Use this templateif a minor will be working solely in an office, computer area (aka dry lab), studio or other area that doesn’t have hazardous equipment, materials, etc. but there are labs, shops, etc. nearby.

**Summary of hazard assessment for Projects Involving Minors—exhibit A**

**[Instructions:** Modify this Template, fill in the information and review the notes that are bolded, and delete what is not applicable]

[**Principal Investigator**] of [**Dept/Lab/Center**] is hosting [**Student name from Start and end dates of project**]. Hereafter, these people will be referred to as Principal Investigator and Student.

The student will be [**# years old**] at the beginning of this project

Primary Supervisor: (if different than PI)

Name: Title:

Sign and date after reviewing and discussing this with the PI:

Alternate Supervisor who is responsible for the student when primary supervisor is unavailable:

Name: Title:

Sign and date after reviewing and discussing this with the PI:

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The Student will be supervised on a periodic basis. The Student will be working in [**bldg# room#**]

On the first day, the supervisor or the EHS representative will train the student about the evacuation procedures and the meeting areas for good/ inclement weather, what to do in case of an injury, how to prevent repetitive strain injuries (adjusting the workstation, taking breaks frequently, and take the Computer Work Station Ergonomics (EHS00163w) web course if necessary), and other general safety precautions that apply to the project.

If there are labs or shops nearby, the Primary Supervisor will explain to the Student that the labs or shops are off limits, unless a tour is scheduled, and this is for his/her safety.

The supervisor and the parents have arranged transportation, including drop off and pick up.

**Approval**

The following people have completed the above hazard assessment summary and agree that it accurately assesses the project and the hazards in the work area where the minor will be present. They will implement the supervision and training requirements and the safety plan for protecting the minor.

Primary Supervisor:

Signature Title Date

Alternate Supervisor: ­­­­­­

Signature Title Date

Principal Investigator:

Signature Title Date

**EHS Review of this project**

The following people have confirmed that there are not EHS issues related to this project. They have been involved in the hazard assessment of the project and work area where the student will be present. Any recommendations are included in the plan described above. [**Note**: EHS does not have an approval role. Signatures are no longer required. **Insert a List of Names and date/time stamps of emails sent by the EHS Coordinator, EHS Lead Contact, and other roles can be added if this is the DLC preference**]

**Note**: This is the end of the Hazard Assessment template.

Complete the Combined Parental Consent/ Medical & Emergency Contact Form And Liability Release. Refer to the attachment.

**Document Retention and Distribution**:

The following forms must be retained for 3 years after the end date of the project:

Summary of hazard assessment for Projects Involving Minors—exhibit A (this form)

Signed original - DLC Administrative Officer (AO) or Personnel Administrator (PA)

Copy – EHS Office (EHS Coordinator may also retain)

Liability Release, Waiver, and Covenant Not to Sue -- confidential information

Signed original - DLC AO or PA

Parental Consent/Medical & Emergency Contact Form (for MIT Programs Involving Minors) -- confidential information

Signed original - DLC AO or PA

Copy – PI/Supervisor (bring along to Medical Department if minor is injured)