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| Manual Section 7 | Issue Date 02/06/10 | Revision Date 06/15/21 | Policy Number LLCP-124 |
| | Young Workers Policy | | |

INTRODUCTION

The Company has a duty of care for the health and safety of all employees while working at any Company or Customer location. Government Regulation specifically requires an assessment of the risks to the health and safety of a young person to be carried out.

SCOPE

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

DEFINITIONS

A “Young Person” is a person who has not reached the age of 18 but is of legal age to work.

ROLES AND RESPONSIBILITIES

Asset Managers and Other Managers in Charge

All managers should assess the risk to the health and safety of young persons **before** they start work. Where risks are identified, records should be made of the level of risk and the methods of elimination and control.

In conducting the risk assessment, managers should consider the factors set out in the procedure.

Young Persons

All employees, including young persons in employment, are required to take reasonable care for the health and safety of themselves and anyone else who may be effected by their acts or omissions, and to co-operate as much as necessary with the Company and others to ensure that obligations imposed upon the Company by health and safety legislation can be complied with.

PROCEDURE

Risk Assessment

In conducting a risk assessment relating to young workers, managers must:

- Assess the risks to young employees before they start work, taking into account their inexperience, lack of awareness of potential risks and their immaturity.
- Provide information to parents of school-age children (e.g. when they are on work experience) about the risks and the control measures introduced.
- Take account of the risk assessment findings in deciding whether young persons should be prohibited from certain work.

Incident Reporting

As part of the induction young persons will be advised that they must report any accident/incident/near miss in which they are involved or witness directly to their supervisor. The Departmental manager’s responsibility is to ensure the proper report is completed, as appropriate.

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Confidentiality

It is vital that the need for confidentiality is clearly understood, in the case of work experience students they should not be asked to deal with or have access to any correspondence or information of a personal nature.

Training & Supervision

Training and proper supervision of young people is particularly important because of the relative immaturity and unfamiliarity with the working environment.

Duties should only be undertaken after proper training, including induction training, has been given in the use of work equipment.

Working Time

Under the Fair Labor Standards Act (FLSA), the minimum age for employment in non-agricultural employment is 14. Hours worked by 14- and 15-year-olds are limited to:

- Non-school hours;
- 3 hours in a school day;
- 18 hours in a school week;
- 8 hours on a non-school day;
- 40 hours on a non-school week; and
- Hours between 7 a.m. and 7 p.m. (except from June 1 through Labor Day, when evening hours are extended to 9 p.m.)

Youth 14 and 15 years old enrolled in an approved Work Experience and Career Exploration Program (WECEP) may be employed for up to 23 hours in school weeks and 3 hours on school days (including during school hours).

The FLSA does not limit the number of hours or times of day for workers 16 years and older

MONITORING AND REVIEW

Managers should monitor the procedure for reducing risk and providing facilities periodically, to ensure that they are still suitable and sufficient.

The working time and rest breaks for young persons should be monitored by the manager/supervisor on an ongoing basis.

This policy shall be reviewed annually.

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Appendix 1

RISK ASSESSMENT - YOUNG PEOPLE

Why is there a specific need to conduct a young person's risk assessment?

Young people are more at risk of injury due to their inexperience and immaturity. You may employ young people on a casual or temporary basis, or on work experience schemes. Whilst on work experience, students are legally regarded as employees.

What is the definition of a Young Person?

Young people are defined as those under the age of 18, but are of legal age to work.

So as an employer, what do I have to do?

Assess risks to young people before they start work. Factors that should be considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties.

- the assessment should generally take into account their inexperience and lack of awareness;
- following the assessment you should then provide information to parents or guardians of school age children about workplace risks and control issues before they start work;
- decide whether to prohibit young people altogether from certain work activities, for example using dangerous equipment or hazardous substances;
- provide suitable induction training, and clear instructions on the tasks you have decided young people should not be involved in. Where necessary young people should be supervised by a competent person.

Do I need to do a new assessment every time a new young person starts?

No you don't need to repeat the risk assessment every time a young person starts work but you should always review the risk assessment if there are any changes to the work or personal factors unique to the individual e.g. medical conditions such as asthma.