

# Unit 5: Communicating Workplace Problems

Health and Safety Awareness  
For Working Teens



Washington Restaurant Association

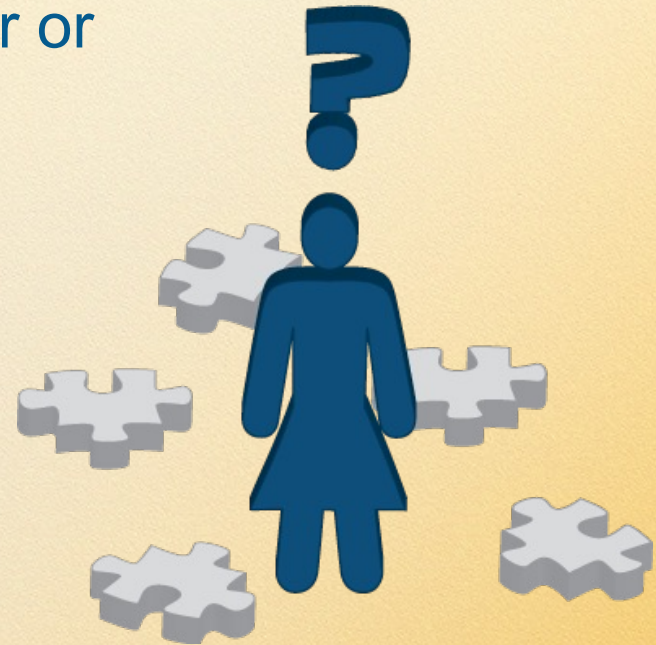
Dept of Environmental and Occupational Health Sciences  
School of Public Health University of Washington

Washington State Dept of Labor & Industries



# Steps in Problem Solving

- 1** Define the problem
  - Be able to clearly describe the problem
- 2** Get advice from a parent, teacher or co-worker
- 3** Choose your goals
  - Think about what needs to happen to fix the problem
  - Write down possible solutions
  - Decide which solution is best
- 4** Know your rights
  - Become familiar with the hours you are allowed to work and the tasks you are not allowed to perform

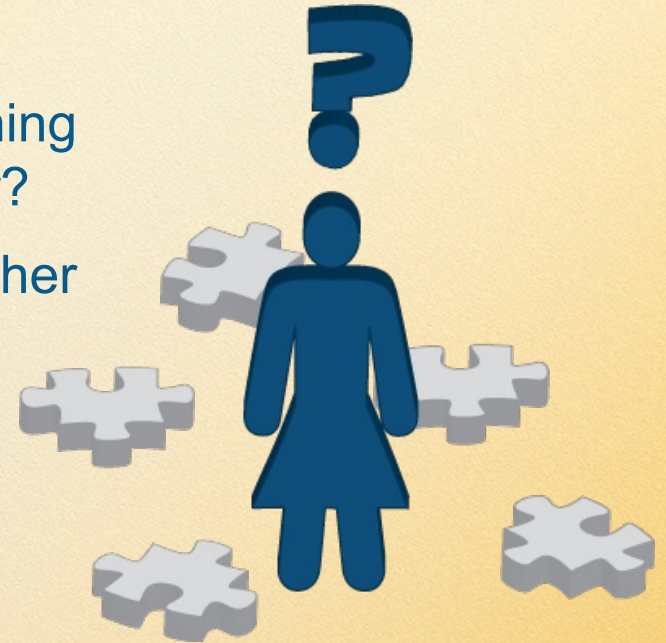




# Steps in Problem Solving

## 5 Decide the best way to talk to the supervisor

- Would I feel more comfortable approaching my supervisor alone or with a co-worker?
- Would I like my parent, guardian or teacher to come with me when I meet with my supervisor?
- When is a quiet or slow time during the shift when my supervisor would be the least busy or distracted?



## 6 If necessary, contact an outside agency for help

- If you continue to have trouble after talking with your supervisor, you may need to contact the Department of Labor & Industries.



# Summing It Up

- Know your rights
  - The L&I brochure on teen labor laws is an important resource. Show it to your friends and parents.
- Know your responsibilities
  - It's your responsibility to follow safety rules and to report any problems you see.
- Know your employer's responsibilities
  - Your employer must keep the workplace safe and give you safety training.
- Know how to solve problems
  - Plan what you are going to say ahead of time
  - Come up with some possible solutions
  - Resources include co-workers, friends, parents, teachers, and government agencies like the Department of Labor & Industries

