### Introduction

The purpose of this guide is to educate Wisconsin’s young workers (13-24) on health and safety in the workplace. This guide provides information on how to handle work-related injuries, hazards, and emergencies, and steps you can take to work safely. It also defines what a healthy workplace is, what your responsibilities are, and who to contact if you need extra help.

Statistics show that young members of the workforce are at a higher risk of getting hurt on the job. There are many possible reasons for this: these reasons include a higher likelihood of working in the restaurant industry where you can encounter hazards such as hot stoves, sharp knives, and slippery floors, the willingness to do things that you should not or physically cannot do, or being asked to perform tasks before proper on-the-job training is provided. Preventing injury and protecting your health can be as easy as knowing what to look for in the work environment to stay safe.

This guide was put together by the Wisconsin Department of Health Services (DHS). DHS works to improve the health of everyone in Wisconsin, including you, our young workers, by ensuring the health and safety of our natural, built, and work environments, and providing education to help both workers and employers stay safe and healthy on-the-job.

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**QUESTIONS OR COMMENTS?**
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COULD I GET HURT OR SICK ON THE JOB?

Every year in the United States, 158,000 teens under age 18 are injured in the workplace. Why do teens get hurt or sick on the job? Injuries to young workers are usually due to unsafe equipment or hazards, 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.

TYPES OF WORK HAZARDS:

- Slippery floors
- Hot cooking equipment
- Sharp objects
- Violent crimes
- Poor computer work station design
- Toxic chemicals in cleaning products and pesticides
- Blood on discarded needles
- Farm/agricultural machinery (unsafe use)
- Confined spaces

Where Teens Work:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leisure and Hospitality (includes restaurants)</td>
<td>46%</td>
</tr>
<tr>
<td>Retail</td>
<td>31%</td>
</tr>
<tr>
<td>Services and Other</td>
<td>14%</td>
</tr>
<tr>
<td>Manufacturing, Construction, and Transportation</td>
<td>5%</td>
</tr>
<tr>
<td>Information, Finance, and Insurance</td>
<td>2%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>2%</td>
</tr>
</tbody>
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Where Teens Get Injured:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
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<td>Leisure and Hospitality (includes restaurants)</td>
<td>45%</td>
</tr>
<tr>
<td>Retail</td>
<td>24%</td>
</tr>
<tr>
<td>Services and Other</td>
<td>19%</td>
</tr>
<tr>
<td>Manufacturing, Construction, and Transportation</td>
<td>5%</td>
</tr>
<tr>
<td>Information, Finance, and Insurance</td>
<td>4%</td>
</tr>
<tr>
<td>Agriculture</td>
<td>3%</td>
</tr>
</tbody>
</table>

Most fatal injuries for working teens in Wisconsin occur in agriculture.
Workplace Emergencies

In the Event of a Fire...
- If you smell smoke or suspect a fire burning somewhere in the building, alert others. Pull the fire alarm if available. Shut the door and get out of the building. Call 911 from outside.
- A fire extinguisher can be used to put out certain types of fires. Letters on the fire extinguisher tell what type of fire it can be used for. Remember: A-B-C. (A) Trash, wood, paper; (B) Liquids, gasses, solvents; (C) Electrical equipment.
- The steps for using a fire extinguisher can be remembered as: P-A-S-S.
  - Pull the pin;
  - Aim the nozzle;
  - Squeeze the trigger;
  - Sweep the extinguisher back and forth over the fire.

In the Event of a Chemical Release...
- If an unknown chemical spills in your workplace, leave it alone and get your supervisor.
- If you come in contact with a chemical and you don’t know what it is, call the National Poison Control Center at 1-800-222-1222.
- If a chemical gets in your eye, immediately flush your eye with water for at least 15 minutes. Remove contact lenses if wearing them.
- Consult the Material Data Safety Sheet (MSDS). These documents contain information about the potential hazards of a chemical, how to work safely with that chemical, and how to respond if exposure occurs. MSDS are required to be provided to workers by their employer in an easily-accessible location. They can also be found online.
- Never mix ammonia and bleach together when cleaning. The mixture releases chlorine gas, which can be deadly!
- It is best to learn about the chemicals you’ll be using before you start using them and know how to handle them properly. Ask your supervisor and consult the MSDS.

Common Workplace Emergencies and What to Do
Healthy Work Environments

What does a healthy work environment mean?

A safe and healthy workplace is one that has:

- Training on chemicals and other health and safety hazards.
- Protective clothing and equipment.
- An Emergency Action Plan.
- 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.

The following are rights provided to all young workers in the workplace:

- Compensation that is at least the federal minimum wage of $7.25 per hour. Some jobs are exempt from minimum wage laws. For more details, see www.dol.gov/whd/minwage/america.htm.
- A workplace 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.
- If discrimination does occur in your workplace, you have the right to report this and not be treated differently by your employer.
- The ability to request reasonable workplace accommodations for religious beliefs or a medical condition.

You may also refuse to work if the job is immediately dangerous to your life or health and can report safety problems to the Occupational Safety and Health Administration (OSHA), if needed. However, workers are encouraged to work with their supervisors first to correct any health and safety hazards in the workplace.
What type of work can I do?
Certain laws protect you to keep you safe and healthy in the work you do.

In Wisconsin, 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 worker 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 you 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.

Do you need a work permit?
Yes. If you are under age 18 and plan to work, you must get a work permit from your school or school district office. 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).
If you are a young worker under 18, you are considered a minor and there are certain hours and times of day you may not work in order to keep you safe, healthy, and prevent workplace accidents.

- **If you are over 16**, you cannot work during hours of required school attendance. Otherwise, your hours are not limited.

- **If you are under 16**, you may work up to seven days per week in the delivery of newspapers and in agriculture. In most other types of labor, if you are under 16, you may only work six days a week.

- **If you are under 18**, you may not work more than six consecutive hours without having a 30-minute, duty free meal period.

- **If you are 16 and 17 years of age** and are employed after 11:00 p.m., you must have eight hours of rest between the end of one shift and the start of the next shift.

### Maximum Hours of Work for 14- and 15-year-olds

<table>
<thead>
<tr>
<th>Days of the Week</th>
<th>Daily Hours</th>
<th>Daily Hours</th>
</tr>
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<tbody>
<tr>
<td>Non-School Days</td>
<td>8 hours</td>
<td>8 hours</td>
</tr>
<tr>
<td>School Days</td>
<td>3 hours</td>
<td>3 hours</td>
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</table>

<table>
<thead>
<tr>
<th>Weeks of the Year</th>
<th>Weekly Hours</th>
<th>Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-School Weeks</td>
<td>40 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>School Weeks</td>
<td>18 hours</td>
<td>18 hours</td>
</tr>
</tbody>
</table>

| Permitted Time of Day | 7 a.m.-7 p.m. | 7 a.m.-9 p.m. |

Adapted from the Department of Workforce Development
Equal Rights Division [ERD-9212-P (R. 12/2011)]
608-266-6860
http://dwd.wisconsin.gov/er
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 they do 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).
• No matter who was at fault for your job injury.
• Even if you are not a legal resident of the U.S.

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

The information in these factsheets reflects Wisconsin and/or federal labor laws as of 2014.

For more information, see:
http://www.cdc.gov/niosh/talkingsafety/states/wi/default.html

Source: The National Institute for Occupational Safety and Health (NIOSH) http://www.cdc.gov/niosh/