

# **Orienting Worksite Supervisors about Teen Health and Safety:**

## ***Steps and Resources for Job Placement Professionals***

Your youth employment training program is responsible for ensuring that all participants work in a safe and healthful environment. While your program can provide youth with a basic introduction to health and safety issues, each participant's worksite supervisor should also provide job-specific health and safety training. Follow the steps below and use the attached materials to help you discuss key issues with the supervisor.

---

### **Steps for Job Trainers and Job Developers**

1. **Bring the following materials (included in this packet) when you meet with the supervisor:**

- Training Agreement
- Safety Training Checklist
- Facts for Employers—Safer Jobs for Teens* (6-page fact sheet)

2. **Review child labor laws.** Use the *Facts for Employers* handout to make sure the supervisor understands your state's laws and regulations related to:

- Hours restrictions
- Types of work youth are not allowed to do (restrictions for youth under 18 and/or under 16, depending on the age of the participant)
- Work permits, if applicable in your state.

3. **Review health and safety requirements.** Use the "Compliance Checklist" in *Facts for Employers*, which summarizes labor laws covering teens and OSHA regulations protecting all workers.

4. **Review tips for supervisors who work with teens.** Using the "Six Steps" section of *Facts for Employers*, emphasize the following:

- Make sure safety training is "hands-on."** Ask the supervisor to describe how safety training is conducted. Emphasize the importance of doing hands-on training whenever possible.

- Encourage teens to ask questions.** Teens may hesitate to ask about things they don't understand. How will the supervisor make sure they feel free to speak up?
- Provide adequate supervision.** Who will be the participant's supervisor? Will the participant work alone? Explain that youth working alone have a greater risk of injury.

5. **Review the *Training Agreement*.**

- Ask whether there is a written safety policy, and to whom health and safety problems should be reported.** Ask the supervisor to describe how health and safety problems are identified at this workplace, and to whom participants should report any problem they come across. Enter this information on the *Agreement*.
- Schedule a health and safety orientation.** Safety training should be provided in specific orientation sessions, and then reviewed as the participant begins to work in that area or with that equipment. Enter information about the planned orientation on the *Agreement*.

6. **Review the *Safety Training Checklist*.** This helps identify the types of hazards about which the participant will be trained. Make sure that any equipment the participant will use is allowed under child labor laws. Make sure training includes emergency procedures as described in the first section of the *Safety Training Checklist*.

7. **Conduct a follow-up visit after the scheduled safety training has taken place.** Attach a copy of the signed *Safety Training Checklist* to the *Training Agreement*.

These materials ("Steps for Job Placement Professionals," Training Agreement," and Safety Training Checklist") can be used as is, or can be tailored for use by your own program by downloading them from [www.youngworkers.org](http://www.youngworkers.org). Programs are also encouraged to copy and share these forms with others.

# Training Agreement

Worksite \_\_\_\_\_

Address and Phone \_\_\_\_\_

Worksite Contact (Name and Title) \_\_\_\_\_

Youth Participant (Name) \_\_\_\_\_

Youth Participant's Age \_\_\_\_\_ Birth date \_\_\_\_\_

Youth Employment Program Representative (Name and Agency) \_\_\_\_\_

## My signature below attests that:

1. The work experience participant will be provided training and orientation on the safety rules and regulations of the worksite.

Date(s) of training: \_\_\_\_\_

2. The training will include:

✓ Emergency procedures

✓ Detailed instruction, from a qualified instructor, on all tools, equipment, and machinery that will be used on the job. Equipment and tools include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Our worksite will prohibit the participant from using tools, equipment, and machinery for which training has not been provided.

4. Our worksite will abide by the following:

✓ Applicable child labor laws and regulations

✓ Applicable health and safety laws and regulations

5. For programs in California and other states where it is required: There is a written safety policy applicable to this worksite (Injury & Illness Prevention Program).

The contact person for health and safety problems is: \_\_\_\_\_

Worksite supervisor signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Attach the signed Safety Training Checklist after the training is completed.**

# Safety Training Checklist

This checklist is designed to remind supervisors of common health and safety problems. It is not a comprehensive list. You may need to add other items depending on the specific job.

The health and safety issues in this checklist are organized into eight categories:

- Emergency Procedures
- Physical Demands
- Office Hazards
- Hazardous Materials
- Protective Clothing and Equipment
- Tools and Equipment
- Electrical Safety
- Other Hazards

- 1) Supervisors should mark on the checklist all the tasks the participant may do, or tools he or she may use.
- 2) The participant should receive hands-on safety training for each of the specific items checked.

We have provided training on all of the safety issues checked off on the following checklist.

Supervisor (Signature) \_\_\_\_\_ Date \_\_\_\_\_

*Developed by the Young Worker Safety Resource Center, a project of the Labor Occupational Health Program at U.C. Berkeley and the Education Development Center, Inc, with funding from the Occupational Safety and Health Administration, U.S. Department of Labor, grant number 46J8-HT48 and SH-17043-08-60-F-6 (revisions). This material does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government. Safety Training Checklist adapted from Mother Lode Job Training.*

# EMERGENCY PROCEDURES

Training Needed    Training Provided

\_\_\_    \_\_\_    **Exits and Escape Plans**

- The YW (young worker) has been provided training on the Emergency Action Plan, including emergency escape plans for fires, floods, earthquakes, chemical spills, etc.
- The YW has been shown where emergency exits are located and how to open them.
- Information on where to go if there is an evacuation—designated gathering area, etc.- has been introduced to the young worker

\_\_\_    \_\_\_    **Fire Extinguishers**

- The young worker has been trained on how a fire alarm system works, and how to respond.
- The young worker has been trained on where fire extinguishers are located.
- If appropriate, the supervisor has provided the YW training on how to operate fire extinguishers properly.

\_\_\_    \_\_\_    **Other Emergency Equipment**

- The young worker has been trained on the location of emergency eye wash stations and safety showers.
- The young worker has been trained on the location of first aid kits.
- The YW has been trained on where the first aid and CPR kits are

\_\_\_    \_\_\_    **In Case of Accident**

- The YW has been trained on the protocol of what to do if someone is injured.
- The YW has been trained on instructions for getting medical care—who is trained in first aid, etc.

# PHYSICAL DEMANDS

Training Needed    Training Provided

\_\_\_    \_\_\_

## Lifting, Carrying, and Bending

- The YW has been trained to not lift or carry more than a comfortable weight.
- The YW has been trained on how to handle large, heavy, or bulky objects. The YW has been advised to use hand-powered lifting equipment if available. (Youth under 18 may not use powered lifts or hoists.)
- The YW has been trained on the best way to pick up objects including bending knees, keeping back straight and using the strength in legs versus back.
- The YW has been trained to properly lift, including getting leverage by pivoting the body forward.
- The YW has been trained that carrying large objects can restrict the view.

\_\_\_    \_\_\_

## Reaching Above Shoulders

- The YW has been advised that heavy items should be stored at waist level, when possible.
- The YW has been trained to avoid reaching above shoulders to lift heavy items. The strain is placed mostly on your shoulders, which have less strength than your back muscles.
- The YW has been trained that you have less control of heavy objects if they are above shoulder height.

\_\_\_    \_\_\_

## Protection from Falls

- The YW has been advised to never use a box, chair, file cabinet or table for climbing purposes. The young worker has been directed to where they can find a ladder or step stools (see “ladders” on page 8).
- The YW has been asked to report any time they see a spill, and to clean it up right away, or if it has unknown or hazardous materials to report it to the appropriate person for cleanup.
- The YW has been trained to use handrails on stairways. All stairs should have standard railings.
- The supervisor has scanned the work environment for tripping hazards.

\_\_\_ \_\_\_ **Sitting or Standing for Long Periods**

- The YW has been trained on best postures for sitting at a desk including supporting the lower back and how to make sure the chair is at the correct height.
- The YW has been advised and supported to take breaks and move around to stretch or rest your legs and feet.
- The YW has been advised to wear comfortable low-heel non-skid shoes.

## **OFFICE HAZARDS**

Training Training  
Needed Provided

\_\_\_ \_\_\_ **Computers and Word Processing**

- The YW has been trained to adjust the workstation to fit their body comfortably. See Figure 1.
- The YW has been trained that when they are viewing their monitor for long periods of time, they should avoid keeping their head in a fixed position and their eyes in fixed focus. This can strain eyes, neck, shoulders, and back.
- The YW has been encouraged to take 30-second “microbreaks” periodically. Their work has been accommodated to allow for these breaks. The YW has been shown stretches for the arms, shoulders, and back including rolling the head from side to side.
- The YW has been encouraged to do tasks away from the computer periodically to rest their eyes and body.

\_\_\_ \_\_\_ **Paper Cutters**

- The YW has been shown how to keep the safety guard in place.
- The YW has been instructed to keep the blade in a locked position when not in use.
- The YW has been instructed how to keep their fingers away from the edge of the blade.
- The YW has been shown that when cutting, they should bring the blade down in a slow, steady motion.

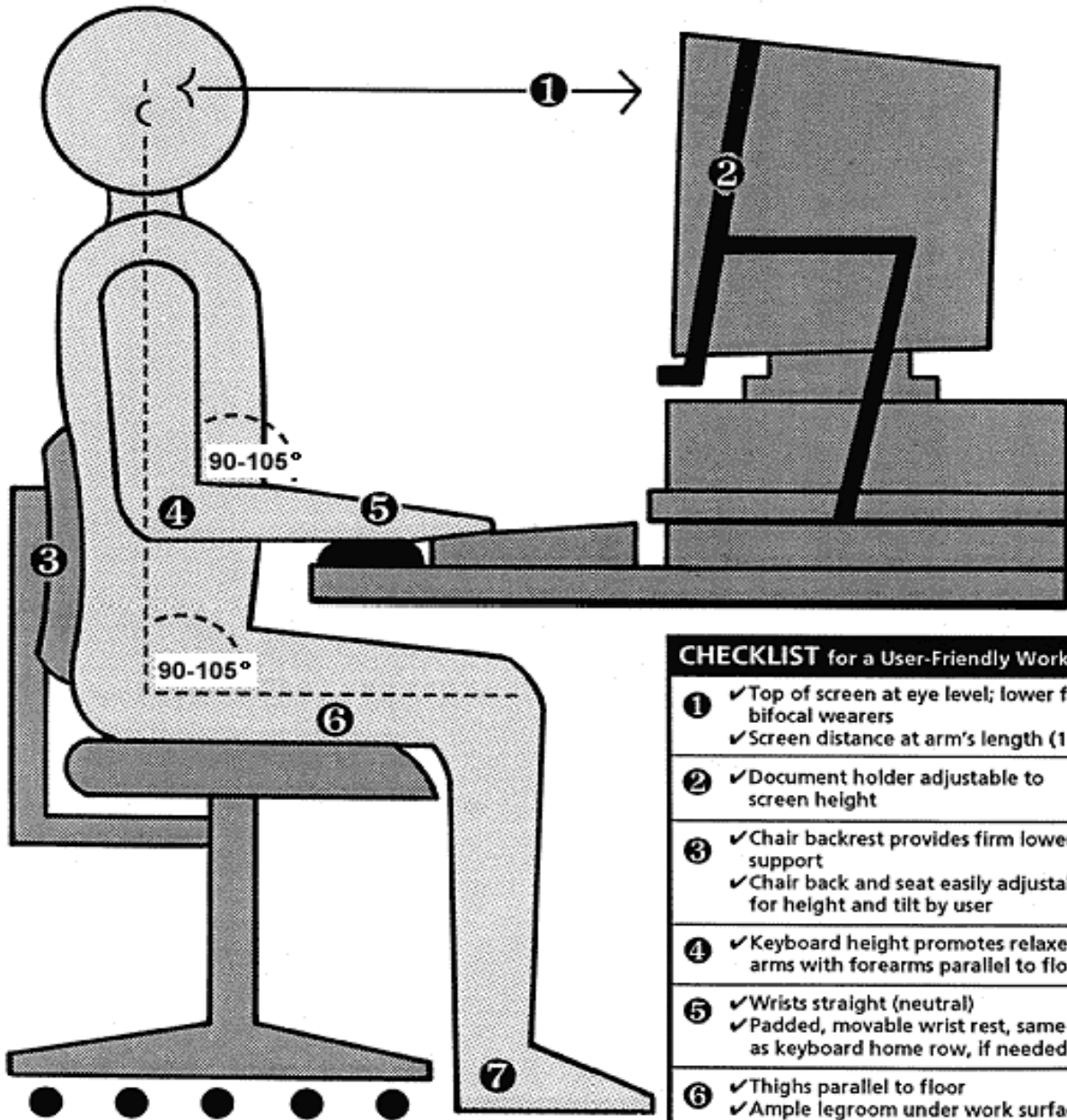
## **Paper Shredders**

- The YW has been advised to avoid loose clothing while using the paper shredder, as sleeves, shirt tail, or tie could get caught in the shredder.
- The YW has been advised how to protect their fingers near the cutting area.
- The YW has been advised about the maximum number of sheets the machine can take.

## **Copiers**

- The YW has been asked not to operate a copier until provided training.
- The YW has been advised to report any problem with the copy machine to their supervisor.
- The YW has been advised to be careful of hot surfaces inside the machine.
- The YW has been instructed on how to change the toner for the copy machine. The YW has been advised to wash up immediately if they get toner on their hands.





Prepared by the Campus Occupational Health Program 1992

CHECKLIST for a User-Friendly Workstation	
1	<ul style="list-style-type: none"> <li>✓ Top of screen at eye level; lower for bifocal wearers</li> <li>✓ Screen distance at arm's length (15-32")</li> </ul>
2	<ul style="list-style-type: none"> <li>✓ Document holder adjustable to screen height</li> </ul>
3	<ul style="list-style-type: none"> <li>✓ Chair backrest provides firm lower back support</li> <li>✓ Chair back and seat easily adjustable for height and tilt by user</li> </ul>
4	<ul style="list-style-type: none"> <li>✓ Keyboard height promotes relaxed arms with forearms parallel to floor</li> </ul>
5	<ul style="list-style-type: none"> <li>✓ Wrists straight (neutral)</li> <li>✓ Padded, movable wrist rest, same height as keyboard home row, if needed</li> </ul>
6	<ul style="list-style-type: none"> <li>✓ Thighs parallel to floor</li> <li>✓ Ample legroom under work surface</li> </ul>
7	<ul style="list-style-type: none"> <li>✓ Feet rest firmly on floor or foot rest</li> </ul>

# HAZARDOUS MATERIALS

Training Training  
Needed Provided

## \_\_\_ \_\_\_ **Flammable and Combustible Materials**

\* **Remember:** OSHA regulations require specific training for all workers who use hazardous materials or are exposed to blood or body fluids.

- The YW has been trained how to keep materials that can catch fire away from sparks and heat.
- The YW has been trained where to safely discard oily rags and other items that can catch fire easily. The YW has been shown how to avoid spontaneous combustion.
- The YW has been trained to keep containers of flammable liquids tightly closed when not in use.
- The YW has been trained only to use flammable materials in well-ventilated areas.
- The YW has been trained never to use flammable materials, such as gasoline, as a cleaning agent.

## \_\_\_ \_\_\_ **Cleaning Agents and Other Chemicals**

- The YW has been instructed on hazards of chemicals before being asked to work with them.
- The YW has been shown where to read labels and other instructions on chemical containers. The YW has been provided training on what to do if they accidentally swallow the chemical, or get it on their skin or in their eyes.
- The YW has been encouraged to ask their supervisor if they have any questions or doubts.
- The YW has been provided with and trained on proper protective clothing and equipment.
- The supervisor has ensured that there is good ventilation in the working environment.
- The YW has been trained not to combine bleach and ammonia together.

## \_\_\_ \_\_\_ **Blood and Body Fluids**

- The YW has been trained that if they have contact with blood or body fluids on the job, they assume they may be infectious.

- The YW has been trained on how to use proper protective clothing and equipment, such as gloves, coveralls, and eye protection.
- The YW has been trained on the protocol for what to do if they are accidentally exposed.

## PROTECTIVE CLOTHING AND EQUIPMENT

Training Training  
 Needed Provided

\_\_\_ \_\_\_ **Eye Protection**

For some jobs the young worker may need safety glasses, goggles, or a full face shield.

- The YW has been provided with safety glasses to protect them from sparks, dust, wood shavings, sawdust, etc.
- The YW has been provided with goggles or a face shield to protect them from splashes of chemicals, blood, etc.

\_\_\_ \_\_\_ **Other Personal Protective Equipment**

- If you provide gloves to the YW, you have ensured that they are the right type. Different gloves protect workers from different chemicals.
- The YW has been asked to wear shoes that protect their feet.
- The supervisor understands that the use of respirators requires specific training. It is not recommended that youth under 18 do work that requires a respirator.

\_\_\_ \_\_\_ **Proper Clothing for the Job**

- The YW has been trained to avoid wearing loose clothing around machinery.
- The YW has been trained to wear bright, highly visible colors if working outside in the dark.
- The supervisor has advised the YW to protect their skin by wearing a hat, long-sleeve shirt, and long pants when working in the sun.

## **Protection from Heat and Cold**

- The YW has been trained on the signs of heat and cold stress.
- The YW has been encouraged to take breaks in a different area to cool down or warm up.
- The YW has been trained on how to layer clothing for comfort.
- The YW has been encouraged to drink water often when working in the heat and has access to cool, clean water while working.

# TOOLS AND EQUIPMENT

Training Training  
Needed Provided

▪ **Remember:** Child labor laws prohibit teens under 16 from working on ladders.

## Ladders and Stepladders

- The supervisor has ensured that the ladder is in good condition prior to use.
- The YW has been trained how to face the ladder when going up or down.
- The YW has been trained not to stand on the top two steps of a ladder or stepladder.
- The YW has been trained that when working near electricity, they should use a ladder or stepladder that won't conduct current (for example, wood or fiberglass, NOT metal).
- The YW has been trained on how to ensure the ladder or stepladder is in a secure, stable position before using it.

▪ **Remember:** Child labor laws prohibit workers under 18 from using most power tools.

## Hand and Power Tools

- The YW has been trained to check tools prior to every use to make sure they are in good working order. Power cords should be in good condition and guards should be in place.
- The YW has been asked not to operate a tool until they have been trained on it.
- The YW has been trained on how to use each tool they are asked to use
- The YW has been encouraged to ask their supervisor if they have any questions or concerns.
- The YW has been trained to wear relevant safety gear when using tools. These may include safety glasses, gloves, and coveralls.
- The YW has been encouraged to take breaks often to avoid injury from repetitive motion if using tools for a long period of time.

**Remember:** Child labor laws prohibit workers under 18 from using automated equipment, including automated slicers or dough mixers.

\_\_\_ \_\_\_ **Cooking and Restaurant Equipment**

- The YW has been trained to avoid loose clothing and/or take care of long hair that can get caught in equipment like slicers or grinders.
- The YW has been trained to take safety precautions when operating hot equipment like ovens, stoves, grills, broilers, and fryers. The YW knows to use the proper tools when removing food.
- The YW has been trained to watch out for wet floors. The team has evaluated if rubber mats can be installed to help prevent slipping.
- The YW has been trained on how to store and use knives properly.

## **ELECTRICAL SAFETY**

Training Training  
Needed Provided

\_\_\_ \_\_\_ **In Offices**

- The YW has been trained not to touch the metal prongs when you plug in or unplug cords.
- Electrical cords have been placed where no one will trip over them.
- The YW has been asked not to overload outlets or circuits with too much electrical equipment. The wiring may overheat.

\_\_\_ \_\_\_ **Working with Electrical Equipment**

- The YW has been trained to make sure electrical equipment is grounded.
- The supervisor has checked electrical equipment and cords for damage before every use. Cords are not frayed.
- The YW has been advised to avoid working around a source of electricity when they, their surroundings or their tools or clothes, are wet.

## OTHER HAZARDS

Training Needed    Training Provided

\_\_\_    \_\_\_    **Working with the Public**

- The YW has been told that if a client or customer becomes agitated or abusive, they should tell their supervisor immediately for support.
- The manager has created an environment where the YW does not need to work alone, especially in jobs with public contact and at night.
- The YW has been trained and encouraged to comply with demands if they are robbed.
- The supervisor has trained the YW on the company's strategy for handling violent situations.

<b>Remember:</b> In most situations, child labor laws prohibit workers under 18 from driving as part of their job.
--------------------------------------------------------------------------------------------------------------------

\_\_\_    \_\_\_    **Motor Vehicle Safety**

- The supervisor has trained the YW how to be careful around motor vehicles on the job site, including forklifts and construction equipment. The YW has been trained on how to listen for backing alarms and has been trained that the operator may not be able to see them. The YW has been asked to wear visible, bright clothing (such as a traffic vest) when working around motor vehicles.
- The YW has been asked to always wear a seat belt when in a vehicle.
- The Supervisor knows that child labor laws prohibit workers under 18 from driving on public roads as part of their job.