

# Tools for Orienting Worksite Supervisors About Teen Health and Safety

## A Packet for Youth Employment and Training Programs

Youth employment and training programs are often legally responsible for ensuring that all participants work in a safe and healthful environment. The worksite supervisor is a key partner in this effort. This packet contains four tools that job training programs can use to help orient worksite supervisors about their own health and safety training responsibilities.

Health and Safety Orientation Tools in this Packet:

- ❑ **Checklist for Job Trainers and Job Developers:** A 2-page checklist for program staff to ensure that they cover key points in orienting worksite supervisors.
- ❑ **Safety Training Agreement:** A 2-page agreement that the worksite supervisor and youth participant both sign, to confirm that site-specific safety training will be provided.
- ❑ **Safety Orientation Checklist:** A 9-page checklist that program staff can review with the worksite supervisor to identify topics that will be covered in the youth participant's site-specific health and safety orientation.
- ❑ **Facts for Employers-Safer Jobs for Teens:** A 6-page fact sheet which summarizes key health and safety and child labor laws, and provides resources for employers.

These materials 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.

# Safety Orientation 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.
- 3) The participant should initial each item when training has been given.

I have discussed the safety issues checked off on the following checklist with my supervisor, and have initialed each item we covered. I understand my responsibility to demonstrate safe working habits in all my job assignments.

Participant (Signature) \_\_\_\_\_ Date \_\_\_\_\_

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

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

*Developed by the Labor Occupational Health Program, U.C. Berkeley.  
Adapted from Mother Lode Job Training*

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# EMERGENCY PROCEDURES

Training Student  
Needed Initials

## \_\_\_\_\_ Exits and Escape Plans

- Know the emergency escape plan for fires, floods, earthquakes, chemical spills, etc.
- Know where emergency exits are located and how to open them.
- Know where to go if there is an evacuation—designated gathering area, etc.

## \_\_\_\_\_ Fire Extinguishers

- Know how fire alarm system works, and how to respond.
- Know where fire extinguishers are located.
- If appropriate, get training on how to operate fire extinguishers properly.

## \_\_\_\_\_ Other Emergency Equipment

- Know the location of emergency eye wash stations and safety showers.
- Know the location of first aid kits.
- Know which employees nearby are trained in first aid or CPR.

## \_\_\_\_\_ In Case of Accident

- Notify your supervisor immediately if you are injured.
- Follow your supervisor's instructions for getting medical care—first aid, emergency room, etc.
- Inform your job training program and parents.

# PHYSICAL DEMANDS

Training Student  
Needed Initials

## \_\_\_\_\_ **Lifting, Carrying, and Bending**

- Do not lift or carry more than a comfortable weight.
- Seek assistance for large, heavy, or bulky objects. Use hand-powered lifting equipment if available. (Youth under 18 may not use powered lifts or hoists.)
- Bend your knees to pick up objects. Keep your back straight. Use the strength in your legs, not your back.
- When lifting, get leverage by pivoting your body forward.
- Remember that large objects can restrict your view.

## \_\_\_\_\_ **Reaching Above Shoulders**

- Heavy items should be stored at waist level, where possible.
- Avoid reaching above your shoulders to lift heavy items. The strain is placed mostly on your shoulders, which have less strength than your back muscles.
- You have less control of heavy objects if they are above shoulder height.

## \_\_\_\_\_ **Protection from Falls**

- Never use a box, chair, file cabinet or table for climbing purposes. Use a ladder or step stools (see “ladders” on page 8).
- Any time you see a spill, clean it up right away, or report it to the appropriate person for cleanup.
- Always use handrails on stairways. All stairs should have standard railings.
- Make sure you can see where you are going. Watch for (and clean up) tripping hazards.

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

- When sitting, make sure your lower back is supported and chair is at correct height.
- Take breaks and move around to stretch or rest your legs and feet.
- Wear comfortable low-heel non-skid shoes.
- Stand on a mat instead of a hard floor.

# OFFICE HAZARDS

Training Student  
Needed Initials

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

- Adjust your workstation to fit your body comfortably. See Figure 1.
- When viewing your monitor for long periods of time, avoid keeping your head in a fixed position and your eyes in fixed focus. This can strain eyes, neck, shoulders, and back.
- Take 30-second “microbreaks” periodically. Stretch your arms, shoulders, and back. Roll your head from side to side.
- Do tasks away from the computer periodically to rest your eyes and body.

## \_\_\_\_\_ **Telephones**

- Don’t cradle the handset between your head and shoulder.
- Keep the cord straight and avoid tangles.
- Be sure telephone cords are placed where no one will trip over them.

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

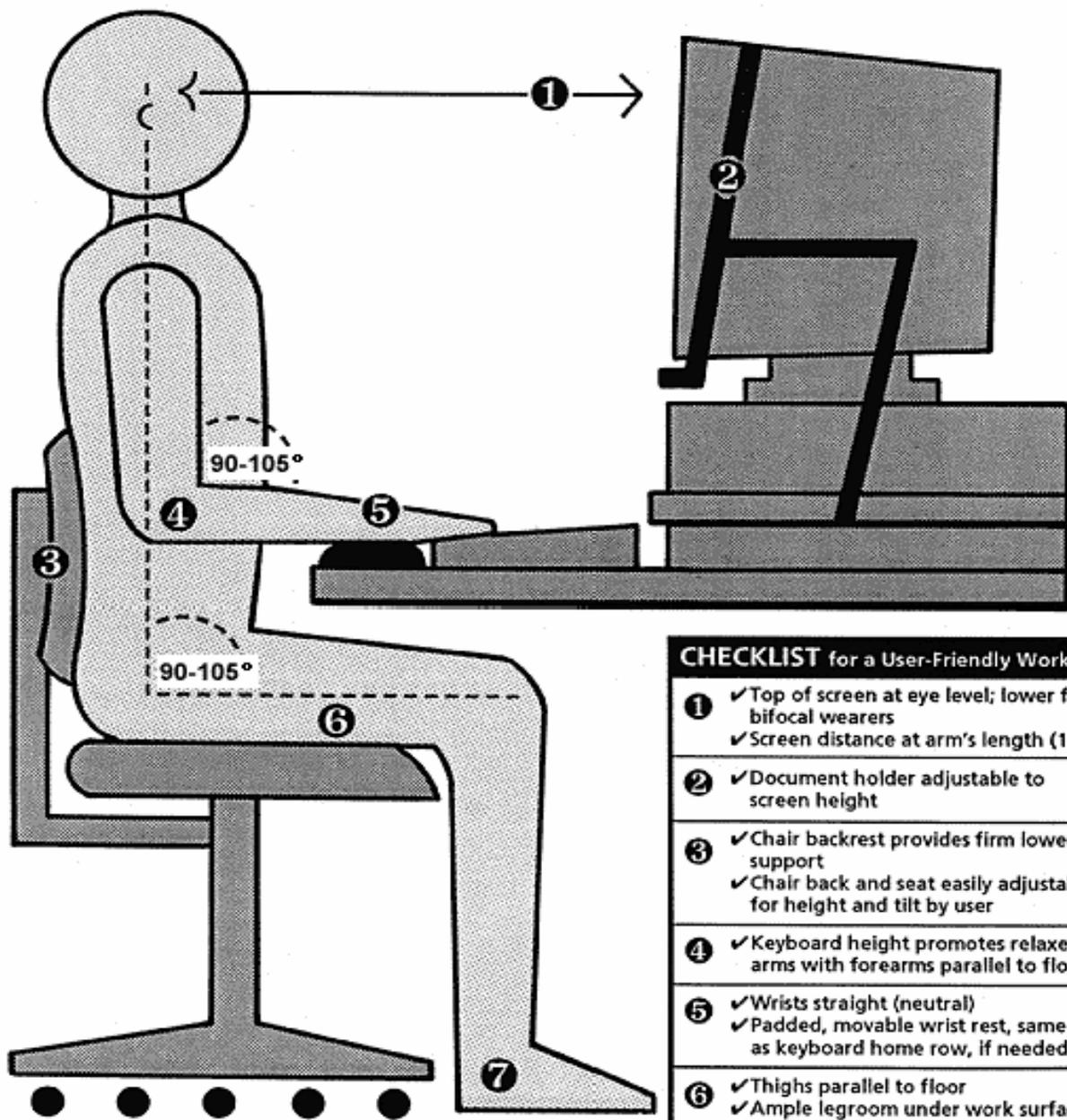
- Keep the safety guard in place.
- Keep the blade in a locked position when not in use.
- Keep your fingers away from the edge of the blade.
- When cutting, bring the blade down in a slow, steady motion.

## \_\_\_\_\_ **Paper Shredders**

- Avoid loose clothing. Your sleeves, shirt tail, or tie could get caught in the shredder.
- Don’t place your fingers near the cutting area to insert or remove objects.
- Read instructions (or ask) about the maximum number of sheets the machine can take.

## \_\_\_\_\_ **Copiers**

- Do not operate a copier until you have been instructed how to do so.
- In case of a problem, inform your supervisor.
- Be careful of hot surfaces inside the machine.
- If you change toner yourself, don’t spill it. If you get toner on your hands, wash up immediately.



**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>

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# HAZARDOUS MATERIALS

Training Student  
Needed Initials

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

- Keep materials that can catch fire away from sparks and heat.
- Be careful where you put oily rags and other items that can catch fire easily. Avoid spontaneous combustion.
- Keep containers of flammable liquids tightly closed when not in use.
- Always use in well-ventilated areas.
- Never use flammable materials, such as gasoline, as a cleaning agent.

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

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

- Get training on the hazards of chemicals before you work with them.
- Read labels and other instructions on chemical containers thoroughly. Know what to do if you accidentally swallow the chemical, or get it on your skin or in your eyes.
- Ask your supervisor if you have any questions or doubts.
- Use proper protective clothing and equipment.
- Make sure there is good ventilation.
- Do not use bleach and ammonia together.

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

- If you have contact with blood or body fluids on the job, assume they may be infectious.
- Use proper protective clothing and equipment, such as gloves, coveralls, and eye protection.
- Know what to do if you are accidentally exposed.

# PROTECTIVE CLOTHING AND EQUIPMENT

Training Student  
Needed Initials

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

- For some jobs you may need safety glasses, goggles, or a full face shield.
- Safety glasses protect you from sparks, dust, wood shavings, sawdust, etc.
- Goggles or a face shield protect you from splashes of chemicals, blood, etc.

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

- If you use gloves, make sure they are the right type. Different gloves protect you from different chemicals.
- Wear appropriate shoes to protect your feet.
- 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**

- Don't wear loose clothing around machinery.
- Wear bright, highly visible colors if working outside in the dark.
- If you are exposed to sun, protect your skin by wearing a hat, long-sleeve shirt, and long pants.

## \_\_\_\_\_ **Protection from Heat and Cold**

- Know the signs of heat and cold stress.
- Take breaks in a different area to cool down or warm up.
- Layer your clothing for comfort.
- If working in the heat, drink water often.

# TOOLS AND EQUIPMENT

Training Student  
Needed Initials

## \_\_\_\_\_ Ladders and Stepladders

- Be sure the ladder is in good condition prior to use.
- Face the ladder when going up or down.
- Don't stand on the top two steps of a ladder or stepladder.
- When working near electricity, use a ladder or stepladder that won't conduct current (for example, wood or fiberglass).
- Make sure the ladder or stepladder is in a secure, stable position before using it.

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

## \_\_\_\_\_ Hand and Power Tools

- 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.
- Do not operate a tool until you have been trained on it.
- Read instructions carefully.
- Ask your supervisor if you have any questions or concerns.
- Always wear appropriate safety gear when using tools. You will often need safety glasses, gloves, and coveralls.
- If using tools for a long period of time, take breaks often to avoid injury from repetitive motion.

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

## \_\_\_\_\_ Cooking and Restaurant Equipment

- Don't wear loose clothing or long hair that can get caught in equipment like slicers or grinders.
- Be careful around hot equipment like ovens, stoves, grills, broilers, and fryers. Use the proper tools when removing food.
- Watch out for wet floors. Rubber mats can help prevent slipping.
- Store and use knives properly.

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

## . ELECTRICAL SAFETY

Training Student  
Needed Initials

### \_\_\_\_\_ In Offices

- Don't touch the metal prongs when you plug in or unplug cords.
- Place electrical cords where no one will trip over them.
- Don't overload outlets or circuits with too much electrical equipment. The wiring may overheat.

### \_\_\_\_\_ Working with Electrical Equipment

- Make sure electrical equipment is grounded.
- Check electrical equipment and cords for damage before every use. 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.

## OTHER HAZARDS

Training Student  
Needed Initials

### \_\_\_\_\_ Working with the Public

- If a client or customer becomes agitated or abusive, tell your supervisor immediately.
- Avoid working alone, especially in jobs with public contact and at night.
- In the event of a robbery, comply with demands.
- Learn your employer's procedures for handling violent situations.

### \_\_\_\_\_ Motor Vehicle Safety

- Be careful around all motor vehicles, including forklifts and construction equipment. Listen for backing alarm. Don't assume the operator can see you.
- Wear visible, bright clothing (such as traffic vest.)
- Always wear a seat belt when in a vehicle.
- Remember: child labor laws prohibit workers under 18 from driving on public roads as part of their job.

 **Remember:** In most situations, child labor laws prohibit workers under 18 from driving as part of their job.

# Orienting Worksite Supervisors About Teen Health and Safety

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. The checklist below and the attached materials can help you discuss key issues with the supervisor.

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## Checklist for Job Trainers and Job Developers

- Bring the following materials when you meet with the supervisor:**
  - LOHP’s factsheet, *Facts for Employers—Safer Jobs for Teens*
  - Safety Training Agreement (attached)
  - Safety Orientation Checklist (attached)
  - Your program’s Supervisor’s Handbook, if your program has this
- Review child labor laws.** Make sure the supervisor understands California laws and regulations:
  - 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 (probably held by your agency)
- Review health and safety requirements.** Use the “Compliance Checklist” in *Facts for Employers*.
- Jointly fill out the attached *Safety Training Agreement* and *Safety Orientation Checklist*.**
  - Ask whether there is a written safety policy, and to whom health and safety problems should be reported.** Explain that problem-solving in health and safety is one of the competencies on which the participant will be evaluated. 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 orientation on the *Agreement*.
- ❑ **Fill out the *Safety Orientation 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 last section of the *Safety Orientation Checklist*.
- ❑ **Tips for supervisors who work with teens.**
  - ❑ **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.

# Safety Training Agreement

Worksite \_\_\_\_\_

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

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

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

Youth Participant's Age \_\_\_\_\_ Birthdate \_\_\_\_\_

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

A. My signature below attests that:

1. There is a written safety policy applicable to this worksite (Injury & Illness Prevention Program).

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

2. The work experience participant has been provided training and orientation on the safety rules and regulations of the worksite.

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

3. The participant has received detailed instruction, from a qualified instructor, on all tools, equipment, and machinery that will be used on the job. (List in Section B below.)

4. The worksite shall prohibit the participant from using tools, equipment, and machinery for which training has not been provided.

5. The worksite shall abide by all applicable child labor laws and regulations.

6. The worksite shall abide by all applicable health and safety laws and regulations.

7. The participant has been trained in emergency procedures.

OVER →

B. The following is a complete list of all tools, equipment, and machinery that the participant will use on the job:

\_\_\_\_\_

\_\_\_\_\_

Worksite Supervisor or Representative (Signature) \_\_\_\_\_

Date \_\_\_\_\_

C. I have been trained about all hazards indicated on the attached *Safety Orientation Checklist*, and trained in the use of all tools, equipment, and machinery listed above. I agree to use only tools, equipment, and machinery on which I have been trained. I have also been given an orientation on the safety policies and emergency procedures of the worksite.

Participant (Signature) \_\_\_\_\_

Date \_\_\_\_\_

*Adapted from Fresno Workforce Development Board*