THE FEDERAL NETWORK FOR YOUNG WORKER SAFETY AND HEALTH

Sample Young Worker Safety and Health Checklist
For use by Employer* and Employee

Employers have a responsibility to provide safe and healthful workplaces for their employees. To achieve this, it is important for each employer to ensure that each employee, upon arriving in the workplace, is fully briefed on the safety and health practices, hazards applicable to the workplace, and means of protection against exposure to those hazards. You are not required to complete or submit this voluntary checklist, but we believe you will find it helpful in achieving workplace safety.

Requirements	Training Received			Comments
	Yes	No	N/A	
Do any Fair Labor Standards Act (FLSA) provisions on youth employment apply?**				
Are work hours age appropriate?				
Are tasks age appropriate?				
Have activities that the worker is prohibited from performing (due to age, insufficient skill/training, lack of qualification, etc.) been clearly identified?				
Have workplace safety policy, rules and values been explained?				
Have emergency evacuation procedures been reviewed, including: Exit Routes?				
Assembly/Meeting locations?				
Shelter in Place procedures?				
If any personal protective equipment will be used, has the following been reviewed:				
Where to obtain the PPE?				
When to use it?				
How to use it?				
How to maintain it?				
Has how to report an accident/incident been reviewed, including:				
What must be reported?				
Whom to report it to?				
When to report it?				
Has the importance of workplace cleanliness, (good housekeeping) been explained?				
Have proper lifting/carrying techniques been demonstrated?				
Has the location of the area where notices to employees are customarily posted (e.g. equal opportunity protection) been identified?				
Have safe transportation guidelines for driving to and from work been explained?				
Has a person been identified as a contact for responding to questions regarding the appropriate manner to perform work tasks (and other workplace issues)?				

Supervisor signature _____ Date _____ Employee signature _____ Date _____

* EMPLOYERS, this is a **voluntary** generic checklist that contains **examples** of issues that should be addressed before young workers begin to work: Employers should supplement this list as necessary to address the specifics of their particular workplaces.

**See http://www.youthrules.dol.gov/brochures.htm Employer's Pocket Guide on Youth Employment

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