



# Basic Principles For Training Teens

## What puts them at risk?

- Lack of experience
- Unfamiliar with work
- Enthusiasm-sometimes outweighs judgment
- Risk-taking attitude
- Drive to “prove” themselves
- Reluctance to ask questions

## Cultural Sensitivity

- Invest time in learning about the teens’ cultures
- Demonstrate respect
- Show patience
- Seek help from community organizations associated with teens’ cultures
- Avoid value judgments
- Use sensitive language
- Recognize the importance of family
- Accept lack of direct eye contact
- Be aware of tendency to take risks

*Adolescents respond most effectively to hands-on training in the job tasks they are to perform. Be sure to document all training in writing.*

### What to Train

- Doing the job safely.
- Recognizing hazards.
- Taking precautions.
- Using personal protective equipment.
- What to do if a problem arises.
- Guidelines to follow in case of emergency.
- How to report an injury.

### How to Train

- Train using verbal interaction.
- Use visual aids and emphasize key points.
- Review instructions and seek feedback.
- Ask teen to repeat instructions.
- Demonstrate how to perform the task.
- Watch teen perform the task, correct mistakes and review proper procedure.
- Keep training sessions short.
- Ask for questions.

### When to Train

- When the teen is first hired.
- When the teen is given a new task or tool.
- When a new hazard is introduced into the workplace.
- After an incident (an injury or close call).
- Periodically for review.





# Employer/ Supervisor Responsibilities

## Resource for regulations on teen workers:

U.S. Department of Labor  
1-866-487-2365  
Youth Labor websites  
[www.dol.gov/](http://www.dol.gov/)  
Or  
[www.youthrules.dol.gov](http://www.youthrules.dol.gov)

National Institute for Occupational Safety and Health: Youth Worker Safety and Health  
[www.cdc.gov/niosh/topics/youth/](http://www.cdc.gov/niosh/topics/youth/)

### Employer responsibilities

- Provide workers with a safe workplace.
- Provide comprehensive training for employees.
- Keep written records of all training activities.
- Provide personal protective equipment
- Take immediate action when informed of a potentially hazardous situation.
- Immediately investigate incidents that occur.

### Supervisor Responsibilities

- Assign tasks based on age and physical capabilities.
- Provide training on assigned tasks.
- Require teen to demonstrate safe operation of equipment.
- Clearly assign duties.
- Instruct teens on how to recognize risks
- Enforce health and safety procedures.
- Supervise while teen accomplishes tasks.
- Take action when unsafe acts or conditions occur.

# Adolescents at Work

## Remember



Safety Check



Personal Protective Equipment



Rest/Drinking Water



## Remember



Supervision



Communication



Safety Training

## Supervisor responsibilities

### Work conditions

- Keep adolescent characteristics in mind when assigning tasks
- Clearly assign specific duties
- Assign supervisors who work well with youth, are consistent, and provide good examples

### Teen characteristics

- Physical, cognitive, and emotional development differs from adults
- Like to explore, experiment and take risks
- Have limited sense of vulnerability
- Will try to “prove” themselves
- Are susceptible to peer pressure
- Are inexperienced in work practice and responsibilities
- Lack assertiveness and may be afraid to ask questions

### Training and supervision

- It's important to:
  - Create atmosphere for questions
  - Provide feedback
  - Avoid assigning teens to work alone
- Provide appropriate training on tasks
- Teach how to recognize risks
- Instruct how to respond to emergencies
- Track work schedules to remain under work-hour limit
- Identify equipment prohibited for adolescents
- Identify and match adolescent with mentor
- Train supervisors on employment rules for teens under age 18

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Minimum age for most employment outside of school hours is 14 years.
- Youth 12 or 13 years old may work during non-school hours with a parent or with consent from a parental/guardian; they are limited to hand-harvest of very few crops including berries, bulbs, spinach and cucumbers.
- Hazardous duties known as the Hazardous Orders are prohibited for those under 16 years, refer to: [www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm](http://www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm).
- Some state laws regulate the hours of work for all minors and restrict work activities for 16- and 17-year-olds.
- Check minimum wage laws that apply (i.e., federal or state); typically overtime pay is not required.
- Check your state regulations regarding heat exposure, sanitation facilities, and general health and safety requirements that may apply.
- Find state-specific child labor information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).





# Working Outdoors

## Main Hazards



Sun, Heat and Severe Weather



Drowning



Insects/Pests



## Remember



Rest/Drinking Water



Sun Protection



Good Handwashing

## Supervisor responsibilities

### Work conditions

- Provide hand washing options
- Provide toilets
- Have drinking water available at all times
- Allow for rest in shaded areas
- Require workers to wear appropriate clothing while working
- Help employees minimize risk of insect bites and other pest exposures
- Ensure teens understand your emergency evacuation plan
- Be aware of changing weather conditions
- Be aware of signs/symptoms of heat-related illnesses
- Have a first aid station and an individual designated for administering first aid
- Avoid exposure to pesticides, excessive dust and other irritants
- Be aware of drowning hazards and have rescue equipment on site

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Minimum age for most employment outside of school hours is 14 years.
- Youth 12 or 13 years old may work during non-school hours with a parent or with consent from a parental/guardian; they are limited to hand-harvest of very few crops including berries, bulbs, spinach and cucumbers.
- Hazardous duties known as the Hazardous Orders are prohibited for those under 16 years, refer to [www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm](http://www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm).
- Some state laws regulate the hours of work for all minors and restrict work activities for 16- and 17-year-olds.
- Check minimum wage laws that apply (i.e., federal or state); typically overtime pay is not required.
- Check OSHA or your state health and safety regulations regarding heat exposure, sanitation facilities, and general health and safety requirements that may apply.
- Find state-specific child labor information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).



# Basic Tractor Operations

## Main Hazards



Tractor Rollover



Tractor Runover



Collision with Obstacles



## Remember



Non-Skid Shoes



Hearing Protection



No Loose Clothing or Hair

## Supervisor responsibilities

### Work conditions

- Ensure all safety devices are in place (rollover protection structures, seat belts, shields, proper lighting and marking)
- Complete pre-operational inspection
- Only allow operation during daylight and calm weather
- Ensure work area is free from hazards
- Establish safe route to work site

### Teen assessment

- Can fully operate all controls
- Can use hands and feet in coordinated manner
- Can repeat a 15-20 step process
- Has positive safety attitude
- Has good peripheral vision
- Is alert and well rested
- Stays calm when work pace is rushed
- Shows good judgment in new situations

### Training and supervision

- Ensure employee has completed tractor certification training
- Have employee demonstrate ability to safely perform specific job
- Check on employee every 30 minutes until he/she demonstrates ability to perform job successfully
- Maintain contact through cell phone or walkie-talkie

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Refer to Adolescents at Work guideline for general regulations. Find state-specific information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).
- Youth under 16 years may not operate a tractor with more than 20 hp power takeoff (PTO) horsepower or connect/disconnect farm implements from a tractor. However, in some states 14- and 15-year-olds who have received a training certificate for operating a tractor are exempt from this restriction (HOSTA).
- Youth under 16 may not ride on a tractor as a passenger or helper; work in a horizontal silo while operating a tractor for packing purposes; or drive a bus, truck, or automobile when transporting passengers.
- Youth under 16 may not operate or assist with (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines: trencher or earthmoving equipment, forklift, potato combine, corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, or mobile pea viner; feed grinder, crop dryer, forage blower, auger conveyer, or the unloading mechanism of a non-gravity self-unloading wagon or trailer; or power post hole diggers, power post driver, or non-walking type rotary tiller.
- Some state health and safety laws require rollover protection structures (ROPS) and seat belts for tractors.



# Hand Harvesting Fruit and Vegetables

## Main Hazards



Sharp Tools



Sun Exposure



Repetitive Motion



## Remember



Proper Body Movement



Non-skid Shoes



Good Handwashing

## Supervisor responsibilities

### Work conditions

- Provide safe transport to field
- Ensure reentry standards are followed
- Allow for rest in shaded areas
- Provide toilet facilities and water for drinking and washing hands
- Allow 10-minute break every hour
- Maintain a communication link

### Teen assessment

- Be aware of insect allergies or medical conditions
- Can repeat task for 50 minutes without becoming exhausted
- Has positive safety attitude
- Can easily carry 15 percent of body weight
- Is able to bend and lift using proper body mechanics

### Training and supervision

- Train employees on safe bending and lifting practices
  1. Keep back as straight as possible
  2. Shift weight from foot to foot
  3. Stand with feet shoulder-width apart; one foot in front of other
  4. Hold in stomach muscles
  5. Shift from leg-to-leg when squatting
  6. Avoid twisting to reach objects
  7. Shift body position often
- Train employee in safe cutting
  1. Use the right tool for the job
  2. Don't use a tool that is oily, greasy or too heavy to handle
  3. Plant feet firmly
  4. Cut away from body
  5. Keep wrist straight

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Refer to Adolescents at Work guideline for general regulations.
- Find state-specific information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).
- Youth under 16 may not apply toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers, or serve as a flagger for aircraft applying such chemicals).
- Youth under 16 may not operate or assist with (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) power-driven circular, band, or chain saw.
- Youth under 16 may not work to load or unload timber with a butt diameter of more than 6 inches; or fell, buck, or skid timber.

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Notes: \_\_\_\_\_  
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**Safety Guidelines**  
 Hired Adolescent Farm Workers

# Harvesting Tree Fruit & Climbing a Ladder

## Main Hazards



Heavy Lifting



Risk of Falling



Heat Stress



## Remember



Eye Protection



Non-skid Shoes



Good Handwashing

## Supervisor responsibilities

### Work conditions

- Provide safe transport to field
- Ensure reentry standards are followed
- Ensure climbing structure is stable
- Maintain work area free from hazards
- Allow for rest in shaded areas
- Provide toilet facilities and water for drinking and washing hands
- Allow 10-minute break every hour

### Teen assessment

- Be aware of insect allergies or medical conditions
- Has good coordination
- Can repeat task for 50 minutes without becoming exhausted
- Has good peripheral vision
- Has positive safety attitude
- Can easily carry 15 percent of body weight
- Can easily grasp objects with hands

### Training and supervision

- Ensure ladder steps are safe for climbing
- Train employee on safe climbing:
  1. Grasp alternate rungs and take first step
  2. Be sure ladder feels stable
  3. Keep feet and hips within sides of ladder frame
  4. Always maintain three contact points
  5. Keep head up and back straight
  6. Concentrate on the climb
  7. Do not climb beyond third rung from the top
  8. Follow the above tips when climbing down
- Do not allow people or objects below the ladder

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Refer to Adolescents at Work guideline for general regulations.
- Find state-specific information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).
- Youth under 16 years may not work on a ladder or other elevated structure more than 20 feet off the ground.
- Youth under 16 may not apply toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers, or serve as a flagger for aircraft applying such chemicals).



# Working with Large Animals

## Main Hazards



Animal Kicks



Weight Strain



Confinement



## Remember



Proper Barriers



Steel-toed Shoes



Good Handwashing

## Supervisor responsibilities

### Work conditions

- Ensure proper barriers are in place
- Establish an escape route
- Maintain a properly working ventilation system
- Ensure employee changes outer clothing and washes hands after job
- Limit access to confined spaces to authorized personnel
- Maintain a clean and organized work area with minimal hazards

### Teen assessment

- Employee is confident and capable of working around large animals
- Has positive safety attitude
- Has good peripheral vision
- Can easily push or pull 15 percent of body weight

### Training and supervision

- Train employee on animal behavior related to assigned tasks
- Train employee to recognize hazardous situations
- Instruct employee on escape routes

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Refer to Adolescents at Work guideline for general regulations.
- Find state-specific information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).
- Youth under 16 may not work on a farm in a yard, pen, or stall occupied by a bull, boar, or stud horse maintained for breeding purposes; a sow with suckling pigs, or a cow with a newborn calf (with umbilical cord present).
- Youth under 16 may not work inside a fruit, forage, or grain storage designed to retain an oxygen deficient or toxic atmosphere; an upright silo within 2 weeks after silage has been added or when a top unloading device is in operating position; a manure pit; or a horizontal silo while operating a tractor for packing purposes.

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Notes: \_\_\_\_\_  
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**Safety Guidelines**  
Hired Adolescent Farm Workers



# Working with Utility Vehicles

## Main Hazards



Vehicle Overturns



Collision with Obstacles



Inattentive Driving



## Remember



Slow Down



Hearing Protection



Safety Training

## Supervisor responsibilities

### Work conditions

- Ensure all safety devices are in place
- Conduct pre-operational vehicle inspection
- Only allow operation during daylight and calm weather
- Establish safe route to work site
- Ensure proper attire including enclosed-toed shoes and gloves
- Avoid work assignments in hilly terrain

### Teen assessment

- Can operate all vehicle controls properly
- Can use hands and feet in coordinated manner
- Able to shift weight for turning
- Has positive safety attitude
- Has good peripheral vision
- Is alert and well rested
- Stays calm when work pace is rushed
- Shows good judgment in new situations

### Training and supervision

- Ensure employee has completed utility vehicle training
- For ATVs, ensure employee wears a Department of Transportation-approved (or equivalent) helmet with eye protection
- Have employee demonstrate ability to safely operate vehicle
- Directly supervise employee until he/she demonstrates ability to safely operate vehicle
- Maintain contact through cell phone or walkie-talkie

### Federal Regulations: Fair Labor Standards Act (FLSA)

- Refer to Adolescents at Work guideline for general regulations.
- Find state-specific information at [www.youthrules.dol.gov](http://www.youthrules.dol.gov).
- Youth under 16 may not operate or assist with (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines: trencher or earthmoving equipment; forklift; potato combine, corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, or mobile pea viner, feed grinder, crop dryer, forage blower, auger conveyer, or the unloading mechanism of a non-gravity self-unloading wagon or trailer; or power post hole diggers, power post driver, or non-walking type rotary tiller.
- Youth under 16 may not drive a bus, truck, or automobile when transporting passengers or riding on a tractor as a passenger or helper.

