

MINORS/NON-EMPLOYEES IN WORK AREAS

INTRODUCTION

PURPOSE

Duke Entity acknowledges that there are justifiable and productive reasons for the presence of minors and non-employees in work areas. Because of concerns related to the exposure to physical, chemical, radioactive, and biological hazards, particularly in the research laboratories, the following guidelines are necessary to ensure that all potential exposures are minimized.

The guidelines are intended to address activities for individuals that are not covered under existing policies and procedures.

DEFINITIONS

Minor	A person who has not reached the age of 18.
Non-Employee	A person who performs or observes work without compensation from the Duke Entity.
Volunteer	Any non-employee who performs services at Duke. For the purposes of this policy, this does not include a minor volunteer who is a subject in a medical treatment or research protocol.

RESPONSIBILITIES

Heads of all Departments shall take appropriate steps, as described in this policy, to ensure the safety of all non-employees in the areas under their control.

Heads of Departments which use minor volunteers shall:

- Notify the [Coordinator of Volunteer Services](#) before allowing the volunteer to perform services in Duke University Hospital.
- Ensure that volunteers who are 14 and 15 years old are assigned only to tasks for which there is continuous adult supervision.

Employees who escort or supervise the activities of minors and other non-employees shall assess the potential risk of exposure to hazards and direct the non-employee's access accordingly.

Other related policies and resources:

- Where applicable, employees who escort or supervise the activities of MINORS in Duke University Programs will also abide by the Duke Policy "[Minors in Duke University Programs](#)".
- Where applicable, employees who escort or supervise the activities of Non-Physician Visiting Observers will also abide by the Duke Policy "[Visiting Observer Policy \(Non-Physician\)](#)".

PROCEDURES

MINORS

No minor below the age of 14 shall work or volunteer at Duke Entity.

Minors shall not enter laboratory, patient care, or industrial areas without written approval from the OESO. For confirmation, the sponsor and/or supervisor must submit and receive approval using the "[Workplace Safety Statement for Minors and Non-employees](#)". *Note: Laboratories must be in compliance with the laboratory safety audit performance factors in order to receive approval from OESO.*

No minor shall work or volunteer in a capacity where it is determined to be hazardous or potentially detrimental to the minor's health or well-being including but not limited to the following:

- Where it is determined that there is an increased risk of exposure to infectious diseases transmitted via the aerosol route, including the following areas of the Duke Entity: Emergency Department, 8100, 8200, 8300, Clinical and Research Microbiology Laboratories, Infectious Disease Clinics, Medical Specialties Clinic, and Autopsy Suite.
- A task that would potentially expose the minor to blood or body fluids, infectious diseases or hazardous chemicals which are included on The Duke "[Particularly Hazardous Substance](#)" list distributed by the Occupational and Environmental Safety Office (OESO).

- Any area where there is potential exposure to radiation in excess of 0.1 rem (1 mSv) total effective dose equivalent or in excess of the limits set forth in 15A NCAC 11.1611. Furthermore, no minor is permitted to work directly with or handle radioactive material, or operate radiation-producing equipment. Authorized Users of radioactive materials or lasers exceeding Class 3a (3R) who plan to involve minors in activities in their laboratories shall notify the Radiation Safety Office prior to beginning work in the laboratory.
- Any area under construction or renovation.
- Handling research animals in Division of Laboratory Animal Resources (DLAR) managed facilities.

NON-EMPLOYEES

Non-Employees shall not perform services in laboratory, animal care, patient care, or industrial areas without written approval from the OESO. For approval, the sponsor and/or supervisor must submit and receive approval for the work using the "[Workplace Safety Statement for Minors and Non-Employees](#)". *Note: Laboratories must be in compliance with the laboratory safety audit performance factors in order to receive approval from OESO.*

Under no circumstance shall a non-employee be allowed in any work area where he or she presents a distraction to the area employees. Distractions may be due to the activities of the non-employees or due to the level of supervision they may require.

Non-employees with approval to work in laboratory, animal care, patient care, or industrial areas must be supervised by a responsible employee of that area.

Where deemed appropriate, the supervisor may place additional restrictions on the presence of non-employees.

REFERENCES

Code of Federal Regulations, Title 29, Part 570 (OSHA), *Child Labor Regulations*
 Code of Federal Regulations, Title 29, Part 1910.96 (OSHA), *Ionizing Radiation*

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