workers have safe and rewarding employment experiences.

YouthRules!

important information about accessing state youth employment

learn the habit of good workplace safety, and it also provides

materials like this guide, outreach events, training seminars,

public on federal and state rules regarding young workers. The

strives to educate teens, parents, educators, employers, and the

safe work experiences for young workers.

YouthRules!

Through the

youth employment provisions

The Fair Labor Standards Act (FLSA) youth employment provisions protect young

by limiting the types of jobs, the number of hours, and, in

the case of some jobs, they may work. These provisions reflect the age of the

workers. This guide describes the rules for work that is anything other than

agricultural; there are different rules for youth engaged in agricultural

work. See the Wage and Hour Division's Agricultural Employer's Pocket Guide on Youth Employment (WH193), available at www.youthrules.gov, for more.

18 Years of Age

The FLSA youth employment provisions do not apply to anyone aged 18 years

or older.

16 and 17 Years of Age

Under the FLSA, 16- and 17-year-olds may be employed for unlimited hours in

any nonagricultural occupation not declared hazardous by the Secretary of Labor (see Occupations, below). Some states restrict the number of hours and times of

day that youth aged 16-17 may be employed; be sure to check the laws in your

state at www.youthrules.gov.

Occupations

The FLSA bars youth under 18 from working in 17 specific non-farm jobs or

industries determined by the Secretary of Labor to be hazardous.

1. Manufacturing: chiefly material handling, in industry;

2. Any driving (16-year-olds), certain driving (17-year-olds), or being an

   employee of a public messenger business;

3. Working in coal mines;

4. Handling, storing, or delivering flammable or combustible liquids;

5. Working in natural gas extraction and processing;

6. Working in asbestos or elemental sulfur mining.

Hazardous Occupations

Generally, youth of any age may not work at jobs that involve:

1. Manufacturing or processing explosives

2. Any driving (16-year-olds), certain driving (17-year-olds), or being an

   employee of a public messenger business

3. Coal mining

4. Logging and lumbering, forest fire prevention, forest fighting, timber tract

   management, and forestry services

5. Power-driven woodworking machinery

6. Exposure to radioactive substances and to ionizing radiations

7. Power-driven hoisting equipment

8. Power-driven metal-forming, punching, and shearing machines

9. Mining, other than coal

10. Meat and poultry slaughtering, packing, or rendering, or using power

    driven meat processing machinery in retail and food service establishments

11. Power-driven bakery machines, including mixers

12. Rules, compasses, and power-driven paper products machinery

13. Manufacturing brick, tile, and related products

14. Power-driven circular, band, chain, or reciprocating saws, guillotine

    chippers, wood chippers, and abrasive cutting discs

15. Winding, distillation, and distillation equipment

16. Roofing operations that deal with or are a part of new growth

17. Excavations operations

â€œExceptional examples apply to apprentices and indentured learners under specified conditions.

Youth Employment Provisions


The FLSA bars youth under 18 from working in 17 specific non-farm jobs or

industries determined by the Secretary of Labor to be hazardous.

The regulations list the specific occupations permitted for 14- and 15-year-

olds. The list includes the type of work generally performed in:

- office buildings
- grocery stores
- retail stores
- restaurants
- motels
- theaters

If an occupation is not specifically permitted, it is prohibited for youth ages 14 and 15. Prohibited occupations include:

- manufacturing, processing, mining, warehousing or storage jobs
- communications or public utilities jobs
- construction or repair jobs
- operating or assisting in operating power-driven machinery or hoisting

   apparatus other than typical office machinery
- work as a ride attendant or ride operator at an amusement park or a

   “water park” at the top of elevated water slides
- driving motor vehicles or helping a driver
- youth peddling, sign waving, or door-to-door sales
- poultry catching or cooping
- lifeguarding at a natural environment (lake, river, ocean beach, etc.)
- public messenger jobs
- transportation personnel property

work in boiler rooms, engine rooms, towers or mast cabins, building or

unloading goods on or from trains, railcars or conveyors, retail processing

and workrooms where meat is processed
- all work involving the use of ladles, scissors, or similar equipment.
- baking, cooking over an open flame, operating mechanized ovens,

   griddles, choppers, ovens or bakery mixers
- any occupation declared hazardous by the Secretary of Labor (see the list of

   hazardous occupations under 16 and 17 Years of Age (Occupation)

13 Years of Age or Younger

Fourteen is generally the minimum age for nonagricultural employment under

the FLSA. However, there are some jobs that are not covered by the youth

employment rules and may be performed by those under 14 years of age.

Young workers under 14 years of age may generally:

- Deliver newspapers
- Work as a baby-sitter on a casual basis
- Work as an actor or performer in motion pictures, television, theater, or

   radio
- Work in a business owned or operated by the youth’s parents

(However, parents are prohibited from employing their children in

manufacturing, mining, or any other occupation declared hazardous for young

workers by the Secretary of Labor. See the list of hazardous occupations under 16

and 17 Years of Age (Occupation).)

Again, your state may have stricter rules that you must comply with. Review

state and federal rules for youth employment at www.youthrules.gov.
Preparing Young Workers to Work Safely

Young workers want to do a good job, but they need help to work safely. Their inexperience works against them and may make them feel uncomfortable asking questions. Employers should challenge the following four steps to help prepare youth to work safely. They will take what they learn with them throughout the workplace process:

1. Double Check Tasks
Supervisors and coworkers can help for compliance by showing them how to do the job correctly. What may be obvious to an experienced employee may not be so clear to a teen tackling a task for the first time. Time spent showing a young worker the best way to handle a job is well worth the effort. Work done right saves time and prevents both injury to the worker and damage to tools or materials. Training youth to work safely is a multi-step process:
   - Give them clear instructions and tell them what safety precautions to take.
   - Ask them to report your instructions and give them an opportunity to ask questions.
   - Show them how to perform the task.
   - Watch them as they do the task, correcting any mistakes.
   - Ask if they have any additional questions.

Once young workers know what to do and demonstrate that they can do the job right, check periodically to be sure they continue to do the task correctly. Don’t let them take shortcuts with safety. Be sure that supervisors and coworkers set a good example by following all the appropriate rules as well.

2. Show Them How to Use Safety Equipment*
Although the FLSA prohibits young workers from working in hazardous occupations (see the other side of this guide for details), it is important for young workers to learn about safety features of equipment or facilities where safety equipment is located, how to use it, and how to care for it.

3. Prepare Teens for Emergencies
Every worker needs to be ready to handle an emergency. You should prepare your young workers to escape a fire, handle potentially violent customers, deal with power outages, and face any other hazards that might affect your business. Youths also need to know what to do in the event of an injury or medical emergency.

4. Set Up a Safety and Health Program
A strong safety and health program involves every worker at your business in your best defense against workplace injuries. To help in establishing or improving a safety and health program, contact the Department’s Occupational Safety and Health Administration (OSHA). (See the Resources to Tap section of this guide for contact information.)

*Safe youth equipment must be provided at no cost to workers.

Good Ideas from Other Employers

Take advantage of others’ experiences. Here are some examples of compliance tips that are being successfully implemented by employers across the country:

- One chain of convenience stores issues different colored vests to employees under the age of 18, so supervisors know who is not allowed to operate the electric motorized carts.
- An employer in the quick service industry developed a scheduling app to ensure that workers under 16 years of age are not scheduled for too many hours during school weeks.
- One supermarket issues teens a laminated, pocket-sized “Worker Policy Card” on the first day of work. The card explains the health policy and requirements for complying with the youth employment rules.
- Many employers have taken the simple but critical step of training all their supervisors on the requirements of the FLSA, including the youth employment provisions. Refresher training at periodic intervals is equally important.
- Some employers put warning stickers on equipment that young workers may not legally operate or clean. As part of YouthRules!, the Department of Labor makes stickers available at www.youthrules.gov.
- Many employers conduct their own compliance checks of their businesses to ensure they achieve and maintain compliance with all youth employment rules. For more information about this process and to obtain a sample compliance questionnaire, visit www.youthrules.gov.

Resources to Tap

For More Information
You can also get both general and detailed information about rules for youth employment by visiting our YouthRules! website at www.youthrules.gov. This website provides links to several Department of Labor sites including:

- Wage and Hour Division (WHD)
  WHD, a division of the U.S. Department of Labor, enforces federal minimum wage, overtime pay, recordkeeping, and youth employment provisions of the FLSA. WHD also enforces the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, the Family and Medical Leave Act, the Davis-Bacon Act, the Service Contract Act and other statutes applicable to federal contracts for construction and for the provision of goods and services.

- Occupational Safety and Health Administration (OSHA)
  OSHA, a division of the U.S. Department of Labor, provides detailed information on safety standards, technical advice, compliance assistance, and other materials. OSHA has a variety of educational materials and electronic tools available for young workers and employers of young workers.
  www.osha.gov/youngemployers

- Employment and Training Administration (ETA)
  ETA, a division of the U.S. Department of Labor, seeks to build up the labor market through the training of the workforce and the placement of workers, including young workers, in jobs through employment services.
  www.dol.gov/eta

- Wage and Hour Division (WHD)
  WHD, a division of the U.S. Department of Labor, enforces federal minimum wage, overtime pay, recordkeeping, and youth employment provisions of the FLSA. WHD also enforces the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, the Family and Medical Leave Act, the Davis-Bacon Act, the Service Contract Act and other statutes applicable to federal contracts for construction and for the provision of goods and services.
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To contact OSHA, call 1-800-321-6742.

Who to Contact
For information about employment standards that apply to young workers or information on fair labor standards, contact the Department of Labor’s Wage and Hour Division at 1-866-444-6646 or by visiting www.dol.gov/whd.