

# How to Train Teen Workers





## How to Train Teen Workers

Teenagers often start jobs with little or no education about workplace safety and health.

No matter what your industry, you need to make your young workers aware of some important general information:

- All jobs have hazards
- On the job injuries can be prevented
- There are laws to protect teen workers
- Teens need to know the laws and speak up about their concerns

You also need to provide specific training for all new employees about the hazards and safety procedures at your workplace. Be sure to cover how to report injuries or hazards and what to do in case of emergency.

Make your training fun. Do it in periodic short sessions, rather than one long class. Include activities and opportunities for the teens to interact. Encourage them to ask questions during the training and whenever they are unsure how to do a job safely.

The following pages include training activities that have been used successfully with teenagers. They cover some of the most common situations; you will need to train your new employees on how to do all of their assigned tasks in a safe and healthful way.

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## Activity 1

### **Identifying and Avoiding Hazards on the Job: Hazard Mapping**

- **When to present:** At new employee orientation
- **Activity time:** 30 – 40 minutes
- **Materials:** Large sheets of paper, markers, masking tape

This activity highlights the potential hazards at your workplace. New employees work in small groups to prepare maps of work areas and indicate on the maps where health and safety hazards could be found. The trainer and employees discuss what your organization does to control the hazards and prevent injuries and illnesses to workers.

#### **Procedure**

1. Explain the goal of this activity: to recognize potential health and safety hazards in your workplace.
2. Discuss the definition of a hazard and write it on the board: A hazard is something that can potentially harm you, injure you, kill you, make you sick or affect your mental health.
3. Ask the employees what hazards they might find in your workplace. If they list the effects of hazards (e.g. cuts, burns) try to get them to say what would cause the effect (e.g. knives, hot grills). Make sure the list includes health hazards as well as safety hazards. Health hazards can cause health problems over time (e.g. chemical exposures, infectious disease agents, repetitive movements, noise). Safety hazards can cause immediate injury (e.g. slippery floors, hot grease, sharp objects).
4. Divide participants into groups of 3 – 5. Ask them to begin by drawing the floor plan of different areas of your workplace, including doors, windows, walls, major equipment and furniture, etc. Once the floor plan is drawn, they should indicate where the potential health and safety hazards are by circling the hazard, writing in words, or using symbols. Remind them that they are to identify hazards to the workers, not the customers. Tell them they have 15 minutes to create their maps.
5. Tape the maps to the wall and ask a spokesperson from each group to explain the map.

6. After each map is presented, ask if anyone can think of more hazards to add. Teenagers often overlook health hazards; encourage them to think about chemical hazards, noise, and repetitive motion, blood borne diseases.
7. Ask participants what they think are the one or two most serious hazards from each map. This helps them recognize that some hazards are more serious than others.
8. After each group has presented its map, summarize by noting the common hazards identified on all maps.
9. Talk about what your organization does to control these hazards and prevent injuries to workers.

*Note: As an alternative to hazard mapping, you can use a pre-drawn map of your workplace. Have new employees identify and describe the hazards and say, which they think are the most serious. Then discuss the ways you control the hazards and prevent injuries at your workplace.*

### **Examples of Workplace Hazards** [Not an exhaustive list]

#### **Safety Hazards**

- Slippery floors
- Falling objects
- Knives and other sharp instruments
- Case cutters
- Clutter, improper storage
- Unguarded machinery
- Electrical hazards
- Fire, hot oil, etc.
- Motor vehicles
- Paper balers



#### **Chemical Hazards**

- Dusts, e.g. wood
- Solvents, cleaners
- Acids, caustics, metals (lead, mercury, etc.)
- Asbestos
- Gasoline
- Pesticides

### **Stress**

(causes both physical and psychological harm)

- Fast paced work
- Low pay
- Discrimination
- Assaults
- Harassment
- Lack of recognition
- Boring or repetitive work
- Pressure from boss or coworkers
- Dealing with the public, customers



### **Biological Hazards**

- Viruses (e.g. hepatitis, HIV)
- Bacteria
- Unsanitary conditions
- Animal bites and dander
- Bee stings
- Plants (e.g. poison ivy, pollen)
- Mold spores
- Dust mites

### **Physical Hazards**

- Ergonomic hazards (repetitive movements, lifting, poor equipment design, etc.)
- Noise
- Radiation
- Lighting
- Vibration
- Sunlight
- Temperature (heat or cold)



On the following pages, you'll find lists of hazards and solutions in various types of workplaces. Use the page applicable to your worksite to continue discussion of hazards. Focus on the solutions your organization uses to reduce the risk of injury from these hazards. Ask if students know of other ways to protect themselves from the hazards. Discuss your safety policies and procedures that relate to these hazards.

If you require personal protective equipment for any tasks, this is a good opportunity to discuss what you require. Tell employees how and when they will be trained on the proper use of the equipment. If you do not have a list, create one to use in training.  
(See Activity 6: Safety Grab Bag).



## **Safety Information for the Movie Theater Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not complete list of safety hazards in the movie theater industry, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent burns or electric shocks:**

- Keep appliances in safe condition
- Wear gloves or mitts when working with hot surfaces associated with popcorn and hot dog machines

### **To prevent slips or falls:**

- Clean up spills quickly
- Use floor mats
- Encourage the use of nonskid shoes
- Provide flashlights for dark environments

### **To prevent dermatitis:**

- Provide safer cleaning products
- Provide gloves

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks for jobs involving standing for long periods

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Use barriers where money is handled
- Provide customer service training

## **Safety Information for the Retail Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not an inclusive list of safety hazards in the retail industry, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent repetitive motion injuries from checkout scanners:**

- Redesign check stands
- Provide regular breaks
- Rotate jobs

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks to employees who stand for long periods

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Use barriers where money is handled
- Provide customer service training

## **Safety Information for the Food Service Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not a complete list of safety hazards in the food service industry, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent burns:**

- Keep appliances in safe condition
- Have guards around hot surfaces
- Provide mitts or gloves
- Use grease pans that dump automatically
- Have splash guards
- Provide protective clothing
- Remind employees under 16 that they cannot do any baking or cooking on the job (except cooking at a serving counter)

### **To prevent cuts:**

- Keep guards in place for slicers and powered cutting equipment
- Turn off when cleaning
- Remind employees under 18 that they cannot use meat or deli slicers

### **To prevent slips or falls:**

- Clean up spills quickly
- Use floor mats
- Encourage the use of nonskid shoes

### **To prevent dermatitis:**

- Provide safer cleaning products
- Provide gloves

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks for jobs involving standing for long periods

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Use barriers where money is handled
- Provide customer service training

## **Safety Information for the Agriculture Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not a complete list of safety hazards in the agricultural industry, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent sunburn and heat related injuries:**

- Provide sunscreen
- Provide protective clothing
- Schedule work to avoid intense sun
- Provide breaks in the shade
- Provide adequate water

### **To prevent strains and sprains:**

- Use helpers
- Rotate jobs
- Provide breaks

### **To prevent dermatitis:**

- Provide barrier creams
- Provide gloves
- Provide training on recognizing noxious plants and weeds
- Provide protective clothing

### **To prevent eye injuries:**

- Provide safety glasses

### **To prevent injuries from farm equipment and machinery:**

- Keep safety devices in place
- Remind employees under 18 that they cannot mix load or apply category 1 pesticides
- Prohibit loose clothing and hair around power equipment

### **To prevent back injuries:**

- Keep heavy items on the ground
- Use helpers
- Rotate Jobs

## **Safety Information for the Car Wash Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not an inclusive list of safety hazards in a car wash, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent slips or falls:**

- Encourage the use of nonskid shoes

### **To prevent dermatitis:**

- Provide safer cleaning products
- Provide gloves

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks for jobs involving standing for long periods

### **To prevent injuries from equipment and machinery:**

- Keep safety devices in place
- Prohibit loose clothing and hair around power equipment
- Remind employees under 16 that they cannot dispense gas or oil, or clean, wash, or polish cars

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Provide customer service training

## **Safety Information for the Coffee Shop Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not an inclusive list of safety hazards in a coffee shop, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent burns:**

- Keep appliances in safe condition
- Have guards around hot surfaces
- Provide mitts or gloves
- Use grease pans that dump automatically
- Have splash guards
- Provide protective clothing

### **To prevent cuts:**

- Keep guards in place for slicers and powered cutting equipment
- Proper train
- Turn off when cleaning
- Remind employees under 18 that they cannot use a meat or deli slicer

### **To prevent slips or falls:**

- Clean up spills quickly
- Use floor mats
- Encourage the use of nonskid shoes

### **To prevent dermatitis:**

- Provide safer cleaning products
- Provide gloves

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks for jobs involving standing for long periods

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Use barriers where money is handled
- Provide customer service training

## **Safety Information for the Grocery Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not complete list of safety hazards in the grocery industry, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent cuts:**

- Keep box crushers and box cutters in good condition
- Remind employees under 18 that they cannot use box crushers, cutters, and deli slicers
- Keep guards in place on deli slicer

### **To prevent repetitive motion injuries from checkout scanners:**

- Redesign check stands
- Provide regular breaks
- Rotate jobs

### **To prevent slips or falls:**

- Clean up spills quickly
- Do not leave items on any walk way
- Use floor mats
- Encourage the use of nonskid shoes

### **To prevent dermatitis:**

- Provide safer cleaning products
- Provide gloves

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks for jobs involving standing for long periods

### **To prevent frostbite from cold storage areas:**

- Limit time in cold areas
- Remind employees under 16 that they cannot work in a freezer or meat cooler
- Provide protective clothing
- Provide insulated gloves

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Use barriers where money is handled
- Provide customer service training

## **Safety Information for the Office Industry: Tips for Employers to Prevent Youth Employee Injuries**



This is not an inclusive list of safety hazards in offices, and is intended to promote awareness of only the most common youth employee injuries and possible prevention measures. Always start by properly training the youth employee.

### **To prevent tripping injuries:**

- Don't run cords through public areas
- Keep carpets secure
- Do not leave items in any walk ways

### **To prevent eyestrain, back pain, and repetitive motion injuries:**

- Use adjustable chairs and work stations
- Train employees to adjust monitors, work stations and chairs properly
- Provide regular breaks

### **To discourage customer misbehavior:**

- Have adequate security
- Schedule at least two people per shift
- Provide customer service training

### **To prevent back injuries:**

- Keep heavy items on lower shelves
- Use helpers
- Rotate jobs
- Provide dollies
- Provide breaks for jobs involving standing for long periods

**Activity 2**

**Rights and  
Responsibilities of  
Young Employees**

**When to present:** At  
new employee  
orientation

**Time:** 15 – 20 Min.



Child labor laws protect teens from working too early, too late, and too long. They also prohibit teens from doing some of the most hazardous tasks. In addition, occupational safety and health (Cal/OSHA) regulations protect all employees.

Teenagers need to know their rights and responsibilities on the job. Have them review the booklet *A Guide for Working Teens* and answer the questionnaire on the following page.

Note: You should cover the specific safety expectations of your workplace.



## Rights & Responsibilities of Young Workers Questionnaire

1. Do Teens Under 18 need a work permit? If so, how do you get one?
2. If you are 15, how many hours can you work each day on school days?
3. If you are 16, how many hours can you work each day on school days?
4. If you are 17, how late can you work on a school night?
5. What can you do to improve safety and health at your workplace?
6. Workers age 16 and 17 are allowed to do which of the following activities at work?
  - a. Drive a car for work
  - b. Use a forklift
  - c. Use a meat slicer
  - d. Pump gas at a gas station
7. Workers under age 16 are not allowed to do which of the following jobs?
  - a. Work in an office
  - b. Work on ladders or scaffolds
  - c. Cook at the snack bar
  - d. Wait on tables in a restaurant
2. What agency or agencies would you call with questions about health and safety hazards on your job?



## Rights & Responsibilities of Young Employees Answer Guide

1. Do teens under 18 need a work permit? If so, how do you get one?

Yes, in California if you are under 18 you must get a work permit before you start a job. You must have an offer of a job before you apply for a work permit. You can apply at the superintendent's office in the school district where you live. You need written permission from a parent or guardian in order to get a permit.

2. If you are 15, how many hours can you work each day on school days?

No more than 3 hours on school days.

3. If you are 16, how many hours can you work each day on school days?

No more than 4 hours on Monday - Thursday. Fridays – Sundays, & holidays you can work 8 hours per day.

4. If you are 17, how late can you work on a school night?

Until 10 pm on a night before a school day.

5. What can you do to improve safety and health at your workplace?

You can comply with the safety rules and instructions, keep work areas clean, know what to do in an emergency, report any health or safety hazards or injuries to your supervisor, ask questions if you don't know how to do a job safely.



## Rights & Responsibilities of Young Employees Answer Guide

6. Workers age 16 & 17 are allowed to do which of the following activities at work?
- a. Drive a car for work
  - b. Use a forklift
  - c. Use a meat slicer
  - d. Pump gas at a gas station
7. Workers under age 16 are not allowed to do which of the following jobs?
- a. Work in an office
  - b. Work on ladders or scaffolds
  - c. Cook at the snack bar
  - d. Wait on tables in a restaurant
8. What agency or agencies would you call with questions about health and safety hazards on your job?

The California Department of Industrial Relations, or the U.S. Department of Labor (OSHA).



### **Activity 3**

#### **Worksite Safety Observation**

**When to present:**

Within the first month of employment and periodically

**Time:** 15 – 20 minutes

Reinforce safety for young workers by observing their on-the-job safety behavior. Use the form on the following page to observe and record safety practices. Always tell employees when they will be observed and discuss your observations with them. Use your findings and discussion to decide whether additional equipment, training, or supervision is needed to improve safety.



## Safety Observation Form

Name:

Work location:

Supervisor:

Observer:

Date:

Description	Yes	No	Not Observed	Comments
Wears required safety gear				
Asks questions when he/she doesn't know how to do the job safely				
Follows all safety rules and practices				
Does not engage in horseplay				
Follows good housekeeping practices				

General comments and observations:

## Activity 4

### Chemical Safety Right-to-Know

**When to present:** At new employee orientation or when employees are first assigned to a job where chemicals are used.

**Time:** 10 – 15 minutes

Each employee needs to be trained on the hazards and precautions for each chemical he or she is exposed to on the job. These two short activities teach employees how to locate information on labels of chemical products.



## 1. What to look for on a Warning label.

Tell employees that labels provide information workers need in order to work safely with chemicals. Material safety data sheets (MSDS) provide additional information.

Hand out a copy of a label from a chemical product used in your workplace.

Ask:

- What are the names of the chemicals found in this product?
- Who is the manufacturer of this product?
- How severe are the hazards of this product? A picture of a skull and crossbones means that a chemical is highly toxic. It is always used with one of these words:

*Caution (least severe), Warning (very severe), or Danger (most severe).*

- What are the physical hazards of this product? Flammable and/or combustible means the chemical easily ignites or catches fire. Corrosive means the chemical damages skin and other human tissues on contact. Examples of corrosives are rust removers and battery acids.
- What are the health hazards of this product?
- What are the first aid instructions?
- What are the recommendations for safe use?
- What personal protective equipment do you need to wear when you use this product?

A label may not include all of this information. For more information, look at the MSDS for the product.





**Questions to ask about the MSDS you handed out:**

- I. What is the name of this chemical? Is there more than one name it might be known as?
- II. What number would you call if you needed more information, especially in an emergency?
- III. What are the health effects of exposure to this chemical?
- IV. What should you do to protect yourself when using this chemical?
- V. What should be done if there is a spill?
- VI. (Anything else you want to point out about this chemical.)

## 2. How to Read a Material Safety Data Sheet

Tell employees that Material Safety Data Sheets or MSDSs contain vital information on hazardous chemicals.

- Compared to the warning label, the MSDS is a more detailed source of information about the chemicals you might be exposed to at work.
- Employers must have a MSDS for every hazardous chemical in their workplace. MSDS must be kept where employees can use them any time during work. Tell employees where MSDSs are kept in your workplace. To protect yourself from the hazards of chemicals, it's important to know how to find information on a MSDS.
- Employees should read the MSDS on the chemicals they'll be handling before starting the job. That way they'll be prepared to work safely.

Hand out copies of a MSDS for a chemical used at your workplace, ideally the same chemical used in the warning label activity. Tell employees that each MSDS contains nine categories of information about a chemical, but the format varies from manufacturer to manufacturer.

- a) Name of chemical, who makes it, their address and emergency phone number, date produced.
- b) Hazardous ingredients, worker exposure limits.
- c) Physical and chemical characteristics.
- d) Fire and explosion hazards data.
- e) Health hazards (absorption of chemicals into the body, long and short term health effects).
- f) Reactivity data (conditions that cause the chemical to react dangerously).
- g) Proper clean up of spills.
- h) Protective measures (substitution, engineering controls such as ventilation, protective equipment, hygiene practices).
- i) Storage and safe handling procedures.



## Activity 5

### Safe Lifting

**When to present:** At new employee orientation

**Time:** 15-20 minutes

Explain that young people who get back injuries are more likely to have lifelong back problems, which can limit both work and recreational activities.

Divide the employees into groups of 2-4. Give them the handout "Proper lifting Techniques" from the following pages, and ask employees to read it over. Take employees to an area where different sized empty boxes are stored and tell them their task is to demonstrate the best way to lift the boxes, using the techniques from the handout.

After each group demonstrates moving materials from one place to another, ask the others to say what they observed the group doing well and what suggestions they have for improvement. Discuss any specific procedures you want them to follow. Emphasize the importance setting up the job to avoid lifting as much as possible. You may need to prompt the discussion by asking, "Did they..."

- Try to find a way of avoiding the lift, such as using a dolly?
- Check for obstacles and clear a path before moving the material?
- Have a plan about where the material would be placed/stored?
- Check the weight of the load before lifting it?
- Have two or more people lift if necessary?
- Avoid twisting while carrying?
- Lift with the legs and not with the back?
- Keep the load as close as possible to their bodies?
- Lift the load slowly, avoiding fast jerky movements?
- Use their leg and back muscles by bending their knees when setting the load down?

After all groups have demonstrated, discuss whether the materials could be stored or handled differently in order to make the lifting easier.

For example:

- Could materials be stored off the ground so they are at a height between the knees and the shoulders to avoid high or low lifts?
- Could wood be cut (or boxes partially emptied) before carrying to make it lighter?
- Which jobs should be two-person lifts?
- Are cranes, dollies, or other lifting devices available?

If students suggest wearing back belts, tell them that the National Institute for Occupational Safety and Health (NIOSH) does not recommend them. Back belts do not specifically protect the back and may even be hazardous themselves. They may give people the false impression that they can lift more than they should. Following safe lifting techniques is always essential.



## Improper Lifting Techniques

Improper lifting of heavy objects can result in serious back injuries. Consequently, it is important for all employees to use proper lifting techniques.

- Do not attempt to carry more than you can handle. Make more than one trip when necessary.



- Do not carry the load in such a way that impedes your vision. Always know what is in your path.
- Do not over reach or stand on chairs or boxes to reach overhead loads. Use a ladder when necessary.



## Proper Lifting Techniques

Approach the load and size it up. Evaluate weight, size and shape. Plan your lift before you start. Determine:

- How you will grip the load.
- Where you are going.
- The path that will be taken.
- Where the load will be placed.

Consider your physical ability to handle the load. Tip the load on its side to get an idea of its weight. Don't over estimate your ability. If it's too heavy, get help or use a two-wheeled cart.

Place one foot alongside the object and one foot behind it. Keep feet comfortably spread and firmly on the floor with your body weight centered over your feet. Bend your knees and get a good hold on the object using the palms of your hands. Tuck in your chin and keep your back straight.

Lift the load straight up. Lift smoothly and evenly. Use your leg muscles not your back. Keep the load and your arms close to your body.

Lift the load into the carrying position. Do not twist or turn while carrying a heavy load. Turn your body with changes in foot position while making sure your path is clear of slipping or tripping hazards. Use caution when ascending and descending stairs. Take slow and careful steps. Do not attempt to carry more than you can handle.

Setting the load down is just as important. Using leg and back muscles comfortably lower the load by bending your knees. When the load is in position, release your grip. A helpful hint is to avoid strain by storing heavy objects at least 12 inches above the floor.



## Activity 6

### Safety Grab Bag

**When to present:** Any time

**Time:** 10 – 15 minutes

Collect an assortment of safety items such as safety glasses, hearing protection, soap, sunglasses, sunscreen, gloves, reflective vest, and anything your workers may need to protect themselves on the job.

Put them in a bag. Have each employee pull an item out of the bag and talk about how he or she could use it in their work.

Talk about any company policies and procedures that relate to the item. For example, if you require hearing protection in a work area, bring that up when the earplugs are pulled out of the bag.





## Safety Orientation Checklist for Supervisors of Teenage Workers

This checklist is designed to remind supervisors of common health and safety problems faced by teenage workers. It is not a comprehensive list; depending on the specific job you may need to expand on some topics and add others.

### Tips for Supervisors of Teenage Workers

- Teens differ from adults in maturity, the way they learn and their physical characteristics. Tailor training and supervision for the teenage workers.
- Make sure safety training is hands-on.
- Encourage teens to ask questions.
- Emphasize that doing a job right includes doing it safely.
- Provide adequate supervision. Youth who work alone have a greater risk of injury.
- Even if something seems like common sense to you, don't assume teens know about it.

On the following checklist, mark all the items that relate to the work the teens may do at your work place. Train the teens on each item marked.

### Emergency Procedures

#### Exits and Escape Plans

- Know the emergency escape plans for fires, floods, chemical spills, and violence incidents, ect.
- Know the location of emergency exits and how to open them.
- Learn how to use a fire extinguisher for small fires.
- Know the location of emergency eye wash stations and safety showers, if appropriate.
- Know the location of first aid kits.
- Know which employees provide first aid or CPR.



## **In Case of Accident, Injury, or Safety Concern**

- Know who to notify and what to do.
- Report any injury regardless of how minor.

## **Physical Demands**

- Do not lift or carry more than a comfortable weight. Get help with large, heavy or bulky objects.
- To pick up objects, bend knees, keep back straight, use strength in legs rather than back. Keep objects close to the body when lifting.
- Avoid reaching above shoulders for heavy items.
- Never use a box, chair, file cabinet or table for climbing purposes.
- Watch out for wet floors. Clean up a spill right away or report it to the appropriate person for cleanup. Use highly visible warning signs to keep people off wet floors.
- When sitting, make sure lower back is supported.
- Take breaks from sitting or standing to stretch or rest legs and feet.
- Stand on a mat instead of a hard floor.

## **When working at a computer**

- Adjust the workstation to fit your body comfortably.
- Take frequent 30-second "micro-breaks" to stretch arms, shoulders, back, and neck.
- Do periodic tasks away from the computer to rest eyes and body.



## Protective Clothing and Equipment

☐ If eye protection is required, make sure to use the correct safety glasses, goggles or face shield. Safety glasses protect against sparks, dust, wood shavings, sawdust, etc. Goggles and face shields protect against splashes.



☐ If gloves are needed, make sure they are the right type and size.

☐ Wear appropriate footwear. Some jobs require steel-toe shoes. Always wear comfortable low-heeled non-kid shoes.

☐ Use of respirators requires special training and is not recommended for workers under 18 years old.

☐ Don't wear loose clothing around machinery. Remember: workers under 18 are prohibited from working on many types of equipment; restrictions are greater for teens under 16. See child labor laws for details.

☐ Wear bright, visible, reflective clothing if working outside in the dark or in traffic areas.

☐ Protect skin from sun with a hat, long-sleeve shirt and long pants. Use sunscreen on exposed skin.

☐ Know the signs of heat and cold stress and what to do. Take breaks in a different area to cool down or warm up. If working in the heat, drink water often.

☐ Wear hearing protection when exposed to loud noises.



## **Hazardous Materials**

- Get training on hazards of specific chemical products before working with them. Remember: Cal/OSHA regulations require specific training for all workers who use hazardous materials or are exposed to blood or other body fluids.
- Read labels and other instructions on chemical containers. Know how to protect yourself and what to do in an emergency. Use required protective equipment.
- Know the location of material safety data sheets (MSDS) and how to read them.
- Do not mix bleach and ammonia.
- Use chemicals in well-ventilated areas.
- Avoid contact with body fluids. Report any accidental exposure immediately.

## **Working with the Public**

- If a client or customer becomes agitated or abusive, tell your supervisor immediately.
- Do not work alone in jobs with public contact or at night.
- Learn your employer's procedures for handling potentially violent situations.
- In the event of a robbery, comply with demands.



## Tools and Equipment

☐ Remember: Child labor laws prohibit workers under 18 from using most power equipment. Restrictions are greatest for workers under 16.

☐ Don't use, and be sure to report equipment that isn't working properly.



☐ Don't wear loose clothing, jewelry, or long hair that can get caught in equipment.

☐ Wear required personal protective equipment.

☐ Avoid contact with hot equipment like ovens, stoves, grills, broilers and fryers. Use the proper tools when removing hot food. Remember: Workers under 16 are prohibited from cooking (except in snack bars).

## Electrical Safety

☐ Don't touch metal prongs on plugs.



☐ Place electrical cords where no one will trip over them.

☐ Check electrical equipment and cords for damage before using them. For example, make sure cords are not frayed.

☐ Never work around a source of electricity when you, your surroundings, your tools or your clothes are wet.

## Motor Vehicle Safety

☐ Remember: Child labor laws prohibit workers under 18 from driving on public roads as part of their job.

☐ Always wear a seat belt when riding in a motor vehicle.

☐ Be careful around motor vehicles. Listen for backup alarms. Don't assume operators can see you.