I. 8.11.1 Minors in the Research Workplace

Chapter 8 - Health & Safety	Original Effective Date: May 2003
Section: 8.11 Minors in the Workplace	Date Last Reviewed: March 2021
Responsible Entity: Senior Executive Vice President for Research and Innovation	Date Last Revised: March 2021

II. Purpose

The purpose of this policy is to define the processing, training and supervision requirements for Minors conducting research activities at UT Health San Antonio (University). These rules are consistent with those established by the Fair Labor Standards Act (FLSA), the Texas Labor Code and the UT System 192-Youth Protection Policy.

III. Scope

This policy applies to the administration of Minors who are being considered for a course of study, internship, or training in a research environment at the University. A Minor is any individual who is over the age of 16 but has not yet attained the age of 18 years. Minors who do not meet the age requirement indicated above are prohibited from visiting or working in laboratories, process areas, or any other area where there may be exposure to hazards. This prohibition also applies to Minor children of faculty, staff, and students.

IV. Policy

Minors over the age of 16 may be employed in research and in any occupation for which they are qualified at the University.

University Faculty serve as Faculty Supervisors or Mentors for Minors and are responsible for overseeing the work areas where the Minors are involved in research. Faculty Supervisors/Mentors may also appoint postdoctoral fellows, graduate students or laboratory staff as Co-Supervisors to provide day-to-day training and oversight of the Minor. Under no circumstances will Minors be allowed to work or study in environments that pose a detrimental risk to their health or well-being (see below, "Working hours and safety conditions").

Faculty Supervisors/Mentors and Co-Supervisors who are responsible for Minors employed by the University must obtain authorization as detailed below:

A. Onboarding Process

1. Faculty Supervisors/Mentors must register each Minor under their supervision. They must complete the Hazard Assessment Form, as detailed on the Office of Recruitment and Science Outreach (ORSO) website and obtain parent/legal guardian signature.
2. Faculty Supervisors/Mentors must complete all required compliance related documentation forms and submit them electronically, as a single PDF file to the ORSO. The required compliance documentation includes the following forms, which are available online from the ORSO website.
    a. Visiting Student Application,
    b. Model Authorization Release,
    c. Release and Indemnification Agreement for Minors,
    d. Proof of Personal Insurance Coverage,
    e. Criminal Records Check Information,
    f. Policy on Transportation,
    g. Hazard Assessment Request for Minors in the Workplace, and
    h. Medical Treatment Authorization Form.
3. Minors themselves must also register on the ORSO website indicating who their Faculty Supervisor/Mentor will be.
4. Upon receiving the compliance documentation from ORSO, the Environmental Health & Safety Department (EH&S) will review the information and proposed work areas to assess any health and safety concerns. EH&S will then notify ORSO and the Faculty Supervisor/Mentor whether the Minor applicant may safely work in the Supervisor's laboratory. The Faculty Supervisor of the designated project area must address any concerns communicated by EH&S and ensure that only the approved individuals participate in the described research project. Copies of the files will be stored at the ORSO office.

B. Working Hours and Safety Conditions

Minors may be employed during school hours for any number of hours throughout the calendar year. Minors are not to be left unsupervised and alone in any campus facility. No Minors can be involved in occupations which have been declared hazardous by the Secretary of Labor (e.g., those which involve exposure to ionizing radiations, known carcinogens, infectious and zoonotic organisms). The Faculty Supervisor/Mentor is required to describe the working conditions in the assigned area that may be deemed hazardous and indicate them on the Hazard Assessment Form. EH&S will consult with the Faculty Supervisor/Mentor to establish safety precautions that may include a laboratory safety evaluation, documented safety training, exposure monitoring, engineering containment, etc. Any additional safety precautions, procedures, limitations, and training will be noted by EH&S.

C. Required Training

Faculty Supervisors/Mentors and Co-supervisors are required to complete the Youth Protection Policy online training and assessment. This training must be repeated every two years. The video and assessment are available on the ORSO website.

V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Minor – an individual who has not attained the age of eighteen (18) and is 16 or 17 years old.

Faculty Supervisor/Mentor or Co-Supervisor – any faculty, graduate student, postdoc, or staff who assumes the responsibility for training and overseeing a Minor regarding research endeavors at the University.

VI. Related References

Office of Recruitment and Science Outreach (ORSO) website
https://outreach.uthscsa.edu/programs/high-school/minors-research-workplace/

Institutional Handbook of Operating Policies (IHOP)
4.3.4 Minors in the Workplace
14.2.2 Visiting Students

University of Texas System Policy
UTS 192 Youth Protection Policy

State and Federal Laws and related resources
Fair Labor Standards Act (FLSA)
Texas Labor Code 51
Texas Workforce Commission Summary of Texas Child Labor Law.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
05/2003	New Policy Approved		
06/2006	Review/revised		
06/2007	Review/revised		
09/2018	Review/revised		
03/2021	Review/revised	Executive Committee	03/2021