Student Handout #1

# Your Safety IQ Quiz

Work together in your group to answer these questions. Guessing is OK. You won't be graded on your answers. Pick one person in your group to report your answers to the class later.

✔ Check the correct answer.

1. The law says your employer must give you training about health and safety hazards on your job.

   ☐ True ☐ False ☐ Don't know

2. The law sets limits on how late you may work on a school night if you are under 16.

   ☐ True ☐ False ☐ Don't know

3. If you are 16 years old, you are allowed to drive a car on public streets as part of your job.

   ☐ True ☐ False ☐ Don't know

4. If you're injured on the job, your employer must pay for your medical care.

   ☐ True ☐ False ☐ Don't know

5. How many teens get seriously injured on the job in the U.S.?

   ☐ One per day ☐ One per hour ☐ One every 10 minutes ☐ Don't know

Student Handout #2

# Find the Hazards: Fast Food

Student Handout #3

# Find the Hazards: Grocery Store

Student Handout #4

# Find the Hazards: Office

Student Handout #5

# Find the Hazards: Gas Station

Student Handout #6

# Hunting for Hazards

| | Hazard | Possible Harm |
|---|---|---|
| **Kitchen** | | |
| **Office** | | |
| **Other Area** (_____) | | |

# Info Search

## A. Worksheet

Your team will be assigned one scenario to research from part C of this handout. Work with your team to answer the questions below. Once all team members have completed their research, discuss and agree on the answers you want to report to the rest of the class. Pick someone in your team to make a brief report.

1. What is the health and safety problem (hazard) in your scenario?

2. What information might you be able to get at the workplace? Where would you get it?

3. Pick three possible sources outside the workplace where you could get information. These must include at least one government agency, and at least one organization or agency that is not part of the government. You can search the internet, or request information by phone. A few suggested resources are listed in part B of this handout. However, you do not need to limit yourself to these. Each team member can get information from a different source, or you can work together. Use these sources to answer the following questions.

   **Short-term health effects.** How could this hazard affect your body right away?

| Information | Source |
|---|---|
| | |

**Long-term health effects.** How could this hazard affect your body over time?

| Information | Source |
| --- | --- |
| | |

**Solutions.** What are some possible ways to reduce or eliminate workers' exposure to this hazard?

| Information | Source |
| --- | --- |
| | |

4. What was the most important information you learned, and why was it important?

5. Which information source did your team find most useful, and why?

## B. Resources: Where To Get Information

Here are some websites and phone numbers to get factsheets and other information on health and safety hazards.

**Government Agencies**

New Jersey Occupational Health Services

Website contains "Right To Know—Hazardous Substance Fact Sheets" for over 1500 chemicals.

*http://www.state.nj.us/health/eoh/rtkweb/rtkhsfs.htm*

NIOSH (National Institute for Occupational Safety and Health)

Conducts research on hazards and has free publications on chemicals, ergonomics, child labor, and other hazards.

*www.cdc.gov/niosh/*
*www.cdc.gov/niosh/topics/youth* (Young Worker Safety and Health)

1-800-CDC-INFO (1-800-232-4636)

OSHA (U.S. Occupational Safety and Health Administration)

Develops and enforces federal regulations and standards. Offers free publications and a video library.

*www.osha.gov/SLTC/*

(800) 321-OSHA

**Other Organizations**

AFL-CIO Safety and Health on the Job

Basic health and safety information, including an alphabetical listing of direct links to fact sheets developed by unions and OSHA. Some are available in Spanish.

*http://www.aflcio.org/issues/safety/tools/infofs.cfm*

Labor Occupational Health Program (LOHP), University of California, Berkeley

Trains workers, unions, joint labor-management committees, and others on health and safety. Sells publications and videos. Offers assistance and referrals on young workers, workplace violence, hazardous waste, ergonomics, and more.

*www.lohp.org*

(510) 642-5507

NYCOSH (New York Committee for Occupational Safety and Health)

Website has internet links and resources on health and safety by industry and topic, as well as basic information on health and safety rights on the job.

*www.nycosh.org/*

Vermont SIRI (Safety Information Resources Inc.)

Website contains links to many health and safety resources. Specializes in Material Safety Data Sheets.

*www.siri.org*

## C. Scenarios

**Scenario A:** Big Box Foods

Kevin works in a warehouse. He's seventeen years old. One day, when he was loading 40-pound boxes onto a wooden pallet, he suddenly felt a sharp pain in his lower back. He had to stay out of work for a week to recover, and his back still hurts sometimes. He is worried about re-injuring his back, and tries to be careful, but he wants to find out more about safe lifting and other ways to prevent back injuries.

**Scenario B:** Brian's Computer Station

Brian has been working for six months as an administrative assistant in a large office. He is the newest employee in the office, and seems to have all the hand-me-down equipment. His keyboard and mouse sit right on his desktop, along with his computer monitor. The lever to adjust the height of his chair doesn't work any more. He works at his computer most of the day. He knows at least one person in the office who wears braces on her wrists because they are tender and painful, and who can no longer do a lot of things at home because her grip is so weak. Brian doesn't want to develop any problems like that, and wants to find out what he can do.

**Scenario C:** Dangerous Paint Stripper

Jessica has a summer job working for the city parks program. She has been using a cleaner called "Graffiti Gone" to remove graffiti from the bathrooms. She has to take a lot of breaks, because the chemical makes her throat burn. It also makes her feel dizzy sometimes, especially when the bathrooms don't have very many windows. On the label, she sees that the cleaner has methylene chloride in it. She feels like she's managing to get the work done, but she is worried about feeling dizzy. She wants to find out more about this chemical, what harm it can cause, and whether there are safer ways to do this work.

**Scenario D:** Noise at Work

Ediberto is 18 years old, and has been working for a company that manufactures prefabricated homes for about a year. He spends a lot of the work day using a power saw. His ears usually ring for awhile in the evening, but it seems to clear up by the morning. He is a little worried about whether it's damaging his hearing, but it's not that different than how his ears feel after a rock concert. He wants to find some information on how much noise is bad for you, and what he can do.

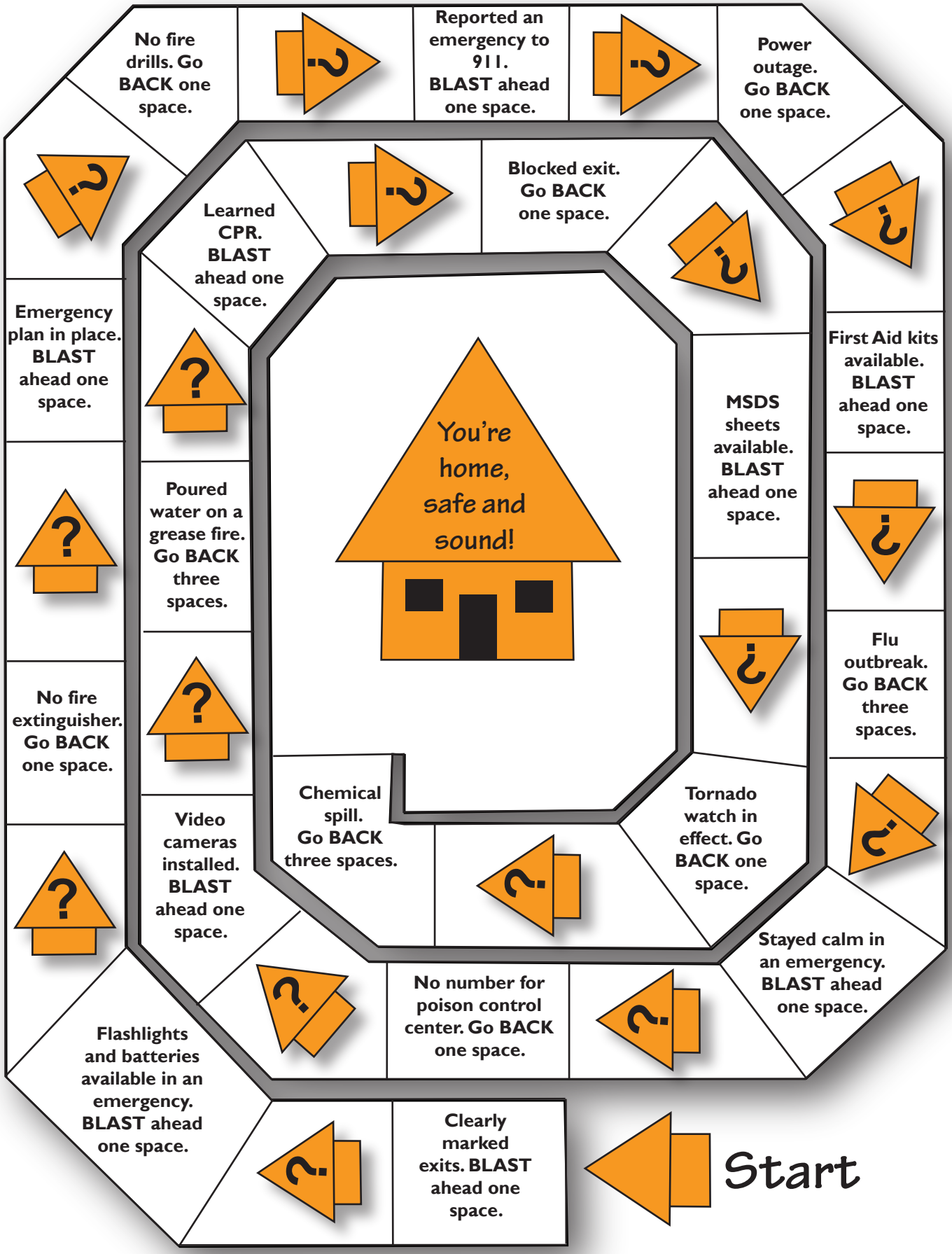
**Scenario E:** Needles in the Laundry Stack

Simone works as an aide in a nursing home. Her best friend's cousin Julia works in the laundry department. Simone has heard Julia complain about the medical staff, because used hypodermic needles sometimes show up in the dirty laundry. Simone is worried about Julia, but also doesn't think the medical staff could be that careless. She wants more information on what can be done.

**Scenario F:** Stop and Shop

Sarah works in a convenience store. She and the other employees take turns working the closing shift. It makes her nervous to be at the store by herself late at night, but she knows if she refuses the closing shifts, the owner will just look for someone else for the job. She carries mace in her purse, and the owner has told her to give up the cash in the cash register if she is ever faced with a robber, but she wants to find out what else can be done so she will feel safe.

# Disaster Blaster Game Board



# Disaster Blaster Game Cards

| | | |
|---|---|---|
| **Q.** If you are inside a building and begin to feel the shaking of an earthquake, what should you do?<br><br>**A.** Get under something heavy or sturdy like a desk or doorframe. | **Q.** If you are in a building and hear a tornado warning, what should you do?<br><br>**A.** Go to the lowest level of the building; the basement, a storm shelter, or an interior room without windows. | **Q.** If you smell smoke and suspect a fire burning somewhere in the building, what should you do?<br><br>**A.** Alert others. Pull fire alarm if available. Shut door and get out of the building. Call 911 from outside. |
| **Q.** If someone comes into your workplace with a gun, what should you do?<br><br>**A.** Cooperate fully with the gunman's instructions, Don't try to be a hero. | **Q.** If an unknown chemical spills in your workplace, what should you do?<br><br>**A.** Leave it alone and get your supervisor. | **Q**. How many exit routes must a workplace have?<br><br>**A.** Enough to allow for safe evacuation of all employees (and customers) but at least two exits. |
| **Q.** True or False?<br>If you are caught in a fire you should stay close to the ground.<br><br>**A.** True. | **Q.** What are the steps for using a fire extinguisher?<br><br>**A.** *P-A-S-S*:<br>**P**ull the pin;<br>**A**im the nozzle;<br>**S**queeze the trigger;<br>**S**weep extinguisher back and forth over the fire. | **Q.** What phone number should you call to report an emergency?<br><br>**A.** 911. |

| | | |
|---|---|---|
| **Q.** What should you do for a severe cut?<br><br>**A.** Apply pressure to the wound and, if there are no broken bones, elevate the wound above the heart. Seek medical help. | **Q.** What should you do for a very serious second or third degree heat burn?<br><br>**A.** Call 911. Don't remove clothing if stuck to the burned area. | **Q.** What should be used to put out a grease fire on a stove?<br><br>**A.** A pan lid or baking soda. *Never* water or flour. |
| **Q.** What should you do if you are in a building and the power goes out?<br><br>**A.** Stay calm. If appropriate to leave, look for lighted exit signs. Otherwise, stay in place and check with your supervisor. | **Q.** On the way home from work late one night, your car breaks down on an isolated road. What do you do?<br><br>**A.** Turn on hazard lights. Lock doors, stay in car. Call for help, wait for assistance. Or put sign up asking passers- by to call 911. Do not open car to strangers. | **Q.** You are working on a construction site and a co-worker enters a trench and passes out. What do you do?<br><br>**A.** Tell a supervisor. Don't go after him; you may become a second victim. Call 911. |
| **Q.** A co-worker slips on a wet floor, hits his head, and loses consciousness. What do you do?<br><br>**A.** Don't move him. Call 911. Check breathing and heartbeat. Give CPR if you can. Cover and keep him warm. | **Q.** If a co-worker falls off a ladder and injures his back, what should you do?<br><br>**A.** Don't move him (this can cause more damage). Call 911 for help. | **Q.** If your clothes catch on fire, what should you do?<br><br>**A.** Stop, drop, and roll; or smother the flames with a blanket. Never run. |

| | | |
|---|---|---|
| **Q.** Name at least one factor that increases your risk of being robbed at work?<br><br>**A.** Working alone; working at night; access to money. | **Q.** What letters are on the type of fire extinguisher that can be used in any kind of fire?<br><br>**A.** A–B–C.<br>(A) Trash, wood, paper;<br>(B) Liquids, gasses, solvents;<br>(C) Electrical equipment. | **Q.** What is the name of the sheets that provide information about chemical products?<br><br>**A.** Material Safety Data Sheets—MSDSs. |
| **Q.** What is at least one item that should be included in an emergency kit?<br><br>**A.** Water; flashlight and batteries; first aid supplies. | **Q.** What does the skull and crossbones symbol mean?<br><br>**A.** Poison. | **Q.** If a chemical gets into your eye, what should you do?<br><br>**A.** Flush it with water for at least 15 minutes. |
| **Q.** Name one security measure that can reduce workplace violence in a retail store?<br><br>**A.** Good lighting; a panic button or other communication device; a security guard; a video camera. | **Q.** How do you prevent the spread of flu viruses?<br><br>**A.** Cover nose / mouth with a tissue when coughing / sneezing. Wash hands, don't touch eyes, nose, or mouth. Stay home. | **Q.** What two common cleaning products should you never mix, because they make a gas that can kill you?<br><br>**A.** Ammonia and bleach (the mixture releases chlorine gas, which can be deadly). |

| | | |
|---|---|---|
| **Q.** What's the difference between a weather watch and a weather warning?<br><br>**A.** *Watch*: Severe weather possible during the next few hours. *Warning*: Severe weather observed or expected soon. | **Q.** If you are driving to work and see the funnel shape of a tornado approaching, what should you do?<br><br>**A.** Get out of the car and lie down in a low place. | **Q.** If you are working outside when a lightning storm starts and you can't get to shelter, what should you do?<br><br>**A.** Crouch low to the ground, sit on the balls of your feet, stay away from trees and metal objects. |
| **Q.** What do you do if you come in contact with a substance, but don't know whether or not it is toxic?<br><br>**A.** Call the National Poison Control Center: 1-800-222-1222. | **Q.** What can you use to melt ice on the sidewalks in the winter?<br><br>**A.** Rock salt | **Q.** Name at least two things that should be in an Emergency Action Plan.<br><br>**A.** Name of person who is in charge; escape routes; training; drills; alarm systems; meeting place. |
| **Q.** What does CPR stand for and what is it?<br><br>**A.** Cardiopulmonary Resuscitation. CPR is a combination of rescue breathing and chest compressions for a victim whose heart has stopped beating. | **Q.** Is it safe to use a cell phone or cordless phone during a storm?<br><br>**A.** Yes. These are safe to use because there is no direct path between you and the lightning. Use a corded telephone *only* in an emergency. | **Q.** If a co-worker suffers from heat exhaustion, what should you do?<br><br>**A.** Get the person out of the sun. Give her cool water. Lay the person down and elevate her feet. Call 911. |

# Emergencies in the News

*In your small group, read your assigned news story, then answer the three questions on the other side.*

**Story A:** Grease Fire in Restaurant Burns Employee

A fire erupted at Sunny's Family Restaurant Tuesday night, critically injuring an employee and causing $100,000 worth of damage to the building. The fire was caused when a frying pan, filled with oil heating up on the stove, was left unattended. The fire rapidly spread to dish towels hanging nearby. An employee discovered the scene and attempted to put out the fire by pouring water on the stove, causing the burning grease to splatter all over his face, arms, and chest. A co-worker, hearing the commotion, called 911 and yelled for everyone to leave the restaurant immediately. The fire department arrived, extinguished the fire, and attended to the burned employee. The victim was taken to Mercy Hospital and is reported to be in serious but stable condition.

**Story B:** Robber Threatens Young Employee With Gun

A 16-year-old employee of a local convenience store was held up at gunpoint late Thursday night by a masked man demanding money. The employee was working alone and in the process of closing the store for the evening. The employee later reported to police that, after emptying the cash register, the robber tied him up and then left with the money. Although the young employee was shaken up by the incident, he was not physically injured. The name of the young employee is being withheld because of his age.

**Story C:** Parents Praise Quick Action of Local Teen

Parents Charlene Cook and Kelly Nelson, who have children attending the Happy Go Lucky Day Care Center, called the Daily Times this week to praise the quick action of 17-year-old Tamara Thompson, one of Happy Go Lucky's star employees. Tamara noticed that an entire container of bleach had spilled near the janitor's closet and was giving off fumes in one of the nearby classrooms. Knowing that some of the children have asthma, Tamara walked the children to another teacher's classroom so they wouldn't be exposed. She then rushed back with paper towels to clean up the spill. Unfortunately, Tamara herself suffered breathing problems after cleaning up the bleach and had to be taken to the emergency room to be checked. She is currently at home recovering but plans to return to work when she feels better.

**Story D:** Young Construction Worker Falls From Ladder

An 18-year-old house painter, who was painting the second story of a house, fell off his ladder yesterday, breaking both legs. He also suffered severe cuts when he caught his arm on a metal fence during the fall. Co-workers rushed to assist him and called for an ambulance. Local EMTs reported that the co-workers carried the fallen employee to the front lawn and then applied pressure to the open wound to stop the bleeding.

**Story E:** 6.1 Earthquake Shakes Local High Rise Office Building

Office workers at R&D Business Solutions huddled under desks and doorways as a 6.1 earthquake shook their building. Once the tremors subsided, they followed lighted exit signs to the stairwell. They made it down ten flights of stairs and outside to the street. Gladys Royce, of Washington Township, whose son, Jason, is an employee of the company, complained that her son, who has Down Syndrome, was left alone to figure out what to do during and after the earthquake. The employees and supervisors had no idea Jason had remained on the 11th floor. The company pledges to take another look at its Emergency Action Plan and make sure the plan protects and prepares all their employees, including those who may need extra assistance.

**Story F:** Tornado Breaks Windows at Local Department Store

A tornado blew through town yesterday, causing major power outages and damage to several buildings, including blowing out most of the windows in Johnson's Department Store on East 8th Street. As glass went flying, employees reportedly herded customers into the center section of each floor in the three-story building. Customer Tom Wilson expressed appreciation for the assistance employees provided in getting everyone away from the windows.

## Questions

1. What went right in this situation?

2. What went wrong in this situation?

3. What steps should be taken in this workplace to make sure employees are better protected and prepared the next time?

Student Handout #11

# Emergency Action Plans

Planning ahead can reduce the effects of an emergency on workers, the workplace property, and the surrounding community. In preparing an Emergency Action Plan, an employer can figure out what protections are needed and what procedures should be followed in an emergency. All workplaces should have an Emergency Action Plan.

An Emergency Action Plan should be in writing. It should state who is responsible for coordinating emergency response; where chemicals are stored and where Material Safety Data Sheets ( MSDSs) for these chemicals are kept; and how critical operations will be maintained during and after an emergency (if necessary). The plan should also list measures that will be taken to protect employees (including those with physical disabilities).

**Training and drills**

There should be training and regular practice drills so everyone knows what to do during different kinds of emergencies. Workers should be trained so they understand their responsibilities during an emergency; the alarm system and "all clear" announcements; where to gather during an emergency; how to report an emergency; what to do if there is a chemical spill; and when and how to use emergency equipment.

**Alarm systems**

These must be seen, heard, and understood by all employees.

**Shelters and evacuation**

The plan should designate inside shelters, exits, evacuation routes and procedures, and outside meeting places. Shelters inside the building should be identified if tornadoes or hurricanes are a possibility. Exits and evacuation routes should be checked periodically to be sure they are not blocked. Exits should be of sufficient number, width, and location that workers can rapidly evacuate. An outside meeting place should be designated so employees can be counted after evacuation.

**Emergency lighting**

Exit routes should have emergency lighting in all areas where work is performed after daylight hours.

**Emergency equipment**

The plan should provide for installation and testing of appropriate emergency equipment such as building sprinkler systems, fire extinguishers, eyewash systems, and safety showers if chemicals are used.

**Procedures to follow when someone is injured**

First aid kits should be provided, as well as trained personnel to use them. Employees should know who is trained in first aid or CPR, and where to get medical attention if needed.

# Are You a Working Teen in **New Mexico?**

**Protect Your Health!**
**Know Your Rights!**

## Could I get hurt or sick on the job?

- 18-year-old Sylvia caught her hand in an electric cabbage shredder at a fast food restaurant. Her hand is permanently disfigured and she'll never have full use of it again.
- 17-year-old Joe lost his life while working as a construction helper. An electric shock killed him when he climbed a metal ladder to hand an electric drill to another worker.
- 16-year-old Donna was assaulted and robbed at gunpoint at a sandwich shop. She was working alone after 11 p.m.

Every year in the United States, 158,000 teens under age 18 are injured in the workplace. Approximately 53,000 young people seek emergency room treatment for their injuries. On average, 48 teens die each year from work-related injuries.

Why do teens get sick or hurt on the job? Injuries to young workers are usually due to unsafe equipment or a hazardous environment, stressful conditions, or working too fast to meet a deadline. As a young worker, you are more likely to be injured on jobs that the law does not allow you to do.

**What hazards should I watch out for?**

| Type of work | Examples of hazards |
|---|---|
| Food Service | Slippery floors<br>Hot cooking equipment<br>Sharp objects |
| Retail/Sales | Violent crimes<br>Harassment<br>Heavy lifting |
| Office/Clerical | Stress<br>Harassment<br>Poor computer work station design |
| Janitor/Clean-up | Toxic chemicals in cleaning products<br>Blood on discarded needles |
| Farm/Agricultural | Unsafe machinery<br>Chemicals in pesticides<br>Slippery surfaces and confined spaces |

## What are my rights on the job?

**By law, your employer must provide:**

- A safe and healthful workplace.
- Training on chemicals and other health and safety hazards.
- Protective clothing and equipment.
- (At least) the New Mexico minimum wage of $7.50 per hour. Some jobs are exempt from minimum wage laws. **For more details, see www.dol.gov/whd/minwage/america.htm.**
- Workers' compensation benefits if you are hurt on the job. These include:
  - Medical care for your injury, whether or not you miss time from work.
  - Payments if you lose wages for more than seven days.
  - Other benefits if you become permanently disabled.

**You also have a right to:**

- Report safety problems to OSHA.
- Work free of discrimination and harassment because of your race, color, religion, sex (including pregnancy), national origin, disability, age (age 40 or older), or sexual orientation.
  - Examples of workplace harassment include: Lewd jokes, racial or ethnic slurs, pressure for sexual favors, unwelcome comments about religion, or offensive pictures or graffiti.
- Report job discrimination without being punished or treated differently by your employer.
- Request reasonable workplace accommodations for religious beliefs or a medical condition.
- Refuse to work if the job is immediately dangerous to your life or health.
- Join or organize a union.
  - You have a right to engage in group activities to try to improve working conditions, wages, and benefits.
  - You have a right to talk about your wages with your co-workers.

## Is it ok to do any kind of work?

**NO!** Certain laws protect teens from doing dangerous work.

**In New Mexico, no worker under age 18 may:**

- Drive a motor vehicle on public streets as part of the job (17-year-olds may drive in very limited circumstances).
- Drive a forklift or other heavy equipment.
- Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine.
- Work in wrecking, demolition, excavation, or roofing.
- Work in logging or a sawmill.
- Handle, serve, or sell alcohol.

- Work where there is exposure to radiation.

***Also*, no one 14 or 15 years old may:**

- Do any baking activities.

- Cook (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets).
- Work in dry cleaning or a commercial laundry.
- Do building, construction, or manufacturing work.
- Load or unload a truck, railroad car, or conveyor.
- Work on a ladder or scaffold.

## Are there other things I can't do?

**YES!** There are other restrictions on the type of work you can and cannot do. **Age 14** is the minimum for most employment, except for informal jobs like babysitting or yard work. Check with your state labor department, school counselor, or job placement coordinator to make sure the job you are doing is allowed.

## 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 or from the New Mexico Labor and Industrial Division. Also, if you are under age 18 your employer must have on file a copy of your "proof of age" (such as a birth certificate, driver's license, or work permit).

## What are my safety responsibilities on the job?

**To work safely you should:**

- Follow all safety rules and instructions; use safety equipment and protective clothing when needed.
- Look out for co-workers.
- Keep work areas clean and neat.
- Know what to do in an emergency.
- Report any health and safety hazard to your supervisor.
- Ask questions if you don't understand.

### You have a right to speak up!

By law, your employer cannot fire or punish you for reporting a workplace problem or injury, or for claiming workers' compensation.

## Should I work this late or this long?

Child labor laws protect teens from working too long, too late, or too early.

The table below shows the hours New Mexico teens may work. (Some school districts may have more restrictive regulations. Also, there are some exceptions for teens in work experience education programs).

**Work Hours for New Mexico Teens**

| | **Ages 14 and 15** | **Ages 16 and 17** |
|---|---|---|
| Work hours | 7am–7pm, from Labor Day to June 1<br>When attendance at school is not required<br>7am–9pm, from June 1 to Labor Day | No limitations |
| Maximum hours when school is in session | 18 hours a week, but not more than:<br>3 hours a day on school days<br>8 hours a day Saturday to Sunday, and holidays | No limitations |
| Maximum hours when school is *not* in session | 40 hours a week<br>8 hours a day | No limitations |

## 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. Request a **claim form** from your employer, if he/she does not immediately provide one. Fill it out and return it to your employer. This helps ensure that you receive workers' compensation benefits.

## Workers' Compensation:

## Did You Know?

- You can receive benefits:
  - Even if you are under 18.
  - Even if you are a temporary or part-time worker (in most cases).
- You receive benefits no matter who was at fault for your job injury.
- You don't have to be a legal resident of the U.S. to receive benefits.
- You can't sue your employer for a job injury (in most cases).

## What if I have a safety problem?

- Talk to your supervisor, parents, teachers, job training representative, or union representative (if any) 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.

  (510) 643–2424
  www.youngworkers.org
- Contact one of the following agencies necessary:

**To make a health or safety complaint:**

- OSHA (Occupational Safety and Health Administration)

  (800) 321–OSHA (6742)
  www.osha.gov
- New Mexico Occupational Health and Safety Bureau

  (877) 610-6742
  www.nmenv.state.nm.us (click on "OSHA" in the programs menu)

**To make a complaint about wages or work hours:**

- New Mexico Wage and Hour Bureau

  (505) 827-6838 (Santa Fe)
  (505) 844-4400 (Albuquerque)
  www.dws.state.nm.us/dws-wagehour.html
- U.S. Department of Labor

  (866) 487–9243
  www.dol.gov/whd/

**To make a complaint about sexual harassment or discrimination:**

- New Mexico Human Rights Division

  (800) 566-9471
  www.dws.state.nm.us/dws-humanrights.html
- U.S. Equal Employment Opportunity Commission

  (800) 669–4000
  www.youth.eeoc.gov

**For information about benefits for injured workers:**

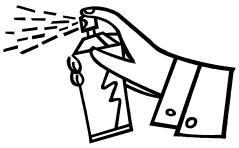
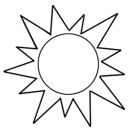
- NM Workers' Compensation Administration

  (800) 255-7965
  www.workerscomp.state.nm.us

The information in this factsheet reflects your State and/or Federal labor laws as of 2010, whichever are more protective. The more protective laws usually apply. For current information, check with your state agencies listed in this handout.

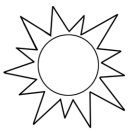
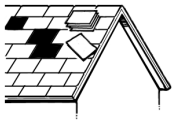
Student Handout #13

# Labor Law Bingo: Board #1

| | | | | |
|---|---|---|---|---|
| No limits | 7 PM | 18 years old | Box crusher | 18 hours |
| The employer | Medical treatment | New Mexico Wage and Hour Bureau | New Mexico Human Rights Division | 3 hours |
| 53,000 teens | $_____ an hour | FREE SPACE | Safe and healthy workplace | Driving a vehicle |
| 16 years old | Your school | Load/unload trucks | 9 PM | Follow safety rules |
| No | 8 hours |  Cleaning products | Yes |  7 AM |

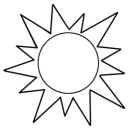
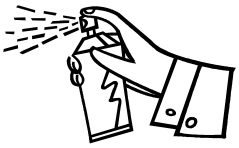
Student Handout #13

# Labor Law Bingo: Board #2

| | | | | |
|---|---|---|---|---|
| Follow safety rules | 8 hours | Whenever you start a new job | $_____ an hour | Protective equipment |
| No limits | The employer | 18 hours | New Mexico Human Rights Division | Medical treatment |
| 7 PM | Cook | FREE SPACE | Fork Lift | New Mexico Occupational Safety & Health Bureau |
| 18 years old | Discarded needles |  7 AM | 9 PM | 3 hours |
| New Mexico Wage and Hour Bureau | 16 years old |  Roofing | Your school | Yes |

Student Handout #13

# Labor Law Bingo: Board #3

| | | | | |
|---|---|---|---|---|
| Follow safety rules | Lost wages | 18 years old | Handle, serve, or sell alcohol | 3 hours |
| New Mexico Wage and Hour Bureau | Load/unload trucks |  7 AM | 7 PM | 16 years old |
| No | Yes | FREE SPACE | New Mexico Occupational Safety & Health Bureau | 8 hours |
| $_____ an hour | Box crusher | No limits | 9 PM |  Cleaning products |
| 18 hours | Protective equipment | Your school | The employer | New Mexico Human Rights Division |

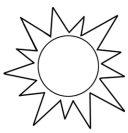
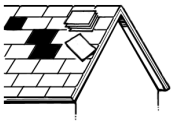
Student Handout #13

# Labor Law Bingo: Board #4

| | | | | |
|---|---|---|---|---|
| No limits | 16 years old | The employer | Your school | No |
| 18 hours | $_____ an hour | Discarded needles | Follow safety rules | Box crusher |
| Yes | Driving a vehicle | FREE SPACE | 9 PM | New Mexico Human Rights Division |
| Load/unload trucks | Lost wages | 53,000 teens | Whenever you start a new job | 8 hours |
| 7 PM | Protective equipment | New Mexico Wage and Hour Bureau | 18 years old | 3 hours |

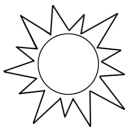
Student Handout #13

# Labor Law Bingo: Board #5

| | | | | |
|---|---|---|---|---|
| New Mexico Occupational Safety & Health Bureau | No | 18 years old | 9 PM | 18 hours |
| The employer | New Mexico Wage and Hour Bureau | New Mexico Human Rights Division | $_____ an hour | 16 years old |
| Cook | Yes | FREE SPACE | 53,000 teens | Whenever you start a new job |
| No limits | Protective equipment | 7 PM | Fork Lift | 3 hours |
|  7 AM | Follow safety rules | Cleaning products |  Roofing | 8 hours |

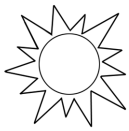
Student Handout #13

# Labor Law Bingo: Board #6

| | | | | |
|---|---|---|---|---|
| 3 hours | Safe and healthy workplace | Protective equipment | New Mexico Human Rights Division | 18 hours |
| New Mexico Wage and Hour Bureau | 18 years old | Medical treatment | $_____ an hour | 16 years old |
| Cook | Yes | FREE SPACE | No limits | Your school |
| Driving a vehicle | Whenever you start a new job | 7 PM | New Mexico Occupational Safety & Health Bureau | Report unsafe conditions |
|  7 AM | Meat slicer | 53,000 teens | The employer | 8 hours |

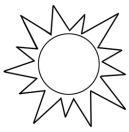
Student Handout #13

# Labor Law Bingo: Board #7

| | | | | |
|---|---|---|---|---|
| Follow safety rules | Load/unload trucks | Whenever you start a new job | Handle, serve, or sell alcohol | 18 hours |
| 8 hours | Cleaning products |  7 AM | Fork Lift | 16 years old |
| Your school | No | FREE SPACE | New Mexico Wage and Hour Bureau | No limits |
| $_____ an hour | New Mexico Human Rights Division | The employer | Medical treatment | 18 years old |
| Protective equipment | Yes | 3 hours | 7 PM | New Mexico Occupational Safety & Health Bureau |

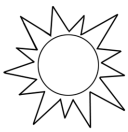
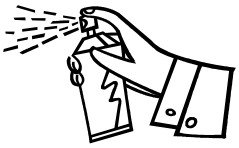
Student Handout #13

# Labor Law Bingo: Board #8

| | | | | |
|---|---|---|---|---|
| Follow safety rules | 8 hours | 18 years old | Box crusher | 18 hours |
| Medical treatment | Handle, serve, or sell alcohol | 9 PM | Discarded needles | Your school |
| 3 hours | 53,000 teens | FREE SPACE | New Mexico Occupational Safety & Health Bureau | Load/unload trucks |
| $_____ an hour | 16 years old | New Mexico Human Rights Division |  7 AM | 7 PM |
| The employer | No | Yes | No limits | New Mexico Wage and Hour Bureau |

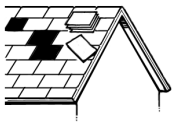
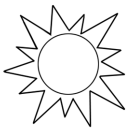
Student Handout #13

# Labor Law Bingo: Board #9

| | | | | |
|---|---|---|---|---|
| New Mexico Occupational Safety & Health Bureau | Yes | 9 PM | Meat slicer | 18 hours |
| 16 years old | Work in manufacturing | 3 hours | New Mexico Wage and Hour Bureau | New Mexico Human Rights Division |
|  7 AM | Your school | FREE SPACE | Safe and healthy workplace | 53,000 teens |
| 7 PM | 8 hours |  Cleaning products | No limits | $_____ an hour |
| Driving a vehicle | 18 years old | Follow safety rules | The employer | Lost wages $ |

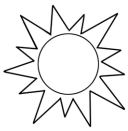
Student Handout #13

# Labor Law Bingo: Board #10

| | | | | |
|---|---|---|---|---|
| The employer |  Roofing | 18 years old | New Mexico Human Rights Division | 18 hours |
| Lost wages $ | Discarded needles |  7 AM | No | Load/unload trucks |
| 3 hours | Box crusher | FREE SPACE | New Mexico Occupational Safety & Health Bureau | 9 PM |
| $_____ an hour | 53,000 teens | 16 years old | 8 hours | 7 PM |
| No limits | Report unsafe conditions | Yes | Safe and healthy workplace | New Mexico Wage and Hour Bureau |

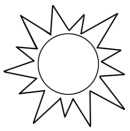
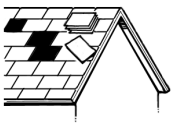
Student Handout #13

# Labor Law Bingo: Board #11

| | | | | |
|---|---|---|---|---|
|  7 AM | 18 hours | New Mexico Occupational Safety & Health Bureau | Cleaning products | $_____ an hour |
| 16 years old | Protective equipment | New Mexico Human Rights Division | 18 years old | 3 hours |
| 8 hours | Load/unload trucks | FREE SPACE | Whenever you start a new job | Yes |
| Follow safety rules | Your school | Driving a vehicle | 7 PM | The employer |
| 53,000 teens | No | Meat slicer | No limits | 9 PM |

Student Handout #13

# Labor Law Bingo: Board #12

| | | | | |
|---|---|---|---|---|
| Your school | Load/unload trucks | 18 hours | 7 PM | The employer |
|  7 AM | 16 years old | New Mexico Wage and Hour Bureau | Yes | $_____ an hour |
| Meat slicer | Follow safety rules | FREE SPACE | Discarded needles | 8 hours |
| No limits | No | 18 years old | Protective equipment |  Roofing |
| 9 PM | 3 hours | New Mexico Occupational Safety & Health Bureau | Lost wages $ | Whenever you start a new job |

Student Handout #13

# Labor Law Bingo: Board #13

| | | | | |
|---|---|---|---|---|
| 3 hours | 8 hours | 18 years old | Handle, serve, or sell alcohol | New Mexico Occupational Safety & Health Bureau |
| The employer | 18 hours | 7 AM | Cleaning products | 16 years old |
| Your school | Yes | FREE SPACE | New Mexico Human Rights Division | Meat slicer |
| $_____ an hour | Lost wages | 7 PM | No limits | Follow safety rules |
| Whenever you start a new job | No | Load/unload trucks | 9 PM | Protective equipment |

Student Handout #14

# Elena's Story

***Scene: Sandwich shop. Elena is a 15-year-old high school student. Mr. Johnson is her supervisor, and Joe is one of her co-workers. It is Thursday evening.***

**Mr. Johnson:** Elena, Andre just called in sick so I need you to work extra hours. I'd like you to stay until 10 tonight.

**Elena:** But Mr. Johnson, I have a test tomorrow and I need to get home to study.

**Mr. Johnson:** I'm really sorry, but this is an emergency. If you want to work here you have to be willing to pitch in when we need you.

**Elena:** But I've never done Andre's job before.

**Mr. Johnson:** Here's what I want you to do. First, go behind the counter and take sandwich orders for a while. Ask Joe to show you how to use the meat slicer. Then, when it gets quiet, go mop the floor in the supply closet. Some of the cleaning supplies have spilled and it's a real mess.

***Later: Elena gets the mop and goes to the supply closet.***

**Elena:** Hey, Joe! Do you know what this stuff spilled on the floor is?

**Joe:** No idea. Just be careful not to get it on your hands. You really should wear gloves if you can find any. Andre got a rash from that stuff last week.

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## Developing Your Role Play

1. Discuss with the class what laws are being violated here.

2. Work in your small group to come up with a different ending to the story. Choose one problem in the story to focus on. Think about these three questions:

   - How should Elena approach her supervisor about these problems?
   - What are the different ways her supervisor might respond?
   - Where else could Elena get help?

3. Practice role playing your ending with your group. You will perform for the class later.

# Evaluation

Please answer these questions to help us evaluate how much you have learned.
You don't need to give your name.

1. The law says your employer must give you training about health and safety hazards on your job and how to prevent them.

   ☐ True ☐ False ☐ Don't know

2. The law sets limits on how late you may work on a school night if you are under 16.

   ☐ True ☐ False ☐ Don't know

3. If you are 16 years old, you are allowed to drive a car on public streets as part of your job.

   ☐ True ☐ False ☐ Don't know

4. If you're injured on the job, your employer must pay for medical care.

   ☐ True ☐ False ☐ Don't know

5. How many teens get seriously injured on the job in the U.S.?

   ☐ One per day ☐ One per hour ☐ One every 10 minutes ☐ Don't know

6. If you had a health and safety problem on the job, what are two things you'd do?

   _____

   _____

7. Name at least two new things you learned about health and safety:

_____

_____

8. What did you like best about this health and safety training?

_____

_____

9. What suggestions do you have for improving this health and safety training?

_____

_____