

# Young Worker Readiness Certificate Course

Guide and Workbook

2015



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*The Young Worker Readiness Certificate Course* is not a legal document. The course was designed as an educational resource that provides youth with basic information about workplace health, safety and their rights and responsibilities at work. The course does not provide a complete description of all aspects of *The Saskatchewan Employment Act*. *The Saskatchewan Employment Act* should be consulted for all purposes of interpretation and application of the law.

*The Saskatchewan Employment Act* is available at <http://www.publications.gov.sk.ca/details.cfm?p=70351>. If you do not have access to the internet, contact the Queen’s Printer at 1.800.226.7302.

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# Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>Accessing the course</b> .....	<b>1</b>
<b>Completing the Guide and Workbook</b> .....	<b>2</b>
<b>Module 1: Understanding the World of Work</b> .....	<b>4</b>
Introduction – What you will learn .....	4
What is work? .....	4
Words used in the workplace. ....	6
What behaviour is acceptable at work? .....	8
What are the expectations of employers and employees? .....	9
What is fair? .....	10
What are the rules for fairness at work? .....	11
What is safe? .....	13
What are the rules for health and safety at work? .....	13
The Saskatchewan Workers’ Compensation Board .....	16
Summary .....	16
<b>Module 2: Fairness at Work</b> .....	<b>19</b>
Introduction – What you will learn .....	19
Why employment standards are important. ....	20
Things to know and do before you start work. ....	20
Rules for fair work conditions .....	22
Rules for fair pay .....	25
How to read your pay stub .....	29
What to do if you miss work for an injury or illness .....	32
What to know and do when you leave or lose your job. ....	32
How to bring up concerns with your employer .....	35
Making a complaint .....	35
Summary .....	36
<b>Module 3: Workplace Health and Safety</b> .....	<b>39</b>
Introduction - What you will learn. ....	39
Why health and safety is important at work. ....	39
Injuries among youth in the workplace .....	40
Where youth are permitted to work .....	41
Who has rights and responsibilities for health and safety .....	42
How to refuse unusually dangerous work. ....	43
Responsibilities of employers. ....	44
What is workplace orientation and training? .....	45
What are hazards? .....	46
Types of hazards. ....	46
How to find and fix hazards .....	46
What is personal protective equipment (PPE)? .....	48
What is WHMIS? .....	50

WHMIS hazard symbols . . . . .	51
What is harassment? . . . . .	53
What to do if you are injured at work . . . . .	54
Who can you talk to if you need help or information . . . . .	55
Summary . . . . .	55
<b>Taking the Certificate of Completion Test . . . . .</b>	<b>58</b>
<b>Glossary . . . . .</b>	<b>59</b>
<b>Contact Us . . . . .</b>	<b>65</b>
<b>Self-check Answer Key . . . . .</b>	<b>67</b>

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## Introduction

As an inexperienced young worker, you are more likely to get hurt on the job and have problems being paid properly than more experienced workers.

The *Young Worker Readiness Certificate Course* (YWRCC) will teach you the basics about workers' and employers' rights and responsibilities for health, safety and fairness in the workplace. It contains important information you need to know before entering the job market.

If you are a 14 or 15 year old and want to work in Saskatchewan, you are required to:

- complete the course and obtain a Certificate of Completion;
- provide your employer with a copy of your certificate before starting work; and
- provide your employer with a proof of age and written consent from a parent or guardian.

Your employer is required to keep the above documents on file.

## Accessing the course

Fourteen and 15 year olds can complete the *Young Worker Readiness Certificate Course* online at [saskatchewan.ca/ywrcc](http://saskatchewan.ca/ywrcc). To complete the online course and print a Certificate of Completion, you must be able to:

- access the internet with a high-speed internet connection; and
- use a computer and printer with up-to-date software.

A print version of the *Young Worker Readiness Certificate Course* can be downloaded and printed from [saskatchewan.ca/ywrcc](http://saskatchewan.ca/ywrcc). You can also obtain hard copies by calling 1.800.667.1783.

## Completing the Guide and Workbook

This workbook will train you on the basic rules for health, safety and fair treatment at work. The course contains three modules:

1. **Understanding the World of Work** – You will learn about work, think about your readiness to work and find out where to go for help with workplace health, safety and fairness laws.
2. **Fairness at Work** – You will learn about workers’ and employers’ rights and responsibilities for keeping workplaces fair. You will also examine a pay stub, practice solving problems and find out where to go for help.
3. **Workplace Health and Safety** – You will learn about workers’ and employers’ rights and responsibilities for keeping workplaces safe, how to recognize and deal with workplace hazards and who to contact for help.

As we go through the course, you will also see symbols that tell you what to do.

	<b>Activity</b> – This symbol means it’s time to practice what you have learned.
	<b>Self-check</b> - This symbol means you can check your answers at the end of this guide.
	<b>Website</b> - This symbol means there are website resources related to what you are learning.
	<b>Video</b> – This symbol means there are video resources related to what you are learning.
	<b>Publications</b> - This symbol means there are print publication resources related to what you are learning.

If you are an educator who has asked students to work through this document independently, you can remove the ‘Self-check Answer Key’ from the end of this guide and make copies for your students.

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## Obtaining a Certificate of Completion

Once you have completed the guide and workbook, you will need to write the Certificate of Completion Test. You must get 75% or higher on the test to receive a certificate.

You can complete the test on a computer with an internet connection by registering for the online interactive course at [saskatchewan.ca/ywrcc](http://saskatchewan.ca/ywrcc) and clicking the 'Test' tab. When you pass the test, a copy of the certificate can be printed.

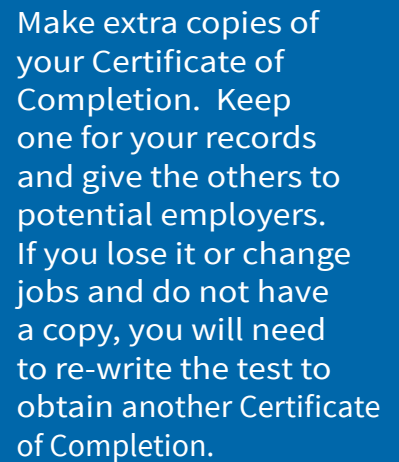
If you do not have access to a computer, you can also complete the test at home. If you wish to take the test at home, call the Employment Standards Division at 1.800.667.1783 and ask for a copy of the test to be mailed to you.

The completed test and form can then be mailed to:

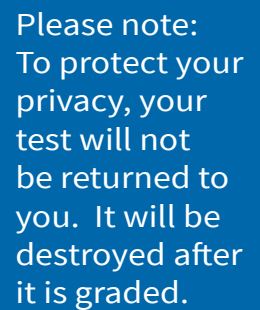
### **Young Worker Readiness Certificate Course**

Employment Standards Division  
809 – 122 3rd Avenue North  
Saskatoon, SK S7K 2H6

If you pass the test, the Employment Standards Division will mail a copy of your Certificate of Completion to you. If you do not pass the test, you will receive a notice in the mail stating that you will need to re-write the test.



Make extra copies of your Certificate of Completion. Keep one for your records and give the others to potential employers. If you lose it or change jobs and do not have a copy, you will need to re-write the test to obtain another Certificate of Completion.



Please note:  
To protect your privacy, your test will not be returned to you. It will be destroyed after it is graded.

## Module 1: Understanding the World of Work

### Introduction – What you will learn

Throughout Module 1, you will be introduced to what work is and the work world. You will learn that both paid and unpaid work involves training, expectations and consequences. You will also become very knowledgeable with your workplace rights (things you can expect from others) and responsibilities (things you have to do).

It is important to remember that your employer has rights and responsibilities too. Employers and employees should work together to ensure their workplace is fair and safe.

There are three main messages you will learn throughout this course. They are:

1. **If it feels wrong, it probably is wrong.**
2. **Just ask.**
3. **There is no such thing as a stupid question.**

In Module 1, you are going to learn:

- what you need to know about work;
- what behavior is acceptable on the job;
- what are the expectations of employers and employees;
- what is fair;
- what are the rules for fairness at work;
- what is safe;
- what are the rules for health and safety at work; and
- who can help.

### What is work?

Everyday young people are involved in activities in their homes, schools and communities. What makes some of these activities ‘work’ and others not?

#### Work

- is a task that you need to do;
- involves training and rules; and
- is paid or unpaid.

Work you do for an employer is a task you do for pay. It involves training and following rules.

In this course, we are going to talk about work you do for pay.





## Activity 1.1

Circle the activities that you think are work for pay.

Going to school

Hockey practice

Sweeping  
the floor at a  
restaurant

Talking to  
friends online

Cleaning your  
room

Serving food at  
a movie theatre

Babysitting for  
neighbours

Delivering  
newspapers

Watching a  
movie



Self-check your answers!

## Words used in the workplace

Aside from the word ‘work’, many other words are used in the workplace.

<b>Behaviour</b>	The way you act towards others or react to what they do. Behaviour may be okay or not okay.
<b>Consequences</b>	The result or effect of something you did, good or bad. For example, if you steal from your employer, your employer will fire you and call the police. Being fired is the result of stealing. Another example is doing something unsafe and getting hurt or hurting others. Getting hurt is the result of being unsafe.
<b>Expectations</b>	The things you believe will happen.
<b>Job</b>	Something you do to earn money.
<b>Responsibility</b>	Something that you are expected to do. For example, you may have a responsibility to take out the garbage every night.
<b>Rules</b>	These explain what you can and cannot do at work.
<b>Training</b>	The instruction, teaching and demonstration of the knowledge and skills you need to do your job.
<b>Wages</b>	The money you are paid for your work.
<b>Working Conditions</b>	The environment in your workplace.



## Activity 1.2

Let's see how much you know about the words that are used in the workplace. Match the correct word with the 10 definitions below.

### Words:

- |                 |          |                       |
|-----------------|----------|-----------------------|
| a) Consequence  | e) Wages | h) Training           |
| b) Behaviour    | f) Job   | i) Responsibility     |
| c) Work         | g) Rules | j) Working Conditions |
| d) Expectations |          |                       |

### Definitions

- \_\_\_\_\_ A task you do for pay. It involves training and following rules.
- \_\_\_\_\_ Money you are paid for your work.
- \_\_\_\_\_ The environment in your workplace.
- \_\_\_\_\_ Something you are expected to do.
- \_\_\_\_\_ The result or effect of something you did.
- \_\_\_\_\_ Something you do to earn money.
- \_\_\_\_\_ The way you act towards others or react to what they do.
- \_\_\_\_\_ Explain what you can or cannot do at work.
- \_\_\_\_\_ The things you believe will happen.
- \_\_\_\_\_ The instructions, teaching and demonstration of the knowledge and skills you need to do your job.



Self-check your answers!

## What behaviour is acceptable at work?

To learn about acceptable and unacceptable behaviours, let's compare school to work.

At school, some behaviours are acceptable while others are not. For example, at school you are expected to be on time and do your assignments. In return, you expect your teachers to help you learn the subjects you are taking and treat you with respect.

Work is similar. Some behaviours are acceptable while others are not. For example, arriving late for work every day is not acceptable.

Let's see how much you know about behaviours that are acceptable and unacceptable at work.



### Activity 1.3

Place a ✓ next to the behaviours that are acceptable and an ✗ next to the ones that are unacceptable.

1. \_\_\_\_\_ Arriving late for work.
2. \_\_\_\_\_ Not attending workplace training.
3. \_\_\_\_\_ Wearing earbuds.
4. \_\_\_\_\_ Taking care of your safety equipment.
5. \_\_\_\_\_ Dressing inappropriately.

What other acceptable and unacceptable behaviours can you think of? List them below.

<u>Acceptable Behaviours</u>	<u>Unacceptable Behaviours</u>



Self-check your answers!

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## What are the expectations of employers and employees?

Again, workplaces are like school. Your teachers and parents have expectations of you. For example, they expect you to get your work done right and on time.

As a worker, you expect to:

- get a full day's pay for a full day's work;
- be treated with respect;
- get the training, tools and equipment you need to work safely and productively;
- work in a healthy and safe environment; and
- get paid on time.

Employers and supervisors expect you to:

- show up for work on time;
- treat co-workers with fairness and respect;
- use the training they provide and follow their instructions;
- use the right tools, equipment and clothing for the job;
- correctly use safety equipment;
- work and act safely around co-workers;
- report safety concerns; and
- give a full day's work for a full day's pay.

Your parents also have expectations for you at work. They expect you to be treated fairly and given a healthy and safe workplace to work in. They expect you to:

- follow the instructions and training provided by the employer;
- work safely;
- treat your co-workers and employer with fairness and respect;
- ask questions when in doubt; and
- talk to them when you are concerned about something.

## What is fair?

At work you want to be treated fairly. But, what is fair? Let's use an example of fairness at home to better understand what treatment is fair or unfair.

Read the following scenario.

Your father finds out that you have been driving a car on a friend's property and you do not have your license yet. He says that you are not allowed to visit that friend again for any reason.

Is being forbidden to visit your friend forever fair and reasonable?



### Activity 1.4

Think about the previous scenario. Place a ✓ next to three bad things that could happen if you drive without a license.

1. \_\_\_\_\_ You could get your license sooner because you are getting extra practice.
2. \_\_\_\_\_ You could get in trouble with your parents and be grounded.
3. \_\_\_\_\_ You could crash the car and get hurt or hurt somebody else.
4. \_\_\_\_\_ You could impress your friends.
5. \_\_\_\_\_ You could crash without insurance. This would delay getting your driver's license.

Now that you have thought about the consequences of driving without a license, was your father fair or unfair when he forbade you to visit that friend forever? Give reasons for your answer?

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Self-check your answers!

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## What are the rules for fairness at work?

### Part II of *The Saskatchewan Employment Act - Employment Standards*

At work, there are rules (laws) to make sure you and other workers are treated fairly.

Now that you know what is fair and unfair at home, think about what the government does to make sure workplaces are fair.

Part II of *The Saskatchewan Employment Act* (the Act) contains the employment standards laws for Saskatchewan. Employment standards are the rules for fairness at work such as pay and working conditions.

For example, the Act sets out:

- the least amount of money per hour that the employer can pay you (minimum wage);
- when you get paid;
- how work must be scheduled;
- when you get a meal break; and
- what days you get off work.

These rules help make sure you and other workers are treated fairly.

Employers and employees have rights and responsibilities for employment standards under *The Saskatchewan Employment Act*. For example:

#### Employer

##### Responsibilities:

- Your employer is responsible for giving you a 30-minute meal break within every five hours of work.
- Your employer is responsible for telling you the times you start and finish work for at least one week at a time.

##### Rights:

- Your employer has the right to expect you to take your meal break on time and return to work on time.
- Your employer has a right to expect you to show up for work on time and work your hours as scheduled.

#### You

##### Responsibilities:

- You are responsible for returning from your meal break on time and getting permission if you need more time.
- You are responsible for showing up for your shifts on time and working your scheduled hours.

##### Rights:

- You have the right to have a meal break with every five hours of work.
- You have the right to know your work schedule.



## Activity 1.5

Place each responsibility under whose responsibility it is within the workplace. For example, “1. Provide a full day’s pay for a full day’s work” is a responsibility of the employer. Who is responsible to:

1. Provide a full day’s pay for a full day’s work.
2. Treat others with respect.
3. Pay employees on time.
4. Show up for work on time.
5. Not play on a smartphone or iPod.
6. Report concerns.
7. Give a full day’s work for a full day’s pay.

### Your responsibility:

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### Responsibility of your employer and you:

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### Responsibility of your employer:

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When starting a new job, ask your employer about things like your hourly wage, meal breaks and work schedule.

Remember:

- If it feels wrong, it probably is wrong.
- Just Ask.
- There is no such thing as a stupid question.



Self-check your answers!



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## What is safe?

At work, there are things called hazards. A hazard is any situation, activity, procedure or equipment that may hurt someone. Hazards can make a workplace unsafe.

Read the following scenario.

Your neighbour has offered you a job that you will be paid for. She wants you to clean out an old shed in the backyard for \$20. As soon as you look in the shed, you see it is full of junk, broken glass, chemical containers and pieces of wood with nails in them.

Think about the dangers. Is it safe to ask you to do the task? What equipment would you need to be safe?



### Activity 1.6

Think about the previous example, what things could happen if you clean out the shed? Place a ✓ next to three dangerous things that could happen if you clean out the shed.

1. \_\_\_\_\_ You could get burns from leaky bottles of chemicals.
2. \_\_\_\_\_ You could get more work from the neighbour if you do a good job.
3. \_\_\_\_\_ You could step on a nail.
4. \_\_\_\_\_ You could get some work experience.
5. \_\_\_\_\_ You could cut yourself on broken glass.



Self-check your answers!

## What are the rules for health and safety at work?

### Part III of *The Saskatchewan Employment Act* - Occupational Health and Safety

At work, there are rules (laws) to make sure you and other workers are safe.

Now that you know what is unsafe at home, think about what the government does to make sure workplaces are safe.

Part III of *The Saskatchewan Employment Act* (the Act) and its associated regulations outline the occupational health and safety laws and sets the rules for keeping workers and workplaces healthy and safe.

For example, the Act sets out:

- the training employers must give to all new workers;
- responsibilities of employers and employees for handling chemicals (WHMIS);

- unacceptable workplace behaviours, such as bullying and harassment; and
- the age you must be to work in certain jobs.

As a paid worker or volunteer, you have a right to learn about health and safety and you have a responsibility to help keep your workplace safe. Your employer and supervisor also have a responsibility to keep the workplace healthy and safe.

Employers and employees have rights and responsibilities for health and safety under *The Saskatchewan Employment Act*. For example:

### Employer

#### Responsibilities:

- Your employer is responsible for providing orientation and work-related training so you can do your job safely.
- Your employer is responsible for correcting any unsafe conditions or activities in the workplace.

#### Rights:

- Your employer has the right to expect you to pay attention to the training, ask questions when in doubt and use your training on the job to work safely.
- Your employer has the right to expect you to report unsafe acts and conditions and help keep the workplace healthy and safe.

### You

#### Responsibilities:

- You are responsible for using all machinery, tools and equipment the way the employer trained you and asking questions when in doubt.
- You are responsible for reporting unsafe acts and conditions to the employer.
- You are responsible for helping your employer keep the workplace healthy and safe.

#### Rights:

- You have the right to receive orientation and training whenever you start a new job or given a new task in the workplace.
- You have a right to work in a healthy and safe workplace.



## Activity 1.7

Place each responsibility under whose responsibility it is within the workplace.  
Who is responsible to:

1. Correct unsafe work conditions or activities.
2. Provide training.
3. Use the training and equipment provided.
4. Provide safety equipment.
5. Report unsafe acts and conditions.

**Your responsibility:**

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**Responsibility of your employer and you:**

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**Responsibility of your employer:**

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When starting a new job, ask your employer about training and how to protect yourself from workplace hazards.

Remember:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.



Self-check your answers!

## The Saskatchewan Workers' Compensation Board

If you are injured at work – for whatever reason – it is important that you get help and tell your supervisor. Procedures may vary somewhat from one workplace to another, but generally, you will follow these steps:

1. Get first aid.
2. Report the incident to your employer or supervisor.
3. Seek medical attention if you need it. If you go to a doctor's office or hospital, tell them this is a workplace injury.
4. Fill out the 'Worker's Initial Report of Injury Form' as soon as possible. Submit it to the Saskatchewan Workers' Compensation Board (WCB).

Workers' compensation is a workplace insurance system that provides income and medical care to injured workers who cannot work.

You can find more information or forms at [www.wcbask.ca](http://www.wcbask.ca) or by calling their toll free number at 1.800.667.7590.

### Summary

In Module 1, you learned:

- what work is;
- what behaviour is acceptable at work;
- what your employer expects;
- what is fair;
- what are the rules for fairness at work;
- what is safe;
- what are the rules for health and safety at work; and
- who can help.

And remember:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.

Now that you have learned some basic information about workplace fairness and safety, try the next activity just for fun!



## Activity 1.8

Complete the word search and using the unused letters, find the hidden phrase.

FAIR  
 CONSEQUENCE  
 HAZARDS  
 EXPECTATIONS  
 WORK  
 EMPLOYER

SAFE  
 BEHAVIOUR  
 JOB  
 RULES  
 TRAINING

HEALTH  
 RESPONSIBILITY  
 WAGES  
 RIGHTS  
 ORIENTATION

R	E	X	P	E	C	T	A	T	I	O	N	S	I
F	U	W	I	S	A	F	E	T	F	E	D	W	H
G	E	O	E	M	P	L	O	Y	E	R	A	L	E
N	R	R	I	F	A	I	R	S	A	G	W	R	A
I	U	K	O	V	N	G	I	Z	E	T	P	J	L
N	L	R	O	B	A	A	A	S	B	L	O	Y	T
I	E	I	R	I	G	H	T	S	S	B	W	R	H
A	S	O	C	O	N	S	E	Q	U	E	N	C	E
R	E	S	P	O	N	S	I	B	I	L	I	T	Y
T	N	G	N	O	I	T	A	T	N	E	I	R	O

Remember,

\_\_\_\_\_

\_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ .



Self-check your answers!

## Additional resources



### Websites

- Use [saskcareers.ca](http://saskcareers.ca) to help plan your future education, career and employment path. You can learn about yourself and your interests, discover career paths, explore education and training and connect with employment opportunities.
- Use [saskjobs.ca](http://saskjobs.ca) to look for jobs in many locations across Saskatchewan. You can browse jobs by using keywords, job categories or by location.
- The Saskatchewan Apprenticeship and Trade Certification Commission ([www.saskapprenticeship.ca](http://www.saskapprenticeship.ca)) has information for employees and employers on apprenticeship within the trades.
- Visit [www.worksafesask.ca/youth](http://www.worksafesask.ca/youth) for additional resources and information related to young workers in Saskatchewan.



### Video Resources

- “If it feels wrong...” - <https://www.youtube.com/watch?v=CzOlTA1MGLs>
- “Stupid Questions” - <https://www.youtube.com/watch?v=pX7dfogWURI>
- “Just Ask” - <https://www.youtube.com/watch?v=WlU0WGshMW4>



### Publications

- *Rights and Responsibilities: A Guide to Employment Standards in Saskatchewan* - <http://www.saskatchewan.ca/business/employment-standards>.
- *Understanding Occupational Health and Safety in Saskatchewan* - <http://www.saskatchewan.ca/business/safety-in-the-workplace>.
- *Guide for New Workers* - <http://www.worksafesask.ca/resources/publications/guide-for-new-workers/>.

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## Module 2: Fairness at Work

### Introduction – What you will learn

As you learned in Module 1, workplaces are like school in some ways. Teachers have expectations of you and there are rules to follow. Certain behaviours are okay while others are not. You are expected to be on time and do your homework. In return, you expect your teachers to help you learn your subjects and treat you fairly.

Employers also have expectations and set rules. Everyone in a workplace has rights (things they expect from others) and responsibilities (things they have to do). These rights and responsibilities are written into rules or laws to help keep workplaces fair and safe.

Module 2 is about being treated fairly at work. Throughout the module, you will learn the basic rules for wages, work hours and much more. These rules (also known as employment standards) will affect you at every job, and someday, they may affect you if you become an employer.

In this module, you are going to learn:

- why employment standards are important;
- things to know and do before you start work;
- rules for fair work conditions, such as work hours, schedules and breaks;
- rules for fair pay such as minimum wage, overtime and vacation pay;
- how to read your pay stub;
- what to do if you miss work for an injury or an illness;
- what to know and do when you leave or lose your job;
- how to bring up concerns with your employer;
- who to talk to if you need help or information; and
- how to make a complaint.

As you work through this module, remember these messages:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.

## Why employment standards are important

Part II of *The Saskatchewan Employment Act* (the Act) sets rules for things like minimum wage, breaks away from work, days off, paydays, deductions from wages, holidays and holiday pay.

Knowing what these rules are can help you understand how things work in your workplace. For example, the Act sets rules for how often you get paid, when you get breaks and what deductions can be taken from your pay.

Knowing the rules will also help you understand your responsibilities in the workplace. For example, the law says you need to have a schedule for the hours and days you work. When you get your schedule, it is your responsibility to look at it and show up for work on time.

Knowing both employers' and workers' rights and responsibilities for working conditions will help you when you are ready for work. These rules help keep workplaces fair, positive and respectful.

Deductions are what can be taken from your pay for taxes, union fees, unemployment insurance, etc.

## Things to know and do before you start work

Before getting a job and starting work, there are a few things you need to know.

In Saskatchewan, the minimum age of employment is 16. Every person can start work at age 16 without any employment standard restrictions. (See page 45 on occupational health and safety restrictions on where youth under the age of 18 can work.) You are able to work at 14 and 15 years of age, but must do the following before starting work:

1. Complete and print the Certificate of Completion for the *Young Worker Readiness Certificate Course* (YWRCC). When you receive the Certificate of Completion, make sure your parent or guardian signs it.
2. Get written permission to work from one of your parents or a guardian and provide a copy of this to your employer. A written letter with a signature will work.
3. Be aware of the employment standards restrictions if you are 14 or 15 years old and want to work:
  - you cannot work after 10 p.m. the night before a school day;
  - you cannot work before classes begin on a school day;
  - you cannot work more than 16 hours in a school week; and
  - during summer holidays, you can work the exact same hours as other employees. All other employment standards apply to you.

*The Rights and Responsibilities: A Guide to Employment Standards in Saskatchewan* explains employers' and employees' rights and responsibilities for fair working conditions in simple language that everyone can understand.



- 
4. Show the employer identification to prove your age (e.g., a birth certificate).
  5. Give a photocopy of your YWRCC certificate to the employer.

Some other things you will need to do before you start work are to:

- prepare a resume and a cover letter;
- set up a bank account; and
- get a social insurance number (SIN) from Service Canada ([www.servicecanada.gc.ca/eng/sc/sin/index.shtml](http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml)). If you do not have access to the internet, obtain a SIN application form from the Service Canada Office nearest to you or call 1.800.0.CANADA.

Please note that employment standards rules do not apply if you:

- babysit for a neighbor or deliver papers and flyers;
- are self-employed in your own business;
- work for the family business (where only immediate family members work); or
- are an athlete involved in athletic activities such as, playing for a junior hockey team.

As well if you work on a farm, ranch or at a market garden most employment standards will not apply to you. However, if you need assistance with recovering unpaid wages, the Employment Standards Division can help. Contact the Division at 1.800.667.1783.

## Activity 2.1



Indicate if the following statements are True (T) or False (F). If you are 14 or 15 years old, you:

1. T / F are required to take the *Young Worker Readiness Certificate Course* (YWRCC) and obtain a Certificate of Completion before beginning work.
2. T / F do not require your parent or guardian's permission to begin working.
3. T / F cannot work past 10 p.m. on a night before school.
4. T / F can work an unlimited amount of hours in a school week.
5. T / F must provide a copy of your YWRCC Certificate to your employer.



Self-check your answers!

## Rules for fair work conditions

Before you start your job, it is important to know as much as possible about the employment standards for basic things like work hours, schedules and breaks. This will help you know when your employer is making a mistake or is being unfair.

Here are some basic employment standards you should know:

<p><b>Hours of work for 14 and 15 year olds</b></p>	<p>When you are 14 and 15 years old, you can only work 16 hours per week when school is in session. If you work during school breaks or summer holidays there are no restrictions on the amount of hours you can work.</p>
<p><b>Paydays</b></p>	<p>All employees must be paid within six days of the end of the pay period.</p>
<p><b>Special clothing (uniforms)</b></p>	<p>This is any clothing or piece of clothing that identifies your employer’s business, such as a uniform. If your employer requires you to wear special clothing, they must provide it at no cost to you.</p> <p>Personal clothing, like a nice white shirt and black pants (no company logo) is not considered a uniform.</p> <p>Employees in restaurants, hotels, nursing homes, hospitals or educational institutions get their special clothing cleaned and repaired by their employer at no cost.</p> <p>Employees in other industries must clean and repair their own special clothing.</p>
<p><b>Work schedules</b></p>	<p>Your employer must give you notice of when your work begins and ends over a period of at least one week at least one week before the schedule starts. You must be told by your employer of any changes to your schedule at least one week before, unless something unexpected happens. Tell your employer ahead of time if you cannot make a shift.</p> <p>Employers in restaurants, hotels, nursing homes, hospitals or educational institutions must limit your shifts to 12 hours in a day. Remember, there are restrictions to your work hours during the school term.</p>
<p><b>Work week</b></p>	<p>A work week is any period of seven consecutive days chosen by your employer (such as a Wednesday to the following Tuesday, or a Sunday to the following Saturday).</p> <p>A ‘day’ is any period of 24 hours in a row.</p>

<b>Break between shifts</b>	You must get at least eight hours off in a row in every 24-hour period.
<b>Meal breaks</b>	You must get a meal break within every five hours of work. Your meal break will be ½ hour unpaid. You may leave work, but your employer expects you to return on time. If your employer expects you to work or be available to work during your meal breaks, you must be paid for your time and you must be allowed to eat while working.
<b>Coffee breaks</b>	Employers do not have to give coffee breaks. If they choose to give you a coffee break, it must be a paid break.
<b>Days off</b>	If you work more than 20 hours per week, you get at least one day off every seven days. Remember if you are 14 or 15, that there are restrictions to your work hours during the school term.
<b>Public holidays</b>	<p>There are 10 public holidays per year in Saskatchewan. They are:</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Family Day</li> <li>• Good Friday</li> <li>• Victoria Day</li> <li>• Canada Day</li> <li>• Saskatchewan Day</li> <li>• Labour Day</li> <li>• Thanksgiving Day</li> <li>• Remembrance Day</li> <li>• Christmas Day</li> </ul> <p>Boxing Day and Easter Monday are not public holidays.</p>
<b>Annual Vacation</b>	You will get three weeks of vacation after you have worked for the same employer for one year. You should receive three weeks every year thereafter. Once you have completed 10 years with the same employer, you will receive a minimum of four weeks of annual vacation each year. It does not matter if you are hired as a part-time, casual, temporary or seasonal worker. Certain employers include vacation pay on each paycheck.
<b>Transportation home</b>	If you work in hotels, restaurants, educational institutions, hospitals or nursing homes and finish work between 12:30 a.m. and 7:00 a.m., your employer must provide you with free transportation home. If you are 14 or 15, this situation could happen on weekends or during summer vacation.

<p><b>Job-protected leaves</b></p>	<p>There are several unpaid job-protected leaves. As a student, some leaves you may need to use are:</p> <ul style="list-style-type: none"> <li>• Bereavement Leave: You can take a leave of five days if a member of your immediate family dies. (The five days must be some time between one week before the funeral or one week after it.); and</li> <li>• Citizenship Ceremony Leave: You can take one day of unpaid leave to attend your own citizenship ceremony.</li> </ul> <p>For a list of all job-protected leaves, visit <a href="https://saskatchewan.ca/business/employment-standards">saskatchewan.ca/business/employment-standards</a>.</p>
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Employment standards are the minimum standards that employers must follow. Employers can give their workers more than the minimum standard, but nothing less. For example, an employer can pay you more than minimum wage, but cannot pay you less.



### Activity 2.2

Match the employment standard term to its definition by drawing a line from the term to the definition.

**Annual Vacation**

If your employer requires you to wear \_\_\_\_\_ (any clothing that identifies your employer’s business), they must provide it to you at no cost.

**Break between shifts**

You are provided three weeks of \_\_\_\_\_ after you have worked for the same employer for one year.

**Public holidays**

You must get a \_\_\_\_\_ for every five hours of work and they must be ½ hour unpaid. If you are expected to work or to be available during these breaks, you must be paid for your time.

**Meal breaks**

Saskatchewan has 10 of these holidays a year. Boxing Day and Easter Monday are not considered \_\_\_\_\_.

**Special clothing**

Receiving eight hours off in a row in every 24-hour period is called a \_\_\_\_\_.



Self-check your answers!

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## Rules for fair pay

At work, there is a lot to know about how you will be paid for your regular work hours, overtime, vacation and more. The following are terms related to pay:

<b>Wages</b>	This is your regular pay (including hourly wage, overtime, public holiday pay and vacation pay).
<b>Minimum wage</b>	This is the least amount of money you can be paid per hour. The minimum wage is the same province-wide. <b>Saskatchewan's current minimum wage is \$10.50/hour.</b> Visit <a href="http://saskatchewan.ca/business">saskatchewan.ca/business</a> for more information about increases to minimum wage or call 1.800.667.1783.
<b>Minimum call-out pay</b>	<p>Minimum call-out pay is the minimum amount of money employers must pay every time you are required to report for work. If there is no work for you when you report at your scheduled time, you must be paid for a minimum of three hours at your hourly wage.</p> <p>Students in grade 12 and lower working during the school-term are paid a minimum of one hour each time their employer calls them in to work.</p> <p>Example:</p> <p>If your wage is \$12 an hour and your employer calls you in to work, but sends you home after one-half hour because there isn't enough work. The minimum amount you must be paid is \$12.</p> <p>Students in grade 12 or lower working during school breaks or summer holidays are paid a minimum of three hours each time they are called into work.</p> <p>Example:</p> <p>You are on summer break and are scheduled to work on Wednesday afternoon. When you show up to work, there isn't enough work and are asked to go home. Even though there was no work to do, you were still scheduled to work and are entitled to minimum call-out pay (three hours of pay at your hourly wage). The same would apply if you were sent home after working only an hour, as you are still entitled to a minimum of three hours pay.</p>
<b>Pay for training</b>	When your employer asks you to take training for work, they must pay you while you attend the training.

<b>Overtime pay</b>	<p>Overtime pay is 1.5 times your hourly wage. For example, if your hourly wage is \$12.00 and you work an hour of overtime, you would earn \$18.00 for that hour.</p> <p>Employees who work less than 30 hours per week earn overtime after working more than eight hours in a day.</p> <p>Fourteen and 15 year olds are only allowed to work 16 hours per week during the school term and earn overtime pay after working more than eight hours in a day.</p> <p>During school breaks and summer holidays, 14 and 15 year olds can work the same hours as other employees. This means:</p> <ul style="list-style-type: none"> <li>• the standard work week is 40 hours;</li> <li>• in a week with a public holiday, it is 32 hours; and</li> <li>• you are entitled to overtime pay if you work more than the 40 hours in a standard work week or 32 hours in a week with a public holiday.</li> </ul>
<b>Deductions</b>	<p>Your employer must take money off your paycheque for such things as the Canada Pension Plan (CPP), Income Tax and Employment Insurance (EI). Your employer cannot take money off of your cheque if:</p> <ul style="list-style-type: none"> <li>• something is lost, stolen or broken at work;</li> <li>• a customer drives away without paying for gas; or</li> <li>• a customer leaves without paying for a meal (including requiring you to contribute to ‘dine and dash’ funds.).</li> </ul>
<b>Public holiday pay</b>	<p>You will be paid for 10 public holidays each year (even if you do not work on a public holiday). To figure out your public holiday pay, multiply your pay for the four weeks before the holiday by .05. The public holiday pay calculation does not include tips, gratuities or overtime.</p> <p>For example, if you earn \$12.00 an hour and work 16 hours per week during the school term, your public holiday pay for Family Day will be calculated by multiplying your pay for the four weeks before the holiday by .05. You would receive \$38.40.  <math>(\\$12.00 \times 16 \text{ hours/week} = \\$192.00. \\$192.00 \times 4 \text{ weeks} = \\$768.00. \\$768.00 \times .05 = \\$38.40)</math></p>
<b>Premium pay for working on a public holiday</b>	<p>If you work on a public holiday, you will earn 1.5 times your hourly wage for all of the hours you work on that day. This is called ‘premium pay’. Premium is paid in addition to public holiday pay.</p>
<b>Annual vacation pay</b>	<p>To calculate your vacation pay, multiply your total earnings for the year by 3/52. For example, if you earned \$5,000 in a year, your vacation would be <math>3/52 \times 5,000 = \\$288.46</math>.</p> <p>Certain employers include vacation pay on each paycheque.</p>



## Activity 2.3

Read each question and circle the correct answer. You will need a calculator to complete some of the questions.

- 1. What is the minimum wage in Saskatchewan?**
  - a) \$8.75 per hour
  - b) \$10.50 per hour
- 2. If your employer asks you to take training for work, your employer must pay you.**
  - a) True
  - b) False
- 3. If you work on a public holiday, you will earn premium pay. How much is premium pay?**
  - a) 1.5 times your hourly wage
  - b) Three times your hourly wage
- 4. If you earn \$12 an hour, how much premium pay would you earn for working 10 hours on a public holiday?**
  - a) \$153.00
  - b) \$180.00
- 5. If you work less than 30 hours per week, you will earn overtime after working more than eight hours in one work day.**
  - a) True
  - b) False
- 6. If you worked 10 hours at \$12 on a day where you were originally scheduled to work eight hours, how much overtime pay would you get?**
  - a) \$36.00
  - b) \$24.00

7. To calculate your vacation pay, multiply your total earnings for a year by 3/52nds.
- a) True
  - b) False
8. If you work on a public holiday, you will earn three times your hourly wage for every hour you work on that day.
- a) True
  - b) False
9. To calculate your public holiday pay, multiply your regular pay in the four weeks before the public holiday by .05.
- a) True
  - b) False
10. If you earned \$125 per week in each of the four weeks before a public holiday, what would your public holiday pay be?
- a) \$25.00
  - b) \$70.00
11. You earned \$3,000 in a year. How much would your vacation pay be?
- a) \$240.14
  - b) \$173.08
12. You broke three dishes at work and your employer said you had to pay for them. Can your employer deduct the cost of the dishes from your paycheque?
- a) Yes
  - b) No



Self-check your answers!

If you are unsure about how to calculate your overtime pay, public holiday pay and vacation pay, remember:

- Just ask.
- There is no such thing as a stupid question.

There are many people who can help you. If unsure, you can ask your employer, parent/guardian or call the Employment Standards Division at 1.800.667.1783.



## How to read your pay stub

At work, if you are paid by the hour, you will be paid every two weeks (14 days) or twice a month. On payday, you will receive payment of your wages in the form of a paycheque or direct deposit which will be accompanied by something called a pay stub. The pay stub explains what you have earned.

If this is your first job, you may not be familiar with all of the information a pay stub contains. Most pay stubs have certain parts in common. They may look like the example below.

FIRST COME FIRST SERVE RESTAURANT								
Statement of Earnings and Deductions								
Employee Name:						Cheque Date:		
Earnings				Pay Deductions			Year to Date	
Description	Hourly Wage	Hours	Amount	Description	YTD	Amount	Description	Amount
Regular				CPP			Gross Pay	
Overtime				EI			Deductions	
Premium				Income Tax			Net Pay	
Holiday								
Vacation								
Bonuses								
Commissions								
Gross Pay:				Total Deductions:				
Pay Period:				Pay Date:			Net Pay:	

### Explanation of Terms

**Earnings:** This section lists all of the different kinds of pay you received for that pay period and can include salary or hourly wages, overtime pay, premium pay, public holiday pay, vacation pay, public holiday pay, bonuses, commission, and overtime pay.

Tips are not considered wages as they are not paid by the employer.

**Hourly Wage (rate):** The amount of money you earned per hour.

**Hours:** The number of hours you worked within the pay period.

**Amount:** The total amount received for that kind of pay within the pay period. For example the total amount for regular pay you earned within the pay period.

Gross Pay:	This is the total amount of money you made before deductions.
Pay Deductions:	<p>The amounts taken off your paycheque for different reasons. The deductions you will see on every paycheque are such things as</p> <ul style="list-style-type: none"><li>• Canada Pension Plan (CPP)</li><li>• Employment Insurance (EI)</li><li>• Income Tax</li></ul> <p>Other deductions can include:</p> <ul style="list-style-type: none"><li>• employee contributions to other benefit plans;</li><li>• union dues (if you are a member of a union); and</li><li>• voluntary employee purchases from the employer of any goods, services or merchandise.</li></ul>
Total Deductions:	The total amount of money taken off your paycheque within the pay period for things such as taxes, union dues, unemployment insurance, etc.
YTD (Year-to-Date):	This refers to both total pay or income and total deductions since the start of the current year.
Pay Period:	The number of days or weeks of work for which you are being paid.
Pay Date:	The date the cheque is issued. You must be paid no later than six days after the end of the pay period.
Net Pay:	Your take home pay after all deductions.

When you start a job, keep track of the days and hours you work. Check your pay stub to make sure it's accurate. If you have any questions or concerns about your pay, talk to your employer right away.

Remember:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is not such thing as a stupid question.



## Activity 2.4

Now that you have learned the parts of a pay stub and how to read it, review Sage Miller's pay stub below.

FIRST COME FIRST SERVE RESTAURANT								
Statement of Earnings and Deductions								
Employee Name: Sage Miller						Cheque Date: July 29, 20xx		
Earnings				Pay Deductions			Year to Date	
Description	Hourly Wage	Hours	Amount	Description	YTD	Amount	Description	Amount
Regular	\$12.00	30	\$360.00	CPP	\$12.91	\$12.91	Gross Pay	\$416.76
Overtime	\$18.00	2	\$36.00	EI	\$9.68	\$9.68	Deductions	\$71.02
Premium				Income Tax	\$48.43	\$48.43	Net Pay	\$345.74
Holiday								
Vacation			\$20.76					
Bonuses								
Commissions								
Gross Pay:			\$416.76	Total Deductions:		\$71.02		
Pay Period:			July 10 - 24, 20xx	Pay Date:		July 29, 20xx	Net Pay:	\$345.74

Use the sample pay stub to fill in the blanks.

### Words to use

- July 10 - 24, 20xx
- 30
- July 29, 20xx
- \$20.76
- \$345.74
- \$12.00
- 2

1. What is Sage's hourly wage? \_\_\_\_\_
2. Sage worked \_\_\_\_\_ hours of regular time and \_\_\_\_\_ hours of overtime.
3. The pay period for his paycheque is \_\_\_\_\_ and he was paid on \_\_\_\_\_.
4. What is Sage's net pay (take home pay)? \_\_\_\_\_
5. How much vacation pay did Sage receive? \_\_\_\_\_



Self-check your answers!

## What to do if you miss work for an injury or illness

You must call your employer if you cannot come to work due to illness, injury or for any other reason. If you are sick, your employer may ask you to provide a doctor's note to verify your absence was due to illness or injury. You are required to provide them with this note if requested.

You cannot be away from work any longer than:

- 12 days in a year for an illness or injury that is not serious; or
- 12 weeks in 52 weeks for a serious illness or injury.

Time off for illness or injury is unpaid. However, if you are off work because of a work-related injury, you may be eligible for benefits from the [Saskatchewan Workers' Compensation Board](#). If you do not have access to the internet, call them at 1.800.667.7950.

## What to know and do when you leave or lose your job

There are a few things to do before you leave your job as well as a few things to know if you lose your job.

Employees, who have worked for the same employer for 13 weeks in a row, are required to give two weeks written notice before leaving their job. The written notice must include the day that you will be leaving.

If an employee has worked for the same employer for 13 weeks in a row, an employer must provide written notice or pay in lieu of notice if laying off or terminating employment.

### Layoff or termination with notice

If your employer is providing you written notice, they are required to give you a certain amount of notice based on your length of service.

The amount of notice is based on the following periods of employment:\*

Employee's Period of Employment	Minimum Period of Written Notice
More than 13 consecutive weeks, but one year or less	one week
More than one year, but three years or less	two weeks
More than three years, but five years or less	four weeks
More than five years, but 10 years or less	six weeks
More than 10 years	eight weeks

*\*Period of employment is defined as any period of employment that is not interrupted by a break in employment longer than 14 consecutive days.*

A written notice (notice period) tells you what your last day of work is. You will either be allowed to work until your last day on the job or you will be paid instead of notice.

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Written notice would not be required if:

- you have not worked for your employer for at least 13 weeks;
- you quit;
- just cause for immediate dismissal exists;
- your contract of employment provides a clear end date; or
- if your employer provides you with pay instead of notice and lets you go at once.

### **Pay instead of notice**

Employers can also provide pay instead of notice. This means that your employer can end your employment immediately without notice, but must pay you your wages for the required weeks of notice.

### **Just cause**

Under certain circumstances an employer can dismiss an employee without written notice or pay instead of notice if the employer has ‘just cause’.

Just cause generally involves employee misconduct and can include such things like stealing, breaking an important safety rule, or consistently failing to do your job right, despite being given previous warnings.

The law in this area can be complex and employers should consult a lawyer for advice before dismissing an employee for “just cause”.

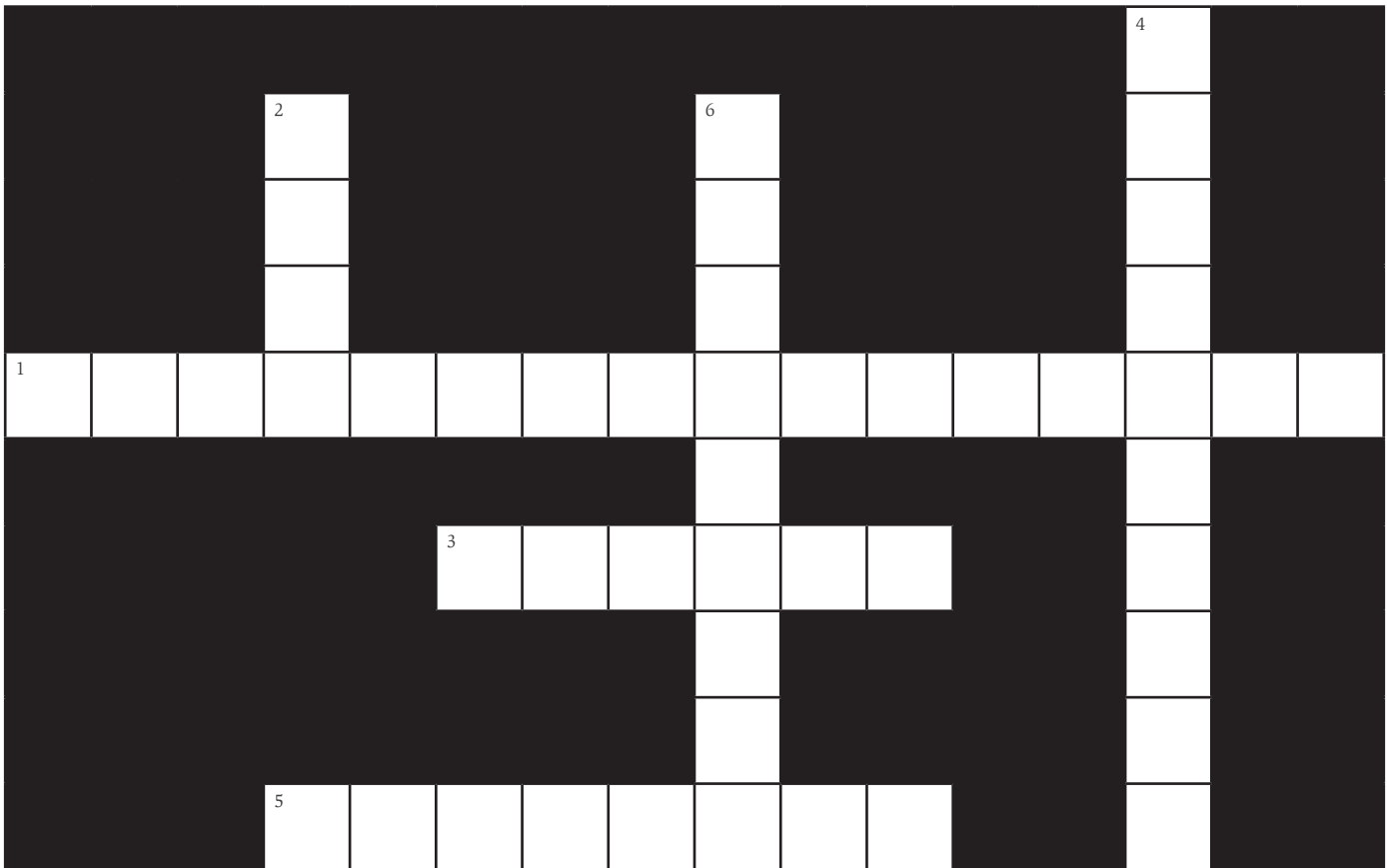
### **Your last paycheque**

If you quit or lose your job, your employer must pay you everything you are owed within 14 days of your last day of work. If a payday comes within those 14 days, you must still get paid for the time you have worked during that pay period.



## Activity 2.5

Complete the crossword puzzle.



### Words to use:

- call in sick
- zero
- unpaid
- fourteen
- layoff with notice
- just cause

### Across

1. After 20 weeks of working with the same employer, your employer advises that your job will end in one week. This is called \_\_\_\_\_?
3. Time off for injury or illness is \_\_\_\_\_?
5. How many days after your last shift on the job must you be paid?

### Down

2. If you have been working for eight weeks with the same employer, how much notice is your employer required to provide you?
4. If you are sick or injured and cannot come to work what must you do?
6. If you stole money from your employer, they could fire you without advance notice or pay instead of notice. This is called \_\_\_\_\_?



Self-check your answers!

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## How to bring up concerns with your employer

It is important to know how to talk to your employer when problems arise at work. Perhaps you found a mistake on your pay stub or your employer has not been giving you meal breaks.

When you meet with your employer, it helps if you know what you are going to say. Take some time to put your thoughts and feelings in order so you can communicate the problem in a calm, rational way. Try asking yourself:

- What do I see as the real problem?
- How do I feel about the problem?
- What change do I want to happen?
- What are some things I can do to solve the problem?
- What is my strategy?

If your concern involves working conditions, it is helpful to find out the facts before you talk to your employer. Reference the *Rights and Responsibilities: A Guide to Employment Standards in Saskatchewan* or contact the Employment Standards Division at 1.800.667.1783 to clarify what the rules are in your situation.

Next, meet with your employer in a private and quiet place. State what the problem is and ask for information and clarification about the issue. For example, you could ask how your wages were calculated. Asking questions will open the doors to further questions.

You may also want to talk about your concerns with an adult in your family, a teacher or a career counselor. They may have the information you need or have advice on how to discuss a problem with your employer. They could also listen as you practice what you are going to say.

## Making a complaint

The Employment Standards Division recommends that you talk to your employer on any issues or concerns before contacting the Division for help. If the issue or concern cannot be resolved, or it is too difficult or impossible to approach your employer, you can contact the Employment Standards Division and file a formal or anonymous complaint.

The formal complaint process should be used if:

- you would like to request the Employment Standards Division conducts an investigation into a specific employment standards concern;
- you need help recovering unpaid wages; or
- if you have a non-monetary concern, such as not receiving a work schedule or alleged discriminatory action.

Formal employment standards complaints can be submitted online using the [Online Formal Complaint Form \(saskatchewan.ca/business/employment-standards\)](https://saskatchewan.ca/business/employment-standards). You can download a paper version of the form to submit via mail, fax or in person to the Employment Standards Division.

Employees who want to recover unpaid wages must file a formal complaint.

When filing a formal employment standards complaint, you will need to include the name, mailing address and phone number of the employer, your contact information and details about the claim. If the complaint is regarding unpaid wages, you will also be asked to provide pay stubs and any other records you may have.

Anonymous complaints are typically filed by employees or third parties such as a parent, spouse or friend. These complaints are used when someone believes *The Saskatchewan Employment Act* is not being followed and would like the situation corrected going forward, but does not want to make a formal complaint. A paper copy of the Anonymous Complaint Form can be found at [saskatchewan.ca/business/employment-standards](https://saskatchewan.ca/business/employment-standards).

Once a complaint is received, the Employment Standards Division will review the complaint and conduct an investigation. More information about the investigation process can be found at [saskatchewan.ca/business](https://saskatchewan.ca/business). If you don't have access to the internet, contact the Division for complaint forms and information about the investigation process at 1.800.667.1783.

## Summary

There are three messages we kept in mind as we worked through this module:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.

We also covered the basic rules for fairness at work. In Module 2, you learned:








- why employment standards are important;
- things to know and do before you start work;
- rules for fair work conditions including breaks, uniforms and work hours;
- rules for fair pay including minimum wage, overtime and vacation pay;
- how to read your pay stub;
- what to do if you miss work for an injury or illness;
- what to know and do when you leave or lose your job;
- how to bring up concerns with your employer; and
- how to make a complaint.





## Activity 2.6

Unscramble the words below. Using the letters within the circles, find the hidden phrase.

1. STJU CSAUE  \_\_\_\_\_
2. PYA UTSB \_\_\_\_\_ 
3. NETSDDUCOI \_\_\_\_\_ 
4. OLYAFF \_\_\_\_\_
5. CUPLBI DHLYOIAS \_\_\_\_\_
6. VEIOEMRT \_\_\_\_\_ 
7. GASEW \_\_\_\_\_
8. NNIGAESR \_\_\_\_\_ 
9. AITCMLPNO \_\_\_\_\_
10. URLSE \_\_\_\_\_ 
11. NTCIEO \_\_\_\_\_
12. KSAEBR \_\_\_\_\_ 

Remember,

\_\_\_\_\_!



Self-check your answers!

## Additional resources



### Websites

- Visit [saskatchewan.ca/business/employment-standards](https://www.saskatchewan.ca/business/employment-standards) for more information about employment standards and workers rights and responsibilities for Saskatchewan employers and employees.
- The Vacation Pay Calculator ([saskatchewan.ca/business/entrepreneurs-start-or-exit-a-business/vacation-pay-calculator](https://www.saskatchewan.ca/business/entrepreneurs-start-or-exit-a-business/vacation-pay-calculator)) can help you calculate the amount of annual holiday owed to you.
- Visit [www.worksafesask.ca/youth](http://www.worksafesask.ca/youth) for additional resources and information related to young workers in Saskatchewan.
- Use the online Employment Standards Complaint Form ([saskatchewan.ca/business/employment-standards](https://www.saskatchewan.ca/business/employment-standards)) if you believe your employer is not complying with employment standards set out in *The Saskatchewan Employment Act*.
- If you need to get a social insurance number, contact Service Canada ([www.servicecanada.gc.ca/eng/sc/sin/index.shtml](http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml)).



### Publications

- *Rights and Responsibilities: A Guide to Employment Standards in Saskatchewan* - <https://www.saskatchewan.ca/business/employment-standards>.
- *Guide for New Workers* - <http://www.worksafesask.ca/resources/publications/guide-for-new-workers/>.

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## Module 3: Workplace Health and Safety

### Introduction - What you will learn

Everyone on the job is responsible for keeping the workplace safe. Employers and supervisors hold the most responsibility. In fact, there are legal consequences if they don't follow safety regulations and a worker is injured.

Module 3 is about the rules for healthy and safe working conditions in the workplace. In this module, you are going to learn:

- why health and safety is important at work;
- where youth are permitted to work;
- who has rights and responsibilities for safety at work;
- how to refuse unusually dangerous work;
- what is orientation and training;
- what are hazards;
- what is personal protective equipment (PPE);
- what is WHMIS;
- what is harassment;
- what to do if you are injured at work; and
- who to go to for help or information about health and safety.

As you work through this module, remember these messages:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.

### Why health and safety is important at work

Part III of *The Saskatchewan Employment Act* (the Act) sets rules for workplace health and safety like requiring employers to train you about how to do your job safely and to supply you with the safety equipment you need.

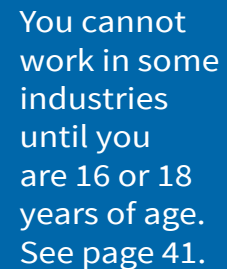
Knowing your rights (things you can expect from others) and responsibilities (things you have to do) for workplace health and safety will keep you and your co-workers safe.

## Injuries among youth in the workplace

Most young people find jobs in:

- retail;
- hospitality;
- manufacturing; and
- construction.

These sectors account for most incidents and injuries involving young workers. Statistics show that most young workers are injured within the first three months on the job and that young men are the most likely to be injured. That is why it is important to know how to protect yourself on the job and what your health and safety rights and responsibilities are.



You cannot work in some industries until you are 16 or 18 years of age. See page 41.

There are many common reasons why young workers get hurt at work including:

- feeling rushed or pressured to get things done;
- lack of training;
- lack of supervision;
- being distracted; and
- being placed in a situation that would normally stop work.

Your beliefs, life situations or personality traits can also put you at greater risk of getting hurt. Before starting work, ask yourself:

1. Do I want to do your job well?
2. Do I lack work experience and know what is safe and unsafe?
3. Do I believe that nothing will happen to me?
4. Do I feel comfortable asking questions at work?
5. Will other things going on in my life distract me?
6. Am I trying to juggle several things at once including school, homework, a job, family life and social life?
7. Do I think my boss is looking out for me?

Now that you know what your beliefs, life situations, personality traits are, how do you think these characteristics might affect your safety at work?



### Activity 3.1

Select True (T) or False (F) for the following beliefs, personality traits or life situations to see if they could get you hurt at work.

1. T / F If I believe nothing bad can happen to me, I will probably be careless and get hurt.
2. T / F If I am not comfortable asking questions at work, I may do something unsafe and get hurt.
3. T / F If I am overtired because I stayed out late with my friends on the weekend, I should be fine to work early the next morning.
4. T / F I should assume that my employer has the time to look out for my safety in the same way my parents would.



Self-check your answers!

### Where youth are permitted to work

*The Occupational Health and Safety Regulations, 1996* lists workplaces where no persons under the age of 16 and no persons under the age of 18 may be employed.

If you are under 16, you cannot work:

- on a construction site;
- at a pulp mill, sawmill or woodworking establishment;
- at a smelter, foundry, refinery or metal processing or fabricating operation;
- in a confined space (such as a manhole);
- in a meat, fish or poultry processing plant;
- in a forestry or logging operation;
- on a drilling service rig;
- as an operator of powered mobile equipment (such as a forklift, crane or a hoist);
- where there is exposure to chemical or biological substances that could endanger your health and safety; and
- in power line construction or maintenance.

If you are under 18, you cannot work:

- underground or in an open pit at a mine;
- as a radiation worker;
- in an asbestos process;
- in a silica process; and
- in any activity that requires the use of an atmosphere supplying respirator.

## Who has rights and responsibilities for health and safety

Everyone is responsible for keeping their workplaces healthy and safe. ‘Everyone’ includes your employer, supervisor and you.

Under *The Saskatchewan Employment Act*, the word duty is used to describe the things you have to do (your responsibilities). To carry out health and safety duties at a place of employment, everyone must:

- know what their duties are;
- have the authority, resources and time to carry them out; and
- have the required knowledge including education, training and certification.

A list of safety rights and responsibilities for workers, supervisors, self-employed persons and more, can be found at [saskatchewan.ca/business](https://saskatchewan.ca/business).

### Rights of workers

As a worker, you have three main health and safety rights:

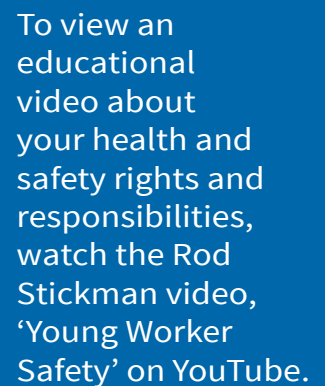
- The right to know.
- The right to participate.
- The right to refuse.

### The right to know

You have the right to know what hazards there are in your workplace and how to protect yourself.

As a worker, you are responsible to:

- attend training;
- ask questions;
- use safe work procedures;
- use equipment safely;
- wear any required safety equipment (known as personal protective equipment or PPE); and
- not bully or harass anyone.



To view an educational video about your health and safety rights and responsibilities, watch the Rod Stickman video, ‘Young Worker Safety’ on YouTube.

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## The right to participate

You have the right to participate in health and safety activities in your workplace without fear of getting into trouble or being fired.

As a worker, you are responsible to:

- cooperate with your supervisor and employer;
- report unsafe working conditions or faulty equipment; and
- participate in workplace occupational health and safety committee meetings and activities.

## The right to refuse

You have the right to refuse work or tasks that you believe are unusually dangerous to yourself or others.

An unusually dangerous situation would be:

- a danger that is not normal for the job (e.g., shoveling the roof at a supermarket where you are a sales clerk);
- a danger that would normally stop work (e.g., working on a roof during a blizzard or thunderstorm with lightning); and
- a situation for which you have not been properly trained or equipped (e.g., using a new chemical without training about its hazards or what personal protective equipment to wear).

## How to refuse unusually dangerous work

**Do not** do work you aren't trained, equipped or experienced for. By law, your employer cannot fire or discipline you for using your right to refuse unusually dangerous work.

If you find yourself in a situation where you need to refuse, follow these steps:

1. Tell your employer or supervisor that you are refusing work because of a health or safety concern.
2. Do not leave the worksite without your employer's permission.
3. Contact your occupational health committee or safety representative if you can't resolve the concern with the supervisor.
4. If the concern can't be resolved at your workplace, contact an Occupational Health Officer. The Occupational Health and Safety Division's toll free number is 1.800.567.7233.

If you find yourself in this type of situation, just say, "NO". Remember:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.



## Activity 3.2

Let's see how much you know about your safety rights and responsibilities. Fill in the blanks.

### Words to use:

- Wearing
- Hazards
- Cannot
- Protect
- Training
- Right to refuse
- Safely

1. You have the right to know the \_\_\_\_\_ in your workplace and how to \_\_\_\_\_ yourself.
2. If you have refused to do an unusually dangerous task, you \_\_\_\_\_ leave the worksite without your employer's permission.
3. You are responsible for \_\_\_\_\_ the approved safety equipment that is provided or required.
4. You are responsible for attending \_\_\_\_\_ and for working \_\_\_\_\_.
5. You have the \_\_\_\_\_ work that you are not equipped, trained or experienced for.



Self-check your answers!

## Responsibilities of employers

Your employer has the most responsibility for providing a safe and healthy workplace. Your supervisor is responsible for making sure that you know and follow safe work procedures.

It is your employer's responsibility to:

- make sure you have the correct tools and equipment and ensure they are inspected regularly and in good repair;
- provide the personal protective equipment (e.g., work gloves, safety glasses, etc.) to do your job safely; and
- train you to use the tools, equipment and personal protective equipment properly.



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## What is workplace orientation and training?

When you start work, your employer should orientate (introduce) you to the workplace. Some things your employer should go over with you during workplace orientation include:

- what to do and who to talk to if you have a safety concern;
- hazards and safe work procedures;
- locations of first aid supplies; and
- what to do in an emergency.

In addition to an orientation to the workplace, you should receive training on how to do your job safely including correct work procedures and how to operate equipment properly. By law, the employer must ensure that no worker performs work unless the worker:

- has been trained and has enough experience to perform the work safely; or
- is under close and competent supervision.

‘Competent’ means your supervisor must have the knowledge, experience and training to oversee the work you are doing.



### Activity 3.3

Read the question and circle Yes (Y) or No (N) if it is something you should ask your employer.

1. Y / N At workplace orientation, is it okay to ask, “When will you train me to do the job safely?”
2. Y / N At workplace orientation, is it okay to ask, “What hazards or risks should I be aware of in this job?”
3. Y / N At workplace orientation, is it okay to ask, “What safety equipment do I need to wear?”
4. Y / N At workplace orientation, is it okay to ask, “Will you buy me the most expensive safety equipment available?”
5. Y / N At workplace orientation, is it okay to ask, “Who do I talk to if I have a health or safety concern?”
6. Y / N At workplace orientation, is it okay to ask, “If I get hurt, who do I tell?”
7. Y / N At workplace orientation, is it okay to ask, “What do I do in a fire or other emergencies?”



Self-check your answers!

**Remember, there is no such thing as a stupid question and if you are unsure, just ask!**

## What are hazards?

A 'hazard' is any situation, activity, procedure or equipment that may harm a person. Your employer must tell you about hazards at work. You should ask your supervisor about hazards anytime you do not know how to do a job safely. You can also report hazards to the workplace health and safety committee or to the worker health and safety representative.

If an employer or supervisor insists you do a task without training or the appropriate safety equipment, remember that you can refuse to do that task. Remember, if it feels wrong, it probably is wrong.

## Types of hazards

Hazards come in many shapes and forms and there are many different types. But, they all fit into one or two categories: health hazards or safety hazards.

A health hazard is any agent, situation or condition that could lead to an illness. For example:

- being exposed to noise above 85 decibels daily could result in hearing loss over time; or
- handling hazardous chemicals without gloves could lead to burns, skin conditions, blood vessel and nerve damage in a worker's hands.

A safety hazard is anything that could cause a physical injury like a cut or broken limb. For example:

- a greasy kitchen floor is a safety hazard because a worker could slip and fall; or
- no safety guards on machinery could lead to a worker getting a limb caught or, worse yet, losing a limb.

Coming into contact with a hazard can have short-term or long-term health effects. A broken limb might take 2 months to heal while hearing loss is a life-long problem that can't be fixed.

## How to find and fix hazards

There are three steps for identifying, assessing and controlling hazards:

### Step 1: See it!

- What is the hazard? (e.g., wearing your earbuds to listen to music at work.)

### Step 2: Think it!

- Why is this situation hazardous? (e.g., wearing your earbuds makes it hard to hear what's going on around you.)

### Step 3: Do It!

- What can you do to prevent an incident or injury? (e.g., do not wear your earbuds at work.)



## Activity 3.4

Identify the hazards. Match the hazard types to their descriptions.

### Hazard types:

- a) Working at heights
- b) Fires and explosions
- c) Physical agents
- d) Lifting and other manual handling operations
- e) Moving parts of machinery, tools and equipment
- f) Vehicles
- g) Biological
- h) Chemical
- i) Stress, harassment, violence and fatigue
- j) Slipping and tripping
- k) Work design (ergonomics)

### Descriptions:

1. \_\_\_\_\_ Cleaning supplies, battery acid, paints, propane fumes
2. \_\_\_\_\_ Bacteria, viruses, blood, dust, animal bites, mould, insect stings
3. \_\_\_\_\_ Electric currents, exposure to heat or cold, light, vibration, noise
4. \_\_\_\_\_ Poor lighting, repetitive movements, computer monitors, lifting heavy objects
5. \_\_\_\_\_ Shift work, bullying, hostile work environment
6. \_\_\_\_\_ Slipping on wet floors, exposed cords on floors
7. \_\_\_\_\_ Gasoline, cleaning fluids, leaking gas lines
8. \_\_\_\_\_ Open gears, pulleys and other unguarded equipment
9. \_\_\_\_\_ Falling from a high place onto dangerous objects
10. \_\_\_\_\_ Forklifts or ATVs
11. \_\_\_\_\_ Excessive physical effort or exertion

If you feel unsafe doing a work task, stop. Speak directly to your supervisor and get the hazard fixed or review the safe work procedures. Remember, if it feels wrong, it probably is wrong.



Self-check your answers!

## **What is personal protective equipment (PPE)?**

The best employers and supervisors work to eliminate hazards as much as possible. Because your employer can't eliminate some hazards you must use personal protective equipment (PPE) when you do some work tasks.

For example, in a restaurant, you may be asked to wear closed-toe, rubber-soled shoes to prevent slipping on the restaurant floor when it has been mopped.

You may think that you look silly when you wear personal protective equipment or that it is too hot or too uncomfortable to wear. However, think of the consequences if you don't wear your equipment including burns, broken toes, concussions, damage to your lungs and hearing loss.

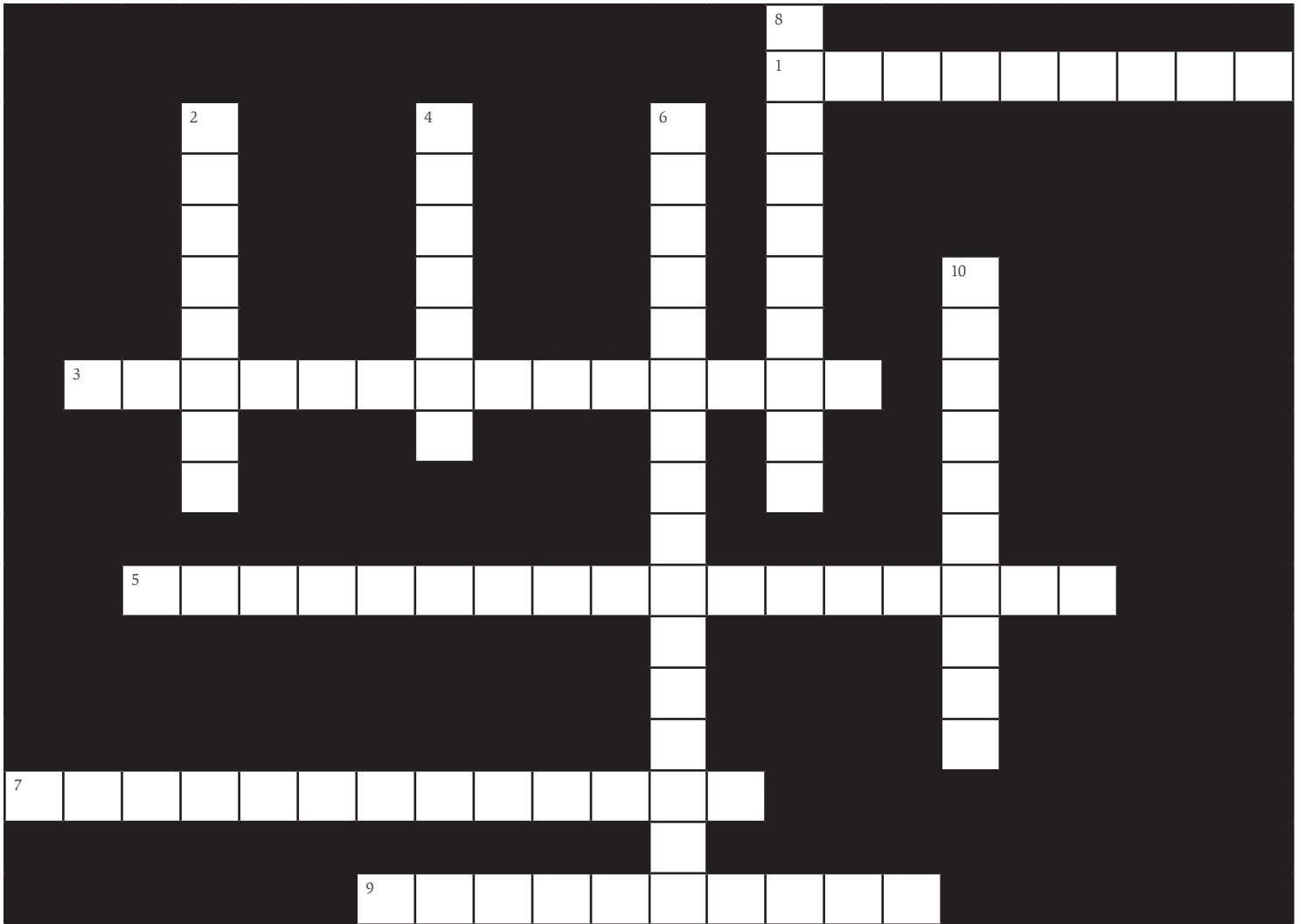
That would make your life much more uncomfortable! So, remember your rights and responsibilities for PPE:

- take the training the employer provides about how to use PPE;
- learn when to use PPE and how to use it;
- take care of the PPE that your employer gives you; and
- ask your employer to replace your PPE if it is damaged.



### Activity 3.5

Complete the crossword puzzle.



**Words to use:**

- Work gloves
- Anti-slip footwear
- Hard hat
- Hearing protection
- Dust mask
- Safety glasses
- Face shield
- Oven mitts
- Respirator
- Chainmail glove

**What should you wear when you are...**

**Across**

1. Removing hot items from an oven?
3. Cutting with a knife?
5. Working around noisy equipment?
7. Using a grinder?
9. Spraying paint?

**Down**

2. Sanding?
4. Working around falling objects?
6. Working on wet or slippery surfaces?
8. Carrying lumber?
10. Working with hot fluids that can splatter?



Self-check your answers!

## What is WHMIS?

Your workplace may use many hazardous materials. Some may even be things you see every day like paint or cleaning liquids. Even these ordinary things can make you sick if you don't use them properly.

The Workplace Hazardous Materials Information System (WHMIS) provides information about hazardous materials in the workplace such as solids, liquids and gases. WHMIS lets you know how to protect yourself when you need to handle them.

WHMIS has three main parts:

### 1. Safety Labels

Chemical product makers classify hazardous products and assign the appropriate hazard symbols. The safety labels alert you to the type of controlled product in the container, what the dangers of the product are and how to use the product safely. They also direct you to the second part of the information system, the Material Safety Data Sheets.

### 2. Material Safety Data Sheets (MSDS)

These sheets tell workers how to handle emergencies, clean-ups and what controls are needed for the safe use of a controlled product. Workers should know where the MSDS is (and what's in it) before they use any controlled product.

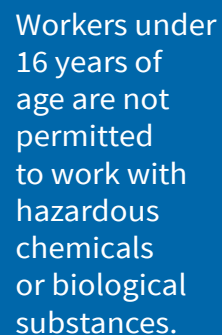
For example, if you want to find out what safety gear needs to be worn when working with a controlled product or the first aid measures to be taken if someone gets hurt using the product, this information can be found on the MSDS.

### 3. Worker Education

Your employer must give you general WHMIS training about hazard symbols and how to read an MSDS. They must also give you specific WHMIS training for the hazardous materials you may be asked to handle at your workplace.

Because every workplace uses different hazardous substances, your new employer or supervisor must train you about how to safely handle the chemicals in your workplace.

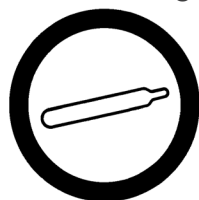
Talk to your supervisor if you have concerns. For general information and training about WHMIS, visit [www.worksafesask.ca](http://www.worksafesask.ca).



Workers under 16 years of age are not permitted to work with hazardous chemicals or biological substances.

## WHMIS hazard symbols

There are eight WHMIS hazard symbols:

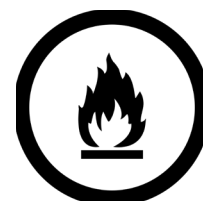


### Class A: Compressed Gas

This class includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration.

### Class B: Flammable and Combustible Material

This class includes solids, liquids and gases capable of catching fire in the presence of a spark or open flame under normal working conditions.



### Class C: Oxidizing Material

These materials increase the risk of fire if they come in contact with flammable or combustible materials.

### Class D: Poisonous and Infectious Material

#### Division 1: Materials causing immediate and serious toxic effects

These materials cause death or immediate injury when a person is exposed to small amounts (e.g., sodium cyanide and hydrogen sulphide).



### Class D: Poisonous and Infectious Material

#### Division 2: Materials causing other toxic effects

These materials can cause life-threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts.

### Class D: Poisonous and Infectious Material

#### Division 3: Biohazardous infectious material

These materials contain harmful microorganisms that have been classified into Risk Groups 2, 3 and 4 as determined by the World Health Organization or the Medical Research Council of Canada.



### Class E: Corrosive Material

This class includes caustic and acid materials that can destroy the skin or eat through metals (e.g., sodium hydroxide, hydrochloric acid and nitric acid).

### Class F: Dangerously Reactive Material

These products may self-react dangerously (i.e., they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.





### Activity 3.6

Match the hazard symbols to their classifications by drawing a line from the symbol (left) to the classification (right).



a) **Poisonous and infectious material causing immediate and toxic effects**



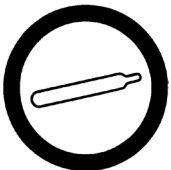
b) **Flammable and combustible material**



c) **Dangerously reactive material**



d) **Oxidizing material**



e) **Corrosive material**



f) **Compressed gas**

g) **Poisonous and infectious material causing other toxic effects**



h) **Poisonous and infectious material (biohazardous)**



Self-check your answers!



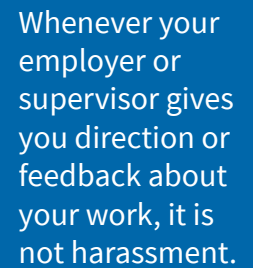
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## What is harassment?

Harassment is any inappropriate conduct, comment, display, action or gesture by a person that is a threat to the health or safety of a worker. Your employer must have a policy to prevent workplace harassment. This includes harassment from co-workers, managers or customers.

There are two types of harassment covered by Part III of *The Saskatchewan Employment Act*.

1. Harassment that is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin. This type of harassment is strictly forbidden.
2. Harassment that affects your mental or physical well-being (often called personal harassment or bullying). Personal harassment may include things like verbal or written abuse, insulting jokes, personal ridicule and vandalism of personal property or sabotaging your work.



Whenever your employer or supervisor gives you direction or feedback about your work, it is not harassment.

You can do several things if you believe you are being harassed at work:

- Review your employer's harassment policy and procedures.
- Speak with the person(s) who are harassing you. They may not realize that their conduct or display is offensive to you and they should stop.

If they don't stop, then do the following:

- notify your supervisor or employer; and
- contact the Occupational Health and Safety Division for assistance.

The Ministry of Labour Relations and Workplace Safety has a set of harassment videos to help you learn more about what is and is not considered harassment. For more information visit Harassment in the Workplace ([saskatchewan.ca/business/safety-in-the-workplace](https://saskatchewan.ca/business/safety-in-the-workplace)).

Some workplaces also need a violence policy and prevention plan. This includes businesses like restaurants where alcohol is served or retail establishments open between 11:00 p.m. and 6:00 a.m.

To learn more about preventing violence in the workplace, visit [www.saskatchewan.ca/business](https://www.saskatchewan.ca/business) or call the Occupational Health and Safety Division at 1.800.567.7233.



### Activity 3.7

Read each scenario and circle Yes (Y) if the scenario is an example of harassment or No (N) if the scenario is not an example of harassment.

1. Y / N Sage's co-workers poke fun at him because he is short. Their jokes and rude comments are making him feel uncomfortable and he is having trouble concentrating on his work. Is this harassment?
2. Y / N Every time Sage arrives late for work, his supervisor gives him a dirty look and makes vulgar comments. Is this harassment?
3. Y / N Sage is not sweeping and mopping the floor very well. His supervisor gives him extra direction to help him improve. Is this harassment?

Remember, if it feels wrong, it probably is wrong.



Self-check your answers!

### What to do if you are injured at work

If you injure yourself at work, get help and tell your supervisor right away. Procedures vary from one workplace to another, but generally you will follow these steps:

1. Get first aid.
2. Report the incident to your employer or supervisor.
3. Seek medical attention. If you go to a doctor's office or a hospital, tell them this is a workplace injury.
4. Fill out the 'Workers' Initial Report of Injury Form' as soon as possible and submit to the Workers' Compensation Board.

Forms and more information about the Workers' Compensation Board can be found at [www.wcbsask.com/](http://www.wcbsask.com/) or by calling their toll free number at 1.800.667.7590.

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## Who can you talk to if you need help or information

Whenever you have a health and safety concern, talk to your supervisor or employer first. You can also raise concerns with your Occupational Health Committee (OHC) or occupational health and safety (OHS) representative.

In Saskatchewan workplaces, Occupational Health Committees and OHS representatives are part of the workplace safety team. Their responsibilities include:

- helping employers identify, assess and control hazards;
- talking with workers about health and safety concerns;
- making regular inspections of the workplace;
- helping investigate incidents and refusals to work; and
- making recommendations to the employer to improve workplace health and safety.

You can also get information from the Occupational Health and Safety Division by visiting [saskatchewan.ca/business](http://saskatchewan.ca/business) or calling 1.800.567.7233 (Regina) or 1.800.667.5023 (Saskatoon).

## Summary

Module 3 covered the basic rules for workplace safety and injury prevention. You learned:

- why health and safety is important at work;
- where youth are permitted to work;
- who has rights and responsibilities for safety at work;
- how to refuse unusually dangerous work;
- what is orientation and training;
- what are hazards;
- what is personal protective equipment (PPE);
- what is WHMIS;
- what is harassment;
- what to do if you are injured at work; and
- who to go to for help or information about health and safety.

Remember:

- If it feels wrong, it probably is wrong.
- Just ask.
- There is no such thing as a stupid question.



### Activity 3.8

Complete the word search and find the hidden phrase using the remaining letters.

EQUIPMENT  
HEALTH  
PARTICIPATE  
SAFETY

HARASSMENT  
INJURY  
QUESTIONS  
TRAINING

HAZARDS  
ORIENTATION  
REFUSE

P	H	E	A	L	T	H	T	H	E	R
E	A	I	N	J	U	R	Y	I	S	N
O	S	R	U	C	H	T	H	I	N	G
N	O	I	T	A	T	N	E	I	R	O
A	S	N	O	I	T	S	E	U	Q	E
S	A	S	T	U	C	P	I	D	Q	S
Y	T	E	F	A	S	I	U	E	S	U
S	D	R	A	Z	A	H	P	T	I	F
T	R	A	I	N	I	N	G	A	O	E
H	A	R	A	S	S	M	E	N	T	R
T	N	E	M	P	I	U	Q	E	N	E

Remember,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.



Self-check your answers!

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## Additional resources



### Websites

- Visit [www.worksafe.ca/youth](http://www.worksafe.ca/youth) for additional resources and information related to young workers in Saskatchewan.
- WorkSafe BC has great resources including information and videos on young worker safety (<http://www2.worksafebc.com/Topics/YoungWorker/Home.asp>).



### Video Resources

- *Rod Stickman - Young Worker Safety Video* - [https://www.youtube.com/watch?v=Fr\\_dI8yON2Uv=Rj6\\_pdBbxgs](https://www.youtube.com/watch?v=Fr_dI8yON2Uv=Rj6_pdBbxgs)



### Publications

- *Understanding Occupational Health and Safety in Saskatchewan* - <https://www.saskatchewan.ca/business/safety-in-the-workplace>.
- *Guide for New Workers* - <http://www.worksafesask.ca/resources/publications/guide-for-new-workers/>.

## Taking the Certificate of Completion Test

Congratulations! You have completed the course. Before you begin working, you will need to write the final test and receive a Certificate of Completion. You must get 75% or higher on the test to receive a certificate.

The Certificate of Completion Test can be completed online by creating an account in the online, interactive course at [saskatchewan.ca/ywrcc](http://saskatchewan.ca/ywrcc) and clicking the 'Test' tab. When you pass the exam, you will be able to download a print a copy of the certificate.

You can also write a paper copy of the test at home. If you wish to take the paper copy of the test at home, call 1.800.667.1783 and ask for a copy of the test to be mailed to you.

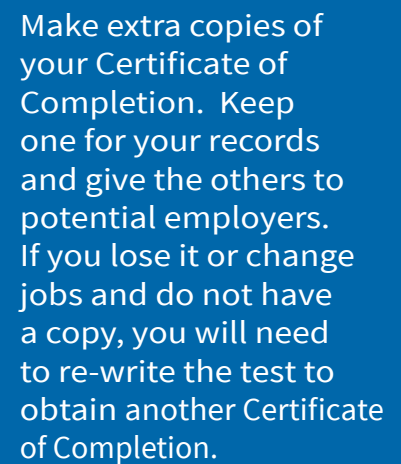
If you are taking the paper copy of the test at home, your parent or guardian must sign the form at the back of the 'Instructions for Parents and Guardians' sheet that was included with your test. The completed test and form can then be mailed to:

### **Young Worker Readiness Certificate Course**

Employment Standards Division  
809 – 122 3rd Avenue North  
Saskatoon, SK S7K 2H6

If you take the paper copy of the test and you pass, the Employment Standards Division will mail your Certificate of Completion to you. If you did not pass the test, you will receive a notice in the mail stating that you will need to re-write the test.

Please Note: To protect your privacy, your test will not be returned to you and will be destroyed after it is graded.



Make extra copies of your Certificate of Completion. Keep one for your records and give the others to potential employers. If you lose it or change jobs and do not have a copy, you will need to re-write the test to obtain another Certificate of Completion.

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## Glossary

**Amount** - The total amount received for that kind of pay within the pay period. For example the total amount for regular pay you earned within the pay period.

**Annual Vacation** - You will get three weeks of vacation after you have worked for the same employer for one year. It does not matter if you are hired as a part-time, casual, temporary or a seasonal worker.

**Anonymous Complaint** - Anyone - a parent, employer, teacher or member of the community - can file an anonymous complaint with Employment Standards regarding a workplace. Anonymous complaints are designed to address and correct workplace problems on a go-forward basis. In most cases, you must make a Formal Complaint to claim unpaid wages. You cannot use an Anonymous Complaint to claim unpaid wages.

**Attitude** - The way a person views something or tends to behave toward it.

**Behaviour** - Behaviour is the way you act towards others or react to what they do. Behaviour may be okay or not okay.

**Belief** - An opinion that you accept as true.

**Breaks Between Shifts** - You must get at least eight hours off in a row in every 24 hours.

**Characteristics** - The qualities or traits of a person.

**Coffee Breaks** - Employers do not have to give coffee breaks. If they choose to give you a coffee break, it must be a paid break.

**Consequences** - Consequences are the result or effect of something you did, good or bad. For example, if you steal from the employer, the employer will fire you and call the police. Being fired is the result of stealing. Here is another example. You do something unsafe and get hurt or hurt others. Getting hurt is the result of being unsafe.

**Days Off** - If you work more than 20 hours per week, you get at least one day off every seven days.

**Deductions** - Your employer is required to take money off of your paycheque for such things as the Canada Pension Plan, Income Tax and Employment Insurance. Other deductions can include employee contributions to other benefit plans, union dues (if you are a member of a union), or voluntary employee purchases from the employer for any goods, services or merchandise. Your employer cannot take money off of your paycheque if something is lost, stolen or broken at work; if a customer drives away without paying for gas; or a customer leaves without paying for a meal.

**Discriminatory Action** - Any action or threat of action by an employer that does or would adversely affect an employee with respect to any terms or conditions of employment or opportunity for promotion, and includes termination, layoff, suspension, demotion or transfer of an employee, discontinuation or elimination of a job, change of a job location, reduction in wages, change in hours of work, reprimand, coercion, intimidation or the imposition of any discipline or other penalty.

**Earnings** - These are the different kinds (types) of payments you received for that pay period and can include salary or hourly wages, overtime pay, premium pay, public holiday pay, vacation pay, public holiday pay, bonuses, commission and overtime pay. Tips are not considered wages as they are not paid by the employer.

**Employee's Responsibility for Notice** - After you have worked for the same employer for at least 13 weeks in a row, you must give two weeks' advance written notice before leaving your job. Include the day you will be leaving in your written notice.

**Employment Standards: Part II of *The Saskatchewan Employment Act*** - Employment standards legislation sets the laws (rules) for fairness at work, such as pay and working conditions, like: minimum wage, work schedules, meal breaks and much more.

**Expectations** - The things you believe will happen.

**Fairness** - Means treating everyone the same.

**Firing with Just Cause** - Your employer can let you go without notice or pay instead of notice if you do something serious like stealing, breaking an important safety rule or consistently failing to do your job right, despite being given previous warnings.

**Formal Complaint** - If you decide to file a Formal Complaint for unpaid wages, you will need to fill out a Formal Complaint Form explaining the problem. Provide pay stubs and any other record you may have to show that your complaint is valid. You will need to provide the name of your employer and company and your employer's mailing address. A Formal Complaint for unpaid wages is not anonymous. The employer or former employer will be provided with the information so the complaint can be addressed.

**Gross Pay** - The amount of money you made before deductions.

**Harassment** - Any inappropriate conduct, comment, display, action or gesture by a person that is a threat to the health or safety of a worker.

**Hazard** - Any situation, activity, procedure or equipment that may hurt someone.

**Health Hazards** - Any agent, situation or condition that could lead to an illness.

**Hourly Wage (rate)** - The amount of money you earned per hour. You must be paid at least the minimum wage for every hour you work.

**Hours of Work for 14 and 15 Year Olds** - When you are 14 and 15 years old, you can only work 16 hours per week while school is in session. If you work during school breaks or summer holidays there is no restriction on the amount of hours you are allowed to work.



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**Job** – A job is something you do to earn money.

**Job-protected Leaves** - There are several unpaid job-protected leaves. As a student, the types you may need to use are:

- **Bereavement Leave:** You can take a leave of five days if a member of your immediate family dies. (The five days must be sometime between one week before the funeral and one week after it.)
- **Citizenship Leave:** You can take one day of unpaid leave to attend your own citizenship ceremony.

**Meal Breaks** - You must get a meal break within every five hours of work. Your meal break will be half an hour unpaid. You may leave work, but your employer expects you to return on time. If your employer expects you to work or to be available to work during your meal break, you must be paid for your time and you must be allowed to eat while working.

**Minimum Call-out Pay** - Minimum call-out pay is the minimum amount of money your employer must pay every time they require you to report for work. If there is no work for you when you report for a scheduled shift, you must be paid for a minimum of three hours at your hourly wage. If you do work, but for less than three hours, your employer is still required to pay you for a minimum of three hours of work at your hourly wage.

Minimum call-out pay only applies to students in grade 12 or lower during school breaks or summer holidays. The rules for minimum call-out pay are different when you are working during the school-term. Students in grade 12 and lower working during the school-term are paid a minimum of one hour each time their employer calls them in to work and sends them home early.

**Minimum Wage** - This is the least amount of money you can be paid per hour.

**Net Pay** - Your take home pay after all deductions.

**Noise** - A sound that starts when objects or surfaces vibrate. It is measured in units called decibels (dBA). A decibel is a unit that is used to measure the intensity of sound.

**Notice** - Being told ahead of time when something is to happen. For example, an employer who wants to change your work schedule, must give you written notice at least one week ahead of time. If you have worked for the employer for more than 13 weeks in a row, the employer must give you at least one week of advance notice or pay instead of notice if you are let go.

**Occupational Health Committee (OHC)** - Employers are required to set-up and maintain an Occupational Health Committee (OHC) at a workplace with 10 or more workers. The OHC cooperates with the employer and workers to spot health and safety hazards and find ways to eliminate and control those hazards. If you want to help keep your workplace healthy and safe you can volunteer on your workplace's OHC.

**Occupational Health and Safety: Part III of *The Saskatchewan Employment Act*** – Occupational health and safety legislation sets the laws (rules) for keeping workers and workplaces healthy and safe. For example it requires employers to train workers about workplace hazards and how to use personal protective equipment and much more.

**Occupational Health and Safety Representative (OHS Rep)** - An Occupational Health and Safety Representative (OHS Rep) helps the employer and workers to improve health and safety in the workplace by finding and fixing health and safety hazards and issues. Under the province's health and safety legislation, OHS Reps are required in workplaces with five to nine workers who do activities that are considered highly hazardous.

**Overtime** - Overtime pay is 1.5 times your hourly wage. If you work part-time, you will earn overtime after working more than eight hours in a work day.

**Pay Date** - The date the cheque is issued. You must be paid no later than six days after the end of the pay period. If you are let go, you must be paid out within 14 days of your last day of work.

**Pay for Training** - When your employer asks you to take training for work, your employer must pay you for the time you spend at training.

**Pay Instead of Notice** - Your employer can end your employment immediately without notice. If this happens, your employer must pay you your wage for the required weeks of notice.

**Pay Stub** - On pay day, you will receive payment in the form of a cheque or direct deposit and a statement called a pay stub. The pay stub explains what you have earned and will be attached to your cheque.

**Personal Protective Equipment (PPE)** - Safety equipment that you would use in the workplace to protect yourself from hazards (e.g., a hard hat, safety glasses or a face shield).

**Premium Pay for Working on a Public Holiday** - If you work on a public holiday, you will earn 1.5 times your hourly wage for all of the hours you work on that day. This is called 'premium pay'. Premium pay is paid in addition to public holiday pay.

**Public Holiday Pay** - You will be paid for 10 public holidays each year (even if you do not work on any public holiday). To figure out your public holiday pay, multiply your regular pay (excluding tips and overtime) for the four weeks before the public holiday by .05.

**Public Holidays** - There are 10 public holidays in Saskatchewan: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Saskatchewan Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day. Boxing Day and Easter Monday are not public holidays.

**Required Weeks of Notice** - If you have worked for the same employer for more than 13 consecutive weeks, you must receive one week of notice or pay instead of notice. If you have worked for the employer for more than one year, but less than three years, you must receive two weeks of notice.

**Responsibility** - A responsibility is something that you are expected to do. For example, you may be responsible to take out the garbage every night.

**Right to Know** - You have the right to know what hazards there are in your workplace and how to protect yourself.

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**Right to Participate** - You have the right to participate in health and safety activities in your workplace without fear of getting into trouble.

**Right to Refuse** - You have the right to refuse work or to do tasks that you believe can be unusually dangerous to yourself or others.

**Rules** – Rules explain what you can or cannot do at work.

**Safety Hazards** - Anything that could cause a physical injury like a cut or broken limb such as a greasy kitchen floor or no safety guards on machinery.

**Safety Labels (Hazard Symbols)** - Safety labels are part of the Workplace Hazardous Materials Information System (WHMIS). They alert you to the type of hazardous product in a container, what the dangers of the product are and how to use the product safely.

**Schedules** - Your employer must give you a written schedule that includes your start and stop time as well as meal breaks for one week of work. Your employer needs to tell you about changes to the schedule at least one week ahead, unless something unexpected happens. Tell your employer ahead of time if you cannot make a shift. The employer may post your schedule in the workplace, put it online or give it to you in some other way.

**Sick Leave** - Your employer cannot let you go if you are away sick or injured, but you must work for your employer for more than 13 weeks in a row to qualify for this protection. Time-off for illness or injury is unpaid. However, if you are away from work because of a work-related injury you may be eligible for workers' compensation benefits. If you are ill or injured and need to miss work, it is your responsibility to notify your employer.

**Social Insurance Number (SIN)** – This is your personal identification number for purposes of employment and income tax in Canada. You need to have a SIN before you start working.

**Special Clothing (uniforms)** - Special clothing is any piece of clothing that identifies your employer's business. The clothing will include the business's name and/or logo. Your employer must provide special clothing to you at no cost. If you work in a restaurant, hotel, nursing home, hospital or educational institution, your employer must clean and repair this clothing at no cost to you. If you work in another industry, you are responsible for cleaning and repairing your own special clothing.

**Total Deductions** - The total amount taken off your cheque this pay period and since the beginning of the year.

**Training** –Training includes the instruction, teaching and demonstration of the knowledge and skills you need to do your job.

**Transportation Home** - If you work in a hotel, restaurant, educational institution, hospital or nursing home, and finish work between 12:30 a.m. and 7:00 a.m., the employer must provide you with free transportation to the place where you live.

**Unusually Dangerous Work** - A danger that is not normal or appropriate for the job.

**Vacation Pay** - You get vacation pay for 3/52 of everything you earned for one year. For example, if you earned \$5,000 in a year, your vacation pay would be  $3/52 \times \$5,000 = \$288.46$ . Some employers include vacation pay on each paycheque.

**Wages** - Wages are the money that you are paid for your work. This will include your regular pay plus any overtime, public holiday pay and vacation pay.

**WHMIS** - WHMIS means the Workplace Hazardous Materials Information System. It is a system for teaching/informing workers about how to safely handle workplace hazardous materials, emergencies, spills and clean-ups.

**Work** - Work is a task that can be paid or unpaid. Work you do for an employer is a task you do for pay. It involves training and following rules.

**Worker** - A worker is a person engaged in an occupation at the service of an employer.

**Workers' Compensation Board (WCB)** - The Workers' Compensation Board provides workplace insurance for Saskatchewan employers and benefits to Saskatchewan workers when they are hurt at work.

**Workplace Orientation** - Orientation is where your employer or supervisor introduces you to the workplace, co-workers, work areas and job tasks.

**Working Conditions** - Working conditions are the environment in your workplace. For example, is your work environment safe and healthy? Are you treated fairly and properly paid?

**Work Week** - Any period of seven consecutive days chosen by your employer (e.g., Wednesday to the following Tuesday).

**Year-to-Date (YTD)** - This refers to both total income and total deductions since the start of the current year.

**Your Last Paycheque** - Your employer must pay you everything you are owed within 14 days of your last day of work. If a payday comes within those 14 days, you must still get paid what you earned during the pay period. The employer cannot refuse to provide your regular paycheque until the 14 days have run out.

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## Contact Us

### Employment Standards Division

Toll Free: 1.800.667.1783

Fax: 306.787.4780

#### District Offices

##### Estevan

Employment Standards Division

123 - 1302 3<sup>rd</sup> Street

ESTEVAN SK S4A 0S2

Tel: 306.637.4572

Fax: 306.637.4574

##### Moose Jaw

Employment Standards Division

222 - 110 Ominica Street W.

MOOSE JAW SK S6H 6V2

Tel: 306.694.3737

Fax: 306.694.3815

##### Saskatoon

Employment Standards Division

8<sup>th</sup> Floor, 122 3<sup>rd</sup> Avenue N.

SASKATOON SK S7K 2H6

Tel: 306.933.5042

Fax: 306.933.5444

##### Yorkton

Employment Standards Division

1<sup>st</sup> Floor, 72 Smith Street E.

YORKTON SK S3N 2Y4

Tel: 306.786.1390

Fax: 306.786.1541

##### North Battleford

Employment Standards Division

E101- 1192 102<sup>nd</sup> Street

NORTH BATTLEFORD SK S9A 1E9

Tel: 306.446.7491

Fax: 306.446.8729

##### Swift Current

Employment Standards Division

2<sup>nd</sup> Floor, 350 Cheadle Street W.

SWIFT CURRENT SK S9H 4G3

Tel: 306.778.8246

Fax: 306.778.8682

##### Regina

Employment Standards Division

300 - 1870 Albert Street

REGINA SK S4P 4W1

Tel: 306.787.2438

Fax: 306.798.8001

##### Prince Albert

Employment Standards Division

P.O. Box 3003

3<sup>rd</sup> Floor, 800 Central Avenue

PRINCE ALBERT SK S6V 6G1

Tel: 306.953.2715

Fax: 306.953.2673

## **Occupational Health and Safety Division**

300-1870 Albert Street  
REGINA SK S4P 4W1

Phone: 306.787.4496  
Toll Free: 1.800.567.7233  
Fax: 306.787.2208

## **Workers' Compensation Board**

200-1881 Scarth Street  
REGINA SK S4P 4L1

Phone: 306.787.4370  
Toll Free: 1.800.667.7590  
Fax: 306.787.4311



## Self-check Answer Key

### Activity 1.1

Circle the activities that you think are work for pay.


### Activity 1.2

Let's see how much you know about the words that are used in the workplace. Match the correct word with the 10 definitions below.

- |      |      |       |
|------|------|-------|
| 1. C | 4. I | 7. B  |
| 2. E | 5. A | 8. G  |
| 3. J | 6. F | 9. D  |
|      |      | 10. H |

### Activity 1.3

Place a ✓ next to the behaviours that are acceptable and an ✗ next to the ones that are unacceptable.

- |      |      |
|------|------|
| 1. ✗ | 4. ✓ |
| 2. ✗ | 5. ✗ |
| 3. ✗ |      |

**Activity 1.4**

Think about the previous scenario. Place a ✓ next to three bad things that could happen if you drive without a license.

2, 3 & 5

**Activity 1.5**

Place each responsibility under whose responsibility it is within the workplace.

Your responsibility:

4. Show up for work on time;
5. Not play on a smartphone or iPod;
6. Report concerns; and
7. Give a full day's work for a full day's pay.

Responsibility of your employer and you:

2. Treat others with respect.

Responsibility of your employer:

1. Provide a full day's pay for a full day's work; and
3. Pay employees on time.

**Activity 1.6**

Think about the previous example, what things could happen if you clean out the shed? Place a ✓ next to three dangerous things that could happen if you clean out the shed.

1, 3 & 5

**Activity 1.7**

Place each responsibility under whose responsibility it is within the workplace.

Your responsibility:

3. Use the training and equipment provided; and
5. Report unsafe acts and conditions.

Responsibility of your employer and you:

1. Correct unsafe work conditions or activities.

Responsibility of your employer:

2. Provide training; and
4. Provide safety equipment.



### Activity 1.8

Complete the word search and using the unused letters, find the hidden phrase.

FAIR

CONSEQUENCE

HAZARDS

EXPECTATIONS

WORK

EMPLOYER

SAFE

BEHAVIOUR

JOB

RULES

TRAINING

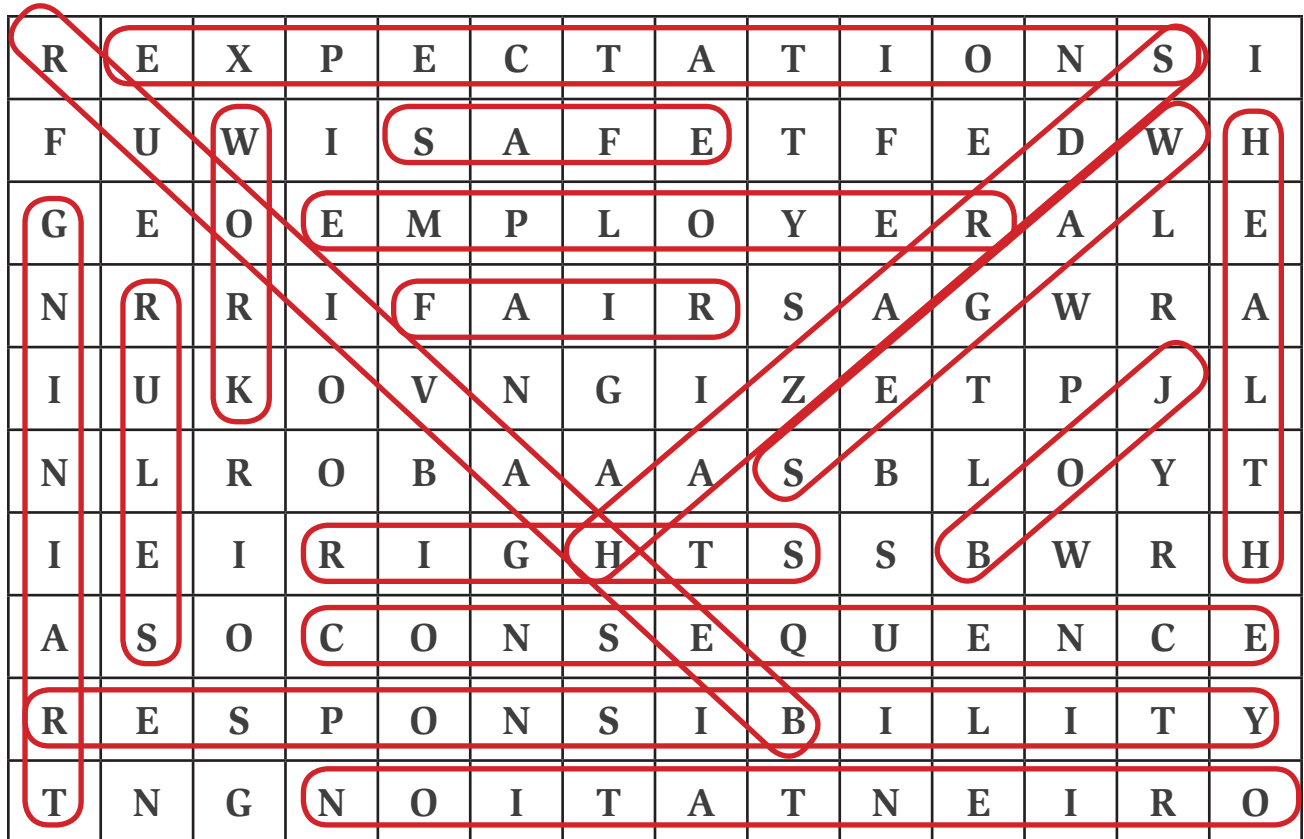
HEALTH

RESPONSIBILITY

WAGES

RIGHTS

ORIENTATION



**Hidden Phrase:** IF IT FEELS WRONG, IT PROBABLY IS WRONG.

**Activity 2.1**

Indicate if the following statements are True (T) or False (F).

- |      |      |
|------|------|
| 1. T | 4. F |
| 2. F | 5. T |
| 3. T |      |

**Activity 2.2**

Match the employment standard term to its definition by drawing a line from the term to the definition.

**Annual Vacation**

**Break between shifts**

**Public holidays**

**Meal breaks**

**Special clothing**

If your employer requires you to wear \_\_\_\_\_ (any clothing that identifies your employer’s business), they must provide it to you at no cost.

You are provided three weeks of \_\_\_\_\_ after you have worked for the same employer for one year.

You must get a \_\_\_\_\_ for every five hours of work and they must be ½ hour unpaid. If you are expected to work or to be available during these breaks, you must be paid for your time.

Saskatchewan has 10 of these holidays a year. Boxing Day and Easter Monday are not considered \_\_\_\_\_.

Receiving eight hours off in a row in every 24-hour period is called a \_\_\_\_\_.

---

**Activity 2.3**

Read each question and circle the correct answer. You will need a calculator to complete some of the questions.

1. B
2. A
3. A
4. B ( $\$12.00 \times 1.5$  per hour  $\times 10$  hours = \$180 for working 10 hours on a public holiday)
5. A
6. A (2 hours overtime at 1.5 times hourly wage;  $\$12.00 \times 2 \times 1.5 = \$36.00$ )
7. A
8. B
9. A
10. A ( $\$125 \times 4 \times .05 = \$25$ )
11. B ( $\$3,000 \times 3/52 = \$173.08$ )
12. B

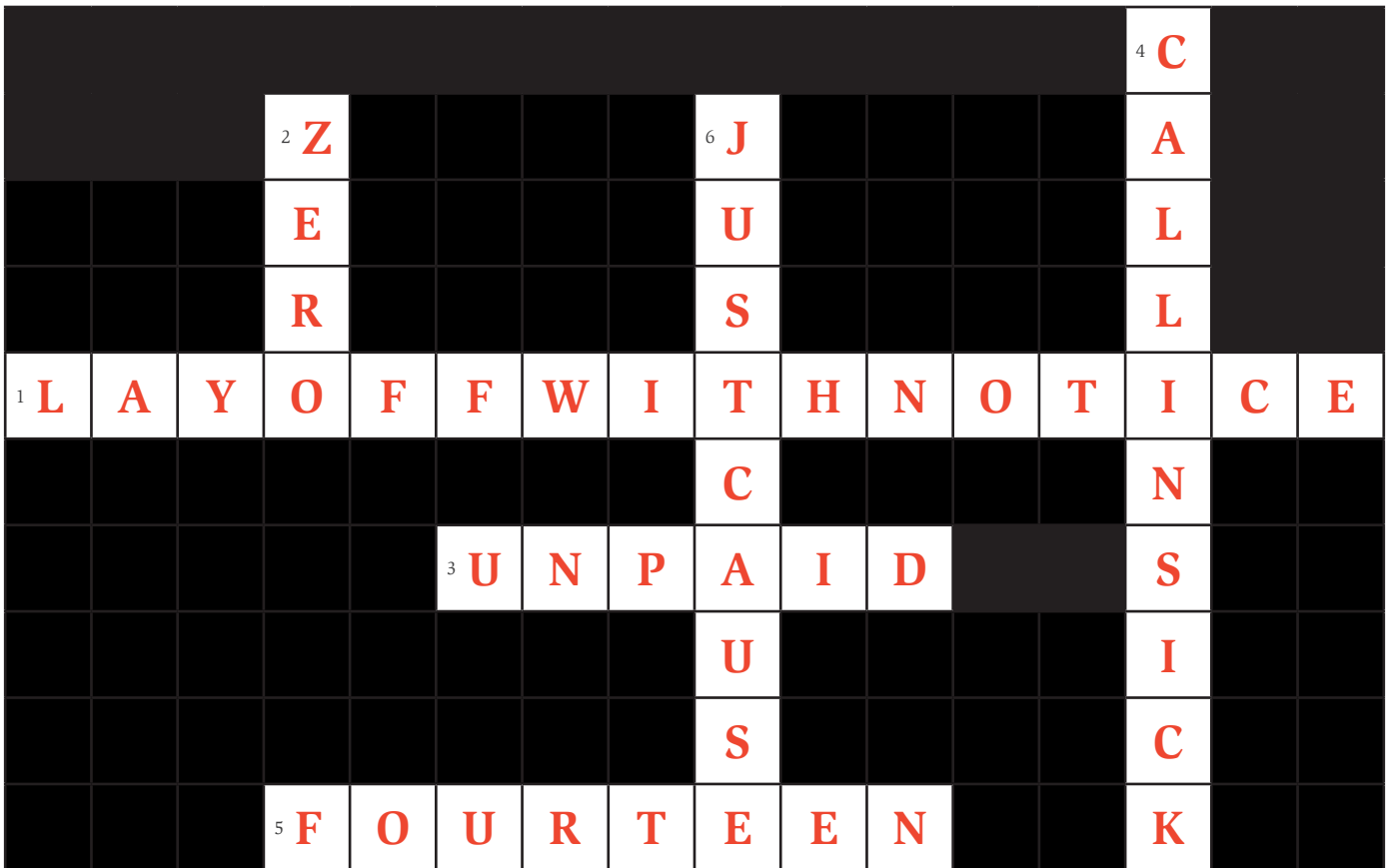
**Activity 2.4**

Now that you have learned the parts of a pay stub and how to read it, review Sage Miller's pay stub below.

1. \$12.00
2. 30; 2
3. July 10-24, 20xx; July 29, 20xx
4. \$345.74
5. \$20.76

**Activity 2.5**

Complete the crossword puzzle.



**Activity 2.6**

Unscramble the words below. Using the letters within the circles, find the hidden phrase.

- |                    |              |
|--------------------|--------------|
| 1. JUST CAUSE      | 7. WAGES     |
| 2. PAY STUB        | 8. EARNINGS  |
| 3. DEDUCTIONS      | 9. COMPLAINT |
| 4. LAYOFF          | 10. RULES    |
| 5. PUBLIC HOLIDAYS | 11. NOTICE   |
| 6. OVERTIME        | 12. BREAKS   |

**Hidden Phrase:** JUST ASK!

---

### Activity 3.1

Select True (T) or False (F) for the following beliefs, personality traits or life situations to see if they could get you hurt at work.

1. T
2. T
3. F
4. F

### Activity 3.2

Let's see how much you know about your safety rights and responsibilities. Fill in the blanks.

1. Hazards; Protect
2. Cannot
3. Wearing
4. Training; Safely
5. Right to Refuse

### Activity 3.3

Read the question and circle Yes (Y) or No (N) if it is something you should ask your employer.

- |      |      |
|------|------|
| 1. Y | 5. Y |
| 2. Y | 6. Y |
| 3. Y | 7. Y |
| 4. N |      |

### Activity 3.4

Identify the hazards. Match the hazard types to their descriptions.

- |      |       |
|------|-------|
| 1. H | 7. B  |
| 2. G | 8. E  |
| 3. C | 9. A  |
| 4. K | 10. F |
| 5. I | 11. D |
| 6. J |       |



### Activity 3.6

Match the hazard symbol to their classifications by drawing a line from the symbol (left) to the classification (right).



a) **Poisonous and infectious material causing immediate and toxic effects**

b) **Flammable and combustible material**

c) **Dangerously reactive material**

d) **Oxidizing material**

e) **Corrosive material**

f) **Compressed gas**

g) **Poisonous and infectious material causing other toxic effects**

h) **Poisonous and infectious material (biohazardous)**

**Activity 3.7**

Read each scenario and circle Yes (Y) if the scenario is an example of harassment or No (N) if the scenario is not an example of harassment.

1. Y
2. Y
3. N

**Activity 3.8**

Complete the word search and find the hidden phrase using the remaining letters.

EQUIPMENT  
HEALTH  
PARTICIPATE  
SAFETY

HARASSMENT  
INJURY  
QUESTIONS  
TRAINING

HAZARDS  
ORIENTATION  
REFUSE

P	H	E	A	L	T	H	T	H	E	R
E	A	I	N	J	U	R	Y	I	S	N
O	S	R	U	C	H	T	H	I	N	G
N	O	I	T	A	T	N	E	I	R	O
A	S	N	O	I	T	S	E	U	Q	E
S	A	S	T	U	C	P	I	D	Q	S
Y	T	E	F	A	S	I	U	E	S	U
S	D	R	A	Z	A	H	P	T	I	F
T	R	A	I	N	I	N	G	A	O	E
H	A	R	A	S	S	M	E	N	T	R
T	N	E	M	P	I	U	Q	E	N	E

**Hidden Phrase:** THERE IS NO SUCH THING AS A STUPID QUESTION.





# Young Worker Readiness Certificate Course

## Guide and Workbook

2015

For more information or inquiries about the *Young Worker Readiness Certificate Course*, please contact:

Email: [ywrcc@gov.sk.ca](mailto:ywrcc@gov.sk.ca)

Phone: 1.800.667.1783

