

O[yes] Oregon  
young employee  
safety

# STUDENT WORKBOOK



# Navigation Instructions

It is very easy to navigate the video of this training program, but these few tips can help you.

Use the play bar if needed. You can play/pause, rewind, skip forward, skip backward and fast forward using these buttons at the bottom of your screen at any time. You may not be able to pause if a video is playing. You can also adjust the volume and close the program.



In this workbook you will see a space to write down your thoughts when you see this in the training. Use this workbook to follow along the program and take notes.



When you see a continue button appear, after you complete the task given, remember to press continue to move on.

When you successfully complete the program and take the quiz at the end, you will get a certificate of completion.

There is a table of contents so if you leave the program and return, you can start where you left off. There are six sections of the program for you to complete. They are shown to the right here.

Table of Contents

1. Young Worker Injuries	4. Know Your Rights and Responsibilities
2. Finding Hazards	5. Taking Action
3. Making the Job Safer	6. Being Prepared
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# 1. YOUNG WORKER INJURIES



 **Have you or someone you know ever been injured on the job?** *What happened? Why did it happen?*

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 **How many young workers are injured every day?**

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- On average, 59,800 workers that are 18 or younger go to the emergency room every year for job-related injuries.
- On average, 37 workers that are 18 or younger die at work each year.
- Young workers are **twice** as likely to get injured than adult workers.

## Mallory's Story

 **Do you think that Mallory is to blame for her incident?** YES or NO  
*Why or why not?*

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 **What are some of the factors that contributed to her incident?**

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## RECAP

- Everyone is at risk for being hurt on the job. All jobs have hazards.
- Young workers are more likely than any other age group to get hurt or killed at work. Several factors may lead to a work place incident.

# 2. FINDING HAZARDS

Every job has hazards.

*Physical hazards* cause immediate injuries, such as hot surfaces or sharp objects like knives.

*Chemical hazards* are gases, vapors, liquids, or dusts that can harm your body. Some examples are cleaning products or pesticides.

*Biological hazards* are living things that can cause sickness or disease like the flu, HIV or AIDS, and hepatitis. At work you can be exposed through contact with used needles, sick children, or sick animals.

*Other health hazards* are other harmful things that aren't in the other hazard categories. These ones aren't as obvious, like noise, stress, violence, or repetitive movements.



**Have you ever seen a hazard at your work?**

Write your story here:

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**What are some hazards that you have at home or school?**

Physical: \_\_\_\_\_

Chemical: \_\_\_\_\_

Biological: \_\_\_\_\_

Other Health: \_\_\_\_\_

## RECAP

- Workplace injuries are NOT accidents. They can be predicted and prevented.
- You need to know about the types of hazards so you can recognize potential health and safety problems.



# IDENTIFY THE HAZARDS

Circle and describe each of the hazards in this office



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# IDENTIFY THE HAZARDS

Circle and describe each of the hazards in this grocery store



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# IDENTIFY THE HAZARDS

Circle and describe each of the hazards in this gas station



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# 3. MAKING THE JOB SAFER



How do you think hazards can be avoided?  
Write your ideas here:

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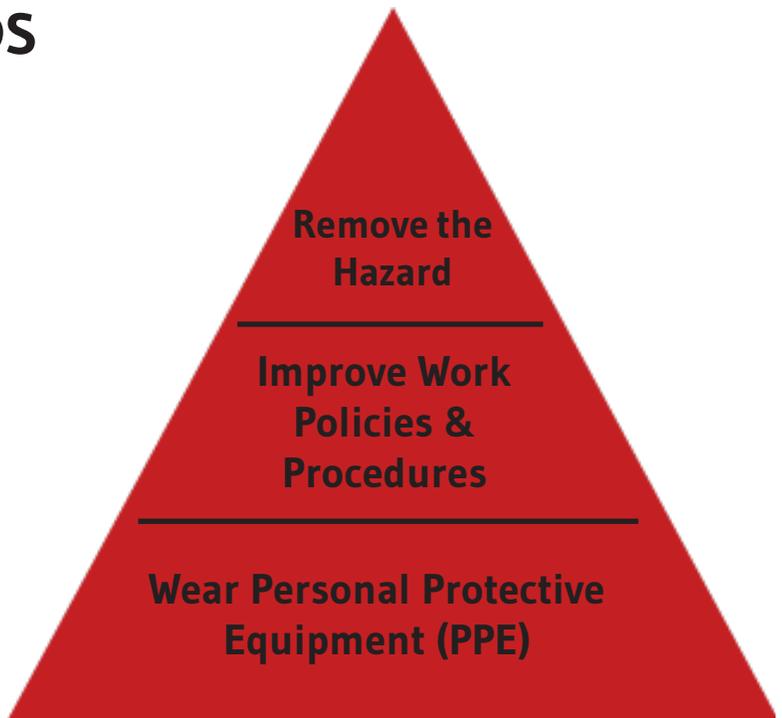
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## CONTROLLING HAZARDS

- Remove the hazard through engineering controls. This way the employee isn't even close to it!
- Improve work policies and procedures by making sure the employee doesn't work near the hazard often.
- Wear **Personal Protective Equipment (PPE)** if you can't do the other two. This isn't the best, because it could be worn improperly or broken, but sometimes it may be the only option!



### RECAP

- The best way to prevent a workplace injury or illness is to remove the hazard.
- If this can't be done, then control the hazard through work policies, procedures, or the use of PPE.

# CONTROL THE HAZARDS



**Worker:** Jasmin

**Injury:** Burn in eye from chemical splash



**What's the best way to control this hazard?**

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*This is an example of: (circle one)*

Removing the  
Hazard

Wearing Personal  
Protective Equipment  
(PPE)

Improving Work  
Policies & Procedures



**Worker:** Chris

**Illness:** Heat exhaustion



**What's the best way to control this hazard?**

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*This is an example of: (circle one)*

Removing the  
Hazard

Wearing Personal  
Protective Equipment  
(PPE)

Improving Work  
Policies & Procedures



**Worker:** Molly

**Injury:** Cut Finger



**What's the best way to control this hazard?**

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*This is an example of: (circle one)*

Removing the  
Hazard

Wearing Personal  
Protective Equipment  
(PPE)

Improving Work  
Policies & Procedures

# 4. KNOW YOUR RIGHTS AND RESPONSIBILITIES



**Do you know your rights and responsibilities in the workplace?**

*Write the ones you know here:*

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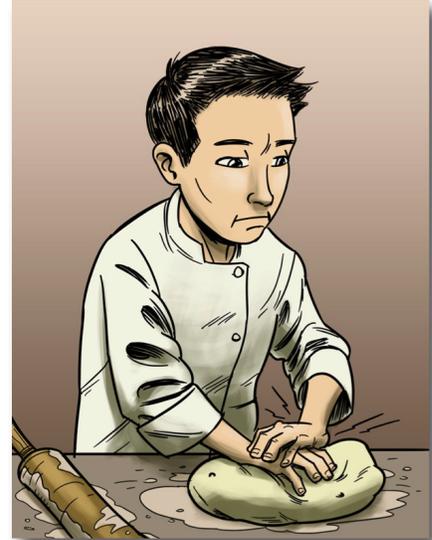
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**WHO PROTECTS TEEN WORKERS?**

- Employers
- Teens
- Government Agencies

## **The Occupational Safety and Health Administration (OSHA) and Oregon OSHA**

OSHA writes statutes to set standards for workplace safety. There are standards at both the federal and state level in Oregon.

For example, some rules you should know about:

- Oregon OSHA Statute # **437-001-0760** outlines, "Rules for all workplaces", and lists the responsibilities of the employer and the worker.
- Oregon OSHA Statute # **437-001-0765**, "Safety Committees and safety meetings", requires employers to hold safety meetings, to communicate and evaluate safety and health issues.

Federal: <https://www.osha.gov>

Oregon: <http://www.orosha.org>

**The National Institute for Occupational Safety and Health (NIOSH) is a great resource for information on young workers.**

<https://www.cdc.gov/niosh/topics/youth/>

## **Federal and State Departments of Labor (DoL)**

Federal: <https://www.dol.gov>

Oregon: <http://www.oregon.gov/boli/Pages/index.aspx>

## **The U.S. Equal Employment Opportunity Commission (EEOC)**

<https://www.eeoc.gov>

## **The Oregon Young Employee Safety Coalition (O[yes])**

<http://youngemployeesafety.org>

# RESPONSIBILITIES

## YOUR EMPLOYER

## YOU

A safe and healthy workplace

Report any health or safety hazards to a supervisor

Information on hazards in the workplace

Know about the hazards

Training about health and safety

Review all safety procedures

Training about emergency procedures

Know what to do in an emergency

Personal protective equipment (PPE)

Use PPE when required

Payment or medical care if you get hurt or sick at work

Report injuries that happen at work

# RIGHTS

- You must be paid at least minimum wage
- 14- and 15- year olds may not work during school hours, and may not work more than 3 hours per day on school days
- 14- and 15- years olds may only work between the hours of 7AM and 7PM, and as late as 9PM during the summer
- 16- and 17- year olds may work up to 44 hours per week
- 14- and 15- years olds may work up to 18 hours per week during the school year, and up to 40 hours per week during the summer
- Teens are not allowed to do many hazardous jobs, like using power- driven machinery for things like hoisting, woodworking, and cutting or slicing equipment
- Teens aren't allowed to work in dangerous worksites such as working in mines, on roofs, and anywhere where there are radioactive substances
- Teens must get a 15 minute paid rest period for every work segment of four hours
- For information on your rights, see:

[http://www.oregon.gov/boli/TA/pages/t\\_faq\\_taminors.aspx](http://www.oregon.gov/boli/TA/pages/t_faq_taminors.aspx)

## RECAP

- OSHA enforces health and safety laws.
- Employers are responsible for providing a safe and healthy workplace, safety training, and safety equipment.
- Young employees should know their rights in the work place but they also need to know their responsibilities, like reporting hazards and following all safety rules.

# 5. TAKING ACTION



## SPEAKING UP AT WORK

- Don't feel bad about asking questions
- Don't be silent
- It's illegal for an employer to fire someone for reporting work hazards or other safety problems at work!



**What are some questions you may want to ask about your job?**

*Brainstorm here:*

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### Some examples may be:

- o Will I be working alone?
- o Specific tools I will need for the job? DO I need training?
- o What if I have a question? Who do I ask?
- o Are there any safety meetings I can attend?

## HOW TO SPEAK UP AT WORK

- **Be Specific.** Focus on the facts, and don't point blame. Say that something happened, instead of someone is responsible.
- **Suggest a Solution.** See if you can figure out how to prevent the hazard. Use the controls you already know and suggest a solution when you are speaking up.
- **Be Present.** Listen and ask for feedback. Get other people involved!
- **Be Sensitive.** Show that you care. Try to be understanding of other people's point of view. It might make a lot of sense to you, but can be harder to understand for others!

### RECAP

- Remember to trust your instincts and don't be afraid to speak up if you have a problem at work!
- A work injury (or illness) can change your life forever!
- Learn about the risks and hazards at work and take action to protect yourselves and others.

# 6. BE PREPARED

An **emergency** is any unplanned event that harms or threatens employees, customers, or the public; that shuts down business operations; or that causes physical or environmental damage.

There are many different kinds of emergencies that can happen!



## NATURAL

- o Blizzards
- o Fires
- o Earthquakes
- o Tornadoes

## MANMADE

- o Chemical spills
- o Hazardous waste releases
- o Explosions

Be prepared for emergencies at work by knowing your employer's Emergency Action Plan!

This will tell you how to report an emergency and what to do during an emergency, before it happens.

