



#KeepTeenWorkersSafe

The OSH Act of 1970 states that “EACH EMPLOYER” (Even those who employ YOUTH), ...”shall furnish to each of his/her employees’ employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.

The information included in this guide are best practices to help to keep our youth safe this summer as they begin their Summer Jobs!! Compiled in this guide are resources that have been prepared from many different agencies and groups whose sole focus is to ensure workplace safety. This document in no way is a substitute for any other information that may be utilized to ensure specific on-the-job safety.

Our wish is that you all enjoy your summer work experience!!

😊 **K Scott’s Teen/Summer Work Experience:** 😊

- Picking Peaches and Grapes, Babysitting, McDonald’s

All of those experiences are what made K Scott into the person she is today and we wish for you the same enjoyable experience!!! Safety in all of it!! YOU are the Nation’s Most Valuable Workplace Resource!! And we are happy to have our youth join us in the work world.

Links to Reference: (QR Codes below for quick access):

(1) <https://www.cdc.gov/niosh/talkingsafety/states/ar/2015-126/default.html>

(2) <https://keepteenworkerssafe.org/>

(3) <https://www.labor.arkansas.gov/labor/occupational-safety-and-health/osha-consultation-sharp-and-vpp/teen-safety/>

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Arkansas Youth Workers' Safety Guide for Notes, Questions, Concerns K Scott Consults, LLC

What safety/security concerns do I have now?	
What PPE to do I wear?	
What questions do I have now?	
What do I need to do when I get to the job site?	
Who do I go to when I have questions?	
What do I need to look for?	
What questions should I ask?	
What concerns do I have?	
What is expected of me to do to ensure I am safe and secure?	
Notes, Comments, Concerns:	

Jobs that teens **CANNOT** do

14 and 15 year-olds CANNOT:

- Operate, set up, adjust, clean, oil, or repair power-driven food slicers, grinders, choppers, cutters, or bakery mixers.
- Cook (except at soda fountains, lunch counters, snack bars, and cafeteria serving counters). 14 and 15 year-olds can assemble and serve food.
- Load or unload trucks or conveyors.
- Process meat.
- Work in freezers or meat coolers.
- Do work while elevated above floor level. No standing on a window sill, ladder, scaffold, or similar equipment.
- Operate motor vehicles.

16 and 17 year-olds CANNOT:

- Drive a motor vehicle or be an outside helper on a motor vehicle.
- Operate power-driven meat slicers.
- Operate bakery machines.
- Work in meat packing or processing.

For more information about age or hour restrictions for teenagers, call the Labor Standards Section.
501-682-4534

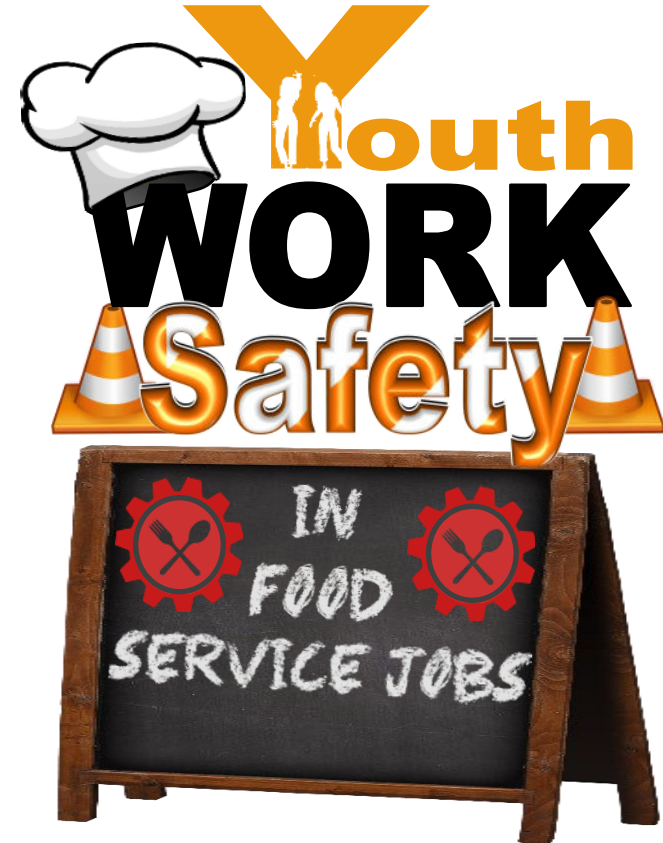


Arkansas Department of Labor and Licensing

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Here are some things YOU can do to keep from getting hurt at work:

Know and follow all the safety rules and work procedures - they're there because someone has already been hurt doing that.
 Use all work equipment and safety equipment correctly - ask your supervisor if you have any questions about doing it right.

Look out for your co-workers - so they won't get hurt either.

Know what to do in emergency situations.

Tell your supervisor if you see something that is unsafe.

Don't do any jobs you haven't been trained to perform.

HAZARD

HOW TO BE SAFE

Falls	<ul style="list-style-type: none"> ◆ Always watch where you are going. ◆ Stand on slip-resistant floor mats. ◆ Keep doors and drawers closed. ◆ Keep aisles and doorways clear. ◆ Don't run or jump onto or off of elevated areas. ◆ Keep floors as dry and clean as possible. Wear shoes with good grip.
Cuts and More	<ul style="list-style-type: none"> ◆ Pay attention to where you put your hands. ◆ Wear gloves when washing knives and other sharp objects. ◆ Don't clean equipment that is still connected to the power supply. ◆ Don't operate equipment that you are not authorized to operate.
Burns	<ul style="list-style-type: none"> ◆ Pay attention to where you put your hands and other body parts.
Chemical Hazards	<ul style="list-style-type: none"> ◆ Know the hazards of the chemicals you use and the procedures for using them properly. ◆ Don't mix chemicals or use different chemicals together unless instructed to by your supervisor. ◆ Wear the personal protective equipment that is designated for that chemical.
Bloodborne Diseases	<ul style="list-style-type: none"> ◆ Don't touch someone else's blood or needles. ◆ Only people who are trained in bloodborne pathogens and proper procedures can clean up blood. ◆ Wear liquid-resistant gloves if you have to clean up bloody messes.
Violent Crimes	<ul style="list-style-type: none"> ◆ Don't work alone or isolated from others.
Back Injuries	<ul style="list-style-type: none"> ◆ Get help when lifting heavy, awkward, or bulky things. Use the buddy system. ◆ Don't bend over or twist when lifting.

Jobs that teens **CANNOT** do

14 and 15 year-olds **CANNOT**:

- Load or unload trucks or conveyors.
- Maintain or repair buildings.
- Work in boiler rooms or engine rooms.
- Wash outside windows or do any work standing on a window sill, ladder, scaffold, or similar equipment.
- Work in warehouses, operate a motor vehicle or do construction work.

16 and 17 year-olds **CANNOT**:

- Drive a motor vehicle or be an outside helper on a motor vehicle.
- Operate power-driven woodworking machines.
- Work around radioactive substances.
- Operate power-driven hoisting apparatus, metal-forming, punching, and shearing machines.
- Operate power-driven circular saws, band saws, and guillotine shears.
- Work in demolition, excavation, or roofing operations.

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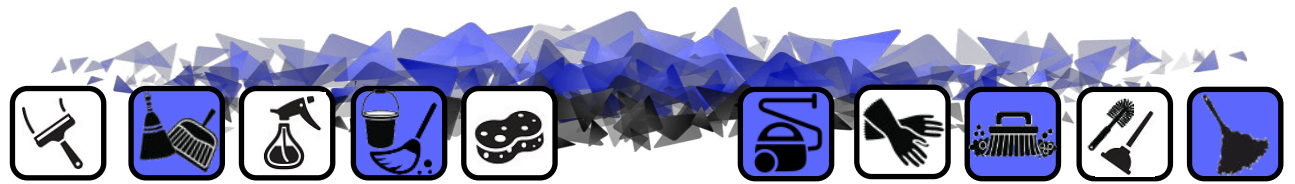
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Look out for your co-workers - so they won't get hurt either.

Know what to do in emergency situations.

Tell your supervisor if you see something that is unsafe.

Don't do any jobs you haven't been trained to perform.

HAZARD

HOW TO BE SAFE

<p style="text-align: center;">Falls</p>	<ul style="list-style-type: none"> ◆ Don't run or jump up on or off of elevated areas. ◆ Remember that wet floors are slick. ◆ Keep aisles, doorways, and stairs clear. ◆ Watch where you are going. Surprises are around every corner. ◆ Keep extension cords out of aisles and other paths of travel. ◆ Use ladders to change light bulbs, not a chair, box, or table.
<p style="text-align: center;">Electrocution</p>	<ul style="list-style-type: none"> ◆ Don't use electrical equipment that is damaged OR has a damaged cord. ◆ Don't clean equipment until it has been disconnected from the power supply.
<p style="text-align: center;">Chemical Exposure</p>	<ul style="list-style-type: none"> ◆ Know the hazards of the chemicals you use. ◆ Know the procedures for using the chemicals properly. ◆ Don't use different chemicals together or mix chemicals together. ◆ Wear the personal protective equipment that is designated for that chemical.
<p style="text-align: center;">Bloodborne Diseases</p>	<ul style="list-style-type: none"> ◆ Don't touch someone else's blood or needles. ◆ Only people who are trained in bloodborne pathogens and proper procedures can clean up blood. ◆ Wear liquid-resistant gloves if you have to clean up bloody messes.
<p style="text-align: center;">Back Injuries</p>	<ul style="list-style-type: none"> ◆ Get help when lifting heavy, awkward, or bulky things. Use the buddy system. ◆ Don't bend over or twist when lifting. ◆ Don't try to carry too much.

Jobs that teens **CANNOT** do

14 and 15 year-olds CANNOT:

- Work in manufacturing, mining, logging, communications or public utilities, construction, railroad, or warehousing and storage or processing industries.
- Load or unload trucks or conveyors.
- Operate or assist with hoisting apparatus or any power-driven machinery other than office machines (including lawnmowers).
- Do work while elevated above floor level. No standing on a window sill, ladder, scaffold or similar equipment.
- Operate motor vehicles or service vehicles.
- Work around poisonous chemicals.

16 and 17 year-olds CANNOT:

- Work in logging, sawmills, meatpacking, mining, roofing, or excavation operations.
- Operate power-driven woodworking machines.
- Work in the manufacturing of brick or tile.
- Ride on power-driven open elevators and other hoisting devices.

For more information about age or hour restrictions for teenagers, call the Labor Standards Section.

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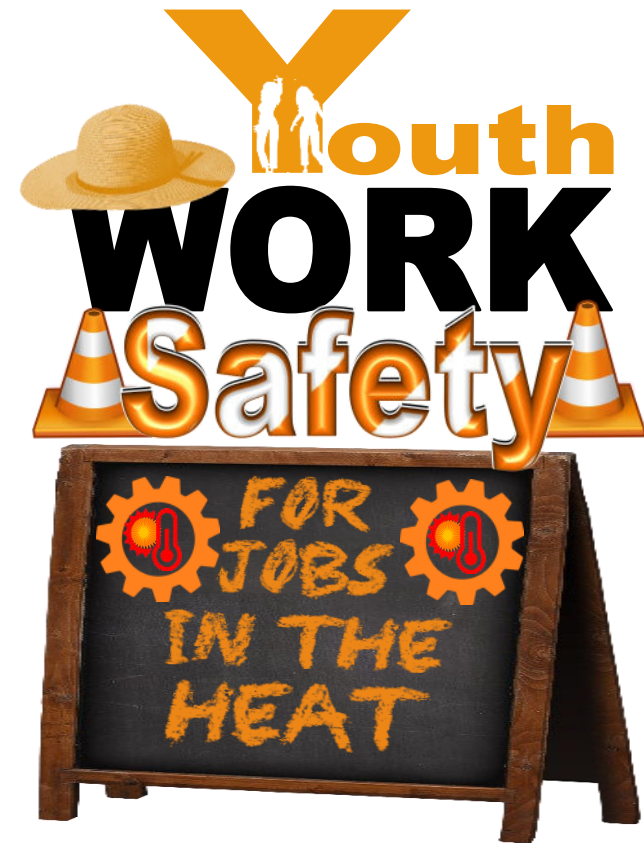
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The combination of **heat, humidity, and physical work** can be a serious health threat during the summer months.

When the body is unable to cool itself through sweating, serious heat illnesses could occur. Untreated, **heat exhaustion** could lead to **heat stroke** and possibly **death**.

Here's how to beat the heat:

- Drink plenty of water and/or electrolyte replacement drinks. Drink before you're thirsty (about a cup every 15 to 20 minutes).
- Wear light-weight, light-colored, loose-fitting, breathable clothing – cotton is good.
- Take frequent short breaks in the cool shade. Perform the heaviest work during the coolest part of the day.
- Eat smaller meals before working in hot environments, and avoid drinking caffeine and lots of sugary drinks like sodas.
- Check to make sure any medications you are taking don't put you at greater risk of heat-related injuries.
- Take it easy if you have to wear or use extra work gear. Your body has to work harder if you wear thick, heavy clothing, a dust mask, protective coveralls, or if you pick up or carry heavy things or push or pull objects.



Heat Exhaustion:

- Headaches;
- Dizziness;
- Weakness;
- Mood changes, like irritability, confusion, or the inability to think straight;
- Upset stomach & vomiting;
- Decreased or dark-colored urine;
- Fainting or passing out; and
- Pale, clammy skin.

What should you do?

- 1) Act immediately. If not treated, heat exhaustion can advance to heat stroke or death.
- 2) Move the victim to a cool, shaded area to rest. Don't leave the person alone. If symptoms include dizziness, lay the victim on his or her back and raise the legs 6 to 8 inches. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- 3) Loosen and remove any heavy clothing.
- 4) Have the person drink cool water (about a cup every 15 minutes) unless sick to the stomach.
- 5) Cool the person's body by fanning and spraying with a cool mist of water or applying a wet cloth to the skin.
- 6) Call 911 for emergency help if the person does not feel better in a few minutes.

Heat Stroke:

- Dry, pale skin with no sweating;
- Hot, red skin that looks sunburned;
- Mood changes such as irritability, confusion, or the inability to think straight;
- Seizures or fits; and
- Unconsciousness with no response.

What should you do?

- 1) Call 911 for emergency help immediately.
- 2) Treat the heat stroke victim the same way you would treat the heat exhaustion victim.
- 3) In addition to these steps, place ice packs under the armpits and groin area.

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- Load or unload trucks or conveyors.
- Operate or assist with hoisting apparatus or any power-driven machinery other than office machines (including lawnmowers).
- Do work while elevated above floor level. No standing on a window sill, ladder, scaffold or similar equipment.
- Operate motor vehicles or service vehicles.
- Work around poisonous chemicals.

16 and 17 year-olds CANNOT:

- Work in logging, sawmills, meatpacking, mining, roofing, or excavation operations.
- Operate power-driven woodworking machines.
- Work in the manufacturing of brick or tile.
- Ride on power-driven open elevators and other hoisting devices.

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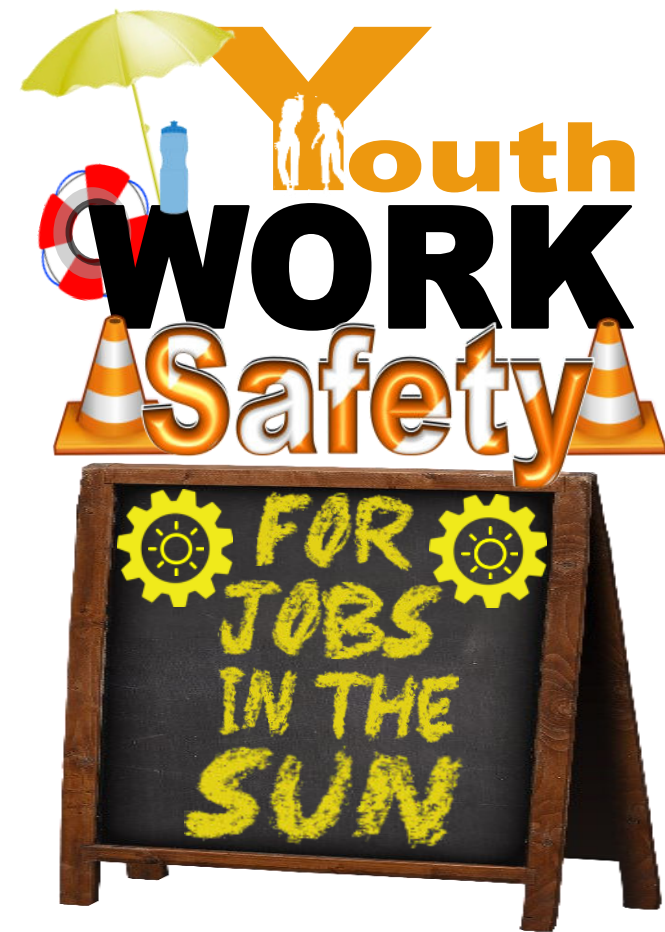
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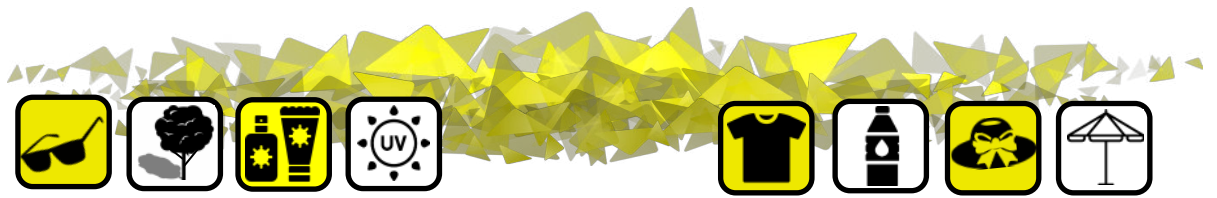
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Sun

Sunlight contains Ultraviolet (UV) light radiation, that causes premature aging of the skin, wrinkles, cataracts, and skin cancer.

The amount of damage from UV exposure depends on the strength of the light, the length of exposure, and whether the skin is protected.

There is no such thing as “safe UV rays” or “safe suntans”.

Skin Cancer

Sun exposure at any age can cause skin cancer. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any one of the following physical features:

- Numerous, irregular, or large moles;
- Freckles;
- Fair skin;
- Blonde, red, or light brown hair.

Self-Examination

It's important to examine your body monthly because skin cancers detected early can almost always be cured. The most important warning sign is a spot on the skin that is changing in size, shape, or color during a period of one month to one or two years.

Skin cancers might look like:

- Pale, wax-like, pearly nodules.
- Red, scaling, sharply outlined patches.
- Sores that don't heal.
- Small, mole-like growths-melanoma, the most serious type of skin cancer.

If you find an unusual skin change like these, talk to your parents and see a health care professional immediately.

Here's how to block UV Rays:

Cover Up. Cover exposed skin with tightly woven clothing that you can't see through. Try this test: Place your hand between a single layer of the clothing and a light source. If you can see your hand through the fabric, the garment offers little protection.

Use Sunscreen. Sunblock with a protection factor (SPF) of at least 15 will block 93 percent of UV rays. A higher SPF will protect even better. You want to block both UVA and UVB rays to guard against skin cancer. Be sure to follow the directions on the bottle or tube.

Wear a Hat. A wide brim hat (not a baseball cap) works best because it protects the neck, ears, eyes, forehead, nose, and scalp.

Wear UV- absorbent Shades. Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Before you buy, read the product label.

Limit Exposure. UV rays are most intense between 10 a.m. and 4 p.m. If you're unsure about the sun's intensity, take the shadow test: If your shadow is shorter than you are, the sun's rays are the day's strongest. Try to work out of the sun as much as possible during these times.

For more information on preventing skin cancer, check out these sources:

American Cancer Society

www.cancer.org

Centers for Disease Control and Prevention

www.cdc.gov/cancer/skin/index.htm

The Skin Cancer Foundation

www.skincancer.org

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- Use all work equipment and safety equipment correctly - ask your supervisor if you have any questions about doing it right.
- Look out for your co-workers - so they won't get hurt either.
- Know what to do in emergency situations.
- Tell your supervisor if you see something that is unsafe.
- Don't do any jobs you haven't been trained to perform.

HAZARD

HOW TO BE SAFE

Falls	<ul style="list-style-type: none"> ◆ When you're working, walk, don't run. ◆ Don't jump up on or off of elevated areas. ◆ Always watch where you are going as the ground can hide many hazards. ◆ Don't carry things in front of your face, so you can't see where you're going.
Electrocution	<ul style="list-style-type: none"> ◆ Don't operate any equipment unless you're authorized to use it. ◆ Don't clean equipment until it has been disconnected from the power supply.
Chemical Hazards	<ul style="list-style-type: none"> ◆ Don't use any chemicals until you have been trained in their safe use. ◆ Don't use different chemicals at the same time or mix chemicals together.
Bloodborne Diseases	<ul style="list-style-type: none"> ◆ Don't touch someone else's blood or needles. ◆ Only people who are trained in bloodborne pathogens and proper procedures can clean up blood.
Back Injuries	<ul style="list-style-type: none"> ◆ Don't try to pick up heavy, awkward, or bulky things by yourself. Use the buddy system. ◆ Don't bend over or twist when lifting. ◆ Don't try to carry too much.
Violent Crimes	<ul style="list-style-type: none"> ◆ Don't work alone or isolated from others.
Traffic	<ul style="list-style-type: none"> ◆ Watch for traffic when working close to any roadway. Always assume they don't see you.
Heat	<ul style="list-style-type: none"> ◆ Drink lots of water or electrolyte replacement drinks (not soda). ◆ Wear light-weight, loose-fitting, breathable clothing (like light cotton). ◆ Take short breaks in the shade.

Jobs that teens **CANNOT** do

14 and 15 year-olds CANNOT:

- Operate, set up, adjust, clean, oil, or repair power-driven food slicers, grinders, choppers, cutters, or bakery mixers.
- Load or unload trucks or conveyors.
- Work in freezers or meat coolers.
- Do work while elevated above floor level. No standing on a window sill, ladder, scaffold, or similar equipment.
- Work in boiler or engine rooms.
- Work in a warehouse.
- Operate motor vehicles

16 and 17 year-olds CANNOT:

- Drive a motor vehicle or be an outside helper on a motor vehicle.
- Operate power-driven meat slicers.
- Operate power-driven woodworking machines including saws and shears.
- Operate power-driven paper product machines.
- Work on a roof.

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<p>Falls</p>	<ul style="list-style-type: none"> ◆ Don't run in the store. ◆ Don't jump up on or off of elevated areas. ◆ Keep floors as dry as possible. ◆ Keep cabinet doors and drawers closed. ◆ Keep aisles and doorways clear. ◆ Always watch where you are going. Surprises are everywhere. ◆ Don't carry things in front of your face where you can't see where you're going. ◆ Never work more than 4 feet off the ground without fall protection.
<p>Electrocution</p>	<ul style="list-style-type: none"> ◆ Don't operate any equipment unless you're authorized to use it. ◆ Don't try to clean any equipment until it has been disconnected from its power supply.
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