

- Lighted candles are not permitted except in supervised dining areas, provided they are securely supported on a noncombustible base and the flame is protected.

[Chapter 3 \[https://www.mtu.edu/ehs/workplace-safety/safety-manual/ch3.html\]](https://www.mtu.edu/ehs/workplace-safety/safety-manual/ch3.html)

## Chapter 3: Safety, Health, and Environmental Policies

---

### 3.0 Safety, Health, and Environmental Policies

#### 3.1 Government Regulations

**Policy:** Michigan Technological University will comply with all federal, state, and local safety, health, and environmental regulations.

**Additional Information:** Due to the large number of these regulations, it is not feasible to list or summarize them here. Environmental Health and Safety is responsible for communicating the requirements of these regulations to appropriate University departments and employees on behalf of the University administration and for making them available to students and employees as needed.

#### 3.2 Children in the Workplace

##### Definition

Children: Persons under the age of 18

**Policy:** To ensure the safety of all children, it is University policy that children under the age of 12 are permitted in the workplace (such as offices, classrooms), with prior approval of the department chair, manager, or director and in accordance with the guidelines below. Children age 12 and under who are not enrolled in a Michigan Tech class or program are not allowed in laboratories at any time.

The following rules apply to ensure the child's safety and to respect others working in the space:

1. The child must be under the parent or guardian's supervision at all times and must not be unaccompanied
2. The child must not have access to any laboratory or other hazardous areas.
3. The child must not be disruptive to others in the work place.

4. Appropriate measures must be taken to ensure the privacy of the personal information if the child is in the workplace.
5. Must comply with University Policy 1.19 Minors Involved in University-sponsored Programs or Held in University Facilities [<https://www.mtu.edu/policy/policies/general/1-19/>].

Individuals age 13-18 must, at all times, be under the direct supervision of the designated laboratory supervisor while visiting or participating in MTU sponsored activities in laboratories containing hazardous chemicals or equipment.

### 3.3 Employees and Graduate Students Leaving the University or Department Transfers

**Policy:** Prior to leaving the University or transferring to another department, academic employees and graduate students must complete a workspace cleanout form [<https://www.mtu.edu/ehs/lab-field-shop/leaving/>]. Department Chairs and/or School Deans are responsible for ensuring that the form is completed correctly and that each employee or graduate student has properly disposed of all waste materials from their office, laboratory, shop and/or other work or storage areas. Waste materials include but are not limited to chemical and hazardous waste, scrap, raw materials, product samples, and laboratory/research samples. Any equipment, unused chemicals, laboratory/samples, etc., that are not disposed of must be transferred to another responsible member of the department as indicated on the cleanout form. A digital copy of the completed and signed workspace cleanout form is submitted according to instruction provided on the form. A hard copy of the completed and signed form will be kept on file with the department.

### 3.4 Donations of Chemicals and Waste Minimization

**Policy:** Donations of laboratory chemicals, or substances which would be subject to Michigan Hazardous Waste regulations at the time of disposal, shall not be accepted without approval by the Director of Environmental Health and Safety and shall not exceed the quantity necessary for use in an ongoing or funded project.

**Additional Information:** Minimization of chemical waste is in the best interest of the faculty and staff as well as the University. Excessive laboratory waste production diverts valuable funds away from more productive activities and increases the regulatory compliance burden on the University. Because there is a direct correlation between the total University chemical inventory and our total waste production, waste minimization must begin with chemical inventory minimization. Chemicals should be acquired in the amounts needed for a specific