Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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Teens in the Workplace

As we enter summer, employers are once again looking at tapping into the younger population in order to meet labor demands. Teens need help to work safely and it is you, the employer that is responsible for their safety. Your teen employees have to work under certain constraints. The government and states have set up certain number of hours that teens can work and the type of jobs. Make sure you are up to date with teen employment.

Statistically, their inexperience counts against them when looking at work related injuries. In fact, workers with less than one-year’s experience account for almost one-third of the occupational injuries every year. Take the following four steps to help prepare teens to work safely.

Double Check Tasks
Supervisors and co-workers should show teens how to do the job correctly. Give them clear instructions and what safety precautions to take. Ask them to repeat your instructions and encourage them to ask questions. Show them how to perform each task. Watch them while they do it, correcting mistakes. Ask for additional questions. Follow up later to ensure that they are continuing to do the job right. Don’t allow short cuts and be sure that others set a good example.

Show Them How to Use Safety Equipment
Although the Fair Labor Standards Act (FLSA) prohibits teens from doing particularly hazardous tasks, all hazards are not necessarily eliminated. Be sure to train employees on what protective equipment is required (safety shoes, hard hats, gloves, etc.), where to find it, how to use it and how to care for it. They should understand that exits should be free from clutter, that safety guards should remain in place, that equipment be disconnected or turned off at the end of each shift, etc. Most importantly, document the training.

Prepare Teens for Emergencies
All workers should be ready to handle an emergency or other risks that affect your business. They should be prepared to escape a fire, to handle potentially violent customers or to deal with power outages. They should also know what to do if they (or others) need first aid or medical care.

Set Up a Safety and Health Program
A strong program involving every worker is your best defense against workplace injuries.

Workers’ Compensation Benefits
Fair Labor Standards Act (FLSA) penalties for violation of child labor laws can amount to as much as $10,000, and imprisonment for a second conviction. When an illegally-employed minor sustains an injury, compensation and death benefits can be either doubled or tripled the amount otherwise recoverable.

- Double if the minor is of permit age, working without a written permit.
- Triple if the minor is of permit age, working without a permit; at any employment where permits shall not be issued; at prohibited employment; or if employee is under permit age and illegally employed.
The liability of the employer will be primary and the liability for the insurance carrier will be secondary for the increased compensation or increased death benefits.

**Where Can Teens Work?**

**13 or younger** can:
- Deliver newspapers
- Baby-sit
- Work in a business owned or run by a parent or guardian

**14 and 15-year-olds** may work in:
- Offices
- Grocery Stores
  - Only as baggers and stockers
- Retail Stores
- Restaurants
  - Limitations with type of machinery they can use; see the job matrix for more information.

**16 and 17 year-olds** can work any job that has not been declared hazardous by the Secretary of Labor (see below for a detailed list). Your hours of work are not limited.

**Hours allowed to work** (12yrs – 15yrs):
- 3 hours on a school day
- 18 hours in a school week
- 8 hours on a non-school day
- 40 hours in a non-school week

**Anyone under 15 years of age may not work during scheduled school time**

**Hazardous Occupations:**
- Manufacturing and storing of explosives,
- Driving a motor vehicle and being an outside helper on a motor vehicle,
- Coal mining,
- Logging and saw milling,
- Power-driven woodworking machines,
- Exposure to radioactive substances,
- Power-driven hoisting apparatus,
- Power-driven metal-forming, punching, and shearing machines,

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<table>
<thead>
<tr>
<th>How old do you have to be to:</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in a restaurant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>Work in an office</td>
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<tr>
<td>Vacuums and floor waxers</td>
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<td>Use a weed whacker</td>
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<tr>
<td>Loading or unloading goods on or off trucks, railcars or conveyors</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>Use power-driven mowers, cutters, and trimmers</td>
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<td></td>
<td></td>
<td></td>
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<td>X</td>
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<td>Freezers or meat cooler work</td>
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<tr>
<td>Work standing on a ladder, scaffold or similar equipment</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Bake or cook</td>
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<td>X</td>
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<tr>
<td>Use a meat cutter</td>
<td></td>
<td></td>
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<td>Roofing operations</td>
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<tr>
<td>Work in warehousing and storage</td>
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<tr>
<td>Use a power driven hoisting apparatus</td>
<td></td>
<td></td>
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<td>X</td>
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<tr>
<td>Use power driven bakery machine</td>
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<td></td>
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<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Use power driven woodworking machines</td>
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<td>X</td>
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<tr>
<td>Operate a vehicle</td>
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<td>X</td>
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</tbody>
</table>
- Mining, other than coal mining,
- Meat packing or processing (including the use of power-driven meat slicing machines),
- Power-driven bakery machines,
- Power-driven paper-product machines,
- Manufacturing brick, tile, and related products,
- Power-driven circular saws, band saws, and guillotine shears,
- Wrecking, demolition, and ship breaking operations,
- Roofing operations, or
- Excavation operations

**Eighteen and older**: Child labor laws do not apply any more.

What age can you use different equipment in the work place? The following table has some of the most common jobs that teens have been seen performing. Check to see if your teen is old enough for the job they are doing.

**Where are teens working?**
Teens are working in many different areas and come into contact with a variety of different tasks. Some tasks, when not performed properly, can lead to injury. We need to make sure that out teens are working safely and properly.

**Causes of Injury**
Teens are injured every year. There are some trends that can be stopped if proper precautions are taken.

Horseplay should not be tolerated in any environments where injury may occur, especially when teens are in or around:

- Kitchens – hot surfaces and sharp objects are everywhere.
- Lawn mowers & other yard machinery – these machines can injure workers who are using them cautiously; horseplay almost guarantees injury.

Inexperience is a huge contributor to teen injury. Do not assume that your young workers will know how to be safe and use equipment properly.

Carelessness is another problem with teens. Some do not feel a need to do a job properly or well. Keeping a closer eye on workers that do not show a concern for safety will help reduce accidents.
Teen injuries in the workplace

Lacerations are the cause of 35% of all teen injury claims. You should think twice before allowing teens to use a knife, box cutter, or other sharp objects. When their job requires the use of these, then proper training needs to be provided along with any type of personal protective equipment such as gloves.

How to prevent teen injury

There are several steps to helping your teen employee stay safe.

1. Explain what you expect from your teen worker
2. Explain the procedure to do his/her job
3. Explain the safety precautions needed and show them how to use safety equipment
4. Show them how to do their task
5. Let them do the task while to watch to correct any mistakes
6. Check up on the teen though out their shift to make sure they continue to work correctly

Encourage your older workers to be mentors to your teen workers. Setting up a mentor program will encourage your teen workers to seek out help instead of guessing how to do a job. This can help prevent injuries from occurring.

Talk to your older employees and explain how important it is for them to set a good example for the new employees.

For more information go to [www.youthrules.dol.gov](http://www.youthrules.dol.gov) or see your state’s employees website.

<table>
<thead>
<tr>
<th>Type of Injury</th>
<th>% Of Total Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacerations</td>
<td>35</td>
</tr>
<tr>
<td>Contusions</td>
<td>18</td>
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<tr>
<td>Sprains</td>
<td>16</td>
</tr>
<tr>
<td>Burns</td>
<td>12</td>
</tr>
<tr>
<td>Fractures and Dislocations</td>
<td>4</td>
</tr>
<tr>
<td>All other</td>
<td>15</td>
</tr>
</tbody>
</table>