



Risk Management Department

MEMORANDUM

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Date: July 15, 2015

To: University Departments and Colleges

From: David Petersen, Managing Director BYU Risk Management

RE: **Laboratory volunteer approval process**

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**SCOPE:** This document describes the procedure to be followed when a Principal Investigator (PI), Researcher, or similar individual (hereafter called ‘the requestor’) desires approval to have a non-student volunteer perform activities (i.e., ‘work’) in a laboratory, research area, or other location that involves ‘working with’ or ‘significant potential for exposure to’ hazardous materials/chemicals, substantial forms of energy (e.g., compressed gas, mechanical springs, elevated machinery or work areas, hydraulic systems, etc.), or any other hazard with an elevated risk of incident or injury.

**The requestor:**

1. Determines the scope, duration, and location of work to be done by the volunteer, and conducts a preliminary risk assessment to identify all relevant hazards associated with the work.
2. Reviews the information obtained in step 1 and assess the potential benefit to the university and the volunteer. (What is the rationale for having a volunteer do the work instead of a student or employee?)
3. Collects pertinent information about the intended volunteer, including age, relevant education, related prior experience, and any special accommodations that he/she may require.
4. Reviews the BYU Volunteer Policy (<https://policy.byu.edu/view/index.php?p=217> ). If the volunteer is a minor (under age 18), reviews the BYU Child Protection Policy ( <https://policy.byu.edu/view/index.php?p=215> ). Verifies that the volunteer will be in compliance with the applicable policy (ies).
5. Reviews the information obtained in steps 1-4 with the Department and/or College Safety Coordinator. Documents and attempts to resolve any related concerns the Safety Coordinator may have.
6. Contacts the associated Department Chair (or authorized designee) and get written approval to proceed with the volunteer request. This can be a simple, one-sentence email stating something like, “I am aware that Dr. \_\_\_\_ wants to have a volunteer work in his/her lab, and I’m OK with the idea.” **NOTE:** The goal of this step is to help ensure that department leadership is aware of and approves of the activities in their area.

7. Prepares a brief document that summarizes the information from steps 1-6. In addition to documenting the hazards (see step 1), include a statement describing how each identified hazard will be mitigated (e.g., training, restricted access, direct supervision, quantity limits, etc.) Include a description of all training the volunteer will receive before work begins (e.g., Standard Operating Procedures, Personal Protective Equipment, Emergency Response, etc.). Forwards the document to a member of the Safety Group in the Risk Management Department for review (250 FB).
8. Awaits a reply from Risk Management while steps 9 through 11 are completed. If the request is approved (as communicated in step 11), the requestor assists the volunteer in completing a *Volunteer Consent/Waiver Agreement* form (obtained from the Department Safety Coordinator or the Risk Management Department) and all required training. The requestor shall ensure that the volunteer does **NOT** begin any work until the form is complete and signed, and all training is received and understood by the volunteer. The requestor retains the aforementioned form and documentation of the training.

**The Risk Management Department:**

9. Reviews the document, and may require a consultation with the requestor and/or an on-site visit of the proposed work area to ask additional questions or resolve concerns.
10. Assesses whether or not the proposed scope of work, as described in the document prepared in step 7, presents an acceptably low risk. Forwards the accumulated information to the Academic Safety Committee (ASC), together with a recommendation that the request for a volunteer be approved or denied.
11. Receives the 'approve' or 'deny' decision from the ASC and communicates the decision to the requestor.
12. As appropriate or needed, assists the requestor in completing the actions outlined in step 8.