



## **Guidelines For Unenrolled Minors in High Hazard Areas**

### **Introduction**

These guidelines have been established to protect the health and well-being of persons under the age of 18 who are not enrolled students at Wake Forest University (“unenrolled minors”) from exposure to biological, chemical, and/or physical hazards while at Wake Forest University (the “University”).

These guidelines are meant to supplement the WFU Protection of Minors Policy, that provides information about reporting abuse and neglect of minors on University properties and establishes guidelines related to the oversight of minors participating in programs or activities on University property.

### **High Hazard Areas (HHA)**

Areas of concern consist of activities involving or potential exposure to:

- Hazardous chemicals (carcinogens, teratogens, toxins, corrosives, etc.)
- Infectious agents (human blood and biohazards)
- Radioactive material (isotopes and X-ray machines)
- Physical hazards (lasers, cutting hazards, falling hazards, hydraulic equipment, etc.)
- Animals (mammalian, reptilian, insect etc.)

Locations where these activities take place and where exposure is possible are collectively designated “High Hazard Areas” (HHA). HHA areas are present at the Reynolda Campus, Wake Downtown, and the Center for Nanotechnology.

HHA locations include:

- Teaching and research laboratories
- Theater shops and stage areas
- Art studios
- Maker Spaces

The following buildings and departments are affected by these guidelines:

- Center for Nanotechnology - Physics
- Olin Hall - Physics
- Salem Hall - Chemistry
- Scale Fine Arts Center - Art, Theater
- Wake Downtown - Chemistry, Biology, Engineering
- Waker Space / Maker Space - Campus Life, Engineering
- Winston Hall - Biology, Psychology
- Worrell Hall - Health and Exercise Science



## **Restrictions**

Access to HHA on University premises shall be limited to authorized WFU staff and students or other persons on official University-related business.

## **Restrictions on Unenrolled Minors**

Unenrolled minors are not permitted to work or study in HHA except as indicated in the following section.

Unenrolled minors may only be present in HHA locations during educational tours or University sponsored programs that meet the following conditions:

1. The educational tour or activity must be approved by the Department Chair, Director of Campus Services and Planning, or Vice Provost of Research, Scholarly Inquiry and Creative Activity.
2. The parent or legal guardian of the unenrolled minor must complete the “Consent and Release for Minor’s Presence in High Hazard Area” and return it to the department or administrative unit hosting the activity.
3. Unenrolled minors are accompanied by, and under constant supervision of, a responsible official (Faculty member, supervisor, or responsible authority) during the HHA portion of the visit.

## **Unenrolled Minors Permission to Volunteer or Work in HHA**

Unenrolled Minors may work, volunteer, or participate in University sponsored programs in HHA provided that:

1. The employment, volunteer work or program participation must be approved by the Department Chair, Director of Campus Services and Planning, Vice Provost of Research, Scholarly Inquiry and Creative Activity, and/or Human Resources.
2. The “Permission Form for Minors Participating in University Sponsored Activity in High Hazard Areas” must be completed and signed by the minor and the parent or legal guardian and returned to the department or administrative unit hosting the activity.
3. The unenrolled minor must complete all required safety training and adhere to all restrictions listed in this document, as well as any imposed by EHS, the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC).
4. Before work or volunteering begins in a HHA, the responsible authority must ensure the unenrolled minor has been trained on the specific hazards to which they may be exposed, including recognition of hazards and precautions to take to protect themselves from the hazards. The unenrolled minor must be trained on the contents of the HHA specific safety plan, standard operating procedures and



- emergency procedures applicable to the HHA. All training must be documented and maintained by the responsible authority.
5. The unenrolled minor may not participate in human research without prior approval of the Institutional Review Board (IRB). All IRB required training must be completed prior to participation in human research.
  6. The unenrolled minor may not participate in animal research or handling of animals prior to approval of the IACUC. All required IACUC training must be completed prior to participation in animal research. The unenrolled minor must be enrolled in the medical monitoring program, if required, prior to entry into the vivarium.
  7. The unenrolled minor may not use any of the following:
    - a. Pyrophorics or explosives.
    - b. Greater than 4L flammable material.
    - c. Compounds having a rat oral LD50 less than or equal to 50 mg/kg.
    - d. Biohazardous material that requires greater than BSL-1 containment.
    - e. Radioisotopes or X-ray machines
  8. The unenrolled minors may not work, volunteer, or participate in programs in HHA that would require fall protection or fall restraint equipment (i.e. scaffolding, mobile elevated work platforms) or in areas designated as confined space.
  9. Unenrolled minors may not work, volunteer, or participate in programs in HHA that require respiratory or hearing protection.
  10. The unenrolled minor must be accompanied by a trained supervisor when entering or exiting an HHA.
  11. Appropriate attire must be worn by the unenrolled minor while in the HHA. Personal protective equipment (PPE) must be supplied by the faculty or supervisor, and the unenrolled minor must be trained on its proper use and how to identify potential degradation or failure of PPE.
- \* Minors who are employed by the University are covered by Federal and State laws governing child labor (See Human Resources for more information).



## INSTRUCTIONS FOR PERMISSION FORMS

### PERMISSION FORM FOR MINORS TO PARTICIPATE IN UNIVERSITY SPONSORED ACTIVITY IN HIGH HAZARD AREA

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**This form will generally be used for minor participants working in research labs, studios, or Maker Spaces (not field trips).**

The Event Host is the Faculty or Staff member who will supervise the minor participant during the activity.

Event Host is to complete ALL sections EXCEPT: Name of Participant, Emergency Phone Numbers, and Signature Section.

Event Host is to provide the form to the Participant to complete: Name of Participant, Emergency Phone Numbers, and Signature Section.

Event Host is to collect the signed form from the *Participant or Participant Parent/Guardian*. Provide a copy of the signed form to the *Department Chair or Program Administrator* and a copy to *Environmental Health and Safety* prior to the Participant beginning University Sponsored Activity.

### CONSENT AND RELEASE FOR MINOR'S PRESENCE IN AN AREA WITH POTENTIAL HAZARDS

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**This form will generally be used for field trips and group visits.**

The Event Host is the Faculty or Staff member who will supervise the minor participants during the activity.

Event Host is to complete the BUILDING/AREA, DATE, and RESPONSIBLE WFU INDIVIDUAL.

Event Host is to provide the form to the visiting group or organization leader. who is to distribute the forms for signature and return to the Event Host.

Event Host is to collect the signed forms from the visiting group or organization leader and give them to the *Department Chair or Program Administrator* prior to, or on the day of the visit.



**PERMISSION FORM FOR MINORS TO PARTICIPATE IN UNIVERSITY SPONSORED ACTIVITY IN HIGH HAZARD AREA  
AT WAKE FOREST UNIVERSITY (page 1 of 2)**

I \_\_\_\_\_, the **PARTICIPANT**, and we the **PARENTS(S)/GUARDIAN(S)** of the **PARTICIPANT**, a minor, request permission for the **PARTICIPANT** to participate in the following activity sponsored by Wake Forest University (WFU) with the Department of \_\_\_\_\_ at WFU on \_\_\_\_\_ under the supervision of \_\_\_\_\_ (**RESPONSIBLE WFU INDIVIDUAL**):

**I. NATURE OF THE EVENT OR ACTIVITY**

*(This section is to be completed by the RESPONSIBLE WFU INDIVIDUAL organizing the activity or event.)*

This event or activity entails the following activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. RISKS INVOLVED AND GRANTING OF PERMISSION**

*(This section is to be completed by the RESPONSIBLE WFU INDIVIDUAL organizing the activity or event.)*

This event or activity *may* be taking place in a high hazard area. The **PARTICIPANT** has the potential to be exposed to:

- \_\_\_\_\_ Hazardous chemicals (e.g., carcinogens, teratogens, toxins, corrosives)
- \_\_\_\_\_ Infectious agents (e.g., biohazards)
- \_\_\_\_\_ Radioactive material (e.g., radioactive sources)
- \_\_\_\_\_ Physical hazards (e.g., cutting hazards, falling hazards, hydraulic equipment)
- \_\_\_\_\_ Animals, specify: \_\_\_\_\_
- \_\_\_\_\_ Other hazards: \_\_\_\_\_

Although accidents and injuries are unlikely at the University, there is, nevertheless, a chance that an accident or injury may occur. To minimize this risk, appropriate health and safety measures, such as safety glasses, laboratory coats, and protective gloves, will be used when such hazards are present.

We understand, appreciate, and acknowledge there is a risk of injury from using the University facilities and equipment as set forth above, including the potential for serious injury and death. In complete understanding of these risks, we hereby grant permission for the **PARTICIPANT** to engage in these activities.

**III. RELEASE**

Further, in consideration of the opportunity for the **PARTICIPANT** to participate in these activities and to use University facilities and equipment, we – the **PARTICIPANT** and his or her **PARENT(S)** or **GUARDIAN(S)** – on behalf of ourselves, our agents, heirs and next of kin, hereby release WFU and its trustees, officers, employees, volunteers, and agents from any responsibility or liability for any and all claims arising from the **PARTICIPANT'S** personal injury, including death, and damage to or loss of personal property, due to negligence, INCLUDING NEGLIGENT ACTS OR OMISSIONS ON THE PART OF WFU, ITS STAFF, OR VOLUNTEERS, or to accidental occurrences while the **PARTICIPANT** is using WFU facilities and equipment or participating in University activities.



**PERMISSION FORM FOR MINORS TO PARTICIPATE IN UNIVERSITY SPONSORED ACTIVITY IN HIGH HAZARD AREA  
AT WAKE FOREST UNIVERSITY (page 2 of 2)**

**IV. INSURANCE**

We understand that WFU does not maintain health or accident insurance for the PARTICIPANT in this activity. We therefore certify that, for the period of time the PARTICIPANT is participating in the activities described here, we will maintain health and/or accident insurance coverage that will cover any personal injury he/she may sustain while participating in activities or while using WFU facilities and equipment, regardless of cause, and we agree to provide proof of such insurance upon request.

Further, WFU may seek to recover, and we agree to pay, the costs to replace or repair any equipment or other WFU property damaged by the PARTICIPANT while using the facilities or equipment.

**V. EMERGENCY NOTIFICATION**

In the event of an emergency involving the PARTICIPANT, please notify us at the following telephone number(s):

Emergency Phone Number \_\_\_\_\_

Alternate Emergency Phone \_\_\_\_\_

**I have read carefully and understand and agree to the terms and conditions of this release.**

PARTICIPANT'S SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURES**

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**Please return a completed copy of the form to the WFU Department or Administrative Unit hosting the student.**



**CONSENT AND RELEASE FOR MINOR'S PRESENCE IN AN AREA WITH POTENTIAL HAZARDS  
AT WAKE FOREST UNIVERSITY**

I, the parent/legal guardian of \_\_\_\_\_ (PARTICIPANT) understand and consent to the following:

**I. ACTIVITY AND SUPERVISION**

*(This section is to be completed by the RESPONSIBLE WFU INDIVIDUAL organizing the activity or event.)*

I understand my child has been offered the opportunity to visit \_\_\_\_\_ (**Building/Area**) at Wake Forest University on \_\_\_\_\_ (**date**) under the supervision of \_\_\_\_\_ (**RESPONSIBLE WFU INDIVIDUAL**).

**II. RELEASE**

I understand that some areas at Wake Forest University are potentially hazardous environments. Risk of personal injury exists even under ideal conditions. Failure to adhere to established procedures or ignoring instruction of the faculty or supervisor may result in greater risk. The Participant will receive information concerning how to identify hazards and how to conduct oneself safely in the high hazard areas.

I understand the Participant may be removed from the high hazard area if he or she refuses, or is unable, to follow the safety rules, to wear assigned protective equipment, or follow instructions as directed.

I confirm to the best of my knowledge, the Participant is in good health and has no conditions that might prevent his or her ability to safely participate in the visit. I assume all responsibility for the health of the participant.

In the event of an emergency, I hereby give permission to transport the Participant to a hospital for evaluation and treatment, as necessary. I assume full responsibility for payment of all such emergency care. I also assume responsibility for any subsequent treatment or care that the Participant may require.

I understand that Wake Forest University facilities are being made available to the Participant as an educational opportunity and that he or she is not a student, employee, or affiliate of WFU. Knowing and understanding the circumstances and risks associated with the visit, I consent to allow the Participant to be present in high hazard areas.

**PARENT/GUARDIAN SIGNATURES:**

By: \_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

**Please return a completed copy of the form to the WFU Department or Administrative Unit hosting the student.**