

Worksite Safety and Health Evaluation Guide

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**Prepared By
The Safe Schools Program***

for the

**The New Jersey Department of Education
Office of Career and Technical Education
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Part One Introduction

This “Worksite Safety and Health Evaluation Guide’ was developed to help school teachers and administrators safely place 16 and 17 year old students at worksites associated with school-sponsored offsite structured learning experiences. It provides only general guidance in looking at some of the occupational safety and health risks associated with these types of situations. This Guide is not mandatory and may be adapted to suit the needs of the local school district and school board. In addition, this Guide should not be used to determine compliance with applicable federal and state regulations. The user should consult the actual regulations that may apply and discuss any issues with the appropriate enforcement agency. Even with the use of this Guide, there is no guarantee that a worksite and work activities will be completely safe. Reasonable judgment should always be used in making decisions about what risks are acceptable or unacceptable.

The New Jersey Department of Labor and Workforce Development and the Department of Education regulate students in school-sponsored structured learning experiences. They have classified work activities into three categories that in general, represent different levels of risk: prohibited, hazardous and non-hazardous. **Prohibited Work Activities** are those that should not be done by any person under the age of 18 as defined by federal and state child labor laws. A list of “Recommended Prohibited Work Activities” is attached as Part Two. This list should be reviewed to ensure that no student is placed into any of these types of work activities.

Hazardous Work Activities are those activities regulated by the federal and state child labor laws that permit an exemption for students in apprenticeships registered by the U.S. Department of Labor, Bureau of Apprenticeship and Training (USDOL-BAT) and cooperative education programs. A list of “Hazardous Work Activities” is attached as Part Three. This list should be reviewed to ensure that a student only does these work activities in an apprenticeship or cooperative education program meeting the proscribed requirements.

Non-hazardous work activities are those that are not classified as prohibited or hazardous by

federal and state child labor laws. Non-hazardous work activities are not necessarily non-hazardous. It means they are not specifically regulated by federal and state child labor laws.

Each school district with an approved vocational-technical education program must have a written safety and health plan and a person designated by the district with responsibility for ensuring the plan is implemented. Although not required, it is recommended that the procedure for placing students into worksites as part of school-sponsored structured learning experiences also be written and incorporated into the overall district safety and health plan.

The work activities and worksite for every student who is to be placed into a school-sponsored structured learning experience should be evaluated for safety and health risks. Attached as Part Four is a “Worksite Risk Management Program Evaluation Guide” that may be completed for every student. It is designed to be filled out by a school district person in discussion with the employer or employer mentor. If a strong risk management program exists, it is unlikely that any significant hazards will be identified.

In addition, every worksite should be inspected for generally recognized hazards. A “Worksite Inspection Checklist” is attached as Part Five to aid in this inspection. However, it does not address every possible hazard. Once the work activities and worksite have been evaluated for risk, the “Final Review Checklist” attached as Part Six may help you identify an important item that was overlooked. Of course there are always questions. Attached as Part Seven, “Information Resources,” are those agencies or organizations that may be contacted when a particular problem or issue needs clarification.

All school personnel who are involved in placing students at worksites must be an appropriately licensed teacher or designated district employee holding the appropriate license. It is assumed that these individuals have a general understanding of applicable regulations issued by the U.S. Department of Labor – Occupational Safety and Health Administration (OSHA), U.S. Department of Labor – Employment Standards Administration – Wage and Hour Division, New Jersey Department of Labor and Workforce Development – Public Employees Occupational Safety and Health (PEOSH) Program, New Jersey Department of Labor and Workforce Development – Division of

Wage and Hour Compliance, and the New Jersey Department of Education. More details regarding these regulations can be found in the *Safe Schools: A Health and Safety Check* manual that is available from the Safe Schools Program. It is also important that the worksite mentor or supervisor of the student have the appropriate level of experience and trade license, if applicable.

There are many helpful documents developed by the above agencies. Where appropriate, these documents are referenced in the “Information Resources.” In addition, contact information for these agencies is included in the Part Seven, “Information Resources” section of this Guide. These agencies may be contacted directly for additional help or advice.

Part Two

Recommended Prohibited Work Activities

It is recommended that the following work activities not be conducted by any student in a school-sponsored structured learning experience under the age of 18. This list is provided for general guidance only and should not be used to determine compliance with child labor laws. Any questions about compliance with child labor laws should be directed to the federal or state agency responsible for enforcement. Code references are listed for each work activity related a child labor law. N.J.A.C. means New Jersey Administrative Code. CFR means Code of Federal Regulations. N.J.S.A. means New Jersey Statutes Annotated. HO means Hazardous Occupations Order issued by the U.S. Department of Labor. Work activities without a code reference do not have a related child labor law.

Work in Certain Industries

1. Work on jobs involving coal mining. (29 CFR 570.53 {HO 3} and N.J.S.A. 34:2-21.17)
2. Work on jobs involving logging and sawmilling including cutting firewood. This also includes pruning with any type of power equipment. (29 CFR 570.54 {HO 4})
3. Work in mining operations such as metal mines, quarries, aggregate mines, and other mining sites including underground work in mines, work in or about open cut mines, open quarries, and sand and gravel operations. (29 CFR 570.60 {HO 9} and N.J.S.A. 34:2-21.17)
4. Work in or about the manufacture of brick, tile and related products. In the clay construction products industry, work is permitted in storage and shipping, offices and in drying departments of plants manufacturing sewer pipe. In establishments manufacturing silica brick or other silica refractories, work is permitted in offices. (29 CFR 570.64 {HO 13})
5. Work where explosives are manufactured, transported or stored. Explosives include such items as ammunition, black powder, blasting caps, fireworks, high explosives, primers, and smokeless powder. Students may work in retail stores selling ammunition, trap and skeet ranges, and police stations. (29 CFR 570.51 {HO 1} and N.J.S.A. 34:2-21.17)
6. Work involving wrecking, demolition, and ship-breaking operations including cleanup and salvage work, performed at the site of the total or partial razing, demolishing, or dismantling of a building, bridge, steeple, tower, chimney, other structure, ship or other vessel. Students may do remodeling or repair work which is not extensive. (29 CFR 570.66 {HO 15} and N.J.S.A. 34:2-21.17)
7. Work associated with the fabrication or assembly of ships or watercraft. (N.J.S.A. 34:2-21.17)
8. Work in a junk or scrap metal yard involving the handling of refuse, scrap and waste materials including but not limited to junk or scrap metal. (N.J.A.C. 12:58-4.4)

9. Work in occupations involving slaughtering or occupations on the killing floor. (29 CFR 570.61 {HO10} and N.J.A.C. 12:58-4.12).
10. Work associated with the manufacture or packing of paints, colors, white lead, or red lead. (N.J.S.A. 34:2-21.17)

Work with Vehicles and Equipment

11. Driving a motor vehicle or riding outside the cab of a vehicle as an outside helper. Riding inside a cab of any motor vehicle as a passenger is permitted. Seventeen-year-olds may drive cars or small trucks during daylight hours for limited times and under strictly limited circumstances (see 29 CFR 570.52 for details). (29 CFR 570.52 {HO 2})
12. Operating or riding on heavy equipment.
13. Operating high torque machines or equipment (e.g., break arms, pulling machines, treading machines or corebore machines).
14. Operating power-driven hoisting or lifting apparatus such as forklifts, non-automatic elevators, bobcats and cranes, aerial platforms, and scissor lifts and truck-mounted bucket hoists. Students working in approved apprenticeship and cooperative education programs may work with electric and pneumatic lifts used to raise cars in garages and gasoline service stations as a **Hazardous Work Activity**. (29 CFR 570.58 {HO 7} and N.J.S.A. 34:2-21.17)
15. Riding on a forklift
16. Work with power-driven bakery machines such as vertical dough and batter mixers (including most countertop models), dough rollers and dough sheeters. (29 CFR 570.62 {HO 11} and N.J.S.A. 34:2-21.17)
17. Operating calendars or mixing rolls in rubber, plastic and paper manufacturing. (29 CFR 570.63 {HO12} and N.J.S.A. 34:2-21.17)
18. Work involving oiling, wiping or cleaning machinery that is in motion or assisting therein. (N.J.S.A. 34:2-21.17)
19. Operating power-driven metal forming, punching, and shearing machines. (29 CFR 570.59 {HO 8} and N.J.S.A. 34:2-21.17)
20. Operating guillotine shears. (29 CFR 570.65 {HO 14}; N.J.S.A. 34:2-21.17; and N.J.A.C. 12:58-4.11)
21. Operating centrifugal extractors or mangles in laundries or dry cleaning establishments. (N.J.S.A. 34:2-21.17)
22. Operating corn pickers, power driven hay balers or power field choppers. (N.J.A.C. 12:58-4.3)
23. Operating a chainsaw.
24. Operating a jack-hammer.
25. Work on machines or equipment that require lockout/tagout procedures or are locked out or tagged out in accordance with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.147 (The Control of Hazardous Energy).

26. Changing or repairing multi-piece rim wheels. (N.J.A.C. 12:58-4.16)

Work with Chemical and Physical Health Hazards

27. Work with or in areas using radioactive substances or ionizing radiation where exposure may exceed established limits. (29 CFR 570.57 {HO 6} and N.J.A.C. 12:58-4.7). Work with radium, self-luminous compounds and incandescent mantles using thorium salts is specifically prohibited. Minors shall not perform any activities or work that is restricted to licensed radiologic technologists or dental hygienists.
28. Work handling or being exposed to toxic materials in excess of established limits. (N.J.S.A. 34:2-21.17; N.J.A.C. 12:58-4.8; N.J.A.C. 12:58-4.9; N.J.A.C. 12:58-4.15; and N.J.A.C. 12:58-4.17) Of special concern is work with lead and its compounds, beryllium and its compounds, pesticides, asbestos, silica, chemotherapeutic agents, phenol and OSHA regulated carcinogens. Minors shall not work with or in areas actively being treated by pesticides that are restricted for use by a licensed pesticide applicator.
29. Work involving hazardous waste cleanup, asbestos abatement, or lead abatement activities as defined by the following OSHA regulations: 29 CFR 1910.120 & 29 CFR 1926.65 B Hazardous waste operations and emergency response; 29 CFR 1926.1101 B Asbestos; and 29 CFR 1926.62 B Lead.

Work with Biohazards

30. Work in restricted or isolation areas which have been specifically set aside for patients who have been diagnosed with infectious or contagious diseases. (N.J.A.C. 12:58-4.9)
31. Work in clinical laboratories that involve routinely handling and analyzing blood, bodily fluids and tissues potentially contaminated with infectious or contagious diseases. (N.J.A.C. 12:58-4.9)
32. Work involving the handling of needles and sharps that may be contaminated with blood or other potentially infectious materials. (N.J.A.C. 12:58-4.9)
33. Work in laboratories or facilities classified at Biosafety Level 2 or above according to the criteria issued by the Centers for Disease Control and Prevention. (N.J.A.C. 12:58-4.9)

Work in Hazardous Areas or Conditions

34. Work in a Class 1, 2 or 3 Ahazardous (classified) location@ as defined by the National Fire Protection Association National Electrical Code (NFPA 70). These are hazardous locations where fire or explosion hazards may exist due to flammable gases or vapors, flammable liquids, combustible dust, or ignitable fibers or flyings. Minors may work delivering gasoline by pumps at a service station. Students working in approved apprenticeship and cooperative education programs may work in paint spraying areas or booths used to refinish automobiles or other vehicles as a **Hazardous Work Activity**. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.6)

35. Work in trenches and excavation operations that are more than four feet deep. (29 CFR 570.68 {HO 17})
36. Work that may involve entry into a confined space as defined by the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.146. A confined space means a space that (1) Is large enough and so configured that a person can bodily enter and perform assigned work; and (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and (3) Is not designed for continuous occupancy.
37. Work on a walking/working surface where there is a side or edge not protected by a wall and there is a danger of falling more than 12 feet to a lower level. A walking and working surface means any surface on which a person stands or walks while performing assigned tasks including floors, ladders, scaffolds or lifts. A lower level means those areas to which a person can fall including ground level, floors, roofs, ramps, pits, tanks or similar surfaces. (N.J.S.A. 34:2-21.17; N.J.A.C. 12:58-4.2; and 29 CFR 570.67 {HO16})
38. Work on a walking/working surface where there is an unprotected side or edge NOT protected by a guardrail system meeting OSHA requirements and there is a danger of falling four to 12 feet to a lower level. An unprotected side or edge means any side or edge of a surface, except at entrances to points of access, where there is no wall or guardrail system. Examples of such surface that might be prohibited include work on ladders and storage platform which involve the possibility of a vertical fall of more than four feet.

Students working in approved apprenticeship and cooperative education programs in the construction career cluster under certain conditions may work on a walking/working surface not protected by a guardrail system where there is a danger of falling vertically between four and 12 feet (see Hazardous Work Activities).
39. Work in areas or with equipment in violation of any Occupational Safety and Health Administration (OSHA) or Public Employees Occupational Safety and Health (PEOSH) Program regulations.
40. Work in proximity to heavy equipment including but not limited to, graders, bulldozers, earth compactors, backhoes, tractors and cranes. Working in proximity means working within the area of movement of any portion of the machinery where one could be struck and injured.
41. Repairing and installing **energized** electric utilization systems.
42. Work on road construction sites. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.2)

Work with Money

43. Transporting payrolls, other than within the premises of the employer. (N.J.S.A. 34:2-21.17)
44. Work alone in a cash-based business.

Work Involving Moral Issues

45. Serving, preparing or distributing alcoholic beverages. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.17)
46. Work on a casino floor. (N.J.A.C. 12:58-4.5)
47. Work involving indecent or immoral exposure or work in an establishment involving indecent or immoral exposure. (N.J.A.C. 12:58-4.14)

Part Three Hazardous Work Activities

It is recommended that the following **Hazardous Work Activities** only be permitted for a student under the age of 18 in a school-sponsored structured learning experience when the following circumstances are met:

1. The student must be at least 16 years of age;
2. The student must be enrolled in an approved cooperative vocational-technical education program or apprenticeship program;
3. The work in the hazardous work activity is incidental to the student's training;
4. The hazardous work activity is intermittent and of short duration and under the direct and close supervision of a qualified and experienced person or a craftsman;
5. The structured learning experience shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor; and
6. In addition, if the student is in a cooperative vocational-technical education program, the structured learning experience must have the following:
 - a. The student will be supervised by the appropriately licensed individual;
 - b. The student will be supervised by the appropriate school personnel at the job site for a minimum of 30 minutes every 10 working days;
 - c. Safety instruction will be given by the school and correlated by the employer with on-the-job training;
 - d. The worksite is registered with the New Jersey Department of Education;
 - e. A training plan has been developed that includes the tasks to be performed by the student-learner on the job, a progression of in-school learning experiences that relate to the on-the-job training; and an outline that identifies safety instruction and occupational competencies to be learned at the training site and in school; and
 - f. The training site experiences may not exceed five hours on any day that school is in session nor may the combination of school and work exceed eight hours on any day that school is in session.

If possible, the student should have been trained in the OSHA 10-hour Outreach Course in the Construction Industry or General Industry, whichever is applicable.

This list is provided for general guidance only and should not be used to determine compliance with child labor laws. Any questions about compliance with child labor laws should be directed to the federal or state agency responsible for enforcement. Code references are listed for each

work activity related to a child labor law. Work activities without a code reference do not have a related child labor law.

Work in Certain Industries

1. Work in ore reduction works, smelters, hot rolling mills, furnaces, foundries, forging shops, or any other place in which the heating, melting, or heat treatment of metals is carried on. (N.J.S.A. 34:2-21.17)
2. Construction work involving erection, alteration, repair, renovation, demolition or removal of any building or structure; the excavation, filling and grading of sites; the excavation, renovation, repair or paving of roads and highways; and any function performed within 30 feet of the above operations. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.2)
3. Work in occupations involving meat packing or processing, or rendering other than in slaughtering or occupations on the killing floor. This includes operating meat-processing machines in wholesale, retail or service establishments. (29 CFR 570.61 {HO10} and N.J.A.C. 12:58-4.12)

Work with Vehicles and Equipment

4. Changing or repairing single-piece rim wheels. (N.J.A.C. 12:58-4.16)
5. Operating power or powder actuated tools and equipment (including all electric, pneumatic, hydraulic and fuel-based tools and equipment). This includes operating the following types of equipment:
 - 5.1. Power-driven woodworking machines. Power-driven woodworking machines are all fixed or portable machines or tools driven by power and used or designed for cutting, shaping, forming, surfacing, nailing, stapling, wire stitching, fastening, or otherwise assembling, pressing, or printing wood or veneer. (29 CFR 570.55 {HO 5} and N.J.S.A. 34:2-21.17)
 - 5.2. Circular saws and band saws. (29 CFR 570.65 {HO 14} and N.J.A.C. 12:58-4.11)
 - 5.3. Nail-guns. (29 CFR 570.55 {HO5})
6. Operating or unloading paper-products machines including scrap paper balers and cardboard box compactors. (29 CFR 570.63 {HO 12}; N.J.S.A. 34:2-21.17; and N.J.A.C. 12:58-4.10)
7. Working with electric and pneumatic lifts used to raise cars in garages and gasoline service stations. (N.J.S.A. 34:2-21.17)
8. Operating grinding, abrasive, polishing or buffing machines. (N.J.S.A. 34:2-21.17)
9. Working on or near steam boilers carrying a pressure in excess of 15 pounds. (N.J.S.A. 34:2-21.17)
10. Work using laser equipment.
11. Work using corrugating, crimping or embossing machines. (N.J.S.A. 34:2-21.17)
12. Work using paper lace machines. (N.J.S.A. 34:2-21.17)

Work with Chemical and Physical Health Hazards

13. Inspecting, disassembling, repairing or assembling automotive brake and clutches which may contain asbestos. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.8)
14. Work requiring the use of respiratory protection to protect against the inhalation of harmful atmospheres. The voluntary use of a dust respirator is not included as long as there is compliance with the requirements of the OSHA Respiratory Protection Standard 29 CFR 1910.134.

Work with Biohazards

15. Handling or disposing of biological waste potentially contaminated with infectious or contagious disease organisms. (N.J.A.C. 12:58-4.9)

Work in Hazardous Areas or Conditions

16. Work on a walking/working surface other than a ladder, scaffold or lift where there is a side or edge protected by a guardrail system meeting OSHA requirements and there is a danger of falling six to 12 feet to a lower level. Work on a walking/working surface not protected by a wall where there is a danger of falling more than 12 feet in height is prohibited. (N.J.S.A. 34:2-21.17; N.J.A.C. 12:58-4.2; and 29 CFR 570.67 {HO16})
17. Climbing or working on ladders that meet OSHA requirements at a height of six to 12 feet or where there is a danger of falling six to 12 feet. Climbing or working on a ladder over 12 feet in height or where there is a danger of falling more than 12 feet in height is prohibited;
18. Work on scaffolds or lifts that meet OSHA requirements at a height of six to 12 feet or where there is danger of falling six to 12 feet. Work on a scaffold or lift above 12 feet in height or where there is a danger of falling more than 12 feet in height is prohibited;
19. Work in trenches or excavations less than four feet deep. Note: Work at depths over four feet is prohibited.
20. Handling or working in the vicinity of flammable or pyrophoric materials or fuels. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.6)
21. Work in paint spraying areas or booths used to refinish automobiles or other vehicles. (N.J.S.A. 34:2-21.17 and N.J.A.C. 12:58-4.6)
22. Work involving gas or electric welding, brazing, burning or cutting.
23. Work involving plasma cutting.
24. Work with corrosives (acids or bases). (N.J.A.C. 12-4.13)

Part Four
Worksite Risk Management Program Evaluation Guide

Location: _____ **Date:** _____ **Completed by:** _____

This Guide is a tool to help evaluate the occupational safety and health risk management issues for the worksite. Depending on the worksite and work activities, not all questions need to be answered. Attach additional pages, if necessary.

| |
|--|
| <p>1. What are the significant occupational safety and health hazards at the worksite that are part of the student's job?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>2. What are the significant occupational safety and health hazards at the worksite that are not part of the student's job and must be avoided? (e.g., confined spaces, forklifts, equipment needing lockout/tagout procedures and working at heights)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>3. What are the occupational safety and health work rules the student must follow at the worksite?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>4. What are the procedures the student must follow for reporting complaints about occupational safety and health issues, sexual harassment or discrimination?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

5. What are the emergency evacuation procedures the student must follow in the event of a fire or other threat?

6. What are the procedures the student must follow in the case he/she is injured on the job or has a medical emergency?

7. What are the emergency telephone numbers for the worksite and where are they posted? (e.g. fire department, police, hospital, poison control, and 911 if available in area)?

8. What is the name and telephone number of the person responsible for handling occupational safety and health issues at the worksite?

9. How does the employer ensure occupational safety and health hazards in the workplace are periodically identified and eliminated?

10. Where are the Material Safety Data Sheets located at the worksite that the student can access?

11. What personal protective equipment is the student required to wear at the worksite, if any?

12. Which of the following training is provided to the student by the employer?

New employee orientation

Hazard communication/RTK

Personal protective equipment

Worksite occupational safety and health procedures and rules

Violence/sexual harassment/discrimination training

Emergency procedures

On-the-job training on specific hazards encountered on the job

Other _____

13. Has the worksite ever been inspected by OSHA or PEOSH? If yes, what was the outcome?

14. Has the worksite had any occupational safety and health injuries over the last two years? If yes, describe?

Part Five Worksite Inspection Checklist

Location: _____ **Date:** _____ **Completed by:** _____

This Worksite Inspection Checklist may be used as a guide in assessing the occupational safety and health risks associated with a worksite. It does not cover all possible hazards and does not determine compliance with applicable occupational safety and health regulations. A “yes” answer indicates a safer condition exists. Additional judgment must be used on the part of the person(s) doing the inspection to determine if a risk is unacceptable. “n/a” stands for not applicable.

| General | | | |
|----------------|------|-------|---|
| yes G | no G | n/a G | Are work areas orderly and clean? |
| yes G | no G | n/a G | Are work areas free of hazardous chemicals? |
| yes G | no G | n/a G | Are containers of chemicals or other substances properly labeled? |
| yes G | no G | n/a G | Are work areas free of airborne hazardous gases, vapors, dusts, mists or fumes? |
| yes G | no G | n/a G | Are work areas free of any machines or equipment that would require a lockout/tagout procedure? |
| yes G | no G | n/a G | Are work areas free of any areas that could be considered a permit confined space? |
| yes G | no G | n/a G | Is the work area free of powered industrial trucks, compactors or powered lifts? |
| yes G | no G | n/a G | Is there adequate lighting for the work? |
| yes G | no G | n/a G | Are toilet facilities adequate? |
| yes G | no G | n/a G | Are work temperatures comfortable? |
| yes G | no G | n/a G | Do objects that require lifting by a single person weigh less than 30 pounds? |
| yes G | no G | n/a G | Are computer work stations appropriately designed? |
| yes G | no G | n/a G | Are materials properly stored so as not to create a falling hazard? |
| yes G | no G | n/a G | Are work areas free of high noise levels? |

| Emergency Exits | | | |
|------------------------|------|-------|--|
| yes G | no G | n/a G | Are emergency exit paths out of the work area free of obstructions? |
| yes G | no G | n/a G | Are emergency exit doors free of locks, chains or fastenings that would prevent free escape from inside the work area? |
| yes G | no G | n/a G | Are there at least two emergency exits from the work area or building? |
| yes G | no G | n/a G | Are emergency exit pathways equipped with emergency lighting? |
| yes G | no G | n/a G | Are emergency exits clearly visible and marked by readily visible signs and arrows? |

| Personal Protective Equipment | | | |
|--------------------------------------|------|-------|--|
| yes G | no G | n/a G | Is personal protective equipment such as hard hats, gloves, safety glasses, safety shoes, hearing protection and/or respirators provided and used in areas where there are hazards to head, hands, eyes, face, feet and other parts of the body? |

| First Aid | | | |
|------------------|------|-------|--|
| yes G | no G | n/a G | Are first aid supplies available including an automated external defibrillator? |
| yes G | no G | n/a G | Are medical personnel available or people trained in first aid? |
| yes G | no G | n/a G | Are eyewash stations and safety showers available in areas with hazardous chemicals? |
| yes G | no G | n/a G | Are universal precaution kits available for those responding to medical emergencies? |

| Walking and Working Surfaces | | | |
|-------------------------------------|------|-------|---|
| yes G | no G | n/a G | Are aisles, walkways and stairs clear of any tripping, slipping and bumping hazards? |
| yes G | no G | n/a G | Are permanent aisles and passageways clearly marked? |
| yes G | no G | n/a G | Are guardrails, barriers or other types of fall protection provided where this a potential of falling 4 feet or more to the next level either over the edge, through a wall opening or through a floor opening? |
| yes G | no G | n/a G | If guardrails are used, are they sturdy enough to prevent someone from falling? |
| yes G | no G | n/a G | Are handrails available on stairways having four or more risers? |
| yes G | no G | n/a G | Are ladders and stepladders in good condition? |

| Electrical | | | |
|-------------------|------|-------|---|
| yes G | no G | n/a G | Are flexible wiring and cords protected from damage? |
| yes G | no G | n/a G | Are outlets permanent and free of multiple plug adaptors? |
| yes G | no G | n/a G | Are plugs with a grounding prong intact and in good condition? |
| yes G | no G | n/a G | Are all portable electrical tools and equipment grounded or of the double insulated type? |
| yes G | no G | n/a G | Do extension cords have a grounding conductor? |
| yes G | no G | n/a G | Is the insulation on exposed wiring and cords in good condition? |
| yes G | no G | n/a G | Are electrical panels and junction boxes free of any openings? |
| yes G | no G | n/a G | Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? |
| yes G | no G | n/a G | Are ground-fault circuit interrupters (GFCI) installed on circuits in areas near sinks or other areas of high water usage? |
| yes G | no G | n/a G | Are ground-fault circuit interrupters (GFCI) used at locations where construction, demolition, modifications, alterations or excavations are being performed? |

| Machines, Equipment and Tools | | | |
|--------------------------------------|------|-------|--|
| yes G | no G | n/a G | Are machines, equipment and tools guarded to prevent contact with moving parts or points of operation that may be hazardous? |
| yes G | no G | n/a G | Are machines, equipment and tools guarded to prevent flying chips and sparks? |
| yes G | no G | n/a G | Are machines, equipment and tools in good condition with all safety devices operational? |

| Fire | | | |
|-------------|------|-------|--|
| yes G | no G | n/a G | Is there an automatic fire alarm and fire detection system? |
| yes G | no G | n/a G | Is there a manual fire alarm system? |
| yes G | no G | n/a G | Are alarm pull-boxes and fire extinguishers clearly visible and easily accessible? |
| yes G | no G | n/a G | Is the worksite or building equipped with an automatic sprinkler system? |
| yes G | no G | n/a G | Are emergency alarms both audible and visual? |
| yes G | no G | n/a G | Are portable fire extinguishers appropriate for the hazard readily available? |
| yes G | no G | n/a G | Are portable fire extinguishers fully charged and in their designated places? |
| yes G | no G | n/a G | Is the kitchen area equipped with an automatic fire suppression system? |
| yes G | no G | n/a G | Are work areas free of accumulations of combustible materials? |

| Flammable and Combustible Materials | | | |
|--|------|-------|--|
| yes G | no G | n/a G | Are combustible scrap, debris, and waste materials (e.g., oily rags) stored in covered metal receptacles and removed from the worksite promptly? |
| yes G | no G | n/a G | Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? |
| yes G | no G | n/a G | Are flammable liquids kept in closed containers when not in use? |
| yes G | no G | n/a G | Are flammable liquids used or stored away from sources of heat that might cause ignition of liquid or vapors? |

| Violence | | | |
|-----------------|------|-------|--|
| yes G | no G | n/a G | Does worksite have exterior lighting during evening and nighttime operating hours? |
| yes G | no G | n/a G | Does worksite have security surveillance system of public areas? |
| yes G | no G | n/a G | Does worksite have security alarm system with panic alarm that automatically notifies police or private security? |
| yes G | no G | n/a G | If cash is handled, are measures implemented to limit the amount of money available at any one time? |
| yes G | no G | n/a G | If cash is handled, are at least two employees working at the same time? |
| yes G | no G | n/a G | If a convenience store, is there a clear and unobstructed view of the service counter and cash register from outside the building? |

| Gas Cylinders | | | |
|----------------------|------|-------|---|
| yes G | no G | n/a G | Are upright gas cylinders stored and used in a way that will prevent them from falling? |
| yes G | no G | n/a G | Are oxygen and fuel gas cylinders separated by at least 20 feet or a fire resistant wall when in storage? |

Comments

Part Six Final Review Checklist

Student: _____ **Date:** _____ **Completed by:** _____

This checklist may be used as a final review to help ensure the major issues associated with occupational safety and health are addressed when placing a student in an offsite school-sponsored structured learning experience.

| | | |
|-------|------|---|
| yes G | no G | Has the employer's ability to manage occupational safety and health hazards been assessed (see Worksite Risk Management Program Evaluation Guide)? |
| yes G | no G | Has the worksite mentor/supervisor of the student been assessed to determine if he/she has the adequate skills, training, experience and time necessary to oversee the student on the worksite? |
| yes G | no G | Has the worksite been inspected to identify occupational safety and health risks (see Worksite Inspection Checklist)? |
| yes G | no G | Has the worksite been assessed for compliance with child labor laws and the list of Prohibited Work Activities? |
| yes G | no G | Is there a procedure in place for the school to be notified in the event of an emergency or problem? (Note: Student injuries and illnesses treated by a physician that are associated with school activities are reportable to the New Jersey Department of Education.) |
| yes G | no G | Has the safety and insurance issues associated with transportation to and from the worksite been assessed? |
| yes G | no G | Have student disability issues been evaluated in terms of the worksite? (e.g., medical condition, handicap or other disability)? |
| yes G | no G | Has the worksite liability and accident insurance coverage been addressed? |
| yes G | no G | Have working papers been applied for and approved? |
| yes G | no G | Has a Work Agreement been developed and signed by the student, student's parent or guardian, employer and school? |
| yes G | no G | Has a Student Training Plan been developed that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes and signed by the student, student's parent or guardian, employer and school? |
| yes G | no G | Is a copy of the Work Agreement and Student Training Plan available at the worksite? |
| yes G | no G | Has training been provided to the student on occupational safety and health risks likely to be encountered on the job and how to protect him/herself? |
| yes G | no G | Has the student been given an assessment to determine if he/she understands the safety and health risks of the job? |
| yes G | no G | Have the parents/guardians of the student been informed about child labor laws or given a copy of "Your Child's Job: A Parent's Guide to Child Labor Laws"? |
| yes G | no G | Has the employer been informed about child labor laws or given a copy of "About Working Papers: An Employer Guide for Completing the Employment Certificate"? |
| yes G | no G | Has the student been informed about child labor laws or given a copy of "Child Labor Law for Kids"? |

Part Seven Information Resources

U.S. Dept. of Labor - OSHA (for private and federal worksites)
<http://www.osha.gov>

Parsippany Area Office
Counties: Essex, Hudson, Morris and Sussex
Phil Peist, Area Director
U.S. Department of Labor – OSHA
299 Cherry Hill Road – Suite 103 – Parsippany, NJ 07054
Phone: 973-263-1003 Fax: 973-263-5502
Kris Hoffman, Compliance Assistance Specialist (CAS)

Hasbrouck Heights Area Office
Counties: Bergen and Passaic
Lisa Levy, Area Director
U.S. Department of Labor – OSHA
500 Rt. 17 South – 2nd Floor – Hasbrouck Heights, NJ 07604
Phone: 201-288-1700 Fax: 201-288-7315
Lou Lento, Compliance Assistance Specialist (CAS)

Avenel Area Office
Counties: Hunterdon, Middlesex, Somerset, Union, Warren and Staten Island
Bob Kulick, Area Director
U.S. Department of Labor – OSHA
1030 St. Georges Ave. – Plaza 35 – Suite 205 – Avenel, NJ 07001
Phone: 732-750-3270 Fax: 732-750-4737
Mike Yarnell, Compliance Assistance Specialist (CAS)

Marlton Area Office
Counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer,
Monmouth, Ocean and Salem
Gary Roskoski, Area Director
U.S. Department of Labor – OSHA
701 Route 73 South – Bldg. 2, Suite 120 – Marlton, NJ 08053
Phone: 856-757-5181 Fax: 856-7575-5087
Martin Davis, Compliance Assistance Specialist (CAS)

Public Employees Occupational Safety and Health (PEOSH) Program (for state, county and municipal worksites)

Safety Hazards

New Jersey Department of Labor and Workforce Development
Public Employees Occupational Safety and Health (PEOSH) Program
Howard Black, Director
P.O. Box 386
Trenton, NJ 08625-0386
Phone: (609) 633-3896
<http://www.state.nj.us/labor/lse/lspeosh.html>

Health Hazards

New Jersey Department of Health and Senior Services
Public Employees Occupational Safety and Health (PEOSH) Program
Eric Beckhusen, Program Manager
P.O. Box 360
Trenton, NJ 08625-0360
Phone (609) 984-1863
<http://www.state.nj.us/health/eoh/peoshweb/>

**U.S. Department of Labor
Employment Standards Administration Wage and Hour Division**

Northern New Jersey District Office
200 Sheffield Street, Room 102
Mountainside, NJ 07092
Phone: 1-866-4-USWAGE (1-866-487-9243)
Joseph Petrecca, District Director

Southern New Jersey District Office
3131 Princeton Pike, Bldg. 5, Rm. 216
Lawrenceville, NJ 08648
Phone: 1-866-4-USWAGE (1-866-487-9243)
Dominick Denato, District Director

General information about youth at work
<http://www.youthrules.dol.gov/>

Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act
<http://www.dol.gov/esa/regs/compliance/whd/childlabor101.pdf>

Child Labor Requirements in Agricultural Occupations Under the Fair Labor Standards Act
<http://www.dol.gov/esa/regs/compliance/whd/childlabor102.pdf>

**NJ Department of Labor and Workforce Development
Division of Wage and Hour Compliance**
P.O. Box 389

Trenton, New Jersey 08625-0389
Phone: 609-292-8228

Child Labor/School-to-Careers Homepage
http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child_labor_law.html

Child Labor Law and Regulations
<http://www.nj.gov/labor/lse/childlabor.html>

Child Labor Law for Kids
<http://www.nj.gov/labor/lse/forms/MW-165.pdf>

Your Child's Job: A Parent's Guide to Child Labor Laws
<http://www.nj.gov/labor/lse/forms/mw-373.pdf>

About Working Papers: An Employer Guide for Completing the Employment Certificate
<http://www.nj.gov/labor/lse/forms/MW-36.pdf>

**New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs**

River View Executive Building
Building 100
P. O. Box 500
Trenton, NJ 08625-0500
(609) 984-5969
<http://www.nj.gov/education/voc/>

The following forms can be found at <http://www.nj.gov/njded/voc/sle/>

- Volunteer, Community Service and Service Learning Forms
- Unpaid Structured Learning Experience Forms
- Paid Structured Learning Experience Forms
- Cooperative Education Experiences, Hazardous Occupations Forms
- 12th Grade Options Unpaid Career Internships Forms
- Cooperative Education Experiences, Non-Hazardous Occupations Forms
- Structured Learning Experience Site Visit Checklist

**NJ Department of Labor and Workforce Development
Division of Workers' Compensation**
P.O. Box 381

Trenton, New Jersey 08625-0381
Phone: 609-292-2515
<http://www.nj.gov/labor/wc/wcindex.html>
e-mail: dwc@dol.state.nj.us

A Workers' Guide to Workers' Compensation in New Jersey
[http://www.nj.gov/labor/wc/forms/wc\(g\)-338\(r-10-02\).pdf](http://www.nj.gov/labor/wc/forms/wc(g)-338(r-10-02).pdf)

Sexual Harassment or Discrimination

NJ Office of the Attorney General
Dept. of Law & Public Safety
Division of Civil Rights
P.O. Box 090
Trenton, NJ 08625
Phone: 609-292-4605
<http://www.state.nj.us/lps/dcr/index.html>

Safe Schools Program

Derek G. Shendell, D.Env, MPH
Director, New Jersey Safe Schools Program
UMDNJ-School of Public Health
335 George Street, Suite 2200
New Brunswick, NJ 08901-2013
Phone: 732- 235-5409
General phone: 732-235-4988
Fax: 732-235-4004
<http://www.njsafeschools.org>
Email: shendedg@umdnj.edu