

Workplace Safety Checklist	Training Received			Comments
	Yes	No	N/A	
Do any Fair Labor Standards Act (FLSA) provisions on youth employment apply?				
Are work hours age-appropriate? Are tasks age-appropriate?				
Have activities that the worker is prohibited from performing (due to age, insufficient skill/training, lack of qualification, etc.) been clearly identified?				
Have workplace safety policy, rules and values been explained?				
Have emergency evacuation procedures been reviewed, including: Exit routes? Assembly/Meeting Locations? Shelter In Place Procedures?				
If any personal protective equipment will be used, has the following been reviewed: Where to obtain the PPE? When to use it? How to use it? How to maintain it?				
Has how to report an accident/incident been reviewed, including: What must be reported? Whom to report it to? When to report it?				
Has the importance of workplace cleanliness, (good housekeeping) been explained?				
Have proper lifting/carrying techniques been demonstrated?				
Has the location of the area where notices to employees are customarily posted (e.g. equal opportunity protection) been identified?				
Have safe transportation guidelines for driving to and from work been explained?				
Has a person been identified as a contact for responding to questions regarding the appropriate manner to perform work tasks (and other workplace issues)?				