

Young Worker Readiness Certificate Course

Guide and Workbook

2023



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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 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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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.

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. **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.
3. **Rules for Fairness at Work** – You will learn about workers' and employers' rights and responsibilities for keeping workplaces fair. You will also examine a paystub, practice solving problems and find out where to go for help.

As we go through the course, you will see an activity symbol.



Activity – This symbol means it's time to practice what you have learned.

Obtaining a Certificate of Completion

Once you have completed the workbook, you will need to write the Certificate of Completion Test. Test questions are based on the course's three modules. You must get 75 per cent or higher on the test to receive your certificate.

If you decide to complete the paper version of the test, call the Employment Standards Branch at 306-933-7980 and ask for a copy of the test to be mailed to you. You will need to send the completed test back to the Employment Standards Branch for marking.

If you pass the test, the Employment Standards Branch 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, along with another copy of the test.

You have the option of writing the three module tests on a computer with an internet connection by registering for the online interactive course at saskatchewan.ca/ywrcc and clicking the 'Test' tab in the course. Once you pass the three module tests, you will have access to your YWRCC certificate through your online course account.

The completed test and form can be mailed to:

Young Worker Readiness Certificate Course
Employment Standards Branch
809 - 122 3rd Avenue North Saskatoon, Saskatchewan S7K 2H6

Module 1: Understanding the World of Work

Introduction – What you will learn

This module introduces you to the work of world. You will learn that both paid and unpaid work involves training, expectations and responsibilities. You will learn about your workplace rights (things you can expect from others) and responsibilities (things you have to do) and the employer's expectations. You will understand the importance of balancing work and personal responsibilities when you work as well as where to get help if you need assistance dealing with workplace stress or anxiety.

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;
- words used in the workplace;
- federal and provincial rules for work; and
- where to go for help.

Unfair work practices

Every day 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

Match the slogans in the bubble with the unfair work practice below:

1. Just ask

2. There are no stupid questions

3. If it feels wrong, it probably is wrong

___ You work overtime, but you are not paid for it. What should you do?

___ You want to find out if you get a meal break during your work shift but are afraid to ask because you don't want to look stupid. What should you do?

___ Your employer asks you to clean a grill in the restaurant's kitchen, but is too busy to explain what cleaning products to use or how to clean it.

___ Your employer tells you to clean the windows in the restaurant. You need to use a ladder to reach the windows. One leg of the ladder is cracked but you are afraid to ask the employer for another ladder.

___ Your employer expects another full-time employee to work extra hours in the evening but doesn't pay him overtime.

___ Your employer asks you to mop the restaurant's kitchen floor but you can't find any floor cleaner. What should you do?

Words used in the workplace

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

Behaviour	The way you act towards others or react to what they do. Behaviour may be okay or not okay.
Consequences	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.
Expectations	The things you believe will happen.
Job	Something you do to earn money.
Responsibility	Something that you are expected to do. For example, you may have a responsibility to take out the garbage every night.
Rules	These explain what you can and cannot do at work.
Training	The instruction, teaching and demonstration of the knowledge and skills you need to do your job.
Wages	The money you are paid for your work.
Working Conditions	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

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

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 while working.
4. _____ Taking care of your safety equipment.
5. _____ Wearing your work uniform.

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

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

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;
- give a full day's work for a full day's pay;
- let them know if you are not available for work;
- be a good team player and help team members out;
- be willing to learn new skills and information;
- be coachable, accept feedback, ask for help;
- be conscientious, polite, honest; and,
- not use your smartphone on the job.

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.

Balancing your priorities in the world of work

Starting your first job brings with it a whole new set of responsibilities that you need to balance with other activities including:

- The jobs your parents expect you to get done at home;
- Your school work, sports and recreational activities; and,
- Your friendships and community activities.

Having a part-time job will mean that you may need to make sure you are balancing these various activities without getting too much stress or worry. Sometimes it takes some thought and asking for help and ideas from your parents, teachers and employers to balance all of these responsibilities so you are happy and achieving all your goals.

Stress isn't always bad, but it can become unhealthy if you can't handle everything you want to do or have to do. Too much stress can come out in many ways, including being quick to anger and getting upset, stomach aches, being extra tired and not wanting to do anything or be around others, grades slipping and even forgetting things. Maintaining balance with a healthy mindset (how you look or think of everything) will help with your overall health.



Activity 1.4

Think about the information you just reviewed on balancing personal priorities and what the advantages might be for employees who know how to effectively balance the important responsibilities associated with work, school and other community activities.

Place a checkmark next to four good outcomes that could happen.

1. ____ You might be even more successful in your school studies.
2. ____ You will enjoy your job even more because you are learning important knowledge and skills that will benefit you in other areas of your life.
3. ____ Your job might help you to decide what kind of career you want to pursue after you graduate.
4. ____ You could impress your friends.
5. ____ You will become more confident which will help you to take on new challenges at school, work or other activities in your community.



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 health and safety concerns.
7. Give a full day’s work for a full day’s pay.

Your responsibility:

Responsibility of your employer and you:

Responsibility of your employer:

Remember

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

Summary

In Module 1, you learned:

- what work is;
- what behaviour is acceptable at work;
- what your employer expects;
- who can help.

And remember:

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

Additional resources

Websites

- Use 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 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) has information for employees and employers on apprenticeship within the trades and the Sask Youth Apprenticeship program which you can start in high school.

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- Visit www.worksafesask.ca/youth for additional resources and information related to young workers in Saskatchewan.

Video Resources

- “If it feels wrong...” - www.youtube.com/watch?v=CzOITA1MGLs
- “Stupid Questions” - www.youtube.com/watch?v=pX7dfogWURI
- “Just Ask” - www.youtube.com/watch?v=WlU0WGshMW4

Publications

- *Understanding Employment Standards in Saskatchewan: Know Your Rights and Responsibilities* - saskatchewan.ca/business/employment-standards.
- *Understanding Occupational Health and Safety in Saskatchewan* - saskatchewan.ca/business/safety-in-the-workplace.

Module 2: 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 2 is about the rules for healthy and safe working conditions in the workplace. In this module, you are going to learn:

- Why work safely?
- What are the rules where youth are permitted to work?
- What are your rights?
- What are your employer's responsibilities?
- What are workplace hazards?
- How do I protect myself?
- What is workplace harassment?
- How do I address health and safety issues at work and?
- Where do I go for help?

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 work safely?

The Saskatchewan Workers' Compensation Board reports that each year, approximately 3,500 youths under the age of 25 are injured on the job in our province. An average of three youth will die from a workplace injury. Many young workers are injured in the first three months of work. The goal of WorkSafe Saskatchewan's Mission: Zero program is to reduce workplace injuries as close to zero as possible. Knowing your rights, under Part III of *The Saskatchewan Employment Act*, 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 accidents 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. This is why it is important to know your health and safety rights and responsibilities and how to protect yourself on the job.

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;
- being placed in a situation that would normally stop work;
- not using the right safety gear or tools for the job; and
- not being aware of job hazards.

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 my 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 and personality traits are, how do you think these characteristics might affect your safety at work?



Activity 2.1

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.

Occupational health and safety (Part III of *The Saskatchewan Employment Act*)

At home and at school, there are rules to follow for keeping safe. The workplace is also like that. Occupational health and safety laws set the rules for keeping workers and workplaces healthy and safe. This module will introduce you these health and safety rules.

For example it sets out:

- the training employers have to give all new workers;
- responsibilities of employers and employees working with chemicals used in the workplace;
- unacceptable workplace behaviors such as bullying and harassment; and
- the age you have to be for certain jobs.

Employer and employee rights and responsibilities

Now let's get introduced to employers' and employees' health and safety responsibilities at work.

Your employer is responsible for:

- providing orientation and work related training so you can do your job safely;
- correcting any unsafe working conditions or activities;
- making sure that workers are not exposed to harassment in the workplace.

As an employee you are responsible for:

- using all machinery, tools and equipment the way the employer trained you;
- reporting unsafe acts and working conditions to your employer;
- helping the employer to keep the workplace healthy and safe.

Your employer has a right to:

- expect you to pay attention to the training, ask when in doubt and use your training on the job to work safely; and

-
- expect you to report unsafe acts and working conditions and to help keep the workplace healthy and safe.

As an employee you have the right to:

- to receive orientation and training whenever you start a new job or a new task in the workplace;
- to learn about health and safety in your workplace; and
- to work in a healthy and safe workplace;

You will learn much more about employers' and employees' rights and responsibilities in this module. But first let's learn about where youth are permitted to work.

Where youth are permitted to work

There are rules where youth can and cannot work. *The Occupational Health and Safety Regulations, 2020* 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 forklifts, pallet jacks, agricultural tractors, or aerial lift platforms, a 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.

Workers' three main health and safety rights

Everyone is responsible for keeping their workplaces healthy and safe. 'Everyone' includes your employer, supervisor and you. Now let's take a look at your three main health and safety rights as a worker.

Rights of workers

As a worker, you have three basic health and safety rights under *The Saskatchewan Employment Act*:

- The right to know the hazards in your workplace.
- The right to participate in controlling workplace hazards.
- The right to refuse unusually dangerous work.

The right to know

You have the right and responsibility to know about the hazards in your workplace and how to protect yourself.

As a worker, you have the right and responsibility to:

- receive orientation and job specific training about hazards in your workplace;
- follow the health and safety legislation and the requirements of your employer;
- take reasonable care to protect your health and safety and that of others;
- to be aware of and follow safe work procedures for your job;
- properly use and maintain the required personal protective equipment (PPE);
- to report unsafe work hazards to your employer and your health and safety committee and;
- refrain from causing or participating in the harassment of other employees.

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. Every workplace with 10 or more workers must have a worker-management occupational health committee (OHC). High hazard workplaces with five to nine workers must have an occupational health and safety (OHS) representative.

As a worker, you have a right and are responsible to:

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

The right to refuse

You have the right to refuse any 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., repairing a roof in high winds);
- a danger that would normally stop work (e.g., operating a forklift with a flat tire);
- a situation for which you have not been properly trained or equipped (e.g., cleaning windows on a tall building with no fall protection equipment).

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

How to refuse unusually dangerous work

Do not do work you aren't trained, equipped or experienced for. The Occupational Health and Safety Branch provides procedures that must be followed when a worker is using their right to refuse. 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 OHC or health and safety representative if you can't resolve the concern with your employer or supervisor.
4. Your OHC will investigate the refusal, meet and vote to determine if you have reasonable grounds to refuse. The vote must be unanimous either for or against the refusal.
5. If the concern can't be resolved, contact the Occupational Health and Safety Branch.
6. An occupational health and safety officer will investigate.

The Occupational Health and Safety Branch'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 2.2

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

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

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.

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:

- establish and maintain an effective health and safety program with input from the OHC or OHS representative;
- cooperate with the OHC and OHS representative and other parties to resolve health and safety issues quickly;
- make sure workers, managers and supervisors have the training and certification to do their jobs safely;
- make sure employees 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;
- provide orientation to your job and train you to use the tools, equipment and personal protective equipment properly;
- ensure workers are not exposed to bullying, harassment or violence in the workplace and;
- ensure that legal and health and safety requirements are met.

What is workplace orientation and training?

Lack of training is one of the most common reasons why workers are injured at work. This is why the law requires employers to provide workers with orientation and training to do their jobs safely. When you start work, your employer must orientate you to the workplace so you have the information that you need to be aware of workplace hazards and work safely.

Some things your employer should include in your workplace orientation include:

- legislation applying to the job, including violence and harassment prevention policies;
- your employer's health and safety policies and rules;
- social distancing and other disease or infection control requirements;
- what to do and who to talk to if you have a safety concern;
- make sure you are aware of workplace hazards and safe work procedures;
- locations of first aid supplies and eye wash stations;
- ergonomic requirements; and
- emergency procedures including the location of fire exits and fire extinguishers.

In addition to an orientation to the workplace, you should receive training on how to do your job safely including correct work procedures. 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;
- correctly use tools and equipment, including guards and lock-out systems;
- correctly use and maintain required personal protective equipment;
- use required cleaning, housekeep and infection control practices;
- perform physical tasks using correct safety procedures; and
- follow legislation and safe work practices.

After you are trained, you must be closely supervised by an experienced supervisor.



Activity 2.3

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 case of a fire or other emergencies?”

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

Now let's talk about workplace hazards

To work safely, you must know what the hazards are at work and how to protect yourself. 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.

What are hazards?

A hazard is any situation, activity, procedure or equipment that may harm a person. Your employer must tell you about the kinds of hazards at work. If an employer or supervisor insists that 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 of 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.

Health hazards can include psychosocial hazards. A psychosocial hazard affects your mental well-being and may make you sick. You can address psychosocial hazards by talking to your supervisor, your parents or a mental health professional.

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 two months to heal while hearing loss is a life-long problem that can't be fixed.

How to find and fix workplace hazards

Stay **SAFE** at work by following these four steps to recognize hazards at work and prevent injuries.:

S – Spot the hazard (be aware of hazards in your workplace)

A – Assess the risk (assess the risk to your safety or a fellow worker's safety)

F – Find a safer way (find a way to remove the hazard or protect yourself)

E – Every day (make it a habit to watch for hazards each work-day)

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Activity 2.4

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

Hazard types:

- Working at heights
- Fires and explosions
- Physical agents
- Lifting and other manual handling operations
- Moving parts of machinery, tools and equipment
- Vehicles
- Biological
- Chemical
- Stress, harassment, violence, fatigue and bullying
- Slipping and tripping
- Work design (ergonomics)

Descriptions:

1. _____ Cleaning supplies, battery acid, paints, propane fumes
2. _____ Bacteria, viruses, blood, dust, animal bites, mold, 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, inappropriate sexual comments by a co-worker
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 ATV
11. _____ Excessive physical effort or exertion

Don't forget about ergonomic hazards!

Ergonomics is about fitting your job to you. Your workplace may have ergonomic hazards (including computer work) you and your employer need to be aware of.

Ergonomic hazards include things like:

- Vibration in equipment operation
- Temperature extremes
- Uncomfortable postures because of bad job design or poorly designed work stations, tools and equipment
- Repetitive and forceful movements.

Visit the Prevention page at WorkSafe Saskatchewan's website <https://www.worksafesask.ca/prevention/> for more information and free training classes about ergonomics.

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!

Where occupational health and safety rules require it, personal protective equipment and clothing must be provided by the employer. The employer is responsible for making sure you use and take care of the personal protective equipment that is provided.

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 2.5

How much do you know about the rules for the use of personal protective equipment (PPE)?

Complete this matching exercise to find out! Complete the sentences below with one of the correct answers below to learn about the rules for PPE.

Questions

PPE should be inspected regularly and before each use to make sure....

Employers must provide PPE and clothing when....

Employers should make sure that any PPE they purchase complies with.....

Before employees use PPE they must be told...

If a worker feels the PPE they have is not suitable for the job or is damaged they should....

Surgical face masks and disposable gloves provide basic protection against...

Answers

...tell their supervisor or their occupational health and safety committee member or representative.

...what kind of PPE is required in different work areas.

...it is in good working order.

...the applicable Canadian Standards Association (CSA) Standard.

...infectious disease.

...hazards in the workplace can't be eliminated or reduced by other controls.

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 to help workers identify and handle hazardous products safely. chemicals

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 Safety Data Sheets.

Safety Data Sheets (SDSs)

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

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

Worker education and training

Because every workplace uses different hazardous substances, your employer must provide education on general WHMIS information, pictograms, labels and how to read SDS before you work with any hazardous substances. They must also provide workplace specific WHMIS training for the hazardous materials you may be asked to safely handle at your workplace.

Don't let the names confuse you. Hazardous materials are sometimes called hazardous products

or dangerous goods.

Workers under 16 years of age should not be working with hazardous chemicals or biological substances.

Talk to your supervisor if you have any concerns about the safety of substances or products you are working with.

For more information and training about WHMIS, visit www.worksafesask.ca.

Now let's talk about workplace harassment.

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. Your employer must make sure workplace incidents of harassment are investigated.

There are three types of harassment covered by Part III of *The Saskatchewan Employment Act*, Occupational Health and Safety.

1. Harassment based on prohibited grounds including race, creed, ancestry, religion, color, sex, sexual orientation, gender identity, marital status, place of origin, family status, disability, physical size or weight, age, nationality and receipt of public assistance.
2. Personal harassment that affects an employee's mental or physical well-being, is a threat to the health or safety of a worker and the harasser knows or should know the behavior will cause the fellow worker to be humiliated or intimidated. Personal harassment may include things like verbal or written abuse, bullying, insulting jokes, personal ridicule, vulgar comments, inappropriate touching, vandalism of personal property or sabotaging your work.
3. Sexual harassment may be verbal, physical, or visual. It may be one incident or a series of incidents. It is always unwelcome behavior. Sexual harassment can take many forms such as: sexual comments, jokes with sexual overtones, sexual advances, threats, leering, displaying offensive pictures or unwanted physical contact such as touching, patting, pinching or sexual and physical assault.

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 who is harassing you. They may not realize that their behavior or conduct is offensive to you.
- Tell them the harassing behavior must stop.

- If their behavior doesn't stop, then do the following:
 - notify your supervisor or employer;
 - tell your parents, a trusted adult or co-worker; or
 - contact the Occupational Health and Safety Branch for assistance at 1-800-567-7233.

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://www.saskatchewan.ca/business/safety-in-the-workplace)).

This protection from harassment in the workplace applies to all casual, part-time and full-time employees including the following workers:

- secondary and post-secondary students working for or being trained by an employer;
- a volunteer performing work or services; and
- independent and dependent contractors.

For more information about how to report harassment, visit “bullying and harassment in the Workplace” on Saskatchewan.ca <https://www.saskatchewan.ca/business/safety-in-the-workplace/hazards-and-prevention/bullying-and-harassment-in-the-workplace> or call the Occupational Health and Safety Branch at 1-800-567-7233.

Some workplaces also need a violence policy and prevention plan. This includes businesses like restaurants where alcohol is being 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 [saskatchewan.ca/business](https://www.saskatchewan.ca/business) or call the Occupational Health and Safety Branch at 1-800-567-7233.

Activity 2.6



Read each scenario and circle Yes (Y) if you agree with Sage or Himani that this is an example of workplace harassment or No (N) if you disagree with their understanding 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. Sage feels this harassment?
2. Y/N Every time Sage arrives late for work, his supervisor gives him a dirty look and makes vulgar comments. Sage believes this behavior is a harassment.
3. Y/N Sage is not sweeping and mopping the floor very well. His supervisor gives him extra direction to help him improve. Sage does not believe this is harassing behavior since his supervisor is helping to improve his work.
4. Y/N One of Himani's co-workers is constantly making derogatory jokes about her racial background. Himani finds this behavior to be harassment.

-
5. Y/N Himani's supervisor is concerned that she has not been following the employer's safety rules. Her supervisor asks her to come into her office to review workplace safety rules. Himani feels this has interrupted her work routine and is therefore harassment.

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

Protecting your mental health

If you are stressed about your job, balancing work and school or life in general, there are mental health supports available through Children and Youth Community Mental Health Services.

You can also:

- Visit the Canadian Mental Health Association, Saskatchewan Division website at www.sk.cmha.ca
- Visit Mobile Crisis Services online: www.mobilecrisis.ca or call one of their helplines at 306-757-0127; or
- Call the Farm/Rural Stress Line at 1-800-667-4442.

If you feel unsafe doing a work task, stop. Speak directly to your supervisor and get it fixed.

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

How to address health and safety issues at work?

If you identify an unsafe work hazard at work, tell your supervisor right away. Procedures vary from one workplace to another, but generally you will follow these steps:

1. Follow the procedures provided by your employer. Contact the employer/supervisor and try to resolve your concern. Your employer or supervisor should investigate and deal with your health and safety concern.
2. If the concern can't be resolved, contact your Health and Safety Representative or Occupational Health Committee (OHC). The representative or committee will try to resolve your concern.
3. If the issue cannot be resolved, the OHC or representative will contact the Occupational Health and Safety Branch. An occupational health officer may offer advice and assistance to help resolve the issue.
4. If the OHC or representative identifies unhealthy or unsafe working conditions, they will send the employer a report recommending corrective action.
5. The employer must then inform the OHC what will be done to correct the unsafe conditions; or why the recommended corrective action(s) will not be taken.
6. If the employer did not accept the recommendations, the OHC or representative will look for other solutions.

7. If the issue cannot be resolved, an occupational health officer should be called. The officer will try to help both sides find a solution.
8. If that is not possible, the officer will make a decision based on the requirements of Part III: Occupational Health and Safety in *The Saskatchewan Employment Act* (SEA).

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 OHC or occupational health and safety (OHS) representative.

In Saskatchewan workplaces, OHCs 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 Branch by visiting saskatchewan.ca/business or calling 1-800-567-7233 in Regina or 1-800-667-5023 in Saskatoon.

Saskatchewan Workers' Compensation Board

To report an injury at work contact the Workers' Compensation Board. Forms and more information about the Workers' Compensation Board can be found at www.wcbsask.com or by calling their toll free number at 1-800-667-7590 or emailing the Branch at ohs.general@gov.sk.ca.

Summary

Module 2 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.

Additional resources

Websites

- Visit www.worksafe.ca/youth for additional resources and information related to young workers in Saskatchewan.
- WorkSafe BC resources including information and videos on young worker safety (www2.worksafebc.com/Topics/YoungWorker/Home.asp).
- Mental Health Support - www.saskatchewan.ca/residents/health/accessing-health-care-services/mental-health-and-addictions-support-services/mental-health-support/mental-health-services

Video Resources

- Rod Stickman - Young Worker Safety Video - www.youtube.com/watch?v=Fr_dI8yON2Uv
- WorkSafe Saskatchewan - www.worksafesask.ca/resources/worksafe-videos/
- Mission: Zero - <https://www.worksafesask.ca/mission-zero/>
- www.saskatchewan.ca/business/safety-in-the-workplace/hazards-and-prevention/bullyingand-harassment-in-the-workplace

Publications

- *Understanding Occupational Health and Safety in Saskatchewan* - saskatchewan.ca/business/safety-in-the-workplace.

Module 3: Rules for Fairness at Work (Employment Standards)

Introduction – What you will learn

- As you learned in Module 1 and Module 2, 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.
- The workplace is also like that. 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 3 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:

- 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 paystub;
- 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.

Employment Standards (Part II of *The Saskatchewan Employment Act*)

Employment standards are the rules for fairness at work such as pay and working conditions like:

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

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

Now let's learn about employer and employee rights and responsibilities.

Employer Responsibilities

- Your employer has the responsibility to give you a 30 minute meal break within every five hours of work.
- Your employer has a responsibility to tell you the times you start and finish work for at least one week at a time.

Employer Rights

- Your employer has a right to expect you to take your meal break on time and to 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.

Employee Responsibilities

- Your responsibility is to return from your meal break on time and get permission if you need more time.
- You have a responsibility to check your work schedule, show up for your shifts on time and work your scheduled hours.

Employee Rights

- Having a meal break is your right.
- Receiving a work schedule from your employer is your right.

You will learn more about employer and employee rights and responsibilities as you progress through this module.

Things to know before you start work

Now let's take a look at what you need to do before you get a job.

In Module 2 you learned about the employment rules for youth under Part III – Occupational Health and Safety in *The Saskatchewan Employment Act*. Under Part II – Employment Standards, the minimum age of employment is 16. Every person can start work at age 16 without any employment standard restrictions.

If you are 14 or 15 years old and want to work, you must do the following:

- Complete the Young Worker Readiness Certificate Course (YWRCC) and print your Certificate of Completion. Make sure your parents or guardian signs the Certificate.
- Get written permission from one of your parents or guardians to work for the employer. A letter with a signature will do.
- Give the employer, who wants to hire you, a copy of the written permission to work, from your parents or guardians and a copy of your YWRCC Certificate.
- Get written permission from your principal if you want to work during school hours.
- Show the employer some identification to prove your age such as a birth certificate.

Be aware of these 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;
- during summer holidays, you can work the exact same hours as other employees.

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).

If you do not have access to the internet, obtain a SIN application form from the Service Canada Office nearest to you or call 1-800-0CA-NADA.

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; or
- your employer is governed by federal employment standards in the Canada Labour Code such as some indigenous employers, international trucking, telecommunications, banking, airline companies and federal agencies.

If you work on a farm, ranch or at a market garden most employment standards will

not apply to you. However, the Employment Standards Branch may be able to assist in recovering unpaid wages. For more information about employment standards, read *Understanding Employment Standards in Saskatchewan: Know Your Rights and Responsibilities* or call the Employment Standards Branch at 1-800-667-1783 if you need more information. You can also email Employment Standards at: employmentstandards@gov.sk.ca.

Activity 3.1



Now let's see what you remember about the rules for 14 and 15 year old students want to work in Saskatchewan. Indicate if the following statements are True (T) or (F).

If you are 14 or 15 years old, you:

1. T/F are required to take the Young Worker Readiness Certificate Course 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.

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:

Work Time	<p>"Work time" includes time you are:</p> <ul style="list-style-type: none">• Scheduled to be at work doing your job• Allowed or required to work extra time before your shift has started or after it has ended;• Required to be available to work during a break; or• Required to do extra work for your employer.
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Hours of Work for 14 and 15 Year-Olds	<p>When you are 14 and 15 years old, you can't work</p> <ul style="list-style-type: none"> • After 10 p.m. the night before a school day; • Before classes begin on a school day; • More than 16 hours per week when school is in session including weekends; • During school breaks or summer vacations, these restrictions do not apply and you can work the same hours as other employees can.
Paydays	<p>All employees must be paid within six days of the end of the pay period. Tips cannot replace your wages. For example tip pools cannot be used to replace your regular wages or public holiday pay.</p>
Special Clothing (uniforms)	<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>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>Your employer may have a dress code for employees such as a white shirt and black slacks. This is not considered a uniform.</p> <p>The employer cannot force you to buy clothing or other merchandise from the employer's business as a condition of employment.</p>
Work Schedules	<p>Your employer must give you a work schedule that outlines when your work begins and ends for a period of at least one week, at least one week before the schedule starts. Your employer needs to tell you about changes to your work schedule at least one week before, unless something unexpected happens. Tell your employer ahead of time if you cannot make a shift.</p>

Work Day	<p>Your “work day” is any 24 hours in a row, starting with your first shift. For example, if you start work at 3.00 pm on Tuesday, your “work day” will end at 3.00 pm on Wednesday. The employer can schedule you to work either eight or 10 hours each work day.</p> <p>Employers in restaurants, hotels, nursing homes, hospitals or educational institutions must limit your shifts to 12 hours in the 24 work day and may not call you in to work more than twice in the 24-hour period. Remember, there are restrictions to your work hours during the school term.</p>
Work Week	<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>In a regular work week of 40 hours, your employer can schedule you to work either five, eight-hour days; or four-10 hour days before overtime applies.</p>
Break Between Shifts	You must get at least eight hours off in a row in every 24-hour work day.
Meal Breaks	<p>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.</p> <p>Speak to your employer if you need to change your meal break schedule for a medical reason. Your employer must provide a meal break at an appropriate time if there is a medical reason.</p>
Extra Breaks	Employers do not have to give other breaks. If they choose to give you a rest break or coffee break, it must be a paid break.
Days Off	<p>Days Off - If you work 20 or more hours per week, you must get at least one day off every week. Employees working for a retail business with more than 10 employees working more than 20 hours per week get two consecutive days off each week. Whenever possible, one of these days should be a Saturday or Sunday.</p>

Public Holidays	<p>There are 10 public holidays in Saskatchewan. They are:</p> <ul style="list-style-type: none"> • New Year's Day • Family Day • Good Friday • Victoria Day • Canada Day • Saskatchewan Day • Labour Day • Thanksgiving Day • Remembrance Day • Christmas Day <p>Christmas Eve, Boxing Day, and Easter Monday are not Public Holidays.</p>
Annual Vacation	<p>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. Employees who complete 10 years of employment with the same employer, receive four weeks of annual vacation each year. It does not matter if you are hired as a part-time, casual, temporary or seasonal worker. Visit the vacation pay calculator on the Employment Standards webpage at Saskatchewan.ca for help in calculating your vacation pay.</p>
Transportation Home	<p>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>
Job-Protected Leaves	<p>A job protected leave allows you to take time off work and have the employer keep your job open until you return. There are several kinds of unpaid leaves. Two examples of leaves are:</p> <ul style="list-style-type: none"> • 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 or one week after it.); and • Citizenship Ceremony Leave: You can take one day of unpaid leave to attend your own citizenship ceremony. <p>For more information on the other kinds of job-protected leaves visit saskatchewan.ca/business/employment-standards.</p>

Employment standards are the minimum standards that employers must follow. Employers can give their workers more than the minimum standard, but not less. For example, an employer can pay you more than minimum wage, but cannot pay you less.



Activity 3.2

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.

Work Schedule

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

Public Holidays

You must get a _____ within 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 Break

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

Special Clothing

Your employer must give you a ____ that outlines when your work begins and ends for a period of at least one week, at least one week before the schedule starts

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:

Wages	This is your regular pay (including your hourly wage, overtime, public holiday pay and vacation pay). Tips are not wages and are not regulated by the Saskatchewan Employment Act.
Minimum Wage	This is the least amount of money you can be paid per hour. The minimum wage is the same province-wide. Visit saskatchewan.ca/business to see the most current minimum wage rate. For more information about increases to the minimum wage call 1-800-667-1783.
Reporting For Duty Pay	<p>Reporting for duty pay is the minimum amount of money employers must pay you every time you are required to report for work. If you are sent home because there is no work for you when you report at your scheduled time, your employer must pay you reporting for duty pay. Students in grade 12 or lower working during school breaks (e.g. Christmas break) 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 holidays and are scheduled to work on Wednesday afternoon. Your wage is \$13 an hour. When you show up to work, there isn't enough work and you are asked to go home after working two hours. Even though there was no work for you, you were still scheduled to work and are entitled to reporting for duty pay of \$39. (3 hours x \$13 per hour). If you are sent home after working more than 3 hours, you are entitled to be paid for all hours worked.</p> <p>The reporting for duty pay rule is 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.</p> <p>Example:</p> <p>Your wage is \$13 an hour and your employer calls you in to work on a day during the school term, but sends you home after working a half hour because there isn't enough work. The minimum amount you must be paid is \$13. If you are sent home after working more than one hour, you are entitled to be paid for all hours worked.</p>

Overtime Pay	<p>The minimum overtime pay rate is 1.5 times your hourly wage. For example, if your hourly wage is \$13.00 and you work an hour of overtime, you would earn \$19.50 for that hour.</p> <p>Overtime pay is earned by both the day and the week.</p> <p>Daily overtime</p> <p>If you are normally scheduled to work eight hours in a 24-hour period, you earn overtime after working more than eight hours.</p> <p>If you are normally scheduled to work 10 hours in a 24-hour period, you earn overtime after working more than 10 hours.</p> <p>Weekly overtime</p> <p>You get overtime after you work more than 40 hours in a regular week or 32 hours in a week with a public holiday.</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"> • the standard work week is 40 hours; • in a week with a public holiday, it is 32 hours; and • you earn overtime pay if you work more than eight hours in day, 40 hours in a standard work week or 32 hours in a week with a public holiday.
Annual Vacation Pay	<p>To calculate your annual 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 $3/52 \times 5,000 = \\$288.46$.</p> <p>You start earning vacation pay from your first day of work. If</p>
	<p>you leave your job before completing one year of employment, you must be paid any vacation pay you earned no later than 14 days from your last day of work.</p>

Deductions	<p>Your employer must take money off your pay cheque for such things as the Canada Pension Plan (CPP), Income Tax and Employment Insurance (EI).</p> <p>Your employer cannot deduct money off of your pay cheque if:</p> <ul style="list-style-type: none"> • something is lost, stolen or broken at work; • a customer drives away without paying for gas; or • a customer leaves without paying for a meal
Public Holiday Pay	<p>You will earn public holiday pay 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 (28 days) immediately before the public holiday by .05. Do not include any overtime pay you earned during the four weeks (28 days) immediately before the public holiday.</p> <p>For example, if you earn \$13.00 an hour and work 16 hours each per week during the four weeks before the public holiday, your public holiday pay will be calculated by multiplying your regular pay for the four weeks before the holiday by .05.</p> <p>You would receive \$41.60 in public holiday pay whether you work on the public holiday or not.</p> <p>E.g. $\\$13.00 \times 16 \text{ hours/week} = \\208.00. $\\$208.00 \times 4 \text{ weeks} = \\832.00.</p> <p>$\\$832.00 \times .05 = \\41.60</p>
Extra Pay For Working On A Public Holiday	<p>You earn a different kind of pay if you work on a public holiday. If you work on a public holiday, you will earn 1.5 times your hourly wage rate for all of the hours you work on that day. The pay you earn for working on the public holiday is in addition to the public holiday pay you earn for the public holiday.</p>



Activity 3.3

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) The minimum amount of money your employer must pay you per hour.
- b) The minimum amount of money your employer must pay every time they require you to report for work.

2. If your employer requires you to take training for work, your employer must pay you for the time

you spend in training.

- 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 regular hourly wage
- b) Three times your hourly wage

4. If you earn \$13 an hour, how much extra pay would you earn for working 10 hours on a public holiday?

- a) \$130.00
- b) \$195.00

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 \$13 per hour, on a day when you were originally scheduled to work eight hours, how much overtime pay would you get?

- a) \$39.00
- b) \$26.00

7. To calculate your vacation pay, multiply your total yearly earnings 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, less any overtime you were paid, 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

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

- 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 Branch at 1-800-667-1783.

Remember:

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

How to read your statement of earnings (paystub)

Your employer must pay you no later than six days after the end of your pay period. If you are paid by the hour, your employer may pay you 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 Statement of Earnings, commonly called a paystub. The paystub explains what you have earned for the most recent pay period.

Many employers use direct deposits to employee bank accounts instead of providing a pay cheque. If the employer provides electronic paystubs they are still required to provide a paper copy to any employee who doesn't have access to the electronic copy. If this is your first job, you may not be familiar with all of the information a paystub contains. Most paystubs 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 of regular pay you earned within the pay period.

Gross Pay: This is the total amount of money you made before deductions.

Pay Deductions: The amount of money taken off your paycheque for different reasons. The deductions you will see on every paycheque are such things as

- Canada Pension Plan (CPP)

- Employment Insurance (EI)
- Income Tax

Other deductions may include:

- employee contributions to other benefit plans;
- union dues (if you are a member of a union); and
- voluntary employee purchases from the employer of any goods, services or merchandise.

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 your total pay or earnings 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 paystub 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 no such thing as a stupid question.



Activity 3.4

Now that you have learned the parts of a paystub and how to read it, review Sage Miller's paystub below and select the correct answer for the five questions 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	\$13	28	\$364	CPP			Gross Pay	\$426.25
Overtime	\$1,950	2	\$39	EI			Deductions	\$47
Premium				Income Tax		\$47	Net Pay	\$379.25
Public								
Holiday			\$23.25					
Vacation Pay								
Bonuses								
Commissions								
Gross Pay: \$426.25				Total Deductions: \$47				
Pay Period: July 10 - 24th, 20xx				Pay Date: July 29th, 20xx			Net Pay: \$379.25	

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? _____

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

It is your responsibility to call your employer to let them know if you cannot report for work due to an illness, injury or for any other reason. Unless there is a public health emergency, your employer can ask you to provide a doctor's note to verify your absence is due to an illness or injury.

Your employer cannot take negative action against you if you are absent from work because you are sick or injured for:

- 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.

Unless you are required to take time off from work because of a public health emergency, you must have completed 13 weeks of employment with the same employer for this protection.

Time off for illness or injury is unpaid. If you are off work because of a work-related injury, you may be eligible for benefits from the Saskatchewan Workers' Compensation Board. To report an injury at work contact the Workers' Compensation Board. Forms and more information about the Workers' Compensation Board can be found at www.wcbsask.com or by calling their toll-free number at 1-800-667-7590.

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 your last day of work.

If an employee has worked for the same employer for 13 weeks in a row, an employer must provide written notice or pay instead of notice when laying off or terminating an employee's from their job.

Layoff or termination with notice

A layoff means the temporary interruption, by an employer, of the services of an employee, for more than six work-days in a row. Employers who lay off employees may call them back to work later. While you are not being paid during a layoff, you are still an employee of the employer. A termination means the permanent end of your employment with the employer. Notice means being told ahead of time when your job is going to end or a lay off will begin. Employers who are laying off or terminating employees must provide written notice or pay instead of notice. The amount of notice or pay instead of notice is based on your length of employment with your employer.



Activity 3.5

Now that you have learned about what you need to know when you leave your job, answer the questions below by selecting the answer you feel is correct.

1. How long do I have to wait before I get paid?

- ☐ Three days after the end of the pay period.
- ☐ Six days after the end of the pay period.
- ☐ 90 days after the end of the pay period.

2. What records about my pay should I get from my employer?

- ☐ A statement of earnings.
- ☐ All my payroll records.

3. What is a “notice period”?

- ☐ The number of weeks of notice employers must provide before you are let go or laid off.
- ☐ The weeks of warning you must provide the employer before leaving the job.

4. What is “pay instead of notice”?

- ☐ Money you must give the employer if you leave the job without providing the advance notice required under employment standards.
- ☐ Payment of your normal wages for the minimum notice period required under employment standards instead of working out the notice period.

5. What is “Just Cause” for dismissal?

- ☐ A situation where the employer is justified in firing an employee without notice or pay instead of notice.
- ☐ A situation where an employer has cause to lay off an employee.

6. How long do you have to work for the employer before you must give two weeks of notice that you are leaving the job, and before you become eligible to receive pay instead of notice?

- ☐ 3 weeks.
- ☐ 6 weeks.
- ☐ at least 13 weeks.

7. Employees cannot be dismissed if they take legally allowed time off to care for a sick family member.

☐ A situation where an employer has cause to lay off an employee.

☐ True

8. How long do you have to work before you have job protection if you miss work because of illness or injury?

☐ More than 13 weeks in a row.

☐ More than 52 weeks.

9. What should you do if you are ill or injured and cannot come to work?

☐ Nothing.

☐ Let your employer know as soon as you can that you are sick and cannot come to work.

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. Check out the booklet: *Understanding Saskatchewan's Employment Standards - A Guide to Your Rights and Responsibilities* on [saskatchewan.ca](https://www.saskatchewan.ca/business/employment-standards) at <https://www.saskatchewan.ca/business/employment-standards> or contact the Employment Standards Branch 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.

Making a complaint

The Employment Standards Branch recommends that you talk to your employer on any issues or concerns before contacting the branch for help. If you cannot resolve your employment standards concern with your employer, you can file a complaint with the Employment Standards Branch.

Anonymous complaint (where your employer doesn't learn your name)

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, but wants to remain anonymous. A paper copy of the Anonymous Complaint Form can be found at: saskatchewan.ca/business/employment-standards.

Formal complaint for unpaid wages (where your name is provided).

A formal complaint process should be used if:

- you would like to request the Employment Standards Branch to conduct an investigation into a specific employment standard concern;
- you need help to recover unpaid wages; or
- you have a non-monetary concern, such as not receiving a work schedule or alleged discriminatory actions.

A formal complaint is typically filed by the employee making the complaint. You must file the formal complaint within one year of the last day that your wages were payable. Evidence such as pay stubs, records of hours worked, etc., included with formal complaints will help assist Employment Standards with the investigation.

Formal complaints can be submitted online using the Online Formal Complaint Form (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 Branch. 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.

Once a complaint is received, the Employment Standards Branch will review the complaint and conduct an investigation. More information about the investigation process can be found at saskatchewan.ca/business. If you don't have access to the internet, contact the Employment Standards Branch 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 3, 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.

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 can help you calculate the amount of annual holiday pay owed to you <https://www.saskatchewan.ca/business/employment-standards/vacations-and-vacation-pay/vacation-pay-calculator>
- Visit 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).

Publications

- *Understanding Saskatchewan's Employment Standards – A Guide to Your Rights and Responsibilities*: [saskatchewan.ca/business/employment-standards](https://www.saskatchewan.ca/business/employment-standards).
- *Youth in the Workplace* - <https://www.saskatchewan.ca/residents/jobs-working-and-training/youth-in-the-workplace>

Young Worker Readiness Certificate Course

Guide and Workbook

2023

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

Email: ywrcc@gov.sk.ca

Phone: 1-800-667-1783