

# Young Worker Readiness Certificate Course

Guide and Workbook

*updated 2023*



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## Introduction

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

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

If you are 13, 14 or 15 years of age and want to work in Manitoba, you are required to:

- complete the course and obtain a Certificate of Completion;
- provide your employer with a copy of your certificate before starting work. Your certificate must be signed by your parent or guardian.

Your employer is required to keep these documents on file.

## Completing the Guide and Workbook

This workbook will train you on the basic rules for health, safety and the employment relationship. 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 safety, health and labour laws.
2. **Expectations at Work:** You will learn about workers' and employers' rights and responsibilities within the employment relationship. You will also examine a pay statement, practice solving problems and find out where to go for help.
3. **Workplace Safety and Health:** You will learn about workers' and employers' rights and responsibilities for keeping workplaces safe, how to recognize and deal with workplace hazards and who to contact for help.

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



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



**Self-check** – This symbol means you can check your answers at the end of this guide.



**Website** – This symbol means there are website resources related to what you are learning.



**Video** – This symbol means there are video resources related to what you are learning.



**Publications** – This symbol means there are print publication resources related to what you are learning.

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

## Obtaining a Certificate of Completion

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

Please call the Employment Standards Branch at 1-800-821-4307 or 204-945-3352 and ask for a paper copy of the test to be sent to you.

The completed test and form can then be mailed to:

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

Employment Manitoba Standards

401 York Ave.

Winnipeg, MB R3C 0P8

Please note: your test will not be returned to you.

If you take the paper copy of the test and you pass, the Employment Standards will mail your Certificate of Completion to you. If you did not pass the test, you will receive a notice in the mail with a new test.

Your parent or guardian must sign your Certificate of Completion.

Be sure to make extra copies of your Certificate of Completion. Keep one for your records and give the others to potential employers.

If you lose your Certificate of Completion or change jobs and do not have a copy, you can call the Employment Standards Branch for help.

# Module 1: Understanding the World of Work

## Introduction – What You Will Learn

Throughout Module 1, you will be introduced to what employment is and to the work world. You will learn that employment has expectations and consequences. You will also become knowledgeable about your workplace rights (things you can expect from others) and responsibilities (things you have to do).

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

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 this introductory module, you are going to learn:

- what you need to know about employment;
- what employment is;
- what the expectations are for employers and employees;
- what is safety at work; and
- who can help.

## What Is Employment?

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

In this course, we're going to talk about paid work you do as an employee. This is called 'employment'.

### Employment

- is a task that you need to do for your employer;
- is paid; and
- involves training, rules and supervision.





## Activity 1.1

Circle the activities that you think are work for pay.

Going to school

Hockey practice

Sweeping  
the floor at a  
restaurant

Talking to friends  
online

Cleaning your  
room

Serving food at  
a movie theatre

Babysitting for  
neighbours

Watching a movie



Self-check your answers!

## Words Used in the Workplace

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

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



## Activity 1.2

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

Words:

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

Definitions:

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



Self-check your answers!

## What Behaviour Is Acceptable at Work?

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

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

Employment is similar. Some behaviours are acceptable while others are not. For example, arriving late to your job everyday is not acceptable.

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



### Activity 1.3

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

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



Self-check your answers!

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

Acceptable Behaviours	Unacceptable Behaviours

## What are the Expectations of Employers and Employees?

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

As a worker, you expect to:

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

Employers and supervisors expect you to:

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

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

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

## Introduction to Formal Workplace Rules: Manitoba Employment Standards

You previously learned that there are rules and expectations on behaviours at home and work.

In Manitoba, *The Employment Standards Code* sets out laws on the expectations of employers and employees.

For example, the Code sets out:

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

Employers and employees have rights and responsibilities for employment standards under *The Employment Standards Code*.

For example:

### Employer

#### Responsibilities:

- Your employer is responsible for giving you a 30-minute unpaid meal break after five hours of work.
- Your employer is responsible for setting your work schedule.

#### Rights:

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

### You

#### Responsibilities:

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

#### Rights:

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



## Activity 1.4

Place each responsibility under whose responsibility it is within the workplace. For example, "1. Provide a full day's pay for a full day's work" is a responsibility of the employer.

Who is responsible to:

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

Your responsibility:

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Responsibility of your employer and you:

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Responsibility of your employer:

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Self-check your answers!

## What Is Safe?

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

Read the following scenario.

Your supervisor wants you to clean out the supply room. As soon as you look in the room, you see it is full of junk, broken glass, chemical containers and pieces of wood with nails in them.

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



### Activity 1.5

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

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



Self-check your answers!

## What Are the Duties and Responsibilities for Safety and Health at Work?

### Manitoba Workplace Safety and Health Act and Regulation

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

The *Manitoba Workplace Safety and Health Act and Regulation* outline the health and safety laws and sets the rules for keeping employees and workplaces healthy and safe. They apply to employers, supervisors, employees, contractors and self-employed persons. For example, the Act sets out:

- the training employers must give to all new workers;
- responsibilities of employers and employees for handling chemicals (WHMIS);
- unacceptable workplace behaviours, such as bullying and harassment; and
- the age you must be to work in certain jobs.



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

Employers and employees have rights and responsibilities for safety and health under the *Manitoba Workplace Safety and Health Act and Regulation*.

For example:

## Employer

### Responsibilities:

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

### Rights:

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

## You

### Responsibilities:

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

### Rights:

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



## Activity 1.6

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

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

Your responsibility:

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Responsibility of your employer and you:

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Responsibility of your employer:

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When starting a new job, ask your employer about things like your hourly wage, meal breaks, work schedule, training and how to protect yourself from workplace hazards.

Remember:

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



Self-check your answers!

## The Workers Compensation Board of Manitoba

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

1. Get first aid.
2. Report the incident to your employer or supervisor and complete the ['Notice of Injury to Employer'](#) form.
3. Seek medical attention if you need it. If you go to a doctor's office or hospital, tell them this is a workplace injury.
4. Fill out the ['Worker Online Incident Report'](#) as soon as possible. Submit it to the Workers Compensation Board of Manitoba (WCB).

Workers Compensation is a workplace insurance system that provides income and medical care to injured employees who cannot work.

You can find more information or forms at [wcb.mb.ca](http://wcb.mb.ca) or by calling 204-954-4321 or toll free at 1-855-954-3804.

## Summary

In Module 1, you learned:

- what employment is;
- what behaviour is acceptable at a job;
- what your employer expects;
- what is safe;
- what are the rules for safety and health at a job; and
- who can help.

And remember:

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

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



### Activity 1.7

Complete the word search by finding the words below.

EMPLOYER  
 CONSEQUENCE  
 HAZARDS  
 EXPECTATIONS  
 WORK

SAFE  
 BEHAVIOUR  
 JOB  
 RULES  
 TRAINING




HEALTH  
 RESPONSIBILITY  
 WAGES  
 RIGHTS  
 ORIENTATION

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



Self-check your answers!

## Additional Resources

	<h3>Websites</h3> <ul style="list-style-type: none"><li>• Use <a href="http://www.manitobacareerdevelopment.ca/CDI/">http://www.manitobacareerdevelopment.ca/CDI/</a> 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.</li><li>• Use <a href="http://gov.mb.ca/govjobs/">gov.mb.ca/govjobs/</a> to look for jobs in many locations across Manitoba. You can browse jobs by using keywords, job categories or by location.</li><li>• Apprenticeship Manitoba (<a href="http://gov.mb.ca/wd/apprenticeship/">gov.mb.ca/wd/apprenticeship/</a>) has information for employees and employers on apprenticeship within the trades.</li><li>• Visit <a href="https://www.safemanitoba.com/Education/Pages/YWRCC.aspx">https://www.safemanitoba.com/Education/Pages/YWRCC.aspx</a> or additional resources and information related to young workers in Manitoba.</li></ul>
	<h3>Video Resources</h3> <ul style="list-style-type: none"><li>• "If it feels wrong..." - <a href="https://www.youtube.com/watch?v=CzO1TA1MGLs">youtube.com/watch?v=CzO1TA1MGLs</a></li><li>• "Stupid Questions:" - <a href="https://www.youtube.com/watch?v=pX7dfogWURI">youtube.com/watch?v=pX7dfogWURI</a></li><li>• "Just Ask" - <a href="https://www.youtube.com/watch?v=W1U0WGshMW4">youtube.com/watch?v=W1U0WGshMW4</a></li></ul>
	<h3>Publications</h3> <ul style="list-style-type: none"><li>• Fact Sheets Employment Standards Manitoba: <a href="http://gov.mb.ca/labour/standards/factsheet.html">gov.mb.ca/labour/standards/factsheet.html</a></li><li>• New Worker Orientation and Training Guide: <a href="https://www.safemanitoba.com/Resources/Pages/new-worker-orientation-and-training-guide-0.aspx">https://www.safemanitoba.com/Resources/Pages/new-worker-orientation-and-training-guide-0.aspx</a></li></ul>

## Module 2: Expectations for the Workplace

### Introduction – What You Will Learn

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

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

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

In this module, you are going to learn:

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

As you work through this module, remember these messages:

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

## Why Employment Standards Are Important

*The Employment Standards Code* (the Code) sets rules for things like minimum wage, breaks away from work, days off, paydays, deductions from wages and general holiday pay.

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

Knowing the rules will also help you understand your responsibilities in the workplace. For example, when your employer gives you your pay statement, it is your responsibility to look at it and make sure you were paid correctly.

Knowing both employers' and employees' rights and responsibilities for working conditions will help you when you are ready for work.

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

## Things to Know and Do Before You Start Work

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

In Manitoba, you can start working at 13 years of age if you complete the Young Worker Readiness Certificate Course (YWRCC). Once you turn 16, you don't need to take the YWRCC but there are certain industries and occupations you cannot work in. If you are 13, 14 or 15 years of age, these are the steps you need to follow:

1. Complete the YWRCC.
2. Print the Certificate of Completion and make sure your parent or guardian signs it.
3. You must give a photocopy of your Certificate of Completion to the employer.

Be aware of the employment standards restrictions. If you are under 18, you cannot work:

- alone between 11 pm and 6 am;
- in the forestry industry;
- in a sawmill or pulp mill;
- in an underground mine or the face of an open pit or quarry;
- in the abatement or removal of asbestos; or
- in an enclosed or partially enclosed space that is not primarily designed for human occupancy and has restricted means of access or egress.

**Visit our website:  
[manitoba.ca/labour/standards](http://manitoba.ca/labour/standards)  
for more information.**

If you are 13, 14 or 15 years old, you cannot work:

- between 11 pm and 6 am;
- for more than 20 hours during a week of school;
- on a construction site;
- in an industrial or manufacturing production process;
- in work involving scaffolding or swing stages;
- on a drilling or servicing rig;
- in arboriculture, if using dangerous tools or machinery;
- at heights more than 1.5 meters;
- with herbicides or pesticides; or
- without direct adult supervision.

If you are 13 years old, you cannot work:

- in food preparation if you'd be using dangerous tools or machines. For example, fryers, slicers, grills, or knives.

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 (SIN) from Service Canada ([servicecanada.gc.ca/eng/sc/sin/index.shtml](http://servicecanada.gc.ca/eng/sc/sin/index.shtml)). If you do not have access to the internet, obtain a SIN application form from the Service Canada Office nearest to you or call 1-800-0-CANADA.

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

- do not work for an employer and are an independent contractor, or are self-employed. This may include babysitting, delivering flyers, or cleaning a yard in the neighbourhood.
- volunteer for a charitable organization or are given work experience for a limited period of time if approved by a school board.
- work on a farm for a family member in the primary production of agricultural products on that farm.





## Activity 2.1

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

If you are 13, 14 or 15 years old, you:

1. T / F are required to take the *Young Worker Readiness Certificate Course* (YWRCC) and obtain a Certificate of Completion before beginning work.
2. T / F do not require your parent or guardian's permission to begin working.
3. T / F cannot work between 11 p.m. and 6 a.m.
4. T / F can work an unlimited number of hours in a school week.
5. T / F must provide a copy of your YWRCC Certificate to your employer.



Self-check your answers!

## Rules for 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.

Here are some basic employment standards you should know:

<p><b>Annual Vacation and Pay</b></p>	<p>After you complete 1 full year of employment, you will receive 2 weeks of vacation a year. This increases to 3 weeks after you have completed 5 consecutive years of work with the same employer.</p> <p>For each week of vacation you will receive 2% of your wages, excluding overtime, for vacation pay.</p> <p>Employers must pay vacation pay before the employee takes their vacation. However, it is common for employers to pay vacation wages on each cheque.</p>								
<p><b>Days Off</b></p>	<p>You are entitled to have at least one day off every week. This does not have to be the same day each week. For example, an employee can have Sunday off one week and Wednesday off the next week.</p>								
<p><b>Extra Breaks</b></p>	<p>Employers do not have to give extra breaks; however, if they do it is an extra benefit.</p>								
<p><b>General Holidays</b></p>	<p>There are 8 general holidays per year in Manitoba. They are:</p> <table data-bbox="574 1094 1235 1304"> <tr> <td>New Year's Day</td> <td>July 1</td> </tr> <tr> <td>Louis Riel Day</td> <td>Labour Day</td> </tr> <tr> <td>Good Friday</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Victoria Day</td> <td>Christmas Day</td> </tr> </table> <p>Boxing Day, Easter Monday and Terry Fox Day are not general holidays.</p> <p>Remembrance Day is a day to honour the people who have served and continue to serve Canada. There are special rules for those who work on this day.</p>	New Year's Day	July 1	Louis Riel Day	Labour Day	Good Friday	Thanksgiving Day	Victoria Day	Christmas Day
New Year's Day	July 1								
Louis Riel Day	Labour Day								
Good Friday	Thanksgiving Day								
Victoria Day	Christmas Day								
<p><b>Hours of work for 13, 14 and 15 year olds</b></p>	<p>When you are 13, 14 and 15 years old, you can only work 20 hours per week when school is in session. If you work during school breaks or summer holidays there are no restrictions on the number of hours you can work.</p>								
<p><b>Job-protected Leaves</b></p>	<p>There are several unpaid protected leaves. Although you do not need permission to take the leave, you must inform your employer of your intention and the reason for the leave. Your employer may request</p>								

	<p>verification the leave is needed.</p> <p>A few of the common leaves are:</p> <ul style="list-style-type: none"> <li>• Family Leave: you can take up to 3 days per calendar year for personal illness or family emergencies. You must work for your employer for at least 30 days to qualify.</li> <li>• Long Term Leave for Serious Injury or Illness: you can take this leave for a minimum of 2 weeks up to a maximum of 17 weeks due to illness or injury. You must work for your employer for at least 90 days to qualify.</li> <li>• Bereavement Leave: you can take 3 days off if a family member dies. You must work for your employer for at least 30 days to qualify.</li> </ul> <p>For a list of all job-protected leaves, visit <a href="http://manitoba.ca/labour/standards">manitoba.ca/labour/standards</a>.</p>
<b>Meal Breaks</b>	You must get an unpaid meal break after five consecutive hours of work. Your break will be 30 minutes long.
<b>Paydays</b>	All employees must be paid within ten working days of the end of the pay period.
<b>Uniforms</b>	A uniform is clothing that is unique to the employer such as a name or logo and has no practical use outside of employment. You must be provided a uniform free of charge.
<b>Work Schedules</b>	Employers make the schedule and determine when they need employees to work. An employer can schedule shifts of varying lengths.
<b>Work Week</b>	A work week is any period of seven consecutive days chosen by your employer.

Employment standards are the minimum standards that employers must follow. Employers can give their workers more than the minimum standard, but nothing less. For example, an employer can pay you more than minimum wage, but cannot pay you less.



## Activity 2.2

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

Annual Vacation

You must get a \_\_\_\_\_ for every five hours of work and they must be 30 minutes, unpaid. If you are expected to work or to be available during these breaks, you must be paid for your time.

General holidays

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

Meal break

Manitoba has eight of these holidays per year. Boxing Day, Easter Monday and Terry Fox Day are not considered \_\_\_\_\_.



Self-check your answers!

## Rules for Pay

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

<p><b>Deductions</b></p>	<p>Your employer must take money off your pay cheque for things like the Canada Pension Plan (CPP), Income Tax and Employment Insurance (EI). They may also agree to take deductions for things you agree to buy, such as store merchandise.</p> <p><b>Your employer may not take money off your cheque at any time for:</b></p> <ul style="list-style-type: none"> <li>• Broken items or mistakes made at work;</li> <li>• A customer leaving without paying for gas or a meal; or</li> <li>• A uniform you are required to wear that identifies the business.</li> </ul>
<p><b>General Holiday Pay</b></p>	<p>You will receive 5% of your total wages, excluding overtime, in the 4 weeks before the holiday.</p> <p><b>Working on a general holiday:</b> you are generally entitled to 1.5 times your wage rate for the hours worked on the holiday plus general holiday pay.</p> <p>If you are employed in certain businesses such as a restaurant, gas station or hotel, your employer may use an exception: they may pay your regular wage rate for time worked on the general holiday and provide another day off with holiday pay.</p>
<p><b>Minimum Wage</b></p>	<p>This is the least amount of money you can be paid per hour. The minimum wage is the same province-wide. Visit <a href="http://gov.mb.ca/labour/standards/">gov.mb.ca/labour/standards/</a> to see the most current minimum wage amount. For more information about increases to minimum wage call 1-800-821-4307 or 204-945-3352.</p>
<p><b>Overtime Pay</b></p>	<p>Overtime pay is 1.5 times your hourly wage. For example, if your hourly wage is \$15 per hour and you work one hour of overtime, you would earn \$22.50 for that hour.</p> <ul style="list-style-type: none"> <li>• In most cases, you must be paid overtime when you work more than 8 hours per day or 40 hours per week</li> </ul>
<p><b>Pay for Training</b></p>	<p>When your employer asks you to take training for work, they must pay you while you attend the training.</p>

<b>Reporting Pay</b>	<p>Unless you are scheduled for less than 3 hours, you are entitled to be paid for at least 3 hours when your shift is cancelled or shortened.</p> <p>Employers cannot avoid reporting pay by asking volunteers to go home.</p>
<b>Vacation Pay</b>	<p>When starting new employment, you will receive at least 2 weeks of vacation each year. This increases to 3 weeks after 5 consecutive years of work.</p> <p>For each week of vacation you will receive 2% of your wages, excluding overtime, for vacation pay.</p> <p>Employers must pay vacation pay before the employee takes their vacation. However, it is common for employers to pay vacation wages on each pay cheque.</p>
<b>Wages</b>	<p>This is your regular pay (including hourly wage, overtime, public holiday pay and vacation pay).</p>



## Activity 2.3

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

1. Your employer asks you to start before your shift to learn how to use the computer system. They must:
  - a) Only pay you once your shift starts.
  - b) Pay for that time because they must pay for training.
  - c) Only pay for that time if you pass probation.
2. If you earn \$15.00 per hour, how much would you earn if you work five hours on Louis Riel Day?
  - a) \$75.00
  - b) \$150.00
  - c) \$112.50
3. You started working last week at \$13.00 per hour. You have worked three shifts for five hours each shift. Christmas Day is tomorrow and your business is closed. How much do you get paid for Christmas?
  - a) \$65.00
  - b) \$195.00
  - c) \$9.75
4. You earned \$3,000.00 at your new part-time job last year. How much will you get paid for vacation wages?
  - a) \$120.00
  - b) Nothing — part-time workers don't get vacation.
  - c) It is up to negotiations with your employer.
  - d) \$500.00
5. If you work on a general holiday, you will earn double time for all hours worked.
  - a) True
  - b) False



Self-check your answers!

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

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

There are many people who can help you. If you are unsure, you can ask your employer, your parent/guardian, or you can call the Employment Standards Branch at 1-800-821-4307.

## How to Read Your Pay Statement

At work, you will be paid at least twice per month and you must be given a pay statement.

The pay statement explains what you have earned. There is information on hours worked (regular and overtime), deductions from pay, and net amount of wages paid.

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

### Explanation of terms

Current	The total amount received for that kind of pay within the pay period. For example, the total amount for regular pay you earned within the pay period.
Earnings	This section lists all of the different kinds of pay you received for that pay period and can include salary or hourly wages, overtime pay, general holiday pay, vacation pay, and overtime pay.  Tips are not considered wages as they are not paid by the employer.
Gross Pay	The total amount of money you made before deductions.
Hours	The number of hours you worked within the pay period.
Hourly Wage (rate)	The amount of money you earned per hour.



Net Pay	Your take-home pay after all deductions.
Pay Date	The date the cheque is issued. You must be paid within 10 business days of the end of the pay period.
Pay Deductions	<p>The amounts taken off your pay cheque for different reasons. The deductions you will see on every pay cheque are such things as:</p> <ul style="list-style-type: none"> <li>• Canada Pension Plan (CPP)</li> <li>• Employment Insurance (EI)</li> <li>• Income Tax</li> </ul> <p>Other deductions can include:</p> <ul style="list-style-type: none"> <li>• employee contributions to other benefit plans;</li> <li>• union dues (if you are a member of a union); and</li> <li>• voluntary employee purchases from the employer of any goods, services or merchandise.</li> </ul>
Pay Period	The number of days or weeks of work for which you are being paid.
Total Deductions	The total amount of money taken off your pay cheque within the pay period for things such as taxes, union dues, unemployment insurance, etc.
YTD (Year-to-Date)	This refers to both total pay or income and total deductions since the start of the current year.

When you start a job, keep track of the days and hours you work. Check your pay statement 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 2.4

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

FIRST COME FIRST SERVE RESTAURANT							
Statement of Earnings and Deductions							
Employee Name: Sage Miller						Cheque Date: July 29, 20xx	
Earnings				Pay Deductions		Year to Date	
Description	Hourly Rate	Hours	Current	Description	Current	Description	Amount
Regular	\$14.00	36	\$504.00	CPP	\$36.55	Gross Pay	\$566.16
Overtime	\$21.00	2	\$42.00	EI	\$16.41	Deductions	\$155.85
Premium				Income Tax	\$102.89	Net Pay	\$410.31
Holiday							
Vacation			\$20.16				
Bonuses							
Commissions							
Gross Pay: \$566.16				Total Deductions: \$155.85			
Pay Period: July 10 - 24, 20xx				Pay Date: July 29, 20xx		Net Pay: \$410.31	

Use the sample pay statement to fill in the blanks.

Words to use:

July 10-24, 20xx	36	\$14.00
\$155.85	\$566.16	2
July 29, 20xx	\$410.31	\$20.16

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



Self-check your answers!

## What to Know and Do When You Leave or Lose Your Job

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

### Employee's responsibility for notice

After you have worked for the same employer for 30 days, you must give one week's notice before you leave your job.

After you have worked for the same employer for one year, you must give two weeks' notice.

Notice can be written or verbal.

### Termination With Notice

Your employer decides who works for them. They can decide to terminate employment if they notify you in advance based on the chart below. You will be required to work that notice period:

Period of Employment	Notice Period
At least 30 days but less than 1 year	one week
At least 1 year but less than 3 years	two weeks
At least 3 years but less than 5 years	four weeks
At least 5 years but less than 10 years	six weeks
At least 10 years	eight weeks

Notice can be written or verbal. You will either be allowed to work until your last day on the job or you will be paid instead of notice.

## Pay Instead of Notice

Your employer can end your employment immediately without notice. If this happens, your employer must pay you your wages for the required weeks of notice from the chart on the previous slide.

## Exceptions to Notice

There are some reasons you may be terminated without notice. The most common are:

**Just cause:** you do something serious like stealing, breaking important rules such as safety rules, or consistently failing to do your job as instructed after repeated warnings.

**Probation:** you are employed less than 30 days.

**Fixed term:** you are hired for the summer and know your employment ends when school starts.

## Your Last Pay cheque

Your employer must pay you everything you are owed within 10 business days of your last day of work. This will often include your last pay period of wages and any outstanding vacation owed to you.

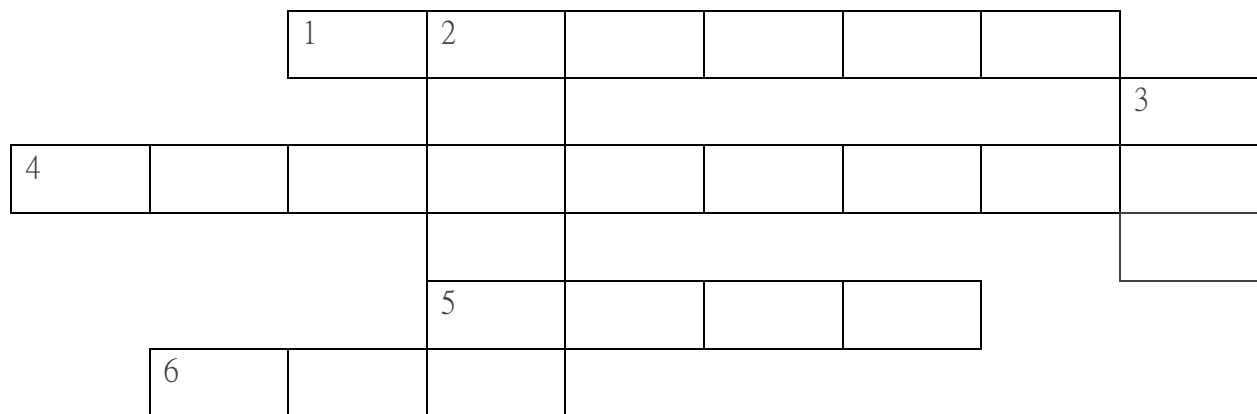


## Activity 2.5

Complete the crossword puzzle.

Words to use:

call	unpaid	notice
one	ten	just cause



### ACROSS

- 1 Time off from work when you are sick is \_\_\_\_\_.
- 4 If you stole money from your employer, they could fire you without advance notice or pay instead of notice. This is called \_\_\_\_\_.
- 5 If you are sick or injured and cannot go to your job, you must \_\_\_\_\_ your employer.
- 6 You have been working for eight weeks with the same employer. Your employer is required to provide you \_\_\_\_\_ week of notice.

### DOWN

- 2 After 20 weeks of working with the same employer, your employer advises that your job will end in one week. This is called termination with \_\_\_\_\_.
- 3 You must receive your last pay cheque within \_\_\_\_\_ business days of your last day of 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 statement or your employer has not been giving you meal breaks.

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

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

If your concern involves working conditions, it is helpful to find out the facts before you talk to your employer. Reference the fact sheets online at [manitoba.ca/labour/standards](http://manitoba.ca/labour/standards) or contact the Employment Standards Branch at 1-800-821-4307 or 204-945-3352 to clarify the rules.

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

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

## Making a Complaint

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

The formal complaint process should be used if:

- You would like to request the Branch conducts an investigation into a specific employment standards concern; or
- You need help recovering unpaid wages.

Formal employment standards complaints can be submitted by mail, email or fax. The Branch's contact information and complaint form is located at [manitoba.ca/labour/standards](http://manitoba.ca/labour/standards).

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.

Once a complaint is received, the Employment Standards Branch will review the complaint and conduct an investigation. If you don't have access to the internet, contact the Branch for complaint forms and information about employment standards at 1-800-821-4307 or 204-945-3352.

## 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.

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

We also covered the basic rules for working conditions. In Module 2, you learned:

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



## Activity 2.6

Unscramble the words below.



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



Self-check your answers!



## Additional Resources

	<h3>Websites</h3> <ul style="list-style-type: none"><li>• Visit <a href="http://manitoba.ca/labour/standards">manitoba.ca/labour/standards</a> for more information about employment standards and workers' rights and responsibilities for Manitoba employers and employees.</li><li>• Visit <a href="https://www.safemanitoba.com/Education/Pages/YWRCC.aspx">https://www.safemanitoba.com/Education/Pages/YWRCC.aspx</a> for additional resources and information related to young workers in Manitoba.</li><li>• Use the Employment Standards Complaint Form: (<a href="https://www.gov.mb.ca/labour/standards/asset_library/pdf/Claim_Form.pdf">https://www.gov.mb.ca/labour/standards/asset_library/pdf/Claim_Form.pdf</a>) if you believe your employer is not complying with employment standards set out in <i>The Employment Standards Code</i>.</li><li>• If you need to get a social insurance number, contact Service Canada: (<a href="http://servicecanada.gc.ca/eng/sc/sin/index.shtml">servicecanada.gc.ca/eng/sc/sin/index.shtml</a>).</li></ul>
	<h3>Publications</h3> <ul style="list-style-type: none"><li>• A Quick Guide to Employment Standards: <a href="https://www.gov.mb.ca/labour/standards/factsheet.html#category83">https://www.gov.mb.ca/labour/standards/factsheet.html#category83</a>.</li></ul>

## Module 3: Workplace Safety and Health

### Introduction – What You Will Learn

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

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

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

As you work through this module, remember these messages:

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

### Why Health and Safety Is Important at Work

The *Manitoba Workplace Safety and Health Act and Regulation* (MWSH) sets rules for workplace health and safety like requiring employers to train you about how to do your job safely and to supply you with the safety equipment you need.

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

## Injuries Among Youth in the Workplace

Most young people find jobs in:

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

**Reminder: you cannot work in some industries based on your age.**

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

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

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

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

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

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



### Activity 3.1

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

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



Self-check your answers!

## Who Has Rights and Responsibilities for Safety and Health

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

The *Manitoba Workplace Safety and Health Act and Regulation* (MWSH) describes the duties responsibilities for everyone in the workplace. To carry out safety and health duties at a place of employment, everyone must:

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

The list of safety responsibilities for employers, workers, supervisors, self-employed persons, suppliers etc. can be found at SAFE Work Manitoba's website at:

<https://www.safemanitoba.com/Resources/Pages/bulletin-201.aspx>.

The rights of workers can also be found in the Manitoba Workplace Safety and Health Act:

<https://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>.

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

## Rights of Workers

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

1. The right to know.
2. The right to participate.
3. The right to refuse dangerous work.
4. Protection from reprisal.

### The Right to Know

As a worker you have the right to know about what hazards there are in your workplace and how to protect yourself. Your responsibility is to:

- attend training;
- use safe work procedures
- use equipment safely; and
- wear any required safety equipment known as personal protective equipment (PPE).

### The Right to Participate

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

Your responsibility is to:

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

### The Right to Refuse Dangerous Work

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

A dangerous situation could be:

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

## Protection From Reprisal

- You have a right to protection from reprisal when you are:
  - exercising a right under the WSH Act or Regulation;
  - testifying in a proceeding under the WSH Act;
  - giving information about workplace conditions;
  - performing duties as a member of a safety committee;
  - refusing dangerous work;
  - taking reasonable action to protect your safety and the safety and health of another person; and
  - complying with WSH Act and Regulation and/or attempting to have the WSH Act and Regulation enforced.

## How to Refuse Dangerous Work

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

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

1. **Do not** do work you aren't trained, equipped or experienced for.
2. Tell your employer or supervisor that you are refusing work because of a health or safety concern.
3. Do not leave the worksite without your employers permission.
4. Contact your safety and health committee or safety representative if you can't resolve the concern with the supervisor.
5. If the concern can't be resolved at your workplace, contact a safety and health officer with Manitoba Workplace Safety and Health Branch at 204-957-7233 or toll free 1-855-957-7233.

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

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



## Activity 3.2

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

Words to use:

Wearing	Protect	Right to refuse
Hazards	Training	Safely
Cannot		

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

## Responsibilities of Employers

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

It is your employer's responsibility to:

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



Self-check your answers!

## What Is Workplace Orientation and Training?

WSH Regulation Part 2.2.1(3) lists 11 things that employers must include and inform you about during your workplace orientation. They are:

- Your rights and responsibilities
- Name and contact information for your Supervisor
- Procedure for reporting unsafe conditions
- Procedure for refusing unsafe work
- Contact information for the safety committee
- Safe work procedures and policies related to work
- Hazards and control measures
- Location of first aid facilities, how to summon first aid and report first aid and other injuries
- Emergency procedures (medical, fire, environmental spills)
- Prohibited or restricted areas and activities (harassment verbal or physical, violence etc.).
- Any other matters to ensure your safety and that of others

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



### Activity 3.3

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

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

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



Self-check your answers!



## What Are Hazards?

A 'hazard' is any situation, activity, procedure or equipment that may harm a person.

Your employer must tell you about hazards at work. You should ask your supervisor about hazards any time you do not know how to do a job safely. You can also report hazards to the workplace safety and health committee or to the worker safety and health representative.

**If you feel unsafe doing a work task, stop. Remember, if it feels wrong, it probably is wrong.**

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

## Types of Hazards

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

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

- a greasy kitchen floor is a safety hazard because a worker could slip and fall; or
- missing safety guards on machinery could lead to a worker getting a limb caught or, worse yet, losing a limb.

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

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

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

## How to Find and Fix Hazards

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

### **S:** Spot the hazard

- Wearing your earbuds to listen to music at work.

### **A:** Assess the risk

- Wearing your earbuds makes it hard to hear what's going on around you.

### **F:** Find a safer way Do not wear your earbuds at work.

### **E:** Every day

- Follow safe work procedures every time at work.



## Activity 3.4

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

### Hazard types:

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

### Descriptions:

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



Self-check your answers!

## What Is Personal Protective Equipment (PPE)?

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

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

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

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

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



### Activity 3.5

Complete the crossword puzzle.

The crossword puzzle grid consists of 10 numbered starting points for words:

- 1: Down, 10 letters
- 2: Across, 7 letters
- 3: Down, 6 letters
- 4: Down, 5 letters
- 5: Across, 10 letters
- 6: Across, 13 letters
- 7: Across, 8 letters
- 8: Across, 9 letters
- 9: Across, 7 letters
- 10: Across, 8 letters

Words to use:

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

What you should wear when you are:

Across

2. Sanding?
5. Using a grinder?
6. Working around noisy equipment?
7. Working with hot fluids that can splatter?
8. Carrying lumber?
9. Removing hot items from an oven?
10. Spraying paint?

Down

1. Working on wet or slippery surfaces?
3. Working around falling objects?
4. Cutting with a knife?



Self-check your answers!

## What is WHMIS?

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

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

WHMIS has three main parts:

### 1. Safety Labels

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

### 2. Safety Data Sheets (SDSs)

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

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

### 3. Worker Education

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

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

Talk to your supervisor if you have concerns. For general information and training about WHMIS, visit WHMIS 2015 Information for Workers at:

<https://www.safemanitoba.com/Resources/Pages/whmis-2015-information-workers.aspx>.

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

## WHMIS Hazard Symbols

There are ten WHMIS hazard symbols:



### Gas cylinder (for gases under pressure):

This pictogram includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration. Gases under pressure are hazardous because of the high pressure inside the cylinder or container. The cylinder or container may explode if heated.

### Flame (for fire hazards):

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



### Flame over circle (for oxidizing hazards):

This pictogram includes oxidizing gases, liquids and solids. These materials increase the risk of fire if they come in contact with flammable or combustible materials. The main hazards include causing or intensifying a fire and causing an explosion.

**Skull and crossbones (can cause death or toxicity with short exposure to small amounts):** This pictogram includes products that are fatal, toxic or harmful if inhaled or swallowed, or if they come in contact with the skin.



**Environment (may cause damage to the aquatic environment):** This pictogram includes materials that may cause damage to the aquatic environment. This group (and its classes) was not adopted in WHMIS 2015. However, you may see this pictogram on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

**Exclamation mark (may cause less serious health effects or damage to the ozone layer):**

This pictogram covers the following:

- Acute toxicity – fatal, toxic or harmful if inhaled, swallowed or touched.
- Skin or Eye irritation – products that are irritating to the eyes or skin.
- Skin sensitization – products that cause skin to become swollen, red, itchy and painful.
- Specific target organ toxicity (single) – can cause damage to organs following a single exposure.



**Corrosion (for corrosive damage to metals, as well as skin, eyes):** This pictogram includes three hazard classes of materials corrosive to metal, skin or eyes. These caustic and acid materials can damage the skin, eyes or eat through metals (e.g., sodium hydroxide, hydrochloric acid and nitric acid).

**Exploding bomb (for explosion or reactivity hazards):** This pictogram covers two hazard classes including: self-reactive substances or mixtures and organic peroxides. These products can start chemical reactions on their own causing fires or explosions. They may also cause a fire or explosion if heated.



**Biohazardous infectious materials (for organisms or toxins that can cause diseases in people or animals):** This pictogram contains materials such as harmful microorganisms or toxins that can cause diseases in people or animals.



### Health hazard (may cause or suspected of causing serious health effects):

- Carcinogenicity – may cause or suspected of causing cancer.
- Germ cell mutagenicity – may cause or suspected of causing genetic defects to body cells that may be passed on to future generations.
- Respiratory sensitization – may cause allergic reaction or asthma or breathing difficulties.
- Reproductive toxicity – may cause damage to a worker’s fertility, an unborn baby or cause harm to the worker’s breast fed children.
- Specific target organ toxicity (single exposure) – Can cause damage to organs following a single exposure.
- Specific target organ toxicity (repeated exposure) – may cause damage to organs following prolonged or repeated exposure.
- Aspiration hazard – may be fatal if swallowed and or enter the airways.





## Activity 3.6

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



- a) **Exploding Bomb (for explosion or reactivity hazards)**
- b) **Health Hazard (may cause or suspected of causing serious health effects)**
- c) **Biohazardous Infectious Material (for organisms or toxins that can cause diseases in people or animals)**
- d) **Exclamation Mark (may cause less serious health effects or damage to the ozone layer)**
- e) **Flame (for fire hazards)**
- f) **Gas Cylinder (for gases under pressure)**
- g) **Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)**
- h) **Environment (may cause damage to the aquatic environment)**
- i) **Flame over Circle (for oxidizing hazards)**
- j) **Corrosion (for corrosive damage to metals, as well as skin, eyes)**



Self-check your answers!

## What Is Harassment?

Harassment is defined in the WSH Regulation as objectionable conduct (for example, comments, displays, actions or gestures) by a person that creates a risk to the health of a worker or severe conduct that adversely affects a worker's psychological or physical well-being. Your employer must have a policy to prevent workplace harassment. This includes harassment from co-workers, managers or customers.

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

Part 10 of Manitoba Workplace Safety and Health Regulation mandates that employers should have a harassment prevention policy.

Personal harassment may include things like verbal or written abuse, insulting jokes, personal ridicule, vandalism of personal property and/or sabotaging at work.

Whenever your employer or supervisor gives you direction or feedback about your work, it is not harassment. You can do several things if you believe you are being harassed at work:

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

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

- Notify your supervisor or employer; and
- Contact Manitoba's Workplace Safety and Health Branch for assistance at 204-957-SAFE (7233) or toll free 1-888-957-SAFE(7233).

SAFE Work Manitoba has an information guide to help you learn more about what is and is not considered harassment. For more information visit:

<https://www.safemanitoba.com/Resources/Pages/guideline-harassment.aspx>.

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

To learn more about preventing violence in the workplace, visit SAFE Work Manitoba's website:

<https://www.safemanitoba.com/Resources/Pages/guideline-violence.aspx> or call Manitoba's Workplace Safety and Health Branch.



### Activity 3.7

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

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

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



Self-check your answers!

## What to Do If You Are Injured at Work

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

1. Get first aid.
2. Report the incident to your employer or supervisor and complete the ['Notice of Injury to Employer'](#) form.
3. Seek medical attention if you need it. If you go to a doctor's office or hospital, tell them this is a workplace injury.
4. Fill out the ['Worker Online Incident Report'](#) as soon as possible. Submit it to the Workers Compensation Board of Manitoba (WCB).

Workers Compensation is a workplace insurance system that provides income and medical care to injured employees who cannot work.

You can find more information or forms at [wcb.mb.ca](http://wcb.mb.ca) or by calling 204-954-4321 or toll free at 1-855-954-3804.

## Who Can You Talk to If You Need Help or Information

You can raise your concerns with your Workplace Safety and Health Committee or the Safety Representative. You can ask your parent, guardian, or school teacher if you are unsure about your safety at work.

In Manitoba, the Workplace Safety and Health Committee and representative are part of the workplace safety and health team. Their responsibilities include:

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

You can also get information from Manitoba's Workplace Safety and Health Branch by visiting [manitoba.ca/labour/safety/](http://manitoba.ca/labour/safety/) or calling 204-957-7233 or toll free 1-888-957-7233.

## Summary

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

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

Remember:

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



### Activity 3.8

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




EQUIPMENT	HARASSMENT	HAZARDS
HEALTH	INJURY	ORIENTATION
PARTICIPATE	QUESTIONS	REFUSE
SAFETY	TRAINING	

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



Self-check your answers!

## Additional Resources

	<h3>Websites</h3> <ul style="list-style-type: none"><li>• Visit <a href="https://www.safemanitoba.com/topics/Pages/Youth.aspx">safemanitoba.com/topics/Pages/Youth.aspx</a> for additional resources and information related to young workers in Manitoba.</li><li>• WorkSafe BC has great resources including information and videos on young worker safety (<a href="https://www.worksafebc.com/Topics/YoungWorker/Home.asp">worksafebc.com/Topics/YoungWorker/Home.asp</a>)</li></ul>
	<h3>Video Resources</h3> <ul style="list-style-type: none"><li>• Rights and Responsibilities video: <a href="https://www.youtube.com/watch?v=jRtK5Xjb0GM">https://www.youtube.com/watch?v=jRtK5Xjb0GM</a></li></ul>
	<ul style="list-style-type: none"><li>• Understanding Safety and Health in Manitoba: <a href="https://www.manitoba.ca/labour/safety/">manitoba.ca/labour/safety/</a></li><li>• Guide for New Workers: <a href="https://www.safemanitoba.com/Resources/Pages/new-worker-orientation-and-training-guide-0.aspx">https://www.safemanitoba.com/Resources/Pages/new-worker-orientation-and-training-guide-0.aspx</a></li></ul>

## Taking the Certificate of Completion Test

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

Please call the Employment Standards Branch at 1-800-821-4307 or 204-945-3352 and ask for a paper copy of the test to be sent to you.

The completed test and form can then be mailed to:

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

Employment Manitoba Standards

401 York Ave.

Winnipeg, MB R3C 0P8

Please note: your test will not be returned to you.

If you take the paper copy of the test and you pass, the Employment Standards will mail your Certificate of Completion to you. If you did not pass the test, you will receive a notice in the mail with a new test.

Your parent or guardian must sign your Certificate of Completion.

Be sure to make extra copies of your Certificate of Completion. Keep one for your records and give the others to potential employers.

If you lose your Certificate of Completion or change jobs and do not have a copy, you can call the Employment Standards Branch for help.



## Glossary

**Annual Vacation Pay:** The pay you receive for vacation. For each week of vacation, you will receive 2% of your wages, excluding overtime, for vacation pay. Employers must pay vacation pay before the employee takes their vacation. However, it is common for employers to pay vacation wages on each cheque.

**Arboriculture:** Growing trees and shrubs.

**Asbestos Abatement:** Removing asbestos, a potentially dangerous building material.

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

**Behaviour:** The way you act towards others or react to what they do. Behaviour may be okay or not okay.

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

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

**Charitable Organization:** A registered non profit organization.

**Consent:** Getting permission. To start work you must get your parent/guardian to sign the Certificate of Completion before you can start working.

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

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

**Days off:** You are entitled to have at least one day off every week. This does not have to be the same day each week. For example, an employee can have Sunday off one week and Wednesday off the next week.

**Deductions:** The amounts taken off your pay cheque for different reasons. The deductions you will see on every pay cheque are such things as:

- Canada Pension Plan (CPP)
- Employment Insurance (EI)
- Income Tax

Other deductions can include:

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

**Reprisal:** Any threat or action taken by an employer that would negatively affect an employee's working conditions as a result of that employee involvement with a safety and health issue.

**Earnings:** The different types of payments you receive for a pay period. These can include hourly wages, commission, overtime pay, general holiday pay, and vacation pay. Tips are not considered wages as they are not paid by the employer.

**Employee's Responsibility for Notice:** The need to tell your employer ahead of time when you will be leaving your job. After you have worked for the same employer for 30 days, you must give one week's notice before you leave your job. After one year, you must give two weeks' notice. Notice can be written or verbal.

**Employer:** A person or business who hires and pay people to do work.

**Employer's Responsibility for Notice:** The need for your employer to tell you when they are terminating your employment.

Your employer can either tell you ahead of time and have you work the notice period or give you pay instead of notice. The required notice periods are:

- At least 30 days but, less than one year - one week
- At least one year but less than three years - two weeks
- At least three years but less than five years - four weeks
- At leave ten years - eight weeks

**Employment:** Tasks that your employer gives to you to do. You get paid for doing these tasks.

**The Employment Standards Code:** Employment standards legislation sets the laws (rules) for work, such as pay and working conditions, like: minimum wage, work schedules, meal breaks and much more.

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

**Extra Breaks:** Breaks in addition to your meal break. Your employer does not have to give extra breaks. If they do it is an added benefit.

**Formal Complaint:** If you decide to file a Formal Complaint for unpaid wages, you will need to fill out a Complaint Form. You will need to provide the name of your employer and company and your employer's mailing address. A Formal Complaint for unpaid wages is not anonymous. The employer or former employer will be provided with the information so the complaint can be addressed.

**General Holiday:** A day recognised by law as a holiday. You should either get this day off or be paid differently if you have to work. There are 8 general holidays in Manitoba: New Year's Day; Louis Riel Day; Good Friday; Victoria Day; July 1; Labour Day; Thanksgiving Day; and Christmas Day. Boxing Day, Terry Fox Day and Easter Monday are not holidays. Remembrance Day is a day to honour the people who have served and continue to serve Canada. There are special rules for those who work on this day.

**General Holiday Pay:** The wages you receive for a general holiday. To figure out your pay, multiply your gross pay (excluding overtime) in the four weeks before the holiday by .05. If you work on a holiday, you are normally entitled to 1.5 times your wage rate for the hours worked, plus general holiday pay. In certain businesses such as a restaurant, gas station or hotel, your employer may use an exception: to pay your regular wage rate for time worked on the holiday and provide another day off with pay.

**Gross Pay:** This appears on your pay statement. The amount of money you made before deductions.

**Harassment:** Objectionable conduct that creates a risk to the health of a worker or severe conduct that adversely affects a workers psychological or physical well-being.

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

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

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

**Job:** Something you do to earn money.

**Job-protected Leaves:** Leaves that allow you to take time off from work without losing your job. Although you do not need permission to take the leave, you must inform your employer of your plan to take the leave. Your employer may request verification the leave, if needed.

**Meal Breaks:** A 30 minute unpaid break that must be given after every five consecutive hours you work.

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

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

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

**Notice:** A time period to move from one job to the next.

**Overtime:** Hours you worked over 8 hours in a day and 40 hours in a week. Overtime pay is 1.5 times your hourly wage.

**Pay Date:** The date you are paid. This must be no more than ten working days after the end of the pay period.

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

**Pay Instead of Notice:** Payment of wages instead of a working notice period. When your employer decides to end your employment, they can decide to pay you wages instead of having you work the notice period.

**Pay Statement:** You will receive a pay statement every pay day. This explains everything that you have earned.

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

**Reporting Pay:** The minimum you must be paid for going to work. Unless you are scheduled for less than 3 hours, you are entitled to be paid for at least 3 hours if your shift is cancelled or shortened.

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

**Restricted Means of Access or Egress:** Entrances and exits that are small or difficult to get in and out of.

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

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

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

**Right to Protection from Reprisal:** Acts of reprisal cannot be made against you for exercising a right under the WSH Act or regulation, giving information about workplace conditions, refusing dangerous work, taking reasonable action to protect your safety and health and/or that of another person, complying with WSH Act and Regulation and/or attempting to have the WSH Act and Regulation enforced.

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

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

**Schedules:** The days and hours your employer requires you to work.

**Self-employed:** When you own your own business or are an independent contractor.

**Supervision:** Directly watched by an adult when you're at work performing your duties.

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

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

**Tools:** The items you need to do your job.

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

**Training:** Training includes the instruction, teaching and demonstration of the knowledge and skills you need to do your job. If your employer requires you to wear a uniform, they must provide it free of charge.

**Uniform:** A uniform is clothing that is unique to the employer such as a name or logo and has no practical use outside of employment. You must be provided a uniform free of charge.

**Vacation:** After you complete 1 full year of employment, you will receive 2 weeks of vacation a year. This increases to 3 weeks after you have completed 5 consecutive years of work with the same employer.

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

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

**Worker:** A person who is employed by an employer to perform a service whether for gain or reward or hope of gain or reward or not. Also called an employee.

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

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

**Workplace Orientation:** Orientation is where your employer or supervisor introduces you to the workplace, co-workers, work areas and job tasks. He explains your duties, and responsibilities associated with job.

**Workplace Safety and Health Committee (WS&HC):** The WS&HC cooperates with the employer and workers to spot health and safety hazards and find ways to eliminate and control those hazards. If you want to help keep your workplace healthy and safe you can volunteer on your workplace WS&HC.

**Workplace Safety and Health Representative (WS&H Rep):** In Manitoba, the MWS&H Act states that a representative is required where a safety and health committee is not required but where five or more workers are regularly employed. A WS&H Rep helps the employer and workers to improve health and safety in the workplace by finding and fixing health and safety hazards and issues.

**Work Week:** Any period of seven consecutive days chosen by your employer

**Year-to-Date (YTD):** The total income and total deductions since the start of the current year. You may see this on your pay statement.

**Your Last Pay Cheque:** Your final pay after your employment ends. Your employer must pay you

everything you are owed within 10 working days of your last day of work.



## Self-check Answer Key

### Activity 1.1

Circle the activities that you think are work for pay.

Going to school	Hockey practice	Sweeping the floor at a restaurant
Talking to friends online	Cleaning your room	Serving food at a movie theatre
Babysitting for neighbours	Watching a movie	

### Activity 1.2

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

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

### Activity 1.3

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

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

### Activity 1.4

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

Your Responsibility:

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

Responsibility of Your Employer and You:

2. Treat others with respect.

Responsibility of Your Employer:

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

### Activity 1.5

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

1, 3 & 5

### Activity 1.6

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

Your Responsibility:

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

Responsibility of Your Employer and You:

1. Correct unsafe work conditions or activities.

Responsibility of Your Employer:

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



### Activity 1.6

Complete the word search by finding the words below.

EMPLOYER  
CONSEQUENCE  
HAZARDS  
EXPECTATIONS  
WORK

SAFE  
BEHAVIOUR  
JOB  
RULES  
TRAINING

HEALTH  
RESPONSIBILITY  
WAGES  
RIGHTS  
ORIENTATION

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

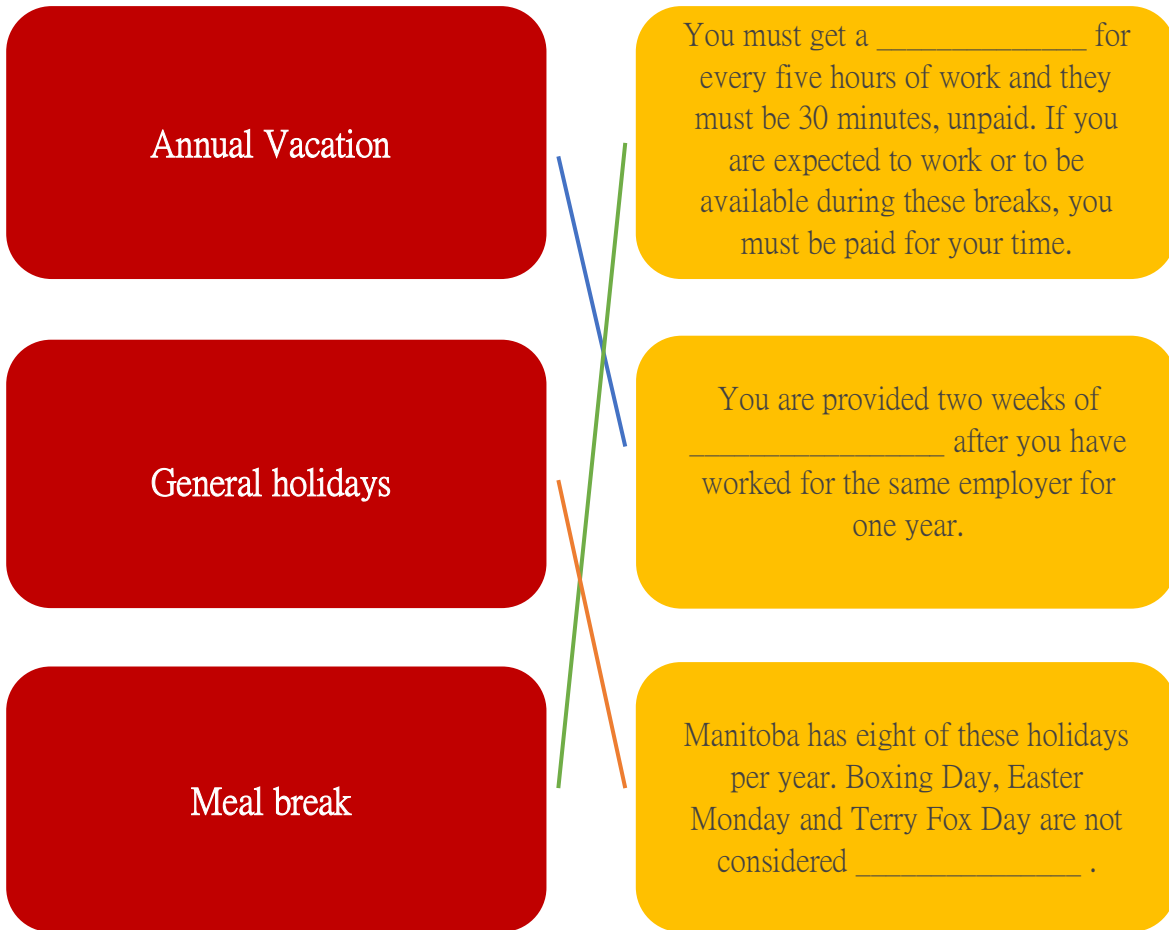
### Activity 2.1

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

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

### Activity 2.2

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



### Activity 2.3

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

1. B
2. C
3. C
4. A
5. B

### Activity 2.4

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

- |            |                                    |            |
|------------|------------------------------------|------------|
| 1. \$14.00 | 3. July 10-24, 20xx; July 29, 20xx | 5. \$20.16 |
| 2. 36; 2   | 4. \$410.31                        |            |

### Activity 2.5

Complete the crossword puzzle.

			1 U	2 N	P	A	I	D	
				O					3 T
4 J	U	S	T	C	A	U	S	E	
				I					N
				5 C	A	L	L		
	6 O	N	E						

### Activity 2.6

Unscramble the words below.

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

### Activity 3.1

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

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

### Activity 3.2

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

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

### Activity 3.3

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

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

### Activity 3.4

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

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



### Activity 3.6

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



Gas Cylinder (for gases under pressure)



Flame (for fire hazards)



Flame over Circle (for oxidizing hazards)



Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)



Environment (may cause damage to the aquatic environment)



Exclamation Mark (may cause less serious health effects or damage to the ozone layer)



Corrosion (for corrosive damage to metals, as well as skin, eyes)



Exploding Bomb (for explosion or reactivity hazards)



Biohazardous Infectious Material (for organisms or toxins that can cause diseases in people or animals)



Health Hazard (may cause or suspected of causing serious health effects)

### Activity 3.7

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

1. Y
2. Y
3. N

### Activity 3.8

Complete the word search by finding the words below.

EQUIPMENT  
HEALTH  
PARTICIPATE  
SAFETY

HARASSMENT  
INJURY  
QUESTIONS  
TRAINING

HAZARDS  
ORIENTATION  
REFUSE

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



# Young Worker Readiness Certificate Course

## Guide and Workbook

*updated 2023*

### Need more information?

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Labour and Regulatory Services

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Ce document est aussi disponible en français.