



Safety Policy for Minors at WHOI

01/10/2011
Rev. 3

This policy describes the requirements for minors working or volunteering at WHOI and applies to all minors regardless of status. The U.S. Department of Labor and Massachusetts Labor and Workforce Development have specific requirements and prohibited activities that apply to minors. Before a minor starts working at WHOI, all applicable requirements must be followed. See the following link for requirements and other information: <http://www.mass.gov/?pageID=elwdhomepage&L=1&LO=Home&sid=Elwd>.

1. The Minor Acknowledgement Form must be completed:
<http://ehs.who.edu/ehs/DesktopDefault.aspx?tabindex=1&tabid=3>
2. All minors (under 18 years of age) must receive General Safety Awareness orientation with the Environmental, Health and Safety Office within the first three days of employment. Supervisors will review the [WHOI Employee Safety Checklist](#) with the minor before work begins.
3. Minors under the age of 14 are not allowed to work at WHOI.
4. All minors must complete an Employment Permit Application and obtain an Employment Permit before starting a new job. The WHOI supervisor is responsible for completing and signing the Promise of Employment section on the application. Once obtained by the minor, the Employment Permit must be presented to the Human Resources Office at the time of check-in and will be maintained by Human Resources while the minor is employed at WHOI.
5. Minors between the ages of 14-15 may work in administrative and research areas provided they do not work with hazardous substances or power driven machinery and follow specific work hour restrictions.
6. Minors between the ages of 16-17 may work in administrative and research areas with certain restrictions. For the minor's safety, laboratory or research activities may not consist of:
 - Working with radioactive materials and high power lasers,
 - Working with Risk Group 2 and above biological agents, select agents, and toxins,
 - Working at heights that require fall protection measures or in permit required confined spaces, and
 - Working with heavy equipment or power driven machinery (forklift, machine shop equipment, etc),
 - Disposal of hazardous waste, and
 - Working with concentrated acids or bases, flammable materials with flash point below 100°F, explosives, acutely toxic chemicals, reactive substances, chemical carcinogens and mutagens, and compressed gases or cryogens.
7. Minors between the ages of 16-17, working in laboratories or areas using hazardous substances, must be supervised, receive training before beginning any work, and follow safety procedures.
 - Minors working in laboratories or spaces with chemicals must receive Chemical Hygiene Plan training or Hazard Communication training, as applicable. Training can be arranged with the EH&S office, x3347.
 - Lab or task specific training is required before the work starts and is the supervisor's responsibility.
 - Minors may not work alone and must be closely supervised.
8. Minors have the right to refuse work that they feel is dangerous or do not have enough information to complete the task safely. Minors should be encouraged to ask questions and ask for assistance.