

## How to submit a Workplace Safety Statement:

1. Before submitting a Workplace Safety Statement, OESO recommends that you familiarize yourself with the related policies to facilitate approval:
  - a. [Minors in Work Areas Policy](#)
    - i. See also the [Youth in Duke Programs](#) website.
  - b. [Non-Employees in Work Areas Policy](#)
2. Go to [duke.is/wss](https://duke.is/wss) and log in using your Duke credentials.
3. After logging in, a draft Workplace Safety Statement form will be automatically generated.

**NOTE:** There will be a section at the top of the page (or the left of the page, depending on your monitor/window size) that notes the four-digit number of your Workplace Safety Statement, as well as a menu to navigate to each page of the form:

0100 Created at MM DD, YYYY - time **DRAFT**


**Pages**

- Program ☒
- Supervision ☐
- Roster ☐

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**Duke**

**Workplace Safety Statement**

 **Duke Occupational & Environmental Safety Office**

Each workplace safety statement covers a program that can consist of **one or multiple activities**. A program can be a walking tour, class, internship, etc.  
Approval will be based on **supervisors, activities, locations, and age range**. If any of these need to be adjusted post approval, please submit a new document.  
Approval expires after **three years**. Documents can be duplicated, edited, and submitted for re-approval.

Document # (auto-populated)  
0100

This application is for: \* ?

**Discard** **Save** **Submit**

4. **Begin filling out the Workplace Safety Statement. Each submission covers an activity or set of activities overseen by the same people in the same location(s). (Any activities involving possible exposure to hazardous materials and/or equipment must be described in the Workplace Safety Statement.) A program can be a walking tour, class, internship, research project, etc.**
- a. For programs that include multiple classes or multiple lab placements overseen by different people, separate Workplace Safety Statements should be submitted for each class or for each mentor/project.
  - b. For more information regarding which person(s), activities, or material(s) should be included on the form, please see the [FAQ on the OESO webpage](#).
5. **On the Program page (shown below), please specify whether the program will involve minor(s) or adult non-employee(s), the type of space(s) they will be working in, and which academic school the program belongs to.**

0100 Created at MM DD, YYYY - time

DRAFT



## Duke Occupational & Environmental Safety Office

Each workplace safety statement covers a program that can consist of **one or multiple activities**. A program can be a walking tour, class, internship, etc.

Approval will be based on supervisors, activities, locations, and age range. If any of these need to be adjusted post approval, please submit a new document.

Approval expires after **three years**. Documents can be duplicated, edited, and submitted for re-approval.

Document # (auto-populated)

0100

This application is for: \* ?

- ☐ Minor(s) < age 18
- ☐ Adult Non-Employee(s)

Which of the following best describes the type of place for the program: \*

- ☐ Laboratory
- ☐ Classroom
- ☐ Maker space, arts, or industrial area (i.e., co-lab, foundry, mechanical room)
- ☐ Other

Which academic school does this program belong to: \*

- ☐ Nicholas School of the Environment
- ☐ Trinity College of Arts & Sciences
- ☐ Pratt School of Engineering
- ☐ School of Medicine
- ☐ Other/None

Discard

Save

Submit

6. As you begin to fill out the form, additional questions will automatically generate based on your selections:

This application is for: \* ?

- ☒ Minor(s) < age 18
- ☐ Adult Non-Employee(s)

Provide name for the program (same as provided on Youth in Duke Programs registration site plus unique identifier): \*

See the [Guide to Registration Process | Youth in Duke Programs](#). Examples: "NCSSM Mentorship - Chen Lab", "Pre-College Tox Class - FFSC", "FEMMES Smith lab tour"

...

Which of the following best describes the type of place for the program: \*

- ☒ Laboratory
- ☐ Classroom
- ☐ Maker space, arts, or industrial area (i.e., co-lab, foundry, mechanical room)
- ☐ Other

Which academic school does this program belong to: \*

- ☐ Nicholas School of the Environment
- ☒ Trinity College of Arts & Sciences
- ☐ Pratt School of Engineering
- ☐ School of Medicine
- ☐ Other/None

My role in this program: \*

This applies to the initial submitter of the WSS only

- ☐ Principle Investigator
- ☒ Direct Supervisor
- ☐ Other

**NOTE:** Definitions of roles and descriptions of their responsibilities can be found in the policies linked below:

- [Minors in Work Areas Policy](#)
- [Non-Employees in Work Areas Policy](#)

7. After filling out the first page, you may save your work and/or navigate to the subsequent pages using the “Pages” menu (this menu is located at either the top of the screen or the left of the screen, depending on your monitor/window size).

Your progress may be **saved** at any time, but please make sure all pages have been completed before **submitting** the Workplace Safety Statement.

0101 Created at MM DD, YYYY - time DRAFT

Discard Save Submit

Pages

Program ☒

Supervision ☐

Details ☐

Roster ☐

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8. Navigate to the next page (Supervision). The Supervision page allows you to specify the PI (or Responsible Employee) for the proposed work location, as well as the person who will be the Direct Supervisor as outlined in the safety policies on [Minors and Adult Non-Employees in Work Areas](#). Kuali Build is linked to the Duke Directory. If the person cannot be found, ask them to login via <https://duke.kualibuild.com/build/space>. This will automatically grant them access and make them discoverable via the application. Please note:
- Once the form is submitted, both of these individuals will receive automated emails from Kuali Notifications prompting them to acknowledge their awareness of the planned activities and their supervision responsibilities BEFORE the form will be routed to OESO for review. The subject line of the automated email from Kuali Notifications will read ***“Confirm visitor activities required by OESO – WSS #####”***.
  - After OESO reviews the form, it may be sent back to the PI (or Responsible Employee) and Direct Supervisor to modify the activities. The subject line of the automated email from Kuali Notifications will read ***“Resolve pending actions required by OESO - WSS #####”***.
  - Once OESO approves the Workplace Safety Statement, the PI (or Responsible Employee) and the Direct Supervisor must confirm that they will follow the safety requirements related to the activities described in this Workplace Safety Statement. The subject line of the automated email from Kuali Notifications will read ***“Confirm OESO requirements for visitor - WSS #####”***.

9. Click on the magnifying glass to begin entering their name(s) to find them in the directory.

Supervision	
The responsibilities of the contacts provided below are described in the safety policies on <a href="#">Minors and Adult Non-Employees in Work Areas</a> . They will be contacted to confirm their responsibilities and acknowledge the safety requirements related to the activities described in this Workplace Safety Statement.	
<p>Lookup primary Principal Investigator responsible for this program: *</p> <p>Search by name, email, netID, or Duke Unique ID.</p> <p>If the person cannot be found, ask them to login via <a href="https://duke.kualibuild.com/build/space">https://duke.kualibuild.com/build/space</a>. This will automatically grant them access and make them discoverable via the application below.</p> <p>If you as the submitter of the form indicated this as your role in the program, please provide your own information here.</p> <div><input type="text"/></div>	Duke Unique ID (auto-populated)
<p>Lookup Direct Supervisor: *</p> <p>Search by name, email, netID, or Duke Unique ID.</p> <p>If the person cannot be found, ask them to login via <a href="https://duke.kualibuild.com/build/space">https://duke.kualibuild.com/build/space</a>. This will automatically grant them access and make them discoverable via the application below.</p> <p>If you as the submitter of the form indicated this as your role in the program, please provide your own information here.</p> <div><input type="text"/></div>	Duke Unique ID (auto-populated)
<p><b>Additional contacts</b> provided below are just included for record keeping, they will NOT be contacted to review this Workplace Safety Statement.</p>	
<p>Other contacts associated with the supervision of this program:</p> <p>...</p>	

After selecting the appropriate personnel for each role, their Duke Unique IDs will auto-populate.

10. You may save your work and/or navigate to the next page using the “Pages” menu (this menu is located at either the top of the screen or the left of the screen, depending on your monitor/window size).

Your progress may be saved at any time, but please make sure all pages have been completed before submitting the Workplace Safety Statement.

0101 Created at Jun 18, 2025 · 9:47 AM DRAFT

Discard Save Submit

Pages

Program ☐

Supervision ☒

Details ☐

Roster ☐

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Duke

Supervision

The responsibilities of the contacts provided below are described in the safety policies on [Minors and Adult Non-Employees in Work Areas](#). They will be contacted to confirm their responsibilities and acknowledge the safety requirements related to the activities described in this Workplace Safety Statement.

Lookup primary Principal Investigator responsible for this program: \*

Search by name, email, netID, or Duke Unique ID.

If the person cannot be found, ask them to login via <https://duke.kualibuild.com/build/space>. This will automatically grant them access and make them discoverable via the application below.

If you as the submitter of the form indicated this as your role in the program, please provide your own information here.

FirstName LastName (email)

Duke Unique ID (auto-populated)

Lookup Direct Supervisor: \*

Search by name, email, netID, or Duke Unique ID.

If the person cannot be found, ask them to login via <https://duke.kualibuild.com/build/space>. This will automatically grant them access and make them discoverable via the application below.

If you as the submitter of the form indicated this as your role in the program, please provide your own information here.

FirstName LastName (email)

Duke Unique ID (auto-populated)

Additional contacts provided below are just included for record keeping, they will NOT be contacted to review this Workplace Safety Statement.

Other contacts associated with the supervision of this program:

...

11. At the top or left of the screen, navigate to the Details page. The Details page allows you to specify the start and end date of the program, as well as any potential hazards that the visitor(s) could be exposed to at the proposed location and/or while performing the proposed activity.

**Pages**

- Program ☐
- Supervision ☐
- Details ☒
- Roster ☐

**Back** **Next**

**Duke**

**Details**

Enter anticipated start date of the program: \*

Exact dates should be recorded for each individual on the "Roster". Roster additions can be made post-submission of your workplace safety statement.

MM/DD/YYYY

Enter anticipated end date of the program: \*

Exact dates should be recorded for each individual on the "Roster". Roster additions can be made post-submission of your workplace safety statement.

MM/DD/YYYY

**Urgency for review:**

☒ Check this box if the anticipated start date is < 2 weeks from now

As per the [Minors in Work Areas & Adult Non-Employees in Work Areas](#) policies, Workplace Safety Statement forms should be submitted at least four weeks prior to the arrival of minor(s), or at least two weeks prior to the arrival of adult non-employee(s).

If the form is being submitted < 2 weeks from the anticipated start date, please specify this via the "Urgency for review" checkbox.

12. **For minor(s):** Enter the age(s) of the minor(s), as well as the expected number of minor(s) of each age will be included in the program. Additional rows may be added as needed.

List the number of minors per age below:

Age (years) *	Number of Minors *	
16	2	
17	4	

[+ Add Another Row](#)

13. Specify the location(s) the visitor(s) will enter as directed on the form. For example:

Enter the location(s) the minor(s) will enter: \*

Biological Sciences Building, Rooms 006, 0010, and 023

**14. Describe the reason for the visitor(s) being in the workplace and expected tasks.** For this field, please give an overall description of the program, activity, and/or tasks being performed. NOTE: Please do not list individual hazards or materials here, as you will be asked to enter those in subsequent fields. For example:

Describe reason for being in the workplace and expected tasks: \*

Minor(s) will learn how to prepare tissue culture media & culture non-pathogenic E.coli cells in vitro.

Describe reason for being in the workplace and expected tasks: \*

Adult non-employee(s) will perform DNA and RNA extraction from human cells using Qiagen kits.

**15. Specify whether the minor(s) or adult non-employee(s) will simply be observing, or if they will perform any hands-on activities beyond observation.**

Will the minor(s) perform any activities beyond observation? \*

Answer no in case of a tour without hands-on activities

☒ Yes

☐ No

**16. Specify whether there is any potential exposure to chemicals.** If “Yes” is selected, a table will appear where you can enter the chemical(s).

**For minor(s):** Please list all of the chemicals or chemical products the minor(s) will be handling (or could potentially be exposed to). Alternatively, you may upload a [GHS Lookup Tool](#) that includes these chemicals, and/or the full chemical inventory for the space(s) in which they will be working or observing.

**Please be sure to fill out all columns of the table, including attaching any SOP(s) or the SDS for the chemical(s) in the last column.** Additional rows may be added as needed.

Fill out the chemical names in the table below or upload a filled-out GHS Lookup Tool/chemical inventory here:

Find hazard info for each chemical by using our [GHS Lookup Tool](#) (Note: File will download).

Minors cannot handle particularly hazardous substances.

Select a File


Name	ID ?	Concentration ?	Quantity ?	Used to ?	Handling ?
Ethanol	CAS 64-17-5	70%	100 mL	Sterilize work area	Ethanol (196 SDS .3 Sigma.pdf kB) <span>Delete</span>

+ Add Another Row



**For adult non-employee(s):** Please provide a list of all [Particularly Hazardous Substances](#) the visitor will be using (or could potentially be exposed to), as well as any other chemicals or chemical products they'll be handling in quantities over 100 mL at a time. Alternatively, you may upload a [GHS Lookup Tool](#) that includes these chemicals, and/or the full chemical inventory for the space(s) in which they will be working or observing.

In the grid below, upload lab-specific chemical SOPs for particularly hazardous or high-risk chemicals the adult non-employee will handle. If SOPs are already on file with OESO from a recent lab safety evaluation, it is not required to upload them here, but including them will help to expedite our review.

Name	ID ?	Quantity ?	Concentration ?	Handling ?	
Formaldehyde	CAS 50-00-0	< 50 mL	37%	<div>Guidelines_Formal (1. in_Formaldehyde_ 2 Paraformaldehyde M.docx B)</div> <div>Delete</div>	

+ Add Another Row

Please be sure to fill out all columns of the table, including attaching any SOP(s) or the SDS for the chemical(s) in the last column. Additional rows may be added as needed.

17. Specify whether there is any potential exposure to biological materials. If “Yes” is selected, a table will appear where you can enter the biological material(s).

**NOTE:** Minors may not handle any Risk Group 2 (BSL-2) biological materials (or higher). Minors may observe the use of these materials when it is determined safe for them to do so.

Name	ID ?	Quantity ?	Used to ?	Handling ?	Reported in BMRS^
E. coli, non-pathogen	K-12 strain	2 flasks <40 mL ea	tissue culture	SOP/SDS	<input checked="" type="checkbox"/> Yes

+ Add Another Row

^ For more info, see [Biological Materials Reporting System \(BMRS\) | Duke OESO](#)

Please be sure to fill out all columns of the table, including attaching any biological SOP(s) associated with those material(s). Additional rows may be added as needed.

**18. Specify whether there is any potential exposure to research animals or embryos, and whether the visitor(s) will be handling the animal(s) themselves.** If “Yes” is selected, a table will appear where you can enter the species and location(s).

List all species the minor(s) will potentially be exposed to in the table below.

Species	Location	Minor(s) will be handling this animal themselves
Mice ( <i>Mus musculus</i> )	Vivarium, Rm # 202, 204, 206	<input type="checkbox"/> Yes
Rats ( <i>Rattus rattus</i> )	Vivarium, Rm # 310	<input type="checkbox"/> Yes

[+ Add Another Row](#)

**19. Specify whether there is any potential exposure to physical hazards.** If “Yes” is selected, you will then be prompted to describe the physical hazards. Some examples of physical hazards include lasers or high risk confocal microscopes, autoclaves, bunsen burners, sharps, and machine tools.

**Is there potential exposure to physical hazards? \***

Examples: autoclaves, **sharps (injection or cutting devices)**, Bunsen burners, radiological materials, radiation-producing equipment, lasers, or machine tools

☒ Yes

☐ No

NOTE: Minor(s) will not be allowed to perform work that exposes them to most physical hazards, but may be allowed to observe the use of such equipment when it is deemed safe for them to do so.

**Describe the physical hazards: \***

-Will observe the use of autoclaves (keeping at least 6 feet away from the autoclave door as it is opened after a cycle)

-Use of 3D printers

**20. (Optional) You may enter any further details into the “Additional applicable program details” field if needed (such as other potential hazards or considerations not already covered in the form).**

21. At the top or left of the screen, navigate to the Roster page. The Roster page allows you to specify the names of the minor(s) or adult non-employee(s) associated with the program. You may enter any further details about the roster into the “additional comments” field if needed.

For more information regarding which person(s) may be included on the roster for a submitted program, please see the [FAQ on the OESO webpage](#).

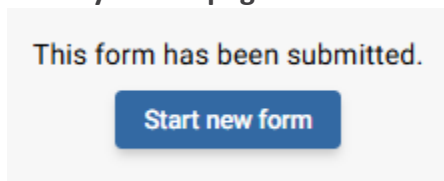
If you don't know all of the names for people who will be performing the activities listed, you can leave the roster blank for now and fill it in later as described in the “NOTE” below.

**NOTE:** Once a Workplace Safety Statement is approved by OESO, the PI/Responsible employee and the Direct Supervisor, you can use the roster form (<https://duke.is/wss-roster>) to add additional names. The roster addition form can be used multiple times while the Workplace Safety Statement is valid (up to 3 years from the initial date of OESO approval).

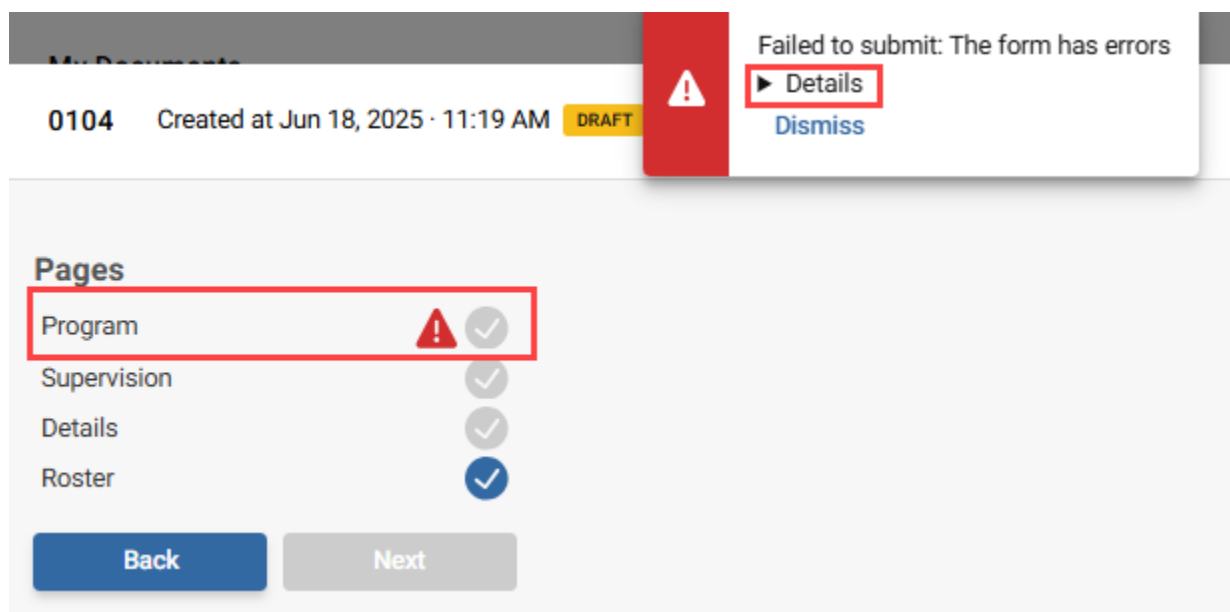
22. Once all four pages of the form have been filled (Program, Supervision, Details, and Roster), you may click the final “Submit” button to direct the form to OESO for review.

**NOTE:** This button may be located near the top-right or bottom-right of your screen depending on your monitor/window size.

23. Please stay on the page until the submission has been confirmed successful.



**NOTE:** You may receive an error if any required fields were not completed. If this happens, please click the arrow near “Details” on the popup to see which field(s) still need to be completed. An (!) will also show on the page menu for any pages with uncompleted fields.



After all required fields have been completed, click the “Submit” button.

Be sure to let the PI or Responsible Employee know that they will need to open the Kuali Notifications email, click on the task, and acknowledge the form in Kuali before it will be directed to OESO for review.



Please stay on the page until the submission has been confirmed successful.

## **After the Workplace Safety Statement has been submitted:**

24. Once the form has been submitted, the PI/Responsible Employee for the proposed work location(s) and the Direct Supervisor listed on the form will each receive an automated email from **Kuali Notifications** (subject: *"Confirm visitor activities required by OESO – WSS ####"*). This email will contain a link that allows them to view, acknowledge, or modify the submitted form accordingly.



Hello

We have received your Minor(s) <18 age Workplace Safety Statement for the following program: FEMMES.

Please acknowledge the submission via the blue "Begin Review" button below. This request is urgent considering the anticipated start date (MM/DD/YYYY).

<Name> will receive an email from **"Kuali Notifications"** to confirm the described activities as the indicated PI for the program. After the PI has acknowledged the Workplace Safety Statement, OESO will receive it for review.

See the [OESO Workplace Safety Statement webpage](#) for more information.

Kind regards,

Duke OESO

Form Name: **Workplace Safety Statement**  
Step Name: **Acknowledgement by Direct Supervisor - Urgent**  
Your Action: **ACKNOWLEDGMENT**



## **Instructions for providing initial acknowledgement - for the PI/Responsible Employee & Direct Supervisor listed on the Workplace Safety Statement, after the form has been submitted:**

25. Within the email from Kuali Notifications, click the blue button to **"Begin Review"** (for PI/Responsible Employee) or **"View Task"** (for Direct Supervisor) as shown in the red box above. This will open the Workplace Safety Statement form within Kuali, where the PI/Responsible Employee and the Direct Supervisor can acknowledge the submission.

- a. Within Kuali, navigate to the **Acknowledgement page** (screenshot on next page):

Pages

Program ✓

Supervision ✓

Details ✓

Acknowledgement ~... ✓

Roster ○

Back

Next

i

Instructions

Please acknowledge this WSS

Duke

Acknowledgement - Principle Investigator

Check the "I confirm" statement below and hit the Acknowledge button \*

Supervision Policies for Youth in Duke Programs can be found in the [Program Operations and Standards](#)

☒

I confirm that the individuals under my mentorship or sponsorship will be supervised. Minors will be supervised at all times. Supervision for minors will comply with the Supervision Policies section of the "Program Operations and Standards" for Youth in Duke Program. All program personnel interacting with minors must be registered as "Program Staff" for an approved Duke Youth Program and must be compliant with Duke Youth Protection requirements.

- b. Check the box to confirm awareness of the supervision requirements, and submit the form by clicking either the "Acknowledge" (for PI/Responsible Employee) or "Mark Complete" button (for Direct Supervisor). An example is shown below.

0128 Submitted Jul 9, 2025 · 10:43 AM IN PROGRESS 

Save Acknowledge

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Duke

Acknowledgement - Direct Supervisor

Check the "I confirm" statement below and hit the Acknowledge button \*

Supervision Policies for Youth in Duke Programs can be found in the [Program Operations and Standards](#)

☒

I confirm that the individuals under my mentorship or sponsorship will be supervised. Minors will be supervised at all times. Supervision for minors will comply with the Supervision Policies section of the "Program Operations and Standards" for Youth in Duke Program. All program personnel interacting with minors must be registered as "Program Staff" for an approved Duke Youth Program and must be compliant with Duke Youth Protection requirements.

Upon submitting, an optional comment box will pop up in case you wish to enter any comments about your acknowledgement.

**NOTE:** You may also use the page menu within Kualu (found near the top or left of the screen depending on your monitor/window size, as shown in step #25a) to navigate to other pages if you wish to review and/or modify any Details or other information on the form.

**26. Once the Workplace Safety Statement has been acknowledged by the PI/Responsible Employee, the form will be submitted to OESO for review. (The Direct Supervisor will also be asked to acknowledge the form.)**

- a. **Status Pending?** This means the document will be sent to the PI with actions to be completed specified in the “OESO Conditions” section.
- b. **Status Approved?** The document will be forwarded to the PI/Responsible Employee and the Direct Supervisor for their approval. At this step they will reiterate their role in the program and provide their final approval.

As per the [Minors in Work Areas](#) & [Adult Non-Employees in Work Areas](#) policies, Workplace Safety Statement forms should be submitted at least **four weeks** prior to the arrival of minor(s), or at least **two weeks** prior to the arrival of adult non-employee(s).

If the form has been pending for longer than these durations, the most likely causes are:

**i. The PI/Responsible Employee needs to provide their initial acknowledgement of the submitted form within Kuali.** - They should have received an automated email from “Kuali Notifications” with the subject *“Confirm visitor activities required by OESO - WSS #####”*.

**ii. The PI/Responsible Employee and/or the Direct Supervisor need(s) to address concerns described in the initial OESO review.** They should have received an automated email from “Kuali Notifications” with the subject *“Resolve pending actions required by OESO - WSS #####”*.

**iii. The PI/Responsible Employee and/or the Direct Supervisor need(s) to confirm that they will follow the safety requirements related to the activities described in this Workplace Safety Statement.** They should have received an automated email from “Kuali Notifications” with the subject *“Confirm OESO requirements for visitor - WSS #####”*.

**Before contacting OESO about the status of your form, please ensure all necessary personnel have provided the initial acknowledgement and addressed any concerns causing OESO approval to be “Pending”.** Links to complete the necessary actions are provided in the automated emails sent from Kuali Notifications.

## For PENDING Workplace Safety Statement(s):

27. Link(s) to complete the necessary action(s) are provided in the automated emails sent from Kuali Notifications. Within this email (subject: *"Resolve pending actions required by OESO - WSS #####"*), click the "View Task" button to see which pending items need to be resolved prior to approval.



Hello

Please click the "View Task" button below and review the "OESO Conditions" section for the Minor(s) <18 age Workplace Safety Statement, address the pending actions, and "Mark Complete".

Comments regarding the actions can be left at the end of the "Details" section.

Kind regards,

Duke OESO

Form Name: **Workplace Safety Statement**

Step Name: **Pending Actions Principal Investigator**

Your Action: **COMPLETE TASK**

Instructions: **Complete pending actions described in "OESO Conditions"**

[View Task](#)

28. Any pending items that must be resolved prior to approval will be noted on the form (on the "OESO Conditions" page).

Once these items have been resolved with OESO, click the "Mark Complete" button (shown below) to submit the form back to OESO for approval.

**Please take the following actions:**

### Pending Action(s):

For example: "Request the Direct Supervisor to complete all indicate trainings below."

The lab is currently NON-COMPLIANT with their most recent safety evaluation and should bring the lab up to compliance as soon as possible by following up on each of the required items in the attached memo below.

[Save](#)

[Mark Complete](#)



## **For OESO-APPROVED Workplace Safety Statement(s):**

29. Once OESO has approved the Workplace Safety Statement, it will be forwarded to the PI/Responsible Employee and the Direct Supervisor for final review and approval via an automated email from Kualiti Notifications (subject: *"Confirm OESO requirements for visitor - WSS ####"*).

Click the "Begin Review" button within the automated email from Kualiti Notifications.

The logo for Duke, featuring the word "Duke" in a blue serif font.

Hello

OESO has approved the Minor(s) <18 age Workplace Safety Statement for the 'PROGRAM' pending the indicated conditions.

Please use the blue "Begin Review" button to reviewing the OESO Conditions. After reviewing you can choose to approve the document or send it back to us with questions via the comments box under the Roster.

Once all members of the supervision team have signed, you will receive an email with the finalized Workplace Safety Statement.

Kind regards,

Duke OESO

Form Name: **Workplace Safety Statement**  
Step Name: **Approval by Principal Investigator**  
Your Action: **APPROVAL**

A blue rectangular button with the text "Begin Review" in white, outlined with a red border.

Begin Review

(Continued on next page)

**30. Within Quali, the PI/Responsible Employee and the Direct Supervisor can view any notes from OESO on the “OESO Conditions” page.**

**Pages**

OESO Conditions	<input checked="" type="radio"/>
Program	<input type="radio"/>
Supervision	<input type="radio"/>
Details	<input type="radio"/>
Approval - Principle Investiga...	<input type="radio"/>
Roster	<input type="radio"/>

**Back** **Next**

The adult non-employee(s) will need to complete the online trainings noted below:

Online trainings can be access here: <https://sms.duhs.duke.edu/onlinetraining>

- Fire/Life Safety
- Hazard Communication for Lab Personnel
- Laboratory Safety – General
- Formaldehyde Exposure Awareness (Note: for work with Formalin, Paraformaldehyde, or Formaldehyde)
- Biosafety Level 2 and BBP for Lab workers

Please review the following additional conditions relevant for the adult non-employee(s) covered by this Workplace Safety Statement:

- Emergency - Adult non-employee(s) must be informed of where to go in case of a fire alarm or other emergency.
- Entering space with work at BSL-2 - Since adult non-employee(s) will be entering a lab space where materials are handled at BSL-2, completion of the "Biosafety Level 2 and BBP for Lab workers" training is strongly recommended (Online trainings can be access here: <https://sms.duhs.duke.edu/onlinetraining>). Note that handling of biological materials is not listed and is therefore not approved.
- Additionally required Lab-Specific Training - Adult non-employee(s) will need to review, sign, and follow the lab's chemical hygiene plan and relevant SOPs (including BSL2 SOPs).
- PPE - Adult non-employee(s) will wear appropriate PPE for the task (such as lab coat, eye protection, and gloves).
- Safety Equipment - Ensure the adult non-employee(s) are familiar with the location of any safety equipment in the work area such as eyewashes, safety showers, handwashing sinks, as well as any relevant engineering controls.
- Injury Reporting - Any accidents, injuries, or exposures to hazardous materials must be reported by contacting OESO via 919-684-8822 or labsafety@duke.edu.
- Chemical Use - Limit volumes of flammables to 250 ml or less. Limit volumes of corrosives to 100 ml or less. Limit phenol, 10% formalin, and 4% PFA to 10 ml or less when possible.
- CHP - The lab-specific Chemical Hygiene Plan (CHP) for the current year is either not on file, or has not been signed by the lab PI and/or the Responsible Employee or Direct Supervisor. Please provide a signed CHP for the current year.

**31. After viewing the OESO Conditions, navigate to the final Approval page.**

**Pages**

OESO Conditions	<input checked="" type="radio"/>
Program	<input type="radio"/>
Supervision	<input type="radio"/>
Details	<input type="radio"/>
Approval - Principle Investiga...	<input type="radio"/>
Roster	<input type="radio"/>

**Back** **Next**

**32. Check the box to confirm that all individuals listed on the form will abide by any Restrictions or Requirements noted by OESO.**

Duke

Approval - Principle Investigator

Check the "I confirm" statement below and hit the Approve button \*

Supervision Policies for Youth in Duke Programs can be found in the [Program Operations and Standards](#)

☒ I confirm that the individuals under my mentorship or sponsorship will be supervised. Minors will be supervised at all times. Supervision for minors will comply with the Supervision Policies section of the "Program Operations and Standards" for Youth in Duke Program. All program personnel interacting with minors must be registered as "Program Staff" for an approved Duke Youth Program and must be compliant with Duke Youth Protection requirements. I and others interacting with the minor(s) will assure that all OESO conditions noted above are met.

Save

Approve

**33. Once OESO, the PI/Responsible Employee, and the Direct Supervisor have provided approval, a finalized PDF version of the form will be automatically emailed to the Submitter, PI/Responsible Employee, and the Direct Supervisor (subject: "Workplace Safety Statement - ##### - Finalized").**

**NOTE:** An approved Workplace Safety Statement is valid for up to 3 years. Upon expiration, the form can be duplicated, edited as needed, and submitted for re-approval.

**REMINDER:** Once a Workplace Safety Statement is approved by OESO, the PI/Responsible employee and the Direct Supervisor, you can use the roster form (<https://duke.is/wss-roster>) to add additional names.

- The roster addition form can be used multiple times while the Workplace Safety Statement is valid (up to 3 years).
- OESO approval will be based on supervisors, activities, locations, and age range. If any of these need to be adjusted post approval, please submit a new Workplace Safety Statement.

**NOTE ABOUT ONLINE SAFETY TRAINING:** In most cases, the minor(s) or adult non-employee(s) will need to complete online safety training(s) prior to beginning the work (or observation) described in the Workplace Safety Statment. They will need a Duke Sponsored Account to access the trainings – please visit <https://oit.duke.edu/service/sponsored-accounts/> to obtain a sponsored account.