

PLAYING IT **SAFE**

Be safe and healthy on the job with these helpful tips provided by Peabody Insurance Agency.

Stay Safe on the Job, Teens

Helpful tips for reducing your risk of injury at work

Working a part-time job in retail is a great way to gain work experience, earn some extra cash, save for college and meet new people. You may not have considered the possibility of injuring yourself at your new job, but you must take hazards seriously. Many teens are injured and die each year as a result of work-related accidents. Always keep safety in mind on the job—your life could depend on it!

Warehousing

Taking part in warehousing tasks is prohibited for those under the age of 16. If you are old enough, consider these important safety tips before beginning your job:

- Be sure you are properly trained and feel ready before working at a height or around a forklift.
- No one under the age of 18 can legally operate a forklift. If you are of age, follow all safety precautions, even if it slows your work speed.
- Always wear appropriate protective gear, including gloves.
- Follow safety procedures when working with sharp objects, such as box cutters.

Retail Floor

On the floor, prepare to interact with customers. Ask your supervisor about company policies regarding dealing with irate customers, working late shifts and handling cash. If you ever feel uncomfortable in any situation, do not hesitate to tell your supervisor.

Important Safety Tips

In addition, study these general safety tips, and always make your own safety your first priority on the job.

- Ask lots of questions. Ask your supervisor how to deal with irate customers, how to perform new tasks or how to use new machines. Don't ever worry about looking dumb; asking questions about safety is a sign of a smart, safe worker.
- Tell your supervisor, boss, parent or other adult if you feel threatened or endangered at work.
- Always be aware of your environment. It is easy to be careless after your tasks have become routine, so always remain aware of what you are doing.
- Trust your instincts. If someone asks you to do something that makes you feel unsafe or uncomfortable, check with your supervisor before doing it. Keeping yourself injury-free is your most important responsibility.
- Stay sober. You must remain drug and alcohol-free. Workers using drugs and alcohol are more likely to hurt themselves and others. If you suspect someone else is under the influence at work, tell your supervisor.

Let Us Know

We are glad to have you at . Please let us know if there is anything about your safety training or job duties that you are unsure about. We make your safety our first priority.



Check Out Your Rights

As a teen worker, you have the right to a safe work environment. To find out more about your rights on the job and working as a teen, visit the Occupational Safety and Health Administration's (OSHA) website:

<http://www.osha.gov/SLTC/teenworkers>

