



How to Hire 16 and 17 Year Olds

1. Obtain a Minor Work Permit for each minor employed through the Department of Revenue. Your business license with the Minor Work Permit Endorsement must be posted at each job site where a minor is working and must be renewed annually through the Department of Revenue. Industrial Insurance is required. To see more visit: <http://bls.dor.wa.gov/minorworkpermit.aspx>
2. **Before permitting a minor to work**, you must have the minor's parent or legal guardian and the school complete the appropriate authorization form listed below and keep a copy for your files. These forms can be obtained from L&I either online or by emailing teensafety@Lni.wa.gov.
 - **For employers only hiring youth in the summer**, [fill out the Parent Authorization Summer Work form](#) because school information and signatures are not needed during summer break. It must be renewed annually if a minor returns to work from one summer to the next.
 - **For employers hiring youth during the school year**, [fill out the Parent/School Authorization form](#).
3. **Obtain proof of minor's age**. You must keep proof of age on file. Examples include a copy of a birth certificate, driver's license, baptismal record, or a notarized statement from the parent or legal guardian.
4. **Keep employment records for 3 years after you hire a minor**. You must keep information such as employee name, address, occupation, dates of employment, rate(s) of pay, amount paid each pay period and the hours worked. These records must be available to the employee on request at any reasonable time.
5. **All minors under 18 are prohibited from doing the following work in any industry**
 - Regular driving of motor vehicles to make deliveries, such as pizza delivery. No driving at all allowed for those 16 or under. [See administrative policy: Driving by Minors in Non-Agricultural Jobs – ES.C.4.3](#) (52 KB PDF).
 - Driving a forklift.
 - Working at heights greater than 10 feet off the ground or floor level.
 - Loading, operating or unloading of paper balers and compactors.
 - Working alone past 8 p.m. without supervision by someone 18 years or older who is on the premises at all times.
 - Jobs where exposures require the use of respiratory protection or hearing protection:

– Silica Rule tells when respiratory protection is needed follow the steps with this e–tool to see if a respirator is needed.

http://wisha-training.lni.wa.gov/Training/SilicaChecklists/story_html5.html

–Hearing protection. This table shows when hearing protection is required, anything above 84 decibels require some sort of protection. A diesel truck going 40 MPH, a food blender, milling machine and some garbage disposals are over the action level.

Use Table 1 to help you determine the hearing loss prevention requirements for your workplace:

Criteria	Description	Requirements
85 dBA TWA ₈	Full-day employee noise exposure dose. If you have one or more employees whose exposure equals or exceeds this level, you must have a hearing loss prevention program.	Hearing protection Training Audiometric testing
90 dBA TWA ₈	Full-day employee noise exposure dose. If you have one or more employees whose exposure equals or exceeds this level, you must reduce employee noise exposures in the workplace.	Noise controls Hearing protection Training Audiometric testing
115 dBA measured using slow response	Extreme noise level (greater than one second in duration).	Hearing protection Signs posted in work areas warning of exposure
140 dBC measured using fast response	Extreme impulse or impact noise (less than one second in duration).	Hearing protection

[Statutory Authority: RCW 49.17.010, .040, and .050, 15-23-086 (Order 14-16), § 296-817-100, filed 11/17/15, effective 12/17/15. Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060, 03-11-060, § 296-817-100, filed 5/19/03, effective 8/1/03.]

Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs

	Hours a Day	Hours a Week	Days a Week	Begin	Quit
14–15 year-olds					
School weeks	3 hours (8 hours Sat.–Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16–17 year-olds					
School weeks	4 hours (8 hours Fri.–Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
School weeks with a special variance	6 hours (8 hours Fri.–Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Prohibited duties in construction-related activities

- Roofing – All work on or around a roof.
- Working at heights greater than 10 feet off the ground. Follow the tie off rules for 4 & 6 feet off the ground.
- Wrecking and demolition.
- Elevators, hoists and cranes.
- Flagging.
- Trenching or excavating.
- Boilers or in engine rooms.
- Power-driven woodworking machines.
- Earth-moving machines.
- Explosives.
- Mining