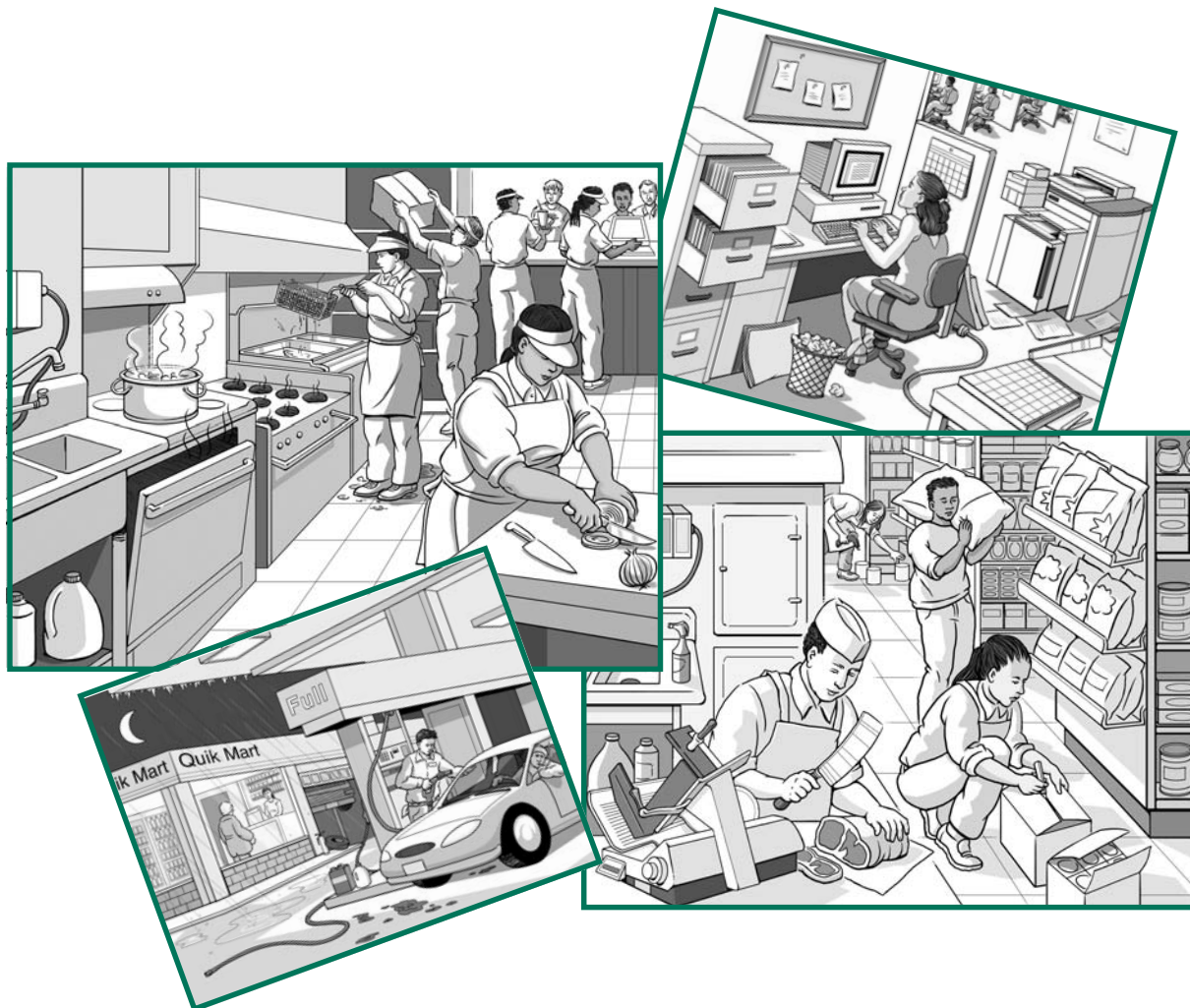


Facts for Employers



Safer Jobs for Teens

“Most teens are enthusiastic and eager to learn. They make my work a lot of fun. But teens can be injured on the job when they don't receive adequate safety training and supervision.”

—Scott Silver
Operations Manager, Oakland Zoo

“Having young people at work gives us a chance to remind everybody that safety is important. We have really focused on our safety program. We haven't had any serious injuries this year, and we're saving over 25% in workers' comp costs!”

—Michele Clark-Clough
The Youth Employment Partnership

Labor Occupational Health Program
University of California, Berkeley

Six Steps to Safer Teen Jobs

Each year 70 teens under 18 die from work injuries in the U.S. About 84,000 are injured seriously enough to require emergency room treatment. Keep safety in mind! There's a lot that employers can do to prevent injuries to their teen workers. **The measures you take to keep teens safe will help protect all employees.** Begin by following these steps:

1. Know the Law

- Understand the California child labor laws. These prohibit teens from working late and/or long hours, and doing especially dangerous work.
- Understand Cal/OSHA's workplace safety and health regulations. These are designed to protect all employees, including teens, from injury.

2. Check Your Compliance

- Make sure teen employees are not assigned work schedules that violate the law, or given prohibited job tasks like operating heavy equipment or using power tools.
- See later sections of this factsheet for more information.

3. Make Sure Teens Have Work Permits

- Workers under 18 must apply for work permits at their school or school district office before beginning a new job. Work permits are not required for those who have graduated from high school or passed the high school equivalency exam.

4. Stress Safety to Supervisors

- Make sure frontline supervisors who give teens their job assignments know the law.
- Encourage supervisors to set a good example. They are in the best position to influence teens' attitudes and work habits.

5. Set Up a Safety and Health Program

- Make sure all jobs and work areas are free of hazards. The law requires you to provide a safe and healthy workplace.
- Under Cal/OSHA regulations, every workplace must have an Injury and Illness Prevention Program. Involve every worker in the program, including teens.
- Find out if there are simple low-cost safety measures that can prevent injuries.

6. Train Teens To Put Safety First

- Give teens clear instructions for each task, especially unfamiliar ones. Provide **hands-on** training on the correct use of equipment. Show them what safety precautions to take. Point out possible hazards. Give them a chance to ask questions.
- Observe teens while they work, and correct any mistakes. Retrain them regularly.
- Encourage teens to let you know if there's a problem or directions are unclear. Make sure teens feel free to speak up.
- Prepare teens for emergencies—accidents, fires, violent situations, etc. Show them escape routes and explain where to go if they need emergency medical treatment.
- Supply personal protective equipment when needed—goggles, safety shoes, masks, hard hats, gloves, etc. Be sure that teens know how to use it.

What Work Does the Law Prohibit Teens From Doing?

The lists below give the major restrictions. There are other restrictions depending on the industry and the worker's age. Also, there are limited exemptions for youth under 18 who are in apprenticeship and student-learner programs. Go to www.dir.ca.gov/DLSE and click on "child labor" for more information.

In California, workers under 18 MAY NOT:

- Drive a motor vehicle on public streets as a main part of the job, or work as an outside helper on a motor vehicle
- Operate power-driven machinery:
 - meat slicers
 - bakery machines (including dough mixers)
 - box crushers/compactors
 - woodworking machines
 - metalworking machines
 - punches
 - hoists
 - forklifts
 - circular saws
 - band saws
 - guillotine shears
- Handle, serve, or sell alcoholic beverages
- Be exposed to radioactive substances or ionizing radiation
- Work in:
 - wrecking or demolition
 - excavation
 - logging or sawmills
 - roofing, or work that involves going on or near the roof
 - manufacturing brick or tile
 - manufacturing or storage of explosives
 - mining
 - meat packing or processing
- Mix, load, or apply Category I pesticides

Also, workers under 16 MAY NOT:

- Work in building or construction
- Work in manufacturing or food processing
- Do any baking activities
- Cook (*except* with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets).
- Do dry cleaning or work in a commercial laundry
- Work on a ladder or scaffold
- Work in a freezer or meat cooler
- Load or unload trucks, railroad cars, or conveyors
- Work in a warehouse (except as a clerical)
- Dispense gas or oil
- Clean, wash, or polish cars
- Use power-driven lawn mowers



What Hours May Teens Work in California?

This table shows the hours teens may work in California. (Some school districts may have more restrictive regulations. Also, there are some exceptions for teens in Work Experience Education programs.)



Work Hours for Teens		
	Ages 14 and 15	Ages 16 and 17
Work Hours	<ul style="list-style-type: none"> 7 am–7 pm, from Labor Day–June 1 Not during school hours 7 am–9 pm, from June 1–Labor Day 	<ul style="list-style-type: none"> 5 am–10 pm when there is school the next day 5 am–12:30 am when there is no school the next day
Maximum Hours When School Is in Session	18 hours a week, but not over: <ul style="list-style-type: none"> 3 hours a day on school days 8 hours a day Saturday–Sunday and holidays 	48 hours a week, but not over: <ul style="list-style-type: none"> 4 hours a day Monday–Thursday 8 hours a day Friday–Sunday and holidays
Maximum Hours When School Is not in Session	<ul style="list-style-type: none"> 40 hours a week 8 hours a day 	<ul style="list-style-type: none"> 48 hours a week 8 hours a day

Ideas From Employers

- A California zoo assigns each new teen worker a “buddy” or mentor. Sometimes this is a more experienced teen worker. This mentor answers questions, helps give hands-on training, and offers safety tips.
- A retail clothing chain with many young employees uses role playing regularly at monthly safety meetings. Workers enact specific health and safety problems that have come up, and develop solutions.
- At one chain of convenience stores, young employees are issued different colored smocks, based on age. This lets the supervisors know at a glance who is not allowed to operate the electric meat slicer.
- An employer in the fast-food industry, with 8,000 young workers in five states, developed a computerized tracking system to ensure that teens aren't scheduled for too many hours during school weeks.
- One major grocery store chain includes teen workers on the safety committee, which conducts safety inspections, reviews employee injuries, and make suggestions for prevention.

Compliance Checklist for Employers

This checklist can help you determine whether you are in compliance with the most important California child labor laws and Cal/OSHA regulations. The list is not complete, and is not intended as legal advice. Other sections of this factsheet give more information on the issues covered here.

Labor Laws

- Employees under 18 *do not* work too many hours, too late, or too early.
- Employees under 18 *do not* do any hazardous work prohibited by child labor laws.
- Employees under 16 *do not* do any of the tasks prohibited for their age group.
- All employees under 18 have valid work permits which were issued by their school district office (or other agencies designated by the district). (Not required for those who have graduated from high school or passed the equivalency exam.)
- All employees (including teens) are covered by workers' compensation.
- Employees (including teens) receive at least the California minimum wage—\$8.00 an hour. (City minimum wages may be higher.) In some cases, employers can pay less than minimum wage during the first 160 hours of work, if the worker has no previous similar experience. For more information, ☎ (888) ASK-WAGE (275-9243).



Cal/OSHA Regulations

- There is an Injury and Illness Prevention Program (IIPP) for your workplace.
The program includes:
 - Information and training for all workers about possible hazards, given in a language they understand.
 - A system for workers to report hazards without fear of being fired or punished.
 - A system for inspecting the workplace and correcting hazards promptly.
 - Training for supervisors.
- You meet the key requirements of the Hazard Communication standard:
 - All containers of toxic materials are labeled with the chemical name, hazard warnings, and name and address of the manufacturer.
 - Employees are trained about chemicals they work with, potential hazards, and protective measures.
 - Material Safety Data Sheets (MSDSs) for all chemicals in your worksite are easily accessible to workers.
- You provide all safety and protective equipment that employees need.

NOTE: Cal/OSHA also has many specific regulations covering electrical hazards, fire safety, fall protection, machinery, etc. See **Resources for Information and Help** in this factsheet.

Resources for Information and Help

About health and safety:

- **Cal/OSHA Consultation Service**, California Dept. of Industrial Relations. Provides free, confidential advice and assistance to employers.
☎ (800) 963-9424
- **Cal/OSHA Web Site** (Division of Occupational Safety and Health, California Dept. of Industrial Relations). Has publications and searchable Cal/OSHA standards.
www.dir.ca.gov/DOSH
- **California Chamber of Commerce**. Has publications to assist with compliance.
☎ (800) 331-8877
www.calchamber.com/store
- **Labor Occupational Health Program (LOHP)**, U.C. Berkeley. Has a Young Workers Project and a library open to the public.
☎ (510) 642-5507
www.lohp.org
- **Labor Occupational Safety and Health Program (LOSH)**, UCLA. Has a Young Workers Project.
☎ (310) 794-5964
www.losh.ucla.edu

- **Occupational Health Branch**, California Dept. of Health Services. Offers publications and consultation on specific hazards.

☎ (510) 620-5757
www.dhs.ca.gov/ohb

About wages or child labor laws:

- **Division of Labor Standards Enforcement**, California Dept. of Industrial Relations. Enforces state labor laws.
☎ (415) 703-5300
www.dir.ca.gov/DLSE
- **Wage and Hour Division**, U.S. Dept. of Labor. Enforces federal labor laws.
☎ (866) 4-USWAGE (487-9243)
www.dol.gov

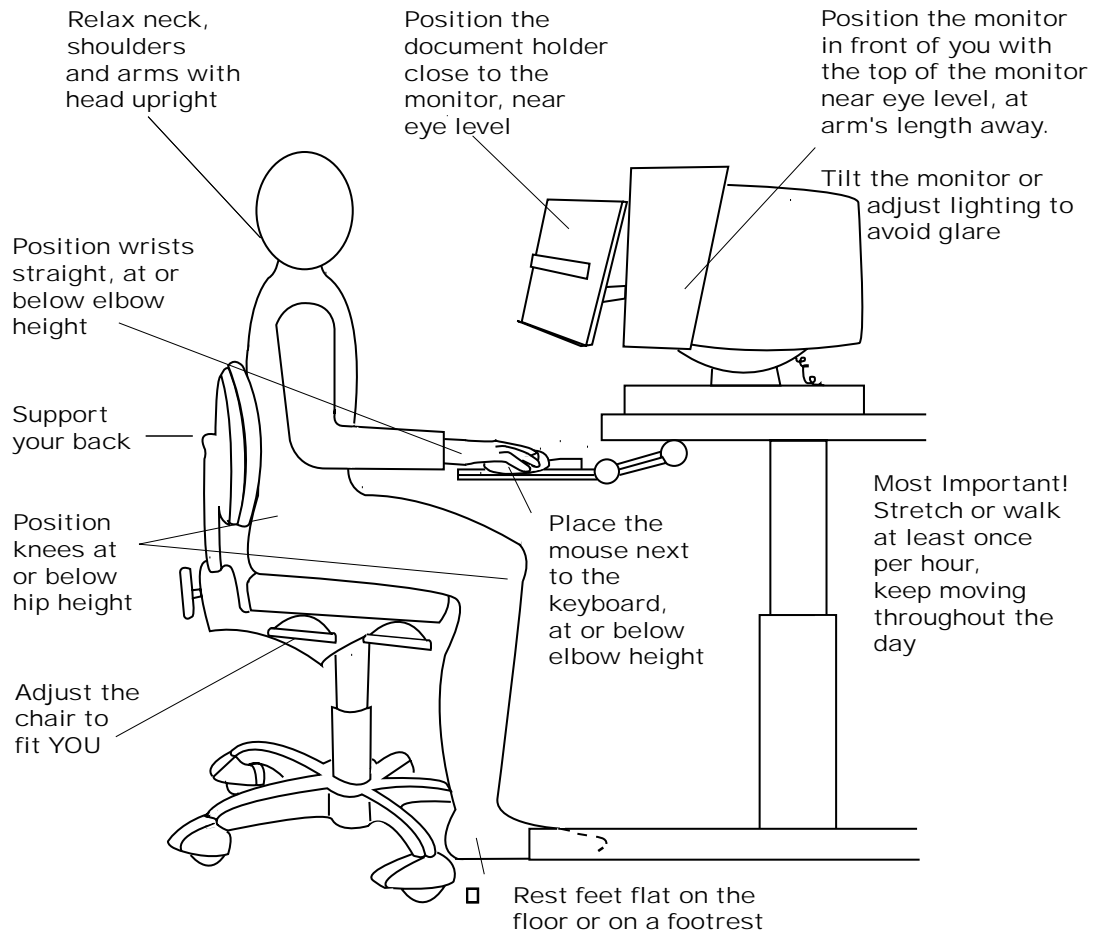
About workers' compensation:

- **Division of Workers' Compensation**, California Dept. of Industrial Relations. Has Information and Assistance offices statewide.
☎ (800) 736-7401
www.dir.ca.gov/DWC

How Can I Hire Teens From a Training Program?

- **Work Experience Education, School-to-Career, or Academy Programs.** Call your high school or school district office. Ask for the Work Experience Educator or school-to-career coordinator.
- **Regional Occupational Programs or Centers (ROP/C).** Call your high school or school district office and ask about trade-specific programs in your area.
- **Apprenticeship Programs.** Call the Division of Apprenticeship Standards Headquarters at ☎ (415) 703-4920 to find out about apprenticeship programs for specific trades in your area.
- **Local job training and placement programs.** Call your local Workforce Investment Board (WIB). Ask about community training programs.

Ten Tips for Computer Users



Adapted from The 12 Golden Tips for Office Workers, 1996

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Examples of Common Workplace Hazards

The following is a list of common workplace hazards. The list is broken down into the four main categories of hazards; Physical, Chemical, Biological and Psychological. This list is not all-inclusive. When completing the Hazard Identification, Assessment and Control Worksheet, list all of the hazards which are present at the worksite. For more information on hazards, contact Workplace Health and Safety Services.

Physical Hazards:

Physical hazards cause injury to workers when an object, piece of equipment or material comes in contact with a worker. Physical hazards are often associated with an uncontrolled source of energy; kinetic, electrical, pneumatic, hydraulic, etc. Examples of physical hazards are:

Flash arc	Uneven surfaces	Working at heights
Exposure to unguarded or unprotected electrical equipment	Small or inadequate walkways	Restricted / confined spaces
Working with high voltage equipment	Force of movement	Working with powered equipment
Exposure to Electro-magnetic fields	Repetition of movement	Working with unguarded equipment
Incorrect wiring	Awkward Postures	Pinch points
Loose surface conditions	Sustained / static postures	Nip points
Wet surface conditions	Contract stress	Unguarded machines or work areas
Object(s) on the floor	Vibration	Overhead hazards
Blocked walkways	Poor work station design	Sharp edges
Poor design or lay-out of work area	Lighting conditions	Fast moving equipment
	Temperature extremes	
	Humidity extremes	
	Exposure to sunlight / UV radiation	

Chemical Hazards:

Chemical hazards are substances which, because of its characteristics and effects, may cause harm to human health and safety. Chemical hazards can be broken down to include exposure to; vapors, gasses, mists, dusts, fumes and smoke. Examples of chemical hazards include exposure to:

Chemical reactions	Flammable Substances	Teratogenic substances
Production of chemicals	Combustible substances	Oxidizing substances
Chemical incompatibility	Carcinogenic substances	Corrosive substances
Chemical storage	Mutagenic substances	Pressurized containers

Biological Hazards:

Biological hazards are organisms or substances produced by organisms that may pose a threat to human health and safety. Biological hazards include exposure to:

Blood or other body fluids or tissue
Human waste
Anthrax

Fungi / molds
Bacteria and viruses
Poisonous plants
Animal waste

Threat of insect or animal bites
Drugs / cytotoxic substances

Psychological Hazards:

Psychological hazards cause workers mental distress or distraction. Although a rather new hazard classification, it is critical that psychological hazards are thoroughly identified, and controlled. Examples of psychological hazards include:

Violence in the workplace
Work pace
Working alone
Over / under worked

Worker phobias
Poor leadership
Lack of motivation
No procedures

Bullying and harassment
Client / patient aggression
Fatigue
Shift work