



Employing  
New and Young  
Workers

# Tips for Supervisors



## Employment Standards

New and young workers look to employers and supervisors for information about workplace rules. This tip sheet provides information about Saskatchewan's employment, health and safety standards. You can use it to help orient new employees.

Employment standards are in Part II of The Saskatchewan Employment Act. Employment standards set minimum rules for things like wages, hours of work, public holiday pay, and vacations.

To learn more about employment standards, visit <http://www.saskatchewan.ca/business/employment-standards>.

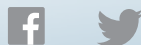
## Young Worker Readiness Certificate Course

The minimum age of employment in Saskatchewan is 16. Fourteen- or 15-year-olds can work but must complete the Young Worker Readiness Certificate Course and obtain a Certificate of Completion before beginning a job.

**The Certificate, along with written consent from a parent or guardian, must be provided to the employer and kept on file.**

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previous page*

### **Fourteen- and 15-year-olds also cannot work:**

- more than 16 hours a week in which school is in session;
- after 10 p.m. on a day before school; or
- before classes start on any school day.

These rules do not apply during school breaks (such as Christmas or Easter) and summer vacation. During breaks and vacations, 14- and 15-year-olds can work the same hours as other employees.

**For more information, visit**  
[www.saskatchewan.ca/ywrcc](http://www.saskatchewan.ca/ywrcc).



## **Safety in the Workplace**

### **Where youth can work**

In Saskatchewan, Occupational Health and Safety (OHS) legislation states there are industries where young people can and cannot work.

#### **People under 18 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.

#### **People under 16 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.

### **Rights and Responsibilities**

Everyone in the workplace is legally responsible for workplace safety. You have direct responsibility for the safety of those you supervise, and a unique opportunity to be a role model for young workers. Be part of creating tomorrow's safe and healthy workforce by:

- Spending more time explaining the job, providing training and supervising young and inexperienced workers.

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- Setting and explaining safety rules and ensuring everyone follows them.
- Ensuring all hazards are explained and job-specific safety training is provided before work is assigned.
- Explaining the importance of prompt reporting of unsafe conditions and health and safety concerns. Ensure they know it is a priority for you and tell them how to report the hazard so you can act on it immediately.
- Being available to answer questions and provide advice.
- Leading by example: wearing required protective devices and always reinforcing safety on the job.
- Establishing and maintaining open lines of communication.

## Legislation

The Saskatchewan Employment Act outlines the laws for health and safety and the duties of supervisors in the workplace. The Occupational Health and Safety Regulations, 1996 outlines your supervisory duties. You do not have to

have the title to be considered a supervisor under the law. A supervisor is anyone who directs the work of others.

As a supervisor, you must:

- Understand and follow applicable health and safety laws and the employer's health and safety programs. You must also make sure your workers understand and follow them;
- Ensure your workers use protective devices and wear the required personal protective equipment (PPE);
- Let your workers know about any potential or actual dangers in the workplace;
- Take every precaution reasonable in the circumstances for the protection of your workers;
- Co-operate with the workplace's occupational health committee or worker health and safety representative and any other person exercising a duty imposed by the legislation; and
- Protect workers from harassment at the place of employment.

## Starting Points

This list provides some key things to cover with young workers:

- Everyone is entitled to a healthy and safe workplace.
- Every worker has the right to know, participate, and refuse unusually dangerous work.
- Everyone has the responsibility to help keep the workplace safe.
- There are health and safety requirements prescribed by law.

## Discuss

- Asking for help when they are unsure;
- Proper equipment operation including the mandatory use of guards and lock-out systems;
- Emergency procedures including the location of fire exits, extinguishers and eye wash stations;
- How and when to use personal protective equipment ;
- Your company's health and safety rules;
- Correct lifting techniques; and
- Good housekeeping practices.

## Bright Ideas

- Host a new worker welcoming get-together to celebrate their arrival.
- Give a guided tour of the entire workplace.
- Introduce new workers to key people in the organization. This may include the health and safety manager, occupational health committee members or the worker occupational health and safety representative.
- Use articles and other information about workplace injuries and deaths that have occurred in other workplaces to reinforce the health and safety message.
- Continually reinforce the importance of health and safety.
- Put stickers on equipment warning new workers they should not use it without training or supervision.
- Pair up your new worker with an experienced, safety-conscious worker.
- Recognize safe work practices. If safety rules are not being observed, stop work and investigate.

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## Top Training Techniques

### Training Techniques:

- Because people learn differently, use a variety of training techniques with young workers.
- Guide each young worker through resources for health and safety information.
- Schedule sufficient time in the appropriate learning environment.
- Have them show you that they understand.
- Be hands-on, evaluate their learning and give them feedback.



Practice by doing – 75%

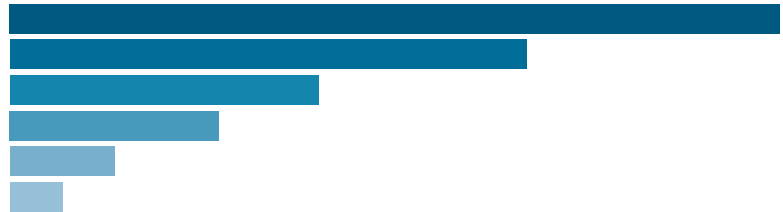
Discussion groups – 50%

Demonstration – 30%

Audio/Visual – 20%

Reading – 10%

Lecture – 5%



## For more information

### Occupational Health and Safety

To help understand your OHS responsibilities and to orient and train young workers, visit [www.saskatchewan.ca/business/safety-in-the-workplace](http://www.saskatchewan.ca/business/safety-in-the-workplace) or by calling 1.800.567.7233.

### Employment Standards

For information on employment standards, visit – [www.saskatchewan.ca/business/employment-standards](http://www.saskatchewan.ca/business/employment-standards) or call 1.800.667.1783.

### WorkSafe Saskatchewan

For more information about issues in your industry, contact your safety association or go to [www.worksafesask.ca](http://www.worksafesask.ca).

Download the WorkSafe Saskatchewan resource: [Young and New Worker Safety Orientation Guide for Employers](#)

Use the [Young and New Worker Safety Orientation Checklist](#).

### Saskatchewan Workers' Compensation Board

For compensation and prevention information for employers, go to the Saskatchewan Workers' Compensation Board site at: [www.wcbsask.com](http://www.wcbsask.com) and click on Employers; or phone toll free at 1.800.667.7590.

**Note:** *This is not a legal document. Consult the legislation to interpret*

[www.worksafesask.ca](http://www.worksafesask.ca)



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