

Employment Standards

Starting a new job can be exciting. You probably have many questions about pay, hours or work, time off and safety in the workplace. This tip sheet provides information about Saskatchewan's employment, health and safety standards

A few things to remember:

1. Ask your employer for information about wages and working conditions before you accept a job.
2. Make sure you understand your rights and responsibilities and how to address concerns.
3. Politely discuss concerns with your supervisor. Be diplomatic and use positive problem-solving techniques.
4. Keep your pay stubs and records of the hours you work. These records may help clear up disagreements.
5. If you have any questions or would like to make a complaint, contact Employment Standards at 1.800.667.1783 or at <http://www.saskatchewan.ca/business/employment-standards>.

Young Worker Readiness Certificate Course

The minimum age of employment in Saskatchewan is 16. If you are 14 or 15 years old you can work but you must:

- Complete the YWRCC and obtain a Certificate of Completion;
- Provide a copy of the Certificate of Completion along with written consent from a parent or guardian to your employer.

At the ages of 14 and 15, you 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) or during 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.

Safety in the Workplace

Don't say, "It can't happen to me". In Saskatchewan, approximately 6000 young workers, under the age of 25, are injured at work each year. On average, three young workers die each year.

Rights and Responsibilities

Everyone in the workplace is legally responsible for workplace safety. Before you start a new job, you should know about health and safety standards in the workplace. By law, you have three basic rights under The Saskatchewan Employment Act:

- The Right to Know what hazards are in the workplace and how to prevent injuries from those hazards.
- The Right to Participate in health and safety activities in your workplace.
- The Right to Refuse work you believe to be unusually dangerous to yourself or others.

If it feels wrong, it probably is wrong. If you are unsure, ask questions. You cannot be fired for refusing unusually dangerous work.

You also have responsibilities in the workplace:

1. The responsibility to work safely using all machinery and equipment in the way you were trained.
2. The responsibility to report health and safety concerns, including unsafe activities and conditions, to your supervisor. Ask questions if you are unsure how to do something safely.

3. The responsibility to properly use or wear protective devices and to not remove a guard or device designed to protect you.
4. The responsibility to protect yourself and others from harm as much as possible and to not harass others at work.

Where you can work

In Saskatchewan, there are industries where you can and cannot work if you are under the age of 18.

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.

If you are under 16, you cannot work:

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

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www.worksafesask.ca



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How To Protect Yourself

- Learn to do the job safely. Ask yourself, “Am I in any danger?”
- Think the job through. Know what to do when there is an injury or emergency situation.
- Ask, Ask, Ask – there are no stupid questions.
- Get help, especially if you have to lift something heavy.
- Wear the gear. Find out what to wear to protect yourself. Learn how to wear it and how to maintain it.
- Inform your supervisor if you see anything unsafe that may hurt you or someone else.
- Discuss concerns you cannot resolve with your supervisor with the workplace’s occupational health committee (OHC) or worker health and safety representative.

- Report injuries – if you get hurt, tell your supervisor. See a doctor and report your injury to the Saskatchewan Workers’ Compensation Board (WCB) at 1.800.787.9288.
- Talk to your family about your job. Sometimes they know something you do not.

Questions to Ask

- Will I be trained enough to do my job safely?
- Can I recognize possible hazards?
- Do I know my rights and responsibilities?
- Could a workplace incident disfigure me or cost me my life?

Remember there is no such thing as a stupid question. If you are unsure, ask.

If you are injured on the job

- Seek medical attention as soon as possible and report the incident to your employer.
- Report your injury to the Workers’ Compensation Board. Fill out a Worker’s Report of Injury Form online at www.wcbsask.com and send it to the Workers’ Compensation Board. The Workers’ Compensation Act sets out the rules for providing workers and their dependants with financial protection, medical benefits and rehabilitation services in cases of work-related injury, illness or death.

For more information

Employment Standards –
www.saskatchewan.ca/business/employment-standards or call 1.800.667.1783.

Occupational Health and Safety –
www.saskatchewan.ca/business/safety-in-the-workplace or call 1.800.567.7233.

WorkSafe Saskatchewan –
www.worksafesask.ca

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

www.worksafesask.ca



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