

Young Worker Readiness Certificate Course

Guide and Workbook

2026



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Test administrators can access a copy of the workbook answer key by emailing tepcoordinator@wcbsask.com.

The Saskatchewan Employment Act is available at publications.saskatchewan.ca/#/products/70351. If you do not have access to the internet, contact the King's Printer at 1.800.226.7302.

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Table of contents

Introduction	1
Completing the guide and workbook	2
Module 1: Understanding the world of work	4
Introduction – what you will learn	4
Unfair work practices	4
Activity 1.1	5
Words used in the workplace	6
Activity 1.2	7
What behaviour is acceptable at work	8
Activity 1.3	8
What are the expectations of employers and workers?	9
Balancing your priorities in the world of work	10
Activity 1.4	10
Activity 1.5	11
Additional resources	13
Module 2: Workplace health and safety	14
Introduction - what you will learn	14
Why work safely?	14
Injuries among youth in the workplace	15
Activity 2.1	16
Occupational Health and Safety (Part III of <i>The Saskatchewan Employment Act</i>)	16
Employer and worker rights and responsibilities	16
Where youth can legally work	17
Workers' three main health and safety rights	18
Rights of workers	18
The right to know	18
The right to participate	18
The right to refuse	19
How to refuse unusually dangerous work	19
Activity 2.2	20
Responsibilities of employers	21
What is workplace orientation and training?	21
Activity 2.3	22
Now let's talk about workplace hazards	23
Activity 2.4	24
Don't forget about ergonomic hazards!	25
What is personal protective equipment?	25
Activity 2.5	26
What is WHMIS?	27
What is harassment?	28
Activity 2.6	29
What is workplace violence?	30

Activity 2.7	31
Protecting your mental health	31
How to address health and safety issues at work	32
Summary	33
Additional resources	33
Module 3: Rules for Fairness at Work (Employment Standards)	34
Introduction – what you will learn	34
Employment Standards (Part II of <i>The Saskatchewan Employment Act</i>)	35
Things to know before you start work	36
Activity 3.1	37
Rules for fair work conditions	38
Activity 3.2	42
Rules for fair pay	43
Activity 3.3	46
How to read your statement of earnings (pay stub)	48
Activity 3.4	50
What to do if you miss work for an injury or illness	51
What to know and do when you leave your job	51
What you need to know when your employer lays you off or terminates	51
Activity 3.5	52
How to bring up concerns with your employer	53
Making a complaint	54
Summary	55
Additional resources	56

Introduction

As an inexperienced young worker, you are more likely than experienced workers to receive an injury on the job and to experience problems with proper pay.

The Young Worker Readiness Certificate Course 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 must:

- complete this 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 must 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 means it's time to practice what you have learned.

Obtaining a certificate of completion

Once you have completed this workbook, you will need to write the 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 completion certificate.

If you decide to complete the paper version of the test, call WorkSafe Saskatchewan at 306.933.7885 or email us at tepcoordinator@wcbsask.com and ask that we send a copy of the test to you. You will need to send the completed test back to WorkSafe Saskatchewan for marking.

If you pass the test, WorkSafe will send a copy of your completion certificate to you. If you do not pass the test, you will receive a notice stating that you will need to rewrite the test, along with another copy of the test.

Send the completed test to:

Young Worker Readiness Certificate Course

WorkSafe Saskatchewan

800 - 122 1st Ave. S

Saskatoon, SK S7K 7E5

or email to tepcoordinator@wcbsask.com.

Module 1: Understanding the world of work

Introduction – What you will learn

This module introduces you to the world of work. 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 workers 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 behaviour is acceptable on the job,
- the expectations of employers and workers,
- 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
- can be 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 your employer does not pay you. 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 has a crack in it, but you are afraid to ask the employer for another ladder.
- Your employer expects another full-time worker 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,” people use many other words in the workplace.

Behaviour	The way you act towards others or react to what they do. Behaviour may be OK or not OK.
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. Getting fired is the result of stealing. Another example is doing something unsafe and injuring yourself or 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 your employer expects you 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 your employer pays you for your work.
Working conditions	The environment in your workplace.

Activity 1.2

Let's see how much you know about the words people use 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. _____ The money your employer pays you for your work.
3. _____ The environment in your workplace.
4. _____ Something your employer expects you 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.

Teachers accept some behaviours at school and not others. For example, they expect you 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.

Acceptable behaviours	Unacceptable behaviours

What are the expectations of employers and workers?

Again, workplaces are like school. Your teachers and parents have expectations of you. For example, they expect you to get your work done correctly 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, clothing and protective equipment 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 and ask for help,
- be conscientious, polite and honest, and
- not use your smartphone on the job.

Your parents also have expectations for you at work. They expect your employer to treat you fairly and provide a healthy and safe workplace. 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 schoolwork, 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 taking on too much stress or worry. Your parents, teachers and employer can help you to balance these responsibilities, so you are successful in reaching your personal goals.

Stress isn't always bad, but it can become unhealthy if you can't handle everything you need or want to do. When you have too much stress, it 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 or even forgetting things. Maintaining balance with a healthy mindset (how you think about and approach things) 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 workers 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 workers 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 both your employer and you:

Responsibility of your employer:

Remember

- If it feels wrong, it 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, and
- who can help.

Additional resources

Websites

- Use saskjobs.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 (saskapprenticeship.ca) has information for workers and employers on apprenticeship within the trades and the Saskatchewan Youth Apprenticeship Program which you can start in high school.
- Visit worksafesask.ca/youth for additional resources and information related to young workers in Saskatchewan.

Video resources

- “If it feels wrong...” - youtube.com/watch?v=CzOITA1MGLs
- “Stupid Questions” - youtube.com/watch?v=pX7dfogWURI
- “Just Ask” - youtube.com/watch?v=WIU0WGshMW4

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, the law imposes legal consequences if they don't follow safety regulations and a worker becomes injured.

Module 2 is about the rules for healthy and safe working conditions in the workplace. In this module, you will explore:

- Why should you work safely?
- What rules apply to where youth can work?
- What are your rights?
- What are your employer's responsibilities?
- What are workplace hazards?
- How do I protect myself?
- What is workplace harassment?
- What is workplace violence?
- How do I address health and safety issues at work?
- 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 (WCB) 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 per year will die from a workplace injury. Many young workers receive injuries in the first three months of work. Knowing your rights, under Part III of *The Saskatchewan Employment Act*, for workplace health and safety, will help keep you and your co-workers safe.

Injuries among youth in the workplace

Most young people find jobs in the following industries:

- retail,
- hospitality,
- manufacturing, and
- construction.

These sectors account for most incidents and injuries involving young workers. Statistics show that most young workers sustain injuries within the first three months on the job and young men sustain them most often. 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 have thought about your beliefs, life situations and personality traits, 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 put you at risk for injury at work.

1. T / F If I believe nothing bad can happen to me, I will probably act carelessly and injure myself.
2. T / F If I don't feel comfortable asking questions at work, I may do something unsafe and injure myself.
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 staying 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 to these health and safety rules.

For example, it sets out:

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

Employer and worker rights and responsibilities

Now let's learn about employers' and workers' health and safety responsibilities at work.

Your employer must:

- provide orientation and work-related training so you can do your job safely,
- correct any unsafe working conditions or activities, and
- make sure that workers are not exposed to harassment or violence in the workplace.

As an worker, 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, and
- 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.
- Expect you to report unsafe acts and working conditions and to help keep the workplace healthy and safe.

As an worker, you have the right to:

- Receive orientation and training whenever you start a new job or a new task in the workplace.
- Learn about health and safety in your workplace.
- Work in a healthy and safe workplace.

You will learn much more about employers' and workers' rights and responsibilities in this module. First, let's learn where youth can work.

Where youth can legally work

There are rules about 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 including, but not limited to: RTVs, ATVs, side by sides, quads, golf carts, ride-on lawn mowers, forklifts, pallet jacks, agricultural tractors, aerial lift platforms, a crane or a hoist.
- Where there is exposure to chemical or biological substances that could endanger your health and safety.
- 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.
- 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 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 to know about the hazards in your workplace and how to protect yourself.

As a worker, you have the right 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.
- Be aware of and follow safe work procedures for your job.
- Properly use and maintain the required personal protective equipment.
- Report unsafe work hazards to your employer and your health and safety committee.
- Refrain from causing or participating in the harassment of other workers.

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 losing your job. Every workplace with 10 or more workers must have a worker-management occupational health committee. High hazard workplaces with five to nine workers must have an occupational health and safety representative.

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

- Participating in workplace occupational health and safety committee meetings and activities.
- Co-operating with your supervisor and employer.
- Reporting 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 includes:

- a danger that is not normal for the job (for example, repairing a roof in high winds),
- a danger that would normally stop work (for example, operating a forklift with a flat tire), or
- a situation where you have not received proper training or equipment (for example, windows on a tall building with no fall protection equipment).

You can find a list of safety rights and responsibilities for workers, supervisors, self-employed persons and more at saskatchewan.ca/business/safety-in-the-workplace/rights-and-responsibilities-in-the-workplace.

Worker responsibilities

- 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.
- Be aware of and follow safe work procedures for your job.
- Properly use and maintain the required personal protective equipment.
- Report unsafe work hazards to your employer and your health and safety committee.
- Refrain from causing or participating in the harassment of other workers.

How to refuse unusually dangerous work

Do not do work you lack the training, equipment or experience to perform. The Occupational Health and Safety Branch sets out the procedures workers must follow when a worker uses 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 to complete a work task due to a safety concern, follow these steps:

1. Tell your employer or supervisor that you are refusing work because of a health or safety concern.
2. Do not leave the worksite without your employer's permission.
3. Contact your occupational health committee or health and safety representative if you can't resolve the concern with your employer or direct supervisor.
4. Your occupational health committee 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 you are unable to resolve the concern, 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 1.800.567.7223.

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 using the words:

- 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 your employer provides or requires.
4. You are responsible for attending _____ and for working _____.
5. You have the _____ work you consider unsafe.

Responsibilities of employers

Your employer is responsible 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 occupational health committee or the occupational health and safety representative.
- Co-operate with the occupational health committee and the occupational health and safety 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 workers use the correct tools and equipment, inspect them regularly and keep them in good repair.
- Provide the personal protective equipment (for example, work gloves, safety glasses and so on) to do your job safely.
- Provide orientation to your job and train you to use the tools, equipment and personal protective equipment properly.
- Protect workers from exposure to bullying, harassment or violence in the workplace.
- Meet legal and health and safety requirements.

What is workplace orientation and training?

Lack of training is one of the most common reasons why workers become injured on the job. 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 orient 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:

- A review of legislation applying to your job, including violence and harassment prevention policies.
- Your employer's health and safety policies and rules.
- An explanation of social distancing and other disease or infection control requirements.
- What to do and who to talk to if you have a safety concern.
- Information about workplace hazards and safe work procedures.
- Locations of first aid supplies and eye wash stations.
- Ergonomic requirements.
- 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 the training and experience to perform the work safely or is under close and competent supervision.
- Correctly uses tools and equipment, including guards and lock-out systems.
- Correctly uses and maintains required personal protective equipment.
- Uses required cleaning, housekeeping and infection control practices.
- Performs physical tasks using correct safety procedures.
- Follows legislation and safe work practices.

After you have received training, an experienced supervisor must closely supervise you.

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 OK to ask, “What kind of safety training will you provide for my job?”
2. Y / N At workplace orientation, is it OK to ask, “What hazards or risks should I be aware of in this job?”
3. Y / N At workplace orientation, is it OK to ask, “What safety equipment do I need to wear?”
4. Y / N At workplace orientation, is it OK to ask, “Will you buy me the most expensive safety equipment available?”
5. Y / N At workplace orientation, is it OK to ask, “Who do I talk to if I have a health or safety concern?”
6. Y / N At workplace orientation, is it OK to ask, “If I get hurt, who do I tell?”
7. Y / N At workplace orientation, is it OK 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 the task.

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

Types of hazards

Health hazards involve exposure to harmful substances, such as chemicals, biological agents or physical hazards. For example:

- Handling hazardous chemicals without personal protective equipment could lead to burns, skin and lung conditions and/or blood vessel and nerve damage.
- Exposure to biological agents such as bacteria or viruses could have serious health consequences.

Health hazards can cause immediate or long-term health conditions. Health hazards can include psychosocial hazards which may affect a worker's mental health and can lead to other health conditions.

Safety hazards involve exposure to dangerous conditions or situations, such as malfunctioning equipment or unsafe work practices. Safety hazards often result in immediate physical injury.

For example:

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

Coming into contact with health or safety hazards can have short-term or long-term health effects. A broken limb might take two months to heal while hearing loss may result in a lifelong disability.

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 (evaluate 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 workday).

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Activity 2.4

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

Hazard types:

- a) working at heights
- b) fires and explosions
- c) physical agents
- d) lifting and other manual handling operations
- e) moving parts of machinery, tools and equipment
- f) vehicles
- g) biological
- h) chemical
- i) stress, harassment, violence, fatigue and bullying
- j) slipping and tripping
- k) work design (ergonomics)

Descriptions:

- 1. _____ Cleaning supplies, battery acid, pesticides, solvents, paints, heavy metals
- 2. _____ Bacteria, viruses, blood, animal bites, mold, insect stings
- 3. _____ Electric currents, exposure to heat or cold, vibration, noise
- 4. _____ Poor lighting, repetitive movements, eye strain from computer screens
- 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 such as lifting large, heavy objects

Don't forget about ergonomic hazards!

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

Ergonomic hazards include things like:

- Vibration in equipment operation.
- Temperature extremes.
- Poorly designed workstations, tools and equipment, causing uncomfortable postures.
- Repetitive and forceful movements.

Visit the “Prevention” page on WorkSafe Saskatchewan’s website at worksafesask.ca/prevention for more information and free training classes about ergonomics.

What is personal protective equipment?

The best employers and supervisors work to eliminate hazards as much as possible. Because your employer can't eliminate all hazards, you must use personal protective equipment when you do some work tasks. The employer must provide this equipment and train workers to use it properly.

For example, in a restaurant, the employer may ask you to wear closed-toe, rubber-soled shoes to prevent slipping on the restaurant floor after it is 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, the consequences of not wearing your equipment could include 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, the employer must provide personal protective equipment and clothing. The employer is responsible for making sure you use and take care of the provided personal protective equipment.

So, remember your rights and responsibilities for personal protective equipment:

- Take the training the employer provides about how to use the equipment.
- Learn when to use this equipment and how to use it.
- Take care of the personal protective equipment that your employer gives you.
- Ask your employer to replace your personal protective equipment if it is damaged.

Activity 2.5

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

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

Questions

Inspect personal protective equipment regularly and before each use to make sure....

Employers must provide personal protective equipment and clothing when....

Employers should make sure that any personal protective equipment they purchase complies with.....

Before workers use personal protective equipment, the employer must tell them...

If a worker feels their personal protective equipment 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 personal protective equipment they require in different work areas.
- ...it is in good working order.
- ...the approved standards.
- ...infectious disease.
- ...other controls cannot eliminate or reduce workplace hazards..

What is WHMIS

Your workplace may use many hazardous materials. Some materials 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 these materials.

WHMIS has three main parts to help workers identify and handle hazardous products safely. The federal government's Hazardous Products Regulations lists WHMIS requirements.

Safety labels

Chemical manufacturers 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

These sheets tell workers how to handle emergencies, perform clean-ups and use controls to work safely with hazardous products. Workers should know where the safety data sheets are (and what's in them) before they use any hazardous product.

For example, safety data sheets tell you what protective gear to wear and what first aid to give if someone is injured while using a hazardous product.

Worker education and training

Because every workplace uses different hazardous substances, your employer must:

- Teach you about general WHMIS information, pictograms, labels and how to read safety data sheets before you work with any hazardous substances.
- Train you on the specific WHMIS procedures for safely handling the hazardous materials at your workplace. Don't let the names confuse you. People sometimes call hazardous materials 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 worksafesask.ca/nextgenprevention/whmis.

Now let's talk about workplace harassment.

What is harassment?

Harassment is:

(i) any inappropriate conduct, comment, display, action or gesture by a person towards a worker:

- A. that either:
 - i. is based on any prohibited ground as defined in *The Saskatchewan Human Rights Code, 2018* or on physical size or weight; or
 - ii. subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause the worker to be humiliated or intimidated; and
- B. that constitutes a threat to the health or safety of the worker; or
 - i. any conduct, comment, display, action or gesture by a person towards a worker that:
 - a. is of a sexual nature; and
 - b. the person knows or ought reasonably to know is unwelcome.

Your employer must investigate workplace incidents of harassment.

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, colour, 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 a worker'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 behaviour will intimidate or humiliate the fellow worker. 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 work.
- 3. Sexual harassment** may be verbal, physical or visual. It may be one incident or a series of incidents. It is always unwelcome behaviour. 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.

Take several steps 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 behaviour or conduct is offensive to you.
- Tell them the harassing behaviour must stop.
- If their behaviour 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 1.800.567.7223.

The Ministry of Labour Relations and Workplace Safety provides a set of harassment videos to help you learn more about what counts as harassment and what does not. For more information, visit [Harassment in the Workplace](http://saskatchewan.ca/business/safety-in-the-workplace) (saskatchewan.ca/business/safety-in-the-workplace).

This protection from harassment in the workplace applies to all casual, part-time and full-time workers including these 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 the Bullying and Harassment in the Workplace tab on [Saskatchewan.ca](http://saskatchewan.ca/business/safety-in-the-workplace/hazards-and-prevention/bullying-and-harassment-in-the-workplace) (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 1.800.567.7223.

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 is 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 behaviour is 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 behaviour 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 behaviour 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.

Workplace violence

What is workplace violence?

The Saskatchewan Employment Act requires all workplaces in Saskatchewan to have a violence prevention policy and plan to protect their workers from workplace violence. This protection covers all workers, supervisors, independent and dependent contractors, students and volunteers.

Workplace violence includes violent threats or behaviour by an individual that causes injury, is likely to cause injury or gives a worker reasonable cause to believe they are at risk of injury.

Workplace violence can take place in locations other than a worker's workplace. It also includes situations where people engage in violent or threatening behaviour at other work-related activities such as conferences, trades shows, social events or at clients' homes. Violent or threatening behaviour may also occur in the work setting, through telephone calls, texts, emails or other social media messages.

High-risk workplaces, such as correctional and security services, crisis counselling, financial services, late-night retail, transit, alcohol retailers and police services, may need to take additional safeguards to protect their workers from workplace violence.

Violence policy and prevention plan requirements

The violence prevention policy and plan must clearly show the employer's commitment to:

- Minimize or eliminate the risk of violent behaviour in the employer's workplace.
- Identify the actions the employer will take to minimize or eliminate the risk of exposure to violence through the use of personal protective equipment, workplace policies and procedures.
- Provide training for workers that prepares them to recognize and respond to violent behaviour in order to minimize the risks to themselves and others.
- Ensure workers exposed to violent behaviour access appropriate medical treatment or referrals for post-incident counselling.
- Identify worker positions at their worksites that face a higher risk of exposure to violent behaviour and implement any additional safeguards needed to protect workers.

Activity 2.7

Read each scenario and circle: “Yes (Y)” if you agree with Sage or Himani that this is an example of workplace violence, or “No (N)” if you think the scenario is not an example of workplace violence.

Y / N – One of Himani’s co-workers says he doesn’t like people with her background.
He says they make him so angry he feels like punching someone.

Y / N – One of Sage’s co-workers likes to engage a new worker who is shy and quiet.
She tries to help the worker be more involved with co-workers by joking around with her to make them feel more welcome. The worker dislikes the co-worker singling them out.

Y / N – A customer at the restaurant tells a server to watch her back when they are going home after the evening shift.

Y / N – A supervisor reviews the violence and prevention plan with a worker to make sure the worker is aware of what to do if they feel threatened or unsafe during the evening shift.

For more information on how to protect yourself from workplace violence, go to saskatchewan.ca/business/safety-in-the-workplace/hazards-and-prevention/preventing-violence-in-the-workplace.

Protecting your psychological (mental) health

If you are stressed about your job, balancing work and school or life in general, there are psychological (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 sk.cmha.ca.
- Visit Mobile Crisis Services online at mobilecrisis.ca or call one of their helplines at 306.757.0127.
- 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 remains unresolved, contact your health and safety representative or occupational health committee. The representative or committee will try to resolve your concern.
3. If the issue is not resolved, the occupational health committee 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 occupational health committee 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 occupational health committee about the steps they will take to correct the unsafe conditions, or explain why they will not take the recommended corrective action(s).
6. If the employer does not accept the recommendations, the occupational health committee or representative will look for other solutions.
7. If the issue remains unresolved, you should call an occupational health officer. 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*.

Who can you talk to if you need help or information

Whenever you have a health and safety concern, talk to your supervisor or employer first. You can also raise concerns with your occupational health committee or occupational health and safety representative.

In Saskatchewan workplaces, occupational health committee and occupational health and safety 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.
- 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.

Saskatchewan Workers' Compensation Board

To report an injury at work, contact the WCB. Find forms and more information about the WCB at wcbsask.com, by calling toll free at 1.800.667.7590 or emailing askwcb@wcbsask.com.

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.
- What is WHMIS.
- What is harassment.
- What to do if you are injured at work.
- 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 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 (worksafebc.com/Topics/YoungWorker/Home.asp).
- Mental Health Support - saskatchewan.ca/residents/health/accessing-health-care-services/mental-health-and-addictions-support-services.
- worksafesask.ca/prevention/workplace-violence/

Video resources

- worksafesask.ca/youth
- saskatchewan.ca/business/safety-in-the-workplace/hazards-and-prevention/bullying-and-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 OK while others are not. The school expects you to be on time and to complete 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). Rules and laws set out these rights and responsibilities to help keep workplaces fair and safe.
- Module 3 explains how to be 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 will explore:

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.

- 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 set the rules that protect fairness at work in areas like pay and working conditions. This includes:

- 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.
- What days you get off work.

These rules help to make sure employers treat you and other workers fairly. Knowing these rules can help you understand how things work in your workplace. For example, the Act specifies how often employers must pay you, when you can take breaks and what deductions employers take from your pay.

Knowing the rules will also help you understand your responsibilities in the workplace.

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

Employer responsibilities

- Your employer has the responsibility to give you a 30-minute meal break during 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.

Worker responsibilities

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

Worker 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 worker rights and responsibilities as you progress through this module.

Things to know before you start work

Now let's 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 of *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 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 your parents' or guardians' written permission to work and a copy of your Young Worker Readiness 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 workers.

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

- prepare a resume and a cover letter,

- set up a bank account, and
- get a social insurance number from Service Canada (servicecanada.gc.ca/eng/sc/sin/index.shtml).

If you do not have access to the internet, obtain a social insurance number application form from the Service Canada Office nearest to you or call 1.800.OCA.NADA (1.800.622.6232).

Please note that employment standards rules do not apply when:

- You babysit for a neighbour or deliver papers and flyers.
- You are self-employed in your own business.
- You work for the family business (where only immediate family members work).
- You are an athlete involved in activities such as playing for a junior hockey team.
- Federal employment standards under the Canada Labour Code govern your employer, including certain 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 1.800.667.7183. 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 who want to work in Saskatchewan. Indicate if the following statements are True (T) or False (F).

If you are 14 or 15 years old, you:

1. T / F Must 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 Young Worker Readiness Certificate Course 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 to know if your employer makes 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. • Required to do extra work for your employer.
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. <p>During school breaks or summer vacations, these restrictions do not apply and you can work the same hours as other workers.</p>
Paydays	<p>Employers must pay all workers within six days of the end of the pay period. Tips cannot replace your wages. For example, employers cannot use tip pools 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>Workers in restaurants, hotels, nursing homes, hospitals or educational institutions get their special clothing cleaned and repaired by their employer at no cost.</p> <p>Workers in other industries must clean and repair their own special clothing.</p> <p>Your employer may have a dress code for workers such as a white shirt and black slacks. This does not qualify as 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	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.
Workday	<p>Your employer gets to decide how to schedule workdays for their business.</p> <p>Employers must consistently use one of these two options and indicate on your schedule which option they are using.</p> <p>Calendar day</p> <p>The employer may schedule workers' shifts using the calendar day from midnight to midnight.</p> <p>For example, if your employer uses the calendar day, your eight or 10-hour shifts would start and end between 12:00 a.m. and 12:00 midnight on each calendar day of the week, for example, 8:00 a.m. to 4:00 p.m.</p> <p>24-hour day</p> <p>The employer can schedule workers' shifts during any 24-hour period that begins with the time of the workers' first shift.</p> <p>For example, if your employer defines the daily period as 24 consecutive hours, your 24-hour workday would start with your first shift at 8 a.m. on Monday and end at 8 a.m. on Tuesday.</p> <p>Employers in restaurants, hotels, nursing homes, hospitals or educational institutions must limit your shifts to 12 hours in the 24-hour workday 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 workday.

Meal breaks	<p>You must get a meal break within every five hours of work. Your meal break will be ½ hour unpaid time. 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, your employer must pay for that time and they must allow you to eat while you work.</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	If you work 20 or more hours per week, you must get at least one day off every week.
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. Workers who complete 10 years of employment with the same employer receive four weeks of annual vacation each year. Your employment rights do not change whether you work part-time, casually, temporarily or seasonally. 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 a.m., your employer must provide you with free transportation home. If you are a 14- or 15-year-old, 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. Three 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 or a person you consider to be like family dies. Bereavement leave also includes pregnancy loss experienced personally or by an immediate family member. You must take the five days within six months of the passing or loss. • Interpersonal and sexual violence leave: A victim of interpersonal or sexual violence who requires time off work to access supports can take up to 10 days of leave, five days paid and five days unpaid. You do not need to take this time all at once. You can break it up by the hour if you need to attend appointments, move, seek legal help and so on. Some examples of supports include medical attention, professional counselling, legal and law enforcement assistance and victim services support. Your employer would only consider time spent away from work as leave time. • 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 receive 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 your employer expects you to work or to be available during these breaks, your employer must pay you for your time.

Meal break

Saskatchewan has 10 of these holidays a year. Saskatchewan does not recognize Boxing Day and Easter Monday as _____.

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, you need to understand how your employer will pay you for your regular work hours, overtime, vacation and more. Below are terms related to pay:

Wages	This is your regular pay (including your hourly wage, overtime, public holiday pay and vacation pay). Your employer cannot deduct or withhold customers' tips to replace your wages. For example, employers cannot use tips to replace regular wages, public holiday pay or pay for working on a public holiday.
Minimum wage	This is the least amount of money your employer can pay you 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 employers must pay you every time they require you to report for work. If you are sent home because there is no work for you when you arrive at your scheduled time, your employer must pay you reporting-for-duty pay. Students in Grade 12 or lower working during school breaks or summer holidays must receive at least three hours of pay each time their employer calls them into work.</p> <p>Example:</p> <p>You are on summer holidays and your employer has you scheduled to work on Wednesday afternoon. Your wage is \$17 an hour. When you show up to work, there isn't enough work and your employer asks you to go home after working two hours. Even though there was no work for you, your employer has still scheduled you to work, so you are entitled to reporting-for-duty pay of \$51 - that's three hours times \$17 per hour. If your employer sends you home after you have worked more than three hours, your employer must pay you for all the hours you 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 who work during the school term must receive at least one hour of pay each time their employer calls them in to work.</p>

	<p>Example:</p> <p>Your wage is \$17 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. Your employer must pay you at least \$17. If your employer sends you home after working more than one hour, your employer must pay you for all hours worked.</p>
<p>Pay for training</p>	<p>When your employer requires you to take orientation or training for your work, they must pay you while you attend the training.</p>
<p>Overtime pay</p>	<p>The minimum overtime pay rate is 1.5 times your hourly wage. For example, if your hourly wage is \$17.00 and you work an hour of overtime, you would earn \$25.50 for that hour.</p> <p>You earn overtime pay based on both the day and the week.</p> <p>Daily overtime</p> <p>If your employer normally schedules you to work eight hours in a 24-hour period, you earn overtime after you work more than eight hours.</p> <p>If your employer normally schedules to work 10 hours in a 24-hour period, you earn overtime after you work 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>Workers who work less than 30 hours per week earn overtime after working more than eight hours in a day.</p> <p>Employers may only let 14- and 15-year-olds work 16 hours per week during the school term and must pay them overtime after they work 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 workers. 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. • You earn overtime pay if you work more than eight hours in a 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, you made \$800 during the school break. Your vacation pay would be $3/52 \times \\$800 = \\46.15. You start earning vacation pay from your first day of work. Your employer must pay you any vacation pay you earned with 14 days of your last day of work if you leave your job before completing one year of employment.</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. • 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 \$17.00 an hour and work 16 hours each per week during the four weeks before the public holiday, your public holiday pay is calculated by multiplying your regular pay for the four weeks before the holiday by .05.</p> <p>You would receive \$54.40 in public holiday pay whether you work on the public holiday or not.</p> <p>For example, $\\$17.00 \times 16 \text{ hours/week} = \\272. $\\$272 \times 4 \text{ weeks} = \\$1,088$</p> <p>$\\$1,088 \times .05 = \\54.40</p>
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. For example, your employer asks you to work six hours on a public holiday. If your regular wage rate is \$17.00 per hour, your pay for working on the public holiday is: \$153.</p> <p>$\\$17 \times 6 \text{ hours} = \\$102 \times 1.5 = \\$153$.</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 you 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 \$17 an hour, how much pay would you earn for working 10 hours on a public holiday?
 - a) \$150
 - b) \$255
5. If you work less than 30 hours per week, you will earn overtime after working more than eight hours in one workday.
 - a) True
 - b) False
6. If you worked 10 hours at \$17 per hour on a day when your employer originally scheduled you for eight hours, how much overtime pay would your employer pay you?
 - a) \$51
 - b) \$30
7. To calculate your vacation pay, multiply your total yearly earnings by 3/52.
 - 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, minus any overtime your employer paid you 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
- b) \$70

11. You earned \$5,000 in a year. How much would your vacation pay be?

- a) \$288.46
- 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:

- 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 your employer pays you by the hour, they may pay you every two weeks (14 days) or twice a month. On payday, your employer will pay your wages by paycheque or direct deposit and will provide 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 worker bank accounts instead of providing a pay cheque. If the employer provides electronic paystubs, they must still give a paper copy to any worker 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								
Worker name:				Cheque date:				
Earnings				Pay Deductions			Year-to-date	
Description	Hourly wage	Hours	Amount	Description	YTD	Amount	Description	Amount
Regular Overtime Premium Public Holiday Vacation pay Bonuses Commissions				CPP EI Income tax			Gross pay Deductions Net pay	
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, premium pay, public holiday pay, vacation pay, bonuses, commission and overtime pay.

Tips are not considered wages as the employer does not pay them.

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 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 including:

- Employment insurance (EI)
- Income tax.

Other deductions may include:

- Worker contributions to other benefit plans.
- Union dues (if you are a member of a union).
- Voluntary worker purchases, of any goods, services or merchandise, from the employer.

Total deductions: The total amount of money taken off your paycheque within the pay period for things such as taxes, union dues, unemployment insurance and so on.

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 the employer pays you for.

Pay date: The date the cheque is issued. The employer must pay you 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 and select the correct answer for the five questions below.

First-come first-serve restaurant Statement of earnings and deductions								
Worker 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	\$17	28	\$476	CPP			Gross pay	\$557.40
Overtime	\$25.50	2	\$51	El			Deductions	\$47
Premium				Income tax		\$47	Net pay	\$510.40
Public Holiday								
Vacation pay								
Bonuses								
Commissions								
Gross pay: \$557.40				Total deductions: \$47				
Pay period: July 10 - 24, 20xx				Pay date: July 29, 20xx			Net pay: \$510.40	

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 the employer paid him on _____.
4. What is Sage's net pay (take home pay)? _____
5. How much vacation pay did Sage receive? _____
6. What is the latest date Sage's employer must make sure Sage receives his pay for the pay period on his statement of earnings?
 - July 27
 - July 30
 - Aug. 1

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. Your employer can ask you for a sick note from your doctor in two situations:

- When you have been away more than five consecutive days.
- When you have been absent from work for two or more working days (non-consecutive absences) due to sickness or injury in the preceding 12 months.

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.
- Up to 27 weeks in a 52-week period for a serious injury or illness.

You must complete 13 weeks of employment with the same employer to get this protection, unless a public health emergency requires you to take time off from work.

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 WCB. To report an injury at work, contact the WCB. You can find forms and more information about the WCB at wcbsask.com or by calling their toll-free number at 1.800.667.7590.

What to know and do when you leave your job

There a few things to do before you leave your job.

Workers who have worked for the same employer for more than 13 weeks in a row, must give two weeks written notice before they leave their job. The written notice must include your last day of work.

What you need to know when your employer lays you off or terminates your employment

When a worker has worked for the same employer for more than 13 weeks in a row, the employer must provide written notice or pay instead of notice when laying off or terminating a worker from their job.

An employer lays off a worker when the employer stops calling the worker in to work for more than 6 days in a row. Employers who lay off workers may call them back to work later. While your employer does not pay you during a layoff, you are still their worker.

A termination means the permanent end of your employment with the employer. Receiving notice means your employer tells you ahead of time when your job will end or a lay-off will begin.

Your employer must pay you all wages owed no later than 14 days after your last day of work. If a regular payday occurs before the 14-day period ends, the employer must pay you any wages owed on the payday.

The length of notice or amount of pay instead of notice increases the longer you have worked for the employer.

What is just cause

If a worker does something very serious like intentionally damaging the employer's equipment or misses a lot of work without letting the employer know, the employer may decide to fire the worker without giving the worker notice or pay instead of notice. Employers call this termination with just cause.

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 does the employer have to pay me all wages owing after my last day of work?
 - Three days after the end of the pay period.
 - Six days after the end of the pay period.
 - 14 days after my last day of work.
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 give before they let you go or lay you 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 has a justifiable reason for firing a worker without notice or pay instead of notice.
- A situation where an employer has cause to lay off a worker.

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?

- More than 13 weeks in a row.
- More than 6 weeks in a row.

7. Employers cannot dismiss workers when they take legally allowed time off from work when they are sick or injured.

- True.
- False.

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 at 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 they calculated your wages. Asking questions will open the doors to further questions.

Making a complaint

The Employment Standards Branch recommends that you talk to your employer about 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)

Workers or third parties, such as a parent, spouse or friend, typically file anonymous complaints. A person would use this method of complaint when they believe *The Saskatchewan Employment Act* is not being followed and would like the situation corrected, but want to remain anonymous. You can find a paper copy of the Anonymous Complaint Form at saskatchewan.ca/business/employment-standards.

Formal complaint for unpaid wages (where you provide your name)

You should use a formal complaint process if:

- 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 worker 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, and so on, included with formal complaints will help assist Employment Standards with the investigation.

You can submit formal complaints 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 have to provide pay stubs and any other records you may have.

Once the Employment Standards Branch receives a complaint, they will review it and conduct an investigation. You can find more information about the investigation process 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.
- How to make a complaint.

Additional resources

Websites

- Visit saskatchewan.ca/business/employment-standards for more information about employment standards and workers rights and responsibilities for Saskatchewan employers and workers.
- The Vacation Pay Calculator can help you calculate the amount of annual holiday pay owed to you (saskatchewan.ca/business/employment-standards/vacations-and-vacation-pay/vacation-pay-calculator).
- Visit 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) 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 (servicecanada.gc.ca/eng/sc/sin/index.shtml).
- The Public Holiday Calculator can help you calculate the amount of public holiday pay owed to you - apps.saskatchewan.ca/lrws/calculator/holidaypay/

Publications

- *Understanding Saskatchewan's Employment Standards – A Guide to Your Rights and Responsibilities:* saskatchewan.ca/business/employment-standards.
- *Youth in the Workplace* - saskatchewan.ca/business/hire-train-and-manage-employees/youth-in-the-workplace.

Young Worker Readiness Certificate Course

Guide and Workbook

2026

For more information or inquiries about the Young Worker Readiness Certificate Course, or to access the workbook answer key, please contact:

Email: tepcoordinator@wcbsask.com

Phone: 1.306.933.7885