# FOR WORKING TEENS

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<ul> <li>Minors under the age of 16 may work no more than:</li> <li>4 hours on a school day</li> <li>8 hours on a non-school day</li> <li>40 hours during a non-school week</li> <li>Not before 6 a.m.</li> <li>Not after 9 p.m.</li> </ul> No minors under 16 years of age shall be permitted to work during the hours when public or private schools are in session unless said minor has completed senior high school or has been excused from attendance in school by a county or independent school system board of education in accordance with the general policies and	Georgia New Hire Reporting Alien Labor Certification CareerOneStop	
regulations promulgated by the State Board of Education. However, if an employer is subject to the Fair Labor Standards Act (FLSA) the following hour restrictions must be adhered to:		

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#### Federal Work Hour Restrictions

Minors 14 and 15 years of age (Federal Law)

- 3 hours on a school day
- 8 hours on a non-school day.
- 18 hours in a school week.
- 40 hours in a non-school week.
- Not before: 7:00 a.m.
- Not after: 7:00 p.m.
- Evening hour extended to 9:00 p.m. for period June 1, through Labor Day.
- May not work during normal school hours.

**NOTE:** Minors who do not attend school (home schooled, married, excused from school, etc.) are subject to the above restrictions. They MAY NOT WORK DURING THE HOURS THE LOCAL SCHOOL SYSTEM IS IN SESSION.

Employers may contact the US Department of Labor Wage and Hour Division to determine if they are subject to the federal law.

Minors 16 and 17 years of age have no hour restrictions (State and Federal Law).

Atlanta Office (404) 893-4600 Savannah Office (912) 652-4221



#### Students 18 Years of Age or Older:

Once a youth reaches 18 years of age, he or she is no longer subject to the Federal child labor provisions.

#### 16 and 17 Years of Age Occupation Rules:

Seventeen hazardous non-farm jobs, as determined by the Secretary of Labor, are out of bounds for young workers below the age of 18. Generally youth may not work at jobs that involve:

- Manufacturing or storing explosives
- Any driving by 16-year olds, certain driving for 17-year olds, and being an outside helper on a motor vehicle (limited driving by 17-year-olds is permitted.)

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- Coal mining
- Logging and sawmilling
- Power-driven woodworking machines\*
- Exposure to radioactive substances and to ionizing radiations
- Power-driven hoisting equipment
- Power-driven metal-forming, punching, and shearing machines\*
- Meat packing or processing, including power-driven meat slicing machines in retail and food service establishments\*
- Power-driven bakery machines, including mixers
- Power-driven paper-products machines, including balers and compactors\*
- Power-driven circular saws, band saws, and guillotine shears\*
- Wrecking, demolition, and ship breaking operations
- Roofing operations\*
- Excavation operations\*

\*Limited exemptions are provided for apprentices and student-learners

### 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 they may not feel comfortable asking questions. Employers should take steps to help prepare youth to work safely. What they will learn will stay with them throughout their working lives.

- Listen to supervisors and co-workers who can help you compensate for inexperience by showing you how to do the job correctly. What may be obvious to an seasoned employee may not be so clear to a teen tackling a task for the first time, so ask questions. Time spent in asking for clarification on the best way to handle a task will be paid back three-fold through work done right and without harm to products or injury to you or someone else.
  - Make sure that you understand your instructions clearly and that you have been told what safety precautions to take
  - Repeat your instructions back to your supervisor to reinforce your understanding
  - When appropriate, watch your co-worker or supervisor show you how to perform the task
  - Then ask your co-worker or supervisor to watch as you perform the task and correct any mistakes you may have made

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- $\circ$  Finally, ask any additional questions that you may have
- Make sure you are trained on how to wear and use safety equipment depending on the nature of your work. Learn how and when to wear protective gear, where to find it, how to use it, and how to care for it.
- Learn about safety features of equipment or facilities. For example, you need to be aware that exit doors must be kept free from clutter, assure that safety guards remain on machinery, or that equipment is turned off or disconnected prior to cleaning.

#### **BE PREPARED FOR EMERGENCIES:**

Every worker needs to be ready to handle an emergency. You should know how to escape a fire by knowing where the emergency exits are located, know where to go in the event of a fire drill or tornado warning, know how to handle potentially violent customers, deal with power outages----or face any other risks that affect the business. You must also be trained on who to go to if an injury should occur or you or someone else needs first aid or medical attention. You should also be able to recognize hazards and how to use safe work practices. Know what the proper procedure is to report unsafe conditions.

As a Work-Based Learning Student you can work safely by:

- Understanding and complying with the Federal and State youth employment and occupational safety and health rules
- Learn to stress safety to prevent injuries and hazardous exposures
- Be aware of your surroundings and make suggestions if you see a safety hazard
- Make safety a priority