

Guidelines Governing the Access of Minors to WFUHS Facilities and Operations

Category (the type of situation the minor may be involved in)	Contact Information (the primary group or person responsible)	Example(s) and Comments	Under 16 Years of Age (answers the question "is the minor allowed in WFUHS facilities?)	16 to 17 years of Age (lists the requirements to be completed in order to access WFUHS facilities) <i>See Requirements Key below</i>
Student Employee: office only	Human Resources	Typically these are high school students working in clerical assistance: filing, data entry...	Not Eligible	Requirements: A , B , D , E , G , H, I, K
Educational Volunteer, Intern, or Participant (Non EE) <i>(involvement = more than 5 days)</i>	Human Resources	High School Students	Not Permitted	Requirements: C , E , F , G , H, J, L
Special Observatory Experiences or Tours Arranged by Institutional Departments or Programs (1) <i>(involvement=5 work days or less)</i>	Human Resources	Departmental Tours, "Bring Your Child to Work" Day, Recruitment Tours, Admissions Tours, CERTL, Scout Groups	Not Permitted (2)	Requirements: C , E , E , J
Accompanied by Parent or Guardian (3)	Supervisor	Reserved for non-routine situations.	Not permitted in laboratories or other high hazard areas.	Requirements: J Not permitted in laboratories or other high hazard areas.

- (1) The important characteristic in these situations is that the minor only observes or “shadows”. There is no “hands on” involvement.
- (2) Rare exceptions may be granted (institutional approval required based upon EH&S hazard evaluation). If granted, the requirements are the same as those for 16-17 year olds.
- (3) **It is especially important that younger children be restricted from work areas due to their developing immune/neurological systems and their general inability to recognize hazards.**

REQUIREMENTS KEY

- A. Youth Employment Certificate (Work Permit) Issued by the County
- B. [Online Employment Application](#)
- C. [Environmental Health and Hazard Assessment Checklist](#)
- D. [Statement of Permission \(Employment of Minor\)](#)
- E. [Minor’s Parental or Legal Guardian Consent Form for Medical/Surgical/Emergency Treatment](#)
- F. [Permission and Release Form \(Educational Volunteer, Intern, or Participant\)](#)
- G. [Immunization Record](#)
- H. Environmental Health and Safety Orientation Program Completion
- I. Drug Screen and Background Check
- J. Under Constant Supervision of a Responsible Person (Principal Investigator, Laboratory Manager, Supervisor, or Parent who is authorized to enter the area)
- K. [Employment/Tax Forms](#)
- L. [Agreement for Non Employees form](#)

Definitions

Employee: any person receiving a salary or stipend from WFUHS

Minor: any person who is under the age of 18 years. Minors are always hired on a temporary basis, as student employees, in office settings only.

Non-Routine Situation: a circumstance where for some vital reason (school system closing or family emergency or similar event) a WFUHS faculty/staff member brings a dependent minor into a work area for a limited period of time. Under normal circumstances dependent minors should not be present in WFUHS work areas.

High Hazard Area: an area where any of the following are present

1. Hazardous chemicals (carcinogens, teratogens, toxins, corrosives, etc.)
2. Biohazards
3. Radioisotopes or radiation producing equipment
4. MRI
5. Physical hazards such as hydraulic equipment, shop machinery, and autoclaves.
6. Animals (rodents, sheep, non-human primates, etc.)
7. Patient Treatment areas, e.g. exam or procedures rooms