

## Visitors and Volunteers in Research Laboratories (Non-Minors)

### Policy

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**Applies To:** This Policy applies to all academic, clinical and service units involved in research laboratory operations. If volunteers or visitors are minors (under 18 years of age), refer to [EHS Policy Minors in Research Laboratories](#). Volunteers for Michigan Medicine must refer to [Volunteer Services](#).

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### Visitors and Volunteers in Research Policy Statement

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Unsupervised *volunteers and visitors* create a risk for injury and increased liability for the University. EHS requires that a *responsible person* appointed by the *Laboratory Director* or *Department Head* supervise all visitors or volunteers when they enter a laboratory to work or for a visit. Departmental policy to this effect will reduce or eliminate the risk of personal injury to visitors/volunteers in research laboratories, and the risk of damage to projects and property.

### Observation Only Visits

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The individual (non-minor) is **not** conducting any research using hazardous materials or equipment.

#### ***Approval Process***

Anyone wishing to bring a visitor into an active research facilities **must** follow their department's approval process.

#### ***PPE Requirements***

Visitors **must** be provided with appropriate *PPE* as needed based on work activity underway in the laboratory. At a minimum, safety glasses, long pants and closed-toe shoes **must** be worn in laboratories where chemicals are used or stored. Laboratory coats and other PPE deemed necessary by the hazards present **must** be worn even during observation only visits.

#### ***Training***

Observation-only visitors **must** receive a brief discussion of potential hazards that may be encountered in the laboratory during their visit and procedures to follow if there is an emergency. Documentation of training is recommended.

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## Visitors and Volunteers Performing Research Activities (non-minors) using Hazardous Materials or Equipment

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### ***Approval Process***

Anyone wishing to bring a visitor/volunteer into research facilities for the purpose of conducting research or other laboratory related procedures **must**:

1. Seek approval from their Department Head.
2. Upon approval and prior to start of work in the research facility, all individuals **must** complete the attached U-M Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors.

### ***PPE Requirements***

Individuals must be provided with appropriate PPE as needed based on work activity. At a minimum, safety glasses, long pants and closed-toe shoes must be worn in laboratories where chemicals are used or stored. Laboratory coats and other PPE deemed necessary by the hazards present must be worn when directly working with chemicals and will be provided at no cost.

### ***Training***

EHS General Chemical Laboratory Safety training available through MyLinc must be completed by each individual prior to using or beginning work with hazardous materials or operations.

Additional EHS training courses as deemed necessary. The additional training may include but is not limited to:

- Bloodborne Pathogens
- Centrifuge Training
- Autoclave Standard Operating Procedures
- Laser Safety Basic Training
- Radiation Safety
- X-ray Diffraction
- Shipping Regulations for Infectious Substances
- Shipping Regulations for Shipping with Dry Ice
- Shipping Regulations for Shipping with Chemical Preservatives
- Working Safely with Viral Vectors

Lab-Specific Training provided by the Laboratory Director must cover necessary work practices, procedures and policies to ensure that all individuals are protected from potentially hazardous chemicals, biological pathogens and dangerous equipment used in the workplace. Training on emergency procedures must also be included.

### ***Medical Surveillance***

Medical Surveillance may be a requirement depending on the type of research and work activities being conducted. Examples may include respiratory protection clearance, animal handler or audiograms for noise exposure.

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1. Consult with EHS on the need for medical surveillance. Individual may be required to participate in university medical surveillance program.
  2. Individuals may be requested to show proof of current medical surveillance from another entity.

### ***Recordkeeping***

1. All Training must be documented and maintained in the research facility with the EHS document binder.
2. Records of the approval and waiver form must be maintained by the research facility for at least one year.

## **Emergency Procedures for Observers and those Performing Research Activities**

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All near misses, injuries, accidents and illnesses **must** be reported. Appropriate medical treatment may be necessary. Determine what **must** be done for each visitor and ensure all responsible persons are aware of the procedures.

For all incidents – Complete the [Incidents and Near Miss Form](#) and submit to EHS.

Visitors should be referred to their own physician or the nearest emergency center depending on the nature of their issue.

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## Appendix A: Related Documents

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- [U-M Standard Practice Guide \(SPG\) 605.01 - Safety, Health and Environmental Policy](#)
- [U-M Volunteer Guidelines](#)
- U-M Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors (non-minors)

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## Appendix B: Roles and Responsibilities

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Everyone working at the University of Michigan has the right to expect a safe and healthy work environment. They also have a responsibility to help assure a safe and healthy environment for themselves and others. These responsibilities are detailed in the University of Michigan Academic Laboratory and Research Safety Policy, issued jointly by the Department of Environment, Health & Safety (EHS) and the Office of Research Ethics & Compliance (UMOR). Please click on the Policy link to view role specific responsibilities including but not limited to the following categories:

- All faculty, staff, other employees and students
- Graduate Student Research Assistants/Trainees
- Post-Doctoral Trainee/Fellow
- Laboratory Director (Faculty/Lab Manager/Supervisor)
- Department Chair
- Facility Managers/Department Managers/Key Administrators/Chief Department Administrators
- Unit (School/College/Department) Safety Coordinators

### ***Deans, Directors and Department Heads***

- Review and approve requests, if appropriate, for visitors and volunteers observing and working in U-M Research Facilities.

### ***Laboratory Director***

- Follow and Implement procedures in accordance with this Policy to obtain approvals as required for visitors and volunteers and maintain documentation of approvals.
- Provide ongoing supervision of all visitors and volunteers. Designate a qualified laboratory supervisor and an alternate supervisor, if necessary.
- Ensure visitors and volunteers receive training and maintain documentation of the training.
- Ensure visitors and volunteers are provided with PPE as required for their work.
- Implement and document appropriate safety policies and procedures in accordance with the U-M *Chemical Hygiene Plan*.
- Ensure that adequate facilities, ventilation, and equipment are provided for the safe use of hazardous materials.
- Ensure employees are instructed on and follow proper procedures and utilize protective equipment provided during their work as detailed in written SOPs.
- Contact EHS to request training, technical assistance, and to evaluate health and safety concerns within their unit.

### ***EHS***

- Provide technical assistance to research operations regarding allowing visitors and volunteers into research areas.
- Prepare and provide access to training tools for the research operations.

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## Glossary of Terms

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<b>TERM</b>	<b>DEFINITION</b>
Chemical Hygiene Plan	U-M Chemical Hygiene Plan is a written program that applies to all research, teaching, student and other laboratories at U-M covered by the MIOSHA Hazardous Work in Laboratories Standard.
Department Head	This individual holds authority over a Primary Investigator or other researcher and is in a position to review requests for visits. This raises the approval level beyond the individual lab or research facility.
Laboratory Director	The person with the highest level of authority within the laboratory. In research labs, this is typically the Principal Investigator (PI).
PPE	Personal Protective Equipment
Research Facility	Includes any space within a U-M building where clinical, research, production or laboratory support operations are conducted. This includes space where research animals are housed or supported.
Responsible Person	Any person approved by a Lab Director or Department Head to oversee and/or supervise the activities of a visitor/volunteer while in the research facility.
Volunteer or Visitor	Any person entering a research facility or laboratory on campus for a tour or non-compensated work-related purpose.

### Revision History

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