KNOW YOUR RIGHTS
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Learning Objectives
By the end of this lesson, students will be able to:

• Describe the legal limitations on tasks that teens may do on the job, and on the hours they may work
• Identify three health and safety rights and responsibilities that teens have on the job under the OSHA standards or other labor laws
• Identify the government agencies that enforce labor and job safety laws.

Time Needed: 45 Minutes

Materials Needed

• Handouts: Are You a Working Teen? (A) or your own state's version
  Labor Law Jeopardy Student Answer Sheet (B)
• PowerPoint Slides #1 Know Your Rights Interactive Jeopardy
  #2 Jeopardy Game Board (for transparency)
  #3 Know Your Rights: Key Points
• Prizes (candy, etc.)

Preparing To Teach This Lesson

Before you present this lesson:

1. Find the correct Handout (A) Are You a Working Teen? for your state. The version in this curriculum, and the answers to the Jeopardy questions, are for the state of Washington. However, versions for all 50 states, Puerto Rico, and the Virgin Islands are available on the NIOSH website at:

   http://www.cdc.gov/niosh/talkingsafety

   Click on your state, click on Student Handouts, and scroll down to Handout #12 (p.21 of PDF). Print all four pages. To find answers to the Jeopardy questions for your state, click on Entire Booklet and then scroll down to page 65 (p. 73 of the PDF). Print that page.

2. Find the minimum wage for your state (use an internet search engine or call your state department of child labor.) Check the resource phone numbers and websites on page 4 of Are You a Working Teen? and make the necessary changes to the handout or to the Jeopardy answers.

3. Read through Handout (A) and make a copy for each student. Optional: If you want students to write out the answers to each of the questions, make a copy of handout (B) for each student.

4. Locate PowerPoint Slide #1, Know Your Rights Interactive Jeopardy, on your CD and test it on your computer. If no computer projector is available, copy PowerPoint Slide # 2 onto a
transparency and use it as your game board on an overhead. You can also draw the game board on a blackboard, whiteboard, or flipchart paper.

Note: When opening up the interactive Jeopardy PowerPoint slide, you will need to click on the Enable Macros button that will pop up on the dialog box in order to play the interactive game.

5. Obtain prizes.

6. Review PowerPoint Slide # 3, Know Your Rights: Key Points.

Detailed Instructor’s Notes

A. Introduction: Your legal rights (5 minutes)

1. Explain to the class that teens have important legal rights on the job. Child labor laws protect teens from working long or late hours, and from doing certain dangerous tasks on the job. Health and safety laws protect all workers, including teens, from job hazards.

2. Ask the class the following questions to introduce the topic:

   What is the minimum wage in our state?

   Answer: The minimum wage is the lowest hourly wage that employers are allowed to pay their workers. In our state, it is $________ per hour.

   Note: the minimum wage will vary from state to state.

   Note for WA instructors: In WA the minimum wage changes each year. To find the current wage, go to the Department of Labor & Industries website www.Lni.wa.gov. The minimum wage for 16- and 17-year-old workers is the same as for adults. Workers under 16 may be paid 85% of the adult minimum wage.

   How late can teens work on school nights?

   Answer: Until ________ p.m. if you are 14 or 15 and until _______ p.m. if you are 16 or 17.

   Note for WA instructors: In WA State teens can work until 7 pm if they are 14 or 15, and until 10 pm if they are 16 or 17. There may also be some exceptions for 16- and 17-year-old students. For more information go to www.TeenWorkers.Lni.wa.gov.

   What agency can you call if there’s a health and safety problem on your job?

   Answer: Call your local OSHA office. You can find your local office by calling 1-800-321-OSHA or visiting www.osha.gov.

   Note for WA instructors: In WA State contact the WA State Department of Labor & Industries, www.Lni.wa.gov or 1-800-423-7233.

3. If no one volunteers the answers to the above questions, give the class the right answers. Explain that they will get more information on these and other legal rights in the next activity.
B. Review *Are You a Working Teen* (5 minutes)

1. Distribute Handout (A) or your own state's version of *Are You a Working Teen*?

2. Point out the key topics covered in the handout. Tell students this is a summary of their workplace health and safety rights. Tell them to keep this sheet in their binders, as they will use the information during the next several units.

C. “Jeopardy” game (30 minutes)

1. Explain to the class that they will now play a game to review key information about health and safety and labor laws.

2. Divide the class into teams of three to five participants each. You may want to have individual team members try to memorize a specific section of the handout and become “subject matter experts.” You may want to have them individually read through the sheet independently for a couple of minutes prior to going through the Jeopardy game activity.

3. Have each team pick a team name. Write the team names across the top of a flipchart or chalkboard, making a column for each team for scorekeeping. The instructor can keep score or ask for a volunteer to be scorekeeper.

4. Project the PowerPoint file with the Jeopardy game.
Note: To use the interactive PowerPoint game board, select a category on the board by clicking on it. After the question comes up, have the team answer the question. If they have answered correctly, click directly on the question and the answer will appear. If not, give other teams a chance to answer. Click on the home button at the bottom of the screen to return to the main game board for the next round of questions.

5. If no computer projector is available, copy PowerPoint Slide # 2 onto a transparency and use it as your game board on an overhead. You can also draw the game board on a blackboard, whiteboard, or flipchart paper.
6. Then explain the rules:

- Teams may refer to Student Handout (A) *Are You A Working Teen?* to find answers during the game.
- The first team will pick a category and dollar amount from the game board. The instructor will ask the corresponding question.
- The team gets approximately 30 seconds to discuss the question and come up with an answer.
- If the first team answers correctly, they get the dollar amount for that question. The scorekeeper will record it in their column on the flipchart or chalkboard. Then the next team picks a category and dollar amount.
- If the first team answers incorrectly, the next team in order will be called on to answer the same question. This will continue until a team gets the correct answer. They win the dollar amount. There is no penalty for incorrect answers.

**Note:** Don’t call on another team if the question is True or False.

- If all the teams miss a question, the instructor should give the correct answer.
- Whether a team gets the correct answer or the instructor gives it, take time to explain the answer. Sometimes there are several possible correct answers, or more complete answers.
- If using an overhead transparency rather than a computer projector, once a question has been answered, cross off that block on the game board. Use a non-permanent transparency marker so the overhead can be cleaned easily.

7. Play the game. At the end of the game, total up the dollar amounts each team has won. Award a prize to the winning team.

8. You may want to have students use the *Labor Law Jeopardy Answer Sheet* (Handout B) blank game board grid to record their answers.

9. The teacher’s question and answer key appears on the next page.
<table>
<thead>
<tr>
<th>Rights on the Job</th>
<th>Dangerous Work &amp; Work Permits</th>
<th>Hours for Teens &amp; Working Safely</th>
<th>Job Injuries &amp; Getting Help</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$100</strong> True or False? Your employer cannot punish you for reporting a safety problem. <strong>True</strong></td>
<td>How old do you have to be to drive a forklift? <strong>18 years old</strong></td>
<td>If you are 14 or 15, how many hours can you work on a school day? <strong>3 hours</strong></td>
<td>True or False? You can sue your employer if you're hurt on the job. <strong>False</strong></td>
</tr>
<tr>
<td><strong>$200</strong> What is the minimum wage in our state? $________hour WA: Check <a href="http://www.Lni.wa.gov">www.Lni.wa.gov</a> for the current minimum wage.</td>
<td>Name one kind of machinery you can’t use if you’re under 18. <strong>Power equipment:</strong> meat slicer, saw, bakery machine, box crusher.</td>
<td>If you are 14 or 15, how late can you work on a school night? <strong>7:00 PM</strong></td>
<td>True or False? Your boss can punish you for getting hurt on the job. <strong>False; it is against the law for your boss to punish or fire you for a job-related injury.</strong></td>
</tr>
<tr>
<td><strong>$300</strong> Name two rights you have if you get hurt on the job? <strong>Payment for medical care; you may also get lost wages.</strong></td>
<td>If you are under 18 and still in school, what form or permit is needed before you can take a job? <strong>________permit/form WA: Parent/School Authorization form</strong></td>
<td>In our state, if you are 14 or 15, how many hours can you work in a school week? <strong>________hours WA: 16 hours</strong></td>
<td>In our state, what's the name of the agency that handles workplace health and safety complaints? <strong>State agency name:</strong> <strong>WA: Dept of Labor &amp; Industries or Washington Industrial Safety &amp; Health Administration</strong></td>
</tr>
<tr>
<td><strong>$400</strong> Name two health and safety protections your employer must provide on the job. <strong>Safe and healthy workplace; safety training; protective clothing; payment for medical care if injured.</strong></td>
<td>Name one kind of work you can not do if you’re 14 or 15. <strong>Baking; cooking; dry cleaning or laundry; using a ladder or scaffold; construction; loading or unloading trucks, rail cars, or conveyors.</strong></td>
<td>In our state if you’re 16 or 17, how late can you work on a school night? <strong>_______ PM WA: 10:00 PM</strong></td>
<td>In our state what agency enforces the laws about work hours and wages? <strong>State agency name:</strong> <strong>WA: Dept of Labor &amp; Industries or Washington Employment Standards section.</strong></td>
</tr>
<tr>
<td><strong>$500</strong> Name two rights all workers have on the job? <strong>To report safety problems; to work without racial or sexual harassment; to join a union.</strong></td>
<td>Name one kind of construction work you can do to prevent a job injury. <strong>Report unsafe conditions; get safety training; follow safety rules; refuse to do something that is too dangerous.</strong></td>
<td>Name two things you should do if you get hurt on the job. <strong>Tell your boss; get medical treatment; fill out a claim form.</strong></td>
<td><strong>Answer Key</strong></td>
</tr>
</tbody>
</table>
E. Review (5 minutes)

1. After playing the game, show PowerPoint Slide #3 and review the key points covered in this lesson.

Federal and state labor laws set a minimum age for certain types of dangerous work. They also protect teens from working too long, too late, or too early.

OSHA says that by law every employer must provide the following:

- A safe and healthy workplace
- Training on chemicals and other health and safety hazards at your job
- Protective clothing or safety equipment that workers need to do the job.

OSHA sets basic workplace health and safety laws. Your state's OSHA program may set more protective or stricter laws than federal OSHA. The US Department of Labor's Wage and Hour Division sets and enforces minimum child labor laws regarding wages, hours, and prohibited occupations and tasks. Your state's labor department may set more protective or stricter laws.

The following OSHA and State of Washington L&I-DOSH-WISHA codes correspond to information in this unit:

L&I DOSH WISHA Occupation Health Rules (WAC 296-62)
L&I DOSH WISHA Core Rules (WAC 296-800)
Are You a Working Teen?
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 8 p.m.

Every year nearly 70 teens under 18 die from work injuries in the United States. Another 84,000 get hurt badly enough that they go to a hospital emergency room.

Why do injuries like these occur? Teens are often injured on the job due to unsafe equipment, stressful conditions, and speed-up. Also they may not receive adequate safety training and supervision.

Teens are much more likely to be injured when they work on jobs they are not allowed to do by law.

What Hazards Should I Watch Out For?

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Examples of Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janitor/Clean-up</td>
<td>• Toxic chemicals in cleaning products</td>
</tr>
<tr>
<td></td>
<td>• Blood on discarded needles</td>
</tr>
<tr>
<td>Food Service</td>
<td>• Slippery floors</td>
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<tr>
<td></td>
<td>• Hot cooking equipment</td>
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<td></td>
<td>• Sharp objects</td>
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<tr>
<td>Retail/Sales</td>
<td>• Violent crimes</td>
</tr>
<tr>
<td></td>
<td>• Heavy lifting</td>
</tr>
<tr>
<td>Office/Clerical</td>
<td>• Stress</td>
</tr>
<tr>
<td></td>
<td>• Harassment</td>
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<tr>
<td></td>
<td>• Poor computer work station design</td>
</tr>
</tbody>
</table>
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.
- In most cases, at least the Washington minimum wage of $7.63 an hour. A new minimum wage takes effect each year on January 1, based on increased cost of living. 14 and 15-year-olds may be paid 85% of minimum wage.
- Rest and meal breaks.
- 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 3 days.
  - Other benefits if you become permanently disabled.

You also have a right to:

- Report safety problems to OSHA.
- Work without racial or sexual harassment.
- Refuse to work if the job is immediately dangerous to your life or health.
- Join or organize a union.

Is It OK to Do Any Kind of Work?

NO! There are laws that protect teens from doing dangerous work.

In Washington no worker under 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
- Prepare, serve, or sell alcoholic beverages
- Work where there is exposure to radiation, bodily fluids, or hazardous substances

Also, no one 14 or 15 years old may:

- Do any baking activities
- Cook
- 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 18 and plan to work, your employer must get a “Parent/School Authorization” form from the Dept. of Labor and Industries, www.teenworkers.lni.wa.gov.

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

Should I Be Working This Late or This Long?

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

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

<table>
<thead>
<tr>
<th>Work Hours for Teens</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ages 14 and 15</strong></td>
</tr>
<tr>
<td><strong>Work Hours</strong></td>
</tr>
<tr>
<td>7 am–7 pm, from Labor Day–June 1</td>
</tr>
<tr>
<td>When attendance at school is not required</td>
</tr>
<tr>
<td>7 am–9 pm, from June 1–Labor Day</td>
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<tr>
<td><strong>Maximum Hours When School Is in Session</strong></td>
</tr>
<tr>
<td>16 hours a week, but not over:</td>
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<tr>
<td>3 hours a day on school days</td>
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<tr>
<td>8 hours a day Saturday–Sunday and holidays</td>
</tr>
<tr>
<td>6 days a week</td>
</tr>
<tr>
<td><strong>Maximum Hours When School Is not in Session</strong></td>
</tr>
<tr>
<td>40 hours a week</td>
</tr>
<tr>
<td>8 hours a day</td>
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<tr>
<td>6 days a week</td>
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</tbody>
</table>

* 16 and 17-year-olds may work up to 28 hours a week with written parental and school consent.
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.
- Your employer must give you a claim form. 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.
- 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).

You have a right to speak up!
It is illegal for your employer to fire or punish you for reporting a workplace problem or injury, or for claiming workers’ compensation.

What If I Have a Safety Problem?

- Talk to your supervisor, parents, teachers, job training representative, or union representative (if any) about the problem.
- For health and safety information and advice, call the National Young Worker Safety Resource Center. Many materials are available in Spanish.  
  ☎️ (510) 643-2424 www.youngworkers.org
- If necessary contact one of these agencies.

To make a health or safety complaint:
- OSHA (Occupational Safety and Health).  
  ☎️ (800) 321-OSHA (6742) www.osha.gov
- Dept. of Labor & Industries
  Washington Industrial Safety & Health Administration (WISHA).
  ☎️ (800) 423-7233 www.Lni.wa.gov/safety

To make a complaint about wages or work hours:
- Dept. of Labor & Industries
  Washington Employment Standards Section
  ☎️ (866) 219-7321 www.teenworkers.Lni.wa.gov
- U.S Department of Labor
  ☎️ (866) 487-9243 www.wagehour.dol.gov

To make a complaint about sexual harassment or discrimination:
- Washington State Human Rights Commission
  ☎️ (800) 233-3247 www.hum.wa.gov
- U.S. Equal Employment Opportunity Commission
  ☎️ (800) 669-4000 www.youth.eeoc.gov

For information about benefits for injured workers:
- Dept. of Labor & Industries
  Washington Industrial Insurance Services
  ☎️ (800) 547-8367 www.Lni.wa.gov/ClaimsIns
## Labor Law Jeopardy Answer Sheet

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