

Non-UNM Student Hire Programs: Certification Form for Supervisors of Minors

In an effort to provide University of New Mexico departments with the ability to engage high school and non-UNM college students in mutually beneficial paid internship opportunities, the UNM Division of Human Resources has developed the UNM Youth Summer Worker Program and the UNM Academic Intern Program (hereafter “Non-UNM Student Hire Programs”).

Supervisors of program participants under the age of 18 are directly responsible for establishing a safe working environment under their purview. Management is responsible for the welfare of minor program participants; therefore, Supervisors shall prohibit program participants who are under 18 years of age from certain activities or occupations in accordance with Federal and State laws.

In adherence with Federal and State laws and UNM guidelines, individuals under the age of 18 are prohibited from working in and/or with:

- Laboratories designated Biosafety Level 3 or 4;
- Laboratories designated at Biosafety Levels 2/3 (BSL-2 with 3 practices);
- Areas of high radiation or airborne radioactivity (defined in 10 CFR 20.1003);
- Laboratories where select carcinogens, reproductive toxins, or acutely toxic chemicals are being handled;
- Areas where minors may be exposed to hazardous equipment, such as circular or band saws;
- Areas where explosive materials may be used or stored.
- Any and all occupations outlined as “Prohibited” or “Hazardous” for Minors ages 14-15 and ages 16-17, respectively, as established by the Fair Labor Standards Act (FLSA). Prohibited Occupations for Minors can be viewed at <https://webapps.dol.gov/elaws/whd/flsa/docs/hazardous.asp>.

For activities not specifically outlined above, Supervisors may, at their discretion, restrict employees less than 18 years of age from the performance of any activity which they may deem to be hazardous.

The certification form below should be completed by the Supervising Principal Investigator (P.I.) if Minor will be working in a lab. If Minor will not be working in a lab, the certification form should be completed by the Supervisor.

P.I./Supervisor Name: _____

P.I./Supervisor Phone: _____

Department: _____

Work Location of Minor: _____

Minor Employee Name: _____

Description of proposed activities and educational goals, including a list of chemicals and/or materials to be used by the student during the program:

Attach completed form(s) to the UNMJobs requisition or send by email to unmtemps@unm.edu



Please initial each line below:

_____ I certify that the program participant will not work within any of the environments listed within the bullets above; and

_____ I certify that the program participant will be supervised at all times while he or she is working in a lab or in any area with chemicals or other potentially hazardous materials; and

_____ I certify that the program participant will receive all necessary safety training related to the work that the employee will perform, particularly if performing job functions within a lab setting; and

_____ I certify that the program participant will be provided with any necessary personal protective equipment.

By signing below, I agree to all expectations as outlined within this Acknowledgement form.

Principal Investigator/Supervisor (Print Name)

Principal Investigator/Supervisor (Signature)

Date

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