**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) 351-8877 www.calchamber.com/store
- Labor Occupational Health Program (LOSH), UCLA. Has publications for small business. (310) 794-5964 www.losh.ucla.edu

**About wages or child labor laws:**
- Labor Commissioner's Office. California Dept. of Industrial Relations. Enforces state labor laws. (416) 703-5300 www.dir.ca.gov/DLSE

**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 Youth From a Training Program?**
- Work Experience Education, Work-based Learning, or Academy Programs. Call your high school or school district office. Ask for the Work Experience Educator or work-based learning 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 (416) 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.

**Facts for Employers**

**FIVE STEPS TO SAFER TEEN JOBS**

Each year 30 teens under 18 die from work injuries in the U.S. About 27,000 are injured seriously enough to require emergency room treatment. 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 and Comply with the Law**
   - Understand the California child labor laws.
   - 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.
   - Understand and comply with Cal/OSHA’s workplace safety and health regulations. These are designed to protect all employees, including teens, from injury.
   - See later sections of this factsheet for more information.

2. **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.

3. **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.

4. **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.

5. **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. 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.

**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
What Work Does the Law Prohibit Teens From Doing?

In California, workers under 18 MAY NOT:

- Operate, clean or repair power-driven machinery;
- Meat slicers;
- Bakery machines (including dough mixers);
- Box crushers/compactors;
- Woodworking machines;
- Punches;
- Hoists;
- Forklifts;
- Circular saws;
- Hand saws;
- Guillotine shears.

Also, workers under 16 MAY NOT:

- Go to www.dir.ca.gov/DLSE and click on “child labor” for more information.
- Drive anything with a motor on public streets as part of the job, or work as an outside helper on a motor vehicle. (17-year-olds may drive, but only in very limited circumstances that the law allows.)
- Handle, serve, or sell alcoholic beverages.
- Be exposed to radioactive substances or ionizing radiation.
- Work in:
  - Wrecking or demolition.
  - Excavation.
  - 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.

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.

The Youth Employment Partnership — Michele Clark-Clough

Also, workers under 16 MAY NOT:

- Work in building or construction.
- Work in manufacturing or food processing.
- Bake or cook (except on electric or gas grills that do not have fryers that automatically lower or gas grills that do not have)”
- 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.

Work Hours when there is school

<table>
<thead>
<tr>
<th>Ages 14-15:</th>
<th>Ages 16-17:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 am–7 pm, from Labor Day–June 1</td>
<td></td>
</tr>
<tr>
<td>7 am–9 pm, from June 1–Labor Day</td>
<td></td>
</tr>
<tr>
<td>No during school hours</td>
<td></td>
</tr>
<tr>
<td>3 hours a day on school days</td>
<td></td>
</tr>
<tr>
<td>4 hours a day Saturday–Sunday and holidays</td>
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</tr>
<tr>
<td>48 hours a week, but not over:</td>
<td></td>
</tr>
<tr>
<td>4 hours a day Monday–Thursday</td>
<td></td>
</tr>
<tr>
<td>8 hours a day Friday–Sunday and holidays</td>
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</tr>
</tbody>
</table>

Maximum Hours When School is In Session

<table>
<thead>
<tr>
<th>Ages 14-15:</th>
<th>Ages 16-17:</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 hours a week, but not over:</td>
<td></td>
</tr>
<tr>
<td>3 hours a day on school days</td>
<td></td>
</tr>
<tr>
<td>8 hours a day Saturday–Sunday and holidays</td>
<td></td>
</tr>
<tr>
<td>40 hours a week</td>
<td></td>
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<tr>
<td>8 hours a day</td>
<td></td>
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</tbody>
</table>

Maximum Hours When School is Not in Session

<table>
<thead>
<tr>
<th>Ages 14-15:</th>
<th>Ages 16-17:</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 hours a week</td>
<td></td>
</tr>
<tr>
<td>8 hours a day</td>
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</table>

Variations: California?

Teens Work in Work Experience Education programs. (Some school districts may have more restrictive regulations. Also, there are some exceptions for teens in Work Experience Education programs.)

Also, workers under 16 MAY NOT:

- Go from house to house to sell things or do “sign-waving” (unless they are directly in front of the the place where they work).
- Do dry cleaning or work in a commercial laundry.
- Work on a ladder or scaffold.
- Work in a freezer or meat cooler.

Work in:

- Wrecking or demolition.
- Excavation.
- 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.

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 gives hands-on training, and offers safety tips.
- 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.

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

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

F Employees under 18 do not work too many hours, too late, or too early.
F Employees under 18 do not do any hazardous work prohibited by child labor laws.
F Employees under 16 do not do any of the tasks prohibited for their age group.

Cal/OSHA Regulations

F There is an Injury and Illness Prevention Program (IIPP) for your workplace. This 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.
  - Employees are provided with all safety and protective equipment.

F Requirements of the Hazard Communication standard are met:
  - 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.
  - Safety Data Sheets (SDSs) for all chemicals in your workplace are easily accessible to workers.

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.