



# Ohio Manufacturing Mentorship Program

Ohio

Department  
of Commerce

Division of Industrial Compliance

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[com.ohio.gov/dico](http://com.ohio.gov/dico)

An Equal Opportunity Employer and Service Provider

**The Ohio Manufacturing Mentorship Program** allows any 16- or 17-year-old student to work in a manufacturing setting without being enrolled in a specific educational program like a career center or technical education school. You can connect with future makers as they are deciding their career paths and foster their passion for manufacturing!



### How does the program work?

**There are five steps you're required to take during the program:**

- Provide the minor with required training.
- Assign the minor to a mentor who will provide direct supervision when the minor is working.
- Encourage the minor to pursue a career-technical education program if they are not already doing so.
- Comply with all applicable state and federal laws and regulations regarding the employment of minors.

**Maintain records showing you have met the criteria of the program under the Ohio Revised Code. These records must be kept for two years following the employment of the minor or after the minor turns 18, whichever is later. These records must be made available to the Ohio Department of Commerce upon request.**



### What training will the minors need?

- Complete a 10-hour course in general industry safety and health hazard recognition and prevention approved by OSHA.
- Instruction from the mentor on how to operate any tools they will use while working.
- General safety and health hazard training for anything they might be exposed to at the workplace.
- Training on the value of safety and management commitment.
- Be informed of the employer's drug-testing policy.

**Participating employers are responsible for all costs associated with training, however if the minor can produce proof, they completed the required OSHA training no more than six months prior to employment, the employer is not required to pay for new OSHA training.**



### What tools can minors use in the program?

- General tools such as pipe and bolt threading machines.
- Certain electric carts and riding mowers (so long as they are not on public roads).
- Tools that may be used with conditions include welding tools under direct supervision, fully automatic feeding and ejecting waterjet cutting machines with a fixed guard. Automatically fed plastic molding machines must have proper guarding, and plastics extruders and soldering irons can be used under direct supervision.
- Some tools are restricted by type of use, including tools that require the placing of material on a moving chain or in a hopper/slide for automatic feeding.

**Other tools are permitted under the Fair Labor Standards Act and are not specifically prohibited by section 4109.05 of the ORC or the rules adopted thereunder. A complete list of acceptable tools can be found under Ohio Administrative Code Rule 4101:9-2-02.2.**

### How do I get started?

You do not need permission from any state organization to participate! Simply connect with your local school district to find interested students and adhere to the checklist located at the Division of Industrial Compliance Website: [www.com.ohio.gov/DICO](http://www.com.ohio.gov/DICO)

