

Youth@Work--Talking Safety: Core Competencies

These competencies include essential information and career-readiness skills that can help you stay safe and healthy in any current employment, during your internship and during any future employment.

You should be able to:

1. Recognize that, while work has benefits, all workers can be injured, become sick, or even risk their lives on the job.
2. Recognize that work-related injuries and illnesses are predictable and can be prevented.
3. Identify hazards at work and predict how workers can be injured or made sick.
4. Recognize how to prevent injury and illness. Describe the best ways to address workplace hazards and apply these concepts to specific workplace problems.
5. Identify emergencies at work and decide the best ways to address them.
6. Recognize rights and responsibilities that play a role in safe and healthy work.
7. Find resources that help keep workers safe and healthy on the job.
8. Demonstrate how workers can communicate with others—including people in authority roles—to ask questions or report problems or concerns when you feel unsafe.

PROHIBITED JOBS FOR YOUNG, NON-FARM WORKERS

The federal child labor laws for non-farm jobs depend on the age of the young worker and the kind of job. The minimum age for non-farm work covered by these laws is 14 years old. Certain jobs are too hazardous for anyone under age 18. More restrictions apply to 14- and 15-year-olds. These rules must be followed unless one of the child labor exemptions applies.

MANY STATES' CHILD LABOR LAWS ARE MORE RESTRICTIVE THAN THE FEDERAL LAWS. CHECK WITH YOUR STATE DEPARTMENT OF LABOR TO MAKE SURE THE JOB YOU ARE DOING IS ALLOWED!

<http://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm>

IF YOU'RE UNDER AGE 18, YOU MAY NOT WORK IN OR WITH THE FOLLOWING:

1. Manufacturing and storing of explosives.
2. Driving a motor vehicle and being an outside helper on a motor vehicle.
3. Coal mining.
4. Forest fire fighting and fire prevention, timber tract management, forestry services, logging, and sawmill occupations.
5. Power-driven woodworking machines.*
6. Exposure to radioactive substances.
7. Power-driven hoisting apparatus (including forklifts).
8. Power-driven metal-forming, punching, and shearing machines.*
9. Mining, other than coal mining.
10. Meat and poultry packing or processing (including the use of power-driven meat slicing machines).
11. Power-driven bakery machines.
12. Balers, compactors, and paper-products machines.*
13. Manufacturing brick, tile, and related products.
14. Power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs.*
15. Wrecking, demolition, and shipbreaking operations.
16. Roofing operations and all work on or about a roof.*
17. Excavation operations.*

A 14- OR 15-YEAR-OLD MAY ALSO NOT WORK IN:

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| 1. Hazardous jobs identified by the Secretary of Labor; | 15. Boiler or engine room work, whether in or about; |
| 2. Manufacturing, processing (including dry cleaning), and mining occupations; | 16. Cooking, except with gas or electric grills that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets in and out of the hot grease or oil; |
| 3. Communications or public utilities jobs; | 17. Baking; |
| 4. Construction or repair jobs; | 18. Operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers, grinders, choppers or cutters and bakery mixers; |
| 5. Operating or assisting in operating power-driven machinery or hoisting apparatus other than typical office machines. | 19. Freezers or meat coolers work, except minors may occasionally enter a freezer for a short period of time to retrieve items; |
| 6. Work as a ride attendant or ride operator at an amusement park or a "dispatcher" at the top of elevated water slides; | 20. Loading or unloading goods on or off trucks, railcars or conveyors except in very limited circumstances. |
| 7. Driving motor vehicles or helping a driver; | 21. Meat processing and work in areas where meat is processed; |
| 8. Youth peddling, sign waving, or door-to-door sales; | 22. Maintenance or repair of a building or its equipment; |
| 9. Poultry catching or cooping; | 23. Outside window washing that involves working from window sills; |
| 10. Lifeguarding at a natural environment such as a lake, river, ocean beach, quarry, pond (youth must be at least 15 years of age and properly certified to be a lifeguard at a traditional swimming pool or water amusement park); | 24. All work involving the use of ladders, scaffolds, or similar equipment; |
| 11. Public messenger jobs; | 25. Warehouse work, except office and clerical work. |
| 12. Transporting persons or property; | |
| 13. Workrooms where products are manufactured, mined or processed; | |
| 14. Warehousing and storage. | |

You can get more detail about the jobs above from the U.S. Department of Labor:

www.dol.gov/whd/regs/compliance/childlabor101_text.htm#6.

General exemptions apply, while limited apprentice/student-learner exemptions apply to the jobs marked with an *

ARE THERE OTHER JOBS I CAN'T DO?

YES! Many jobs, in addition to the ones listed here, are off limits to young workers. Age 14 is the minimum for most employment, except for jobs like babysitting, yard work, newspaper delivery, acting, and performing. **Check with your state labor department, school counselor, or job placement coordinator to make sure you are allowed to do a job.**

DO I NEED A WORK PERMIT?

YES! If you are under 16 and plan to work, you must get a work permit from your school. Also, if you are under 18, your employer must have on file a copy of your “proof of age” (such as a birth certificate or driver’s license).

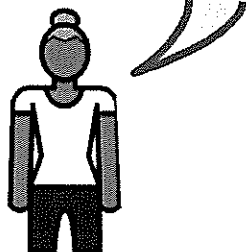
WHAT SHOULD I DO TO BE SAFE ON THE JOB?

To work safely you should

- Follow all safety rules and instructions.
- Use safety equipment and clothing that protects you, when needed.
- Be aware of hazards that affect you and your co-workers.
- Keep work areas clean and clutter-free.
- Know what to do in an emergency.
- Report any health and safety hazard to your supervisor.
- Ask questions if you don’t understand.


WORKPLACE BULLYING: IS IT ILLEGAL?

Workplace bullying happens when someone bullies you, abuses you with words, mistreats you, or threatens you. Anyone who does this may go against company policy or break the law. What can you do if you feel you are a victim of workplace bullying? Keep records of times when you felt mistreated. Talk to a trusted adult. Workplace bullying can hurt your work—and your health!



SHOULD I WORK THIS LATE OR THIS LONG?

Child labor laws protect teens, ages 14 through 17, from working too long, too late, too early, or in certain dangerous jobs. The table below shows the hours Connecticut teens may work. (Some school districts may have rules that restrict hours even more. Also, some of the rules may not apply to teens in work experience education programs or teens who work in a business owned by their parents/guardians.) Farm jobs have different work hour rules for teens under age 16.

 WORK HOURS FOR CONNECTICUT TEENS		
Allowed	Ages 14 and 15	Ages 16 and 17
Work Hours	7 a.m.–7 p.m., from Labor Day to June 1, except during required school hours. 7 a.m.–9 p.m., from June 1 to Labor Day	6 a.m.–10 p.m. when there is school the next day* 6 a.m.–11 p.m. when there is no school the next day**
The most hours you can work when school is in session	18 hours a week, but not more than: <ul style="list-style-type: none"> • 3 hours a day on school days, including Fridays. • 8 hours a day on Saturdays, Sundays, and holidays 	32 hours a week, but not more than: <ul style="list-style-type: none"> • 6 hours a day Monday–Thursday. • 8 hours a day Friday–Sunday, and holidays.
The most hours you can work when school is not in session	40 hours a week 8 hours a day 6 days a week	48 hours a week 8 hours a day 6 days a week
<p>* 11 p.m. if you work in a restaurant, recreation, amusement, or theater establishment.</p> <p>** 12 a.m. if you work in a restaurant, recreation, amusement, or theater establishment; 10 p.m. if you work in hair salon, bowling or pool hall, or photography gallery.</p>		

WHAT IF I GET HURT ON THE JOB?

Tell your supervisor right away. If you're under 18, tell your parents or guardians, too. Get emergency medical treatment if needed. Ask for a claim form from your employer, or get one from your healthcare provider if your employer does not give you one right away.

Fill out the form and return it to your employer to make sure that you get workers' compensation benefits.

WORKERS' COMPENSATION:

Did You Know?

- You can be helped even if
 - You're under 18.
 - You're a temporary or part-time worker (in most cases).
- You get help even if you think the injury was your fault.
- You don't have to be a legal resident of the United States to get help.
- You can't sue your employer for a job injury (in most cases).

WHAT ARE MY RIGHTS ON THE JOB?

You have a legal right to:

A safe and healthy workplace. This must include training, in words you can understand. Your boss may also have to teach you how to handle emergencies and hazards such as chemicals.

Free safety gear such as ear plugs, gloves, safety glasses, and special clothing (if needed).

Earn at least minimum wage. In Connecticut the minimum wage is \$10.10 an hour. This doesn't apply to some jobs. See <http://go.usa.gov/jnBW>.

Workers' compensation benefits if you are hurt on the job, including:

- Medical care, whether or not you miss work.
- Payments for some lost wages.
- Other kinds of help if you have long-term health problems because of your work injury.

You also have a right to:

Report safety problems to OSHA (Occupational Safety and Health Administration).

Report a work safety and health problem anonymously or confidentially.

Work where you are not harassed (mistreated) because of your race, skin color, religion, sex, pregnancy, birthplace, disability, age, or genetic information. Harassment can come from such things as offensive jokes or pictures, racial insults, pressure for sex, unwelcome comments about religion, and by graffiti.

Ask for changes to your workplace for religious beliefs or a medical condition.

Talk with your co-workers about how much you earn and the conditions where you work.

Help someone who is investigating or inspecting your workplace to see if any laws are being broken. These might include laws that promote workplace safety, protect children who work, or that apply to how much you are paid. Laws may also protect you from being discriminated against or harassed. You can't be mistreated or fired for answering questions from someone who is doing this kind of review.

Join or start a union. You can also take part in efforts to improve working conditions, pay, and benefits.

Is it okay to do any kind of work?

NO! Labor laws protect teens from doing dangerous jobs. Different laws apply to farm jobs.

YOU HAVE A RIGHT TO SPEAK UP

If you think laws on safety, child labor, or wages are not being followed. You should also speak up if you think laws that keep workers from being discriminated against and harassed are being broken. It's against the law for you to be fired or mistreated in any other way because you report these problems. The law also protects you if you get hurt on the job and apply to have your medical bills paid.



EMERGENCY ACTION PLANS

Planning can make workers, workplaces, and the place you live safer when emergencies strike. The federal government makes almost every business have a written Emergency Action Plan. The plan covers what's needed before, during, and after an emergency. It also gives steps that everyone should follow in an emergency.

The plan should say who will take charge in an emergency. It should list where chemicals are stored and where to find Safety Data Sheets. The plan should also tell how to protect employees, including workers with disabilities.

Training and drills

Employees should take part in training and regular practice drills so everyone knows what to do during different kinds of emergencies. The drills and training should include this information:

- How to report an emergency.
- What workers must do.
- What the alarms will sound and look like, and how the "all clear" will be given.
- Where to gather.
- What to do if chemicals spill.
- When and how to use emergency equipment.

Alarm systems

All employees should be able to see, hear, and understand the alarms.

Shelters and evacuation

The plan should say how you will learn what you need to know if an emergency happens. You need to know where inside shelters and exits are. You need to know the best paths to get out, and the rules to follow as you leave. You need to know where to meet outside.

The plan should spell out where to go in the building if a tornado or hurricane might hit. From time to time, someone where you work should check exits and the paths to get out to make sure nothing is blocking them. The place you work should have enough exits, and they should be wide enough so workers can get out quickly. Everyone should know where to meet outside, so someone can count who got out.

Emergency lights

The paths to get out should have emergency lights in all the places where people work.

Emergency equipment

The plan should list the emergency equipment your workplace needs. This might include sprinkler systems in the building, fire extinguishers, eyewash systems, and safety showers, if chemicals are used.

What to do if someone gets hurt

The plan should say how many first aid kits will be available, where to find them, and who will be trained to use them. Employees should know who is trained in first aid or CPR and where to get medical help, if needed.

For more information on emergency action plans, visit OSHA's website:

<http://go.usa.gov/jvVT>

WHAT IF I HAVE A SAFETY PROBLEM?

Talk to your supervisor, parents, teachers, job training representative, or union representative about the problem.

Contact NIOSH (National Institute for Occupational Safety and Health) for general safety information:

1-800-CDC-INFO (232-4636)
www.cdc.gov/niosh

Call the National Young Worker Safety Resource Center for health and safety information and advice. Many materials are available in Spanish.

1-510-642-5507
<http://youngworkers.org/nywsrsc/>

TO REPORT A HEALTH OR SAFETY PROBLEM

CONN-OSHA
860-263-6900
www.ctdol.state.ct.us/osa/osa.htm

OSHA
(Occupational Safety and Health
Administration)
1-800-321-OSHA (6742)
<http://www.osha.gov>

TO REPORT A PROBLEM ABOUT PAY OR CHILD LABOR LAWS

CT Division of Wage & Workplace Standards
860-263-6000
<http://www.ctdol.state.ct.us/wgwkstnd/index.htm>

U.S. Department of Labor, Wage
and Hour Division
1-866-487-9243
<http://www.dol.gov/whd>

TO REPORT BEING HARASSED OR DISCRIMINATED AGAINST

CT Commission on Human Rights &
Opportunities
1-800-477-5737
www.state.ct.us/chro

U.S. Equal Employment Opportunity
Commission
1-800-669-4000
TTY: 1-800-669-6820
<http://www.eeoc.gov/employees/charge.cfm>

TO FIND OUT ABOUT HELP FOR INJURED WORKERS

CT Workers' Compensation Commission
1-800-223-WORK (9675)
<http://wcc.state.ct.us/>