date