

# safety matters

From your safety partners at Peabody Insurance Agency

## Tips for Teen Workers

Early work experience can be a great opportunity for teenagers. Ensure your work experience is safe and rewarding by taking the time to fully learn and understand your responsibilities and rights as an employee.

### Know Your Responsibilities

- Follow all safe work practices as directed by your employer and supervisor.
- Don't be afraid to ask questions or ask for clarification. Follow up with your supervisor if you feel you need further training on certain situations like dealing with customers, performing new tasks or using new machinery.
- Don't rush. Working safely may seem to slow you down, but ignoring safe work procedures can lead to unnecessary injury or harm.
- Be aware of your working environment at all times. Don't become careless even when you are more familiar with your tasks.
- Make sure to tell someone if you ever feel threatened or in danger at work. Talk to a supervisor, parent or other adult as soon as possible.
- Use your best judgment and trust your instincts while on the job. If someone asks you to do something that seems unsafe or makes you uncomfortable, check with your supervisor or safety officer first.
- Not only is underage drinking illegal, it is never allowed in the workplace. Being under the influence puts you and others at risk. If you suspect someone at your work is using, notify a supervisor.

### Know Your Rights

- You have the right to work in a safe and healthy workplace free of hazards.
- You have the right to refuse to work if you believe a job or working condition is unsafe and exposes you to immediate danger.
- You have the right to report safety hazards to your supervisor or boss without the fear of being illegally punished or fired.
- You have the right to only work the limited hours and types of work permitted by state and federal laws.
- You have the right to receive training and use required personal protective equipment such as safety clothing, hard hats, goggles and ear plugs.
- You have the right to receive health and safety information about machines, job tasks and hazardous chemicals that may be harmful to your health.
- You have the right to demand payment for your work – at least at the current minimum wage allowed in your state.
- You have the right to request payment for medical care and workers' compensation if you become sick or injured on the job. You may also be entitled to lost pay benefits if you miss work due to a work-related illness or injury.
- You have the right to work in an environment free of racial or sexual harassment.

**Taking time to learn and understand your rights and responsibilities as an employee can help keep you safe and successful at work.**

