

MMP Compliance Checklist

Pursuant to section 4109.22 of the Revised Code, the manufacturing mentorship program was created to provide minors who are sixteen or seventeen years of age real-world experience in manufacturing occupations in Ohio. To be compliant with this program, an employer employing a minor must do all of the following:

- **Determine the duration of the minor's employment:**

- Does the employer have a signed agreement between the minor's legal guardian and a representative of the employer stating the employment duration? Yes No
- What is the format of this agreement? Where is the agreement maintained?

_____ _____ Signature of Employer's Representative: _____ Date: _____

- **Assign the minor a mentor to provide direct supervision while the minor is engaged in any workplace activity:**

- Has the minor been assigned a mentor? Yes No
- Provide the name, title, contact information, and agreement with the mentor.

Name, Title, and Contact Information: _____
Is an agreement in place with the mentor? Yes <input type="checkbox"/> No <input type="checkbox"/> Type of agreement: _____
Signature of Mentor: _____ Date: _____

- **Provide the minor with the following training or obtain proof that the minor has previously completed the required training within the six-month period immediately before the beginning of employment:**

- OSHA-approved 10-hour general safety training; or OSHA-approved 30-hour industry-specific safety training if the minor has previously completed an OSHA - approved 10-hour course.

Completion Date _____

- Instructions on operation of specific tools to be used during employment.

Completion Date _____

- General safety and health hazards to which the minor may be exposed at the workplace. Completion Date _____
- The value of safety and management commitment. Completion Date _____
- Information on the employer's drug testing policy. Completion Date _____

[Proof of completed training should be attached to this checklist]

- **Encourage the minor to participate in a career-technical education program approved by the Ohio Department of Education if the minor is not already participating in such a program when employment begins:**
 - Has the minor been given information about career-technical education programs available in the field and geographic area? Yes No List the programs that have been described and attach any promotional information provided to the minor to this checklist.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
Signature of Employer's Representative: _____ Date: _____

- **Ensure compliance with all applicable state and federal laws and regulations relating to the employment of minors:**
 - Attach a copy of the minor's State of Ohio work permit, if applicable, to this checklist.

Pursuant to rule 4101:9-2-02.1 of the Ohio Administrative Code, employers are required to maintain records sufficient to document the satisfaction of all criteria established in section 4109.22 of the Revised Code for no less than two years following the employment of the minor or after the minor turns eighteen. Accordingly, it is recommended that this checklist and supporting documents be used for that purposed and be maintained for that period of time.

Signature of Employer's Representative: _____ Date: _____

Signature of Employee: _____ Date: _____

Signature of Employee's Legal Guardian: _____ Date: _____

**Please note that these are steps recommended by the Bureau of Wage and Hour to ensure compliance with this program, other documentation or evidence of compliance may also be acceptable to the Bureau on case-by-case basis.*