

X-TREME SAFETY



Young worker's guide to safety and employment rules

This publication is available at ohs-pubstore.labour.alberta.ca.

Disclaimer

The information provided in this material is solely for the user's information and convenience and, while thought to be accurate and functional, it is provided without warranty of any kind. Further, if there is any inconsistency or conflict between any of the information contained in this material and the applicable legislative requirement, the legislative requirement shall prevail. If in doubt, please refer to the current edition of the *Occupational Health and Safety Act*, Regulation, and Code. Neither the Crown, nor its agents, employees, or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of the information contained in this material.

This material is current to March 2023. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important that you keep up with these changes and keep yourself informed of the current law.

Copyright and terms of use

This material, including copyright and marks under the *Trademarks Act* (Canada), is owned by the Government of Alberta and protected by law.

This publication is issued under the Open Government Licence – Alberta. For details on the terms of this licence and commercial or non-commercial use of any materials in this publication, visit open.alberta.ca/licence. Note that the terms of this licence do not apply to any licensed third-party materials that may be included in this publication.

Published by the Government of Alberta

© 2023 Government of Alberta

Table of Contents

X-treme Risk	1
True stories: real fatality, real loss.....	4
Your risk levels.....	5
Your Health and Safety Rights	7
Dangerous work	8
Your health and safety responsibilities	9
Your employer’s health and safety responsibilities.....	10
Your supervisor’s health and safety responsibilities.....	11
True stories: real pain, real tragedy	12
All About Hazards	14
Dealing with hazards	14
Types of workplace hazards.....	15
What’s your hazard I.Q.?	16
Talking to your supervisor	18
Tough conversations	21
Health and Safety Training Topics	26
WHMIS Hazard Classes and Categories	28
Employment Rules	29
If you’re under 18 years old.....	30
If You Get Injured at Work	31
Contact Information	32

X-treme Risk

Can you believe that there may be as many X-treme jobs as there are extreme sports? Like an extreme sport, your work can also be dangerous.

For every job, just like for every extreme sport, you'll need:


- **Orientation.**
- **Ongoing training.**

You may also need:

- **Special protective gear.**
- **Special tools.**

But no matter what job you have, even if it doesn't seem X-treme, hazards exist. Without proper information, training and tools, your safety—and your life—could be at X-treme risk.

If you're under 25, you're more likely to get injured on the job than if you're over 25.

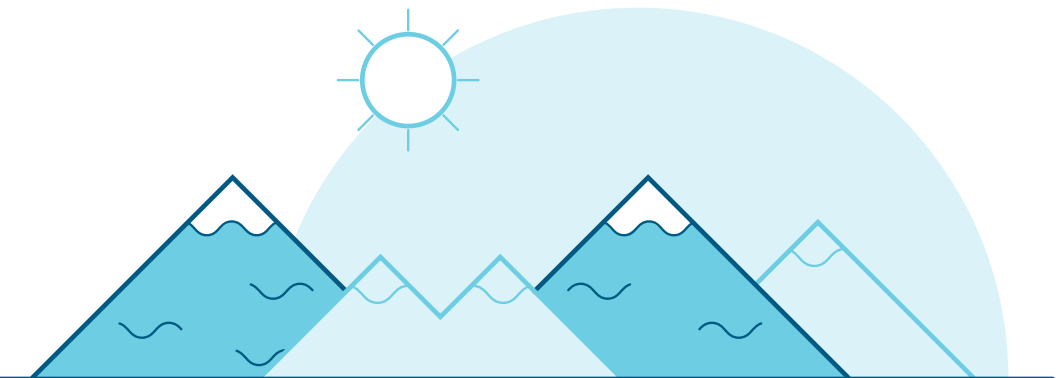


Let's say you're about to tandem skydive. You're probably getting a rush just thinking about it. But to get the most out of it, you need to prepare to know some basics before you leap. The same is true on the job.

At your job, you need to:

- **Know your rights.**
- **Know the rules.**
- **Spot the hazards.**
- **Know how to handle hazards.**
- **Have the proper orientation and training.**
- **Use protective equipment and clothing.**
- **Communicate with your team.**

Lots of people get hurt at work. They didn't plan it. They didn't expect it. You could lose a leg or spend months or years in the hospital. You may never be able to play your favourite sport again. Or walk. Or drive a car. Or you may set the stage for a lifetime of getting the same type of injury over and over. It may even get worse as you get older.



EVERY YEAR IN ALBERTA:

5,500

young workers
have disabling
injuries.

25%

of young workers
lose up to 5
days of work.

TOP 5 TYPES OF DANGEROUS WORK

TOP

5

AGES 15–19:

- 1 Lifting (muscle and ligament sprains, strains, and tears).
- 2 Falling (muscle and ligament sprains, strains, tears, and broken bones).
- 3 Working with knives (cuts and gashes).
- 4 Working with hot objects (burns).
- 5 Working with a cart or dolly (muscle and ligament sprains, strains, and tears).

AGES 20–24:

- 1 Lifting (muscle and ligament sprains, strains, and tears).
- 2 Falling (muscle and ligament sprains, strains, tears, and broken bones).
- 3 Working at a height (sprains, strains, tears, and fractures).
- 4 Working with hot objects (burns).
- 5 Working with knives (cuts and gashes).

Source: WCB-Alberta

True stories: real fatality, real loss



Tim Hamilton lost his life on the job less than two months after starting work. He was asked to raise an aluminum pole from inside a tent. Tim couldn't see a 14,400-volt power line above the tent, only 8.23 metres off the ground. The electrocution killed him instantly. The law requires employers to keep

workers 3.05 metres away from live power lines. Tim was asked to do something dangerous.

Read more at missingtim.com.



Vaughn Webb enjoyed sports and outdoor activities. He got a severe shock while working near a high-voltage power line. He lost an arm and leg and had third-degree burns on 70% of his body. Vaughn's life changed forever. He realized he should have refused to do a task near a power line.

His wife, family, and friends suffered their own intense pain as they watched him fight hard for his life.

NEW ON THE JOB

Over 50% of all incidents with young or new workers happen in their first 6 months on the job.

Your risk levels

You may be at X-treme risk because you:

- Don't know your workplace rights and responsibilities.
- Have little or no workplace training.
- Don't want to seem like you don't know what to do.
- Are given dangerous jobs.
- Get distracted in your surroundings.
- Need to multitask (think about or do more than one thing at a time).
- Work at a fast or slow pace.
- Don't really believe you can be hurt.
- Don't want co-workers to think less of you.

Answer True or False:

T **F** I'm a guy (seriously increases risk).

T **F** I stay out late the night before a shift.

T **F** I get very few hours of sleep before work.

T **F** I'm under pressure to work quickly.

T **F** I don't think an injury will happen to me.

T **F** I didn't get safety training for my job.

T **F** I want to impress others with my skills, knowledge, or guts.

T **F** I use the same tool or equipment all day.

T **F** I repeat the same motion over and over all day.

T **F** I lift, push, or pull heavy things.

T F I use chemicals or work around toxic gases.

T F I use a ladder or climb to reach things.

T F I work alone.

T F I work in crowded spaces.

T F I work in noisy areas.

T F I work in extremely hot or cold temperatures.

T F I drive as part of the job.

T F I operate equipment or machinery.

T F I work by electrical equipment or power lines.

T F I work near hot objects.

If you answered “True” to even one of these, you are at X-treme risk. An injury could do more than just ruin your weekend – but you can change that.

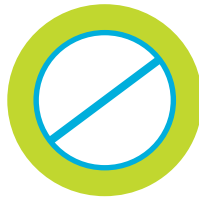
Now that you know you’re at risk, what can you do? Lots. To start, you can learn and practice to:

- ✓ Know your workplace rights.
- ✓ Speak out about your workplace rights.
- ✓ Spot hazards.
- ✓ Deal with the hazards.

Your Health and Safety Rights

It's against the law for an employer to force you to do work you think is dangerous. It's also against the law for them to operate the business in an unsafe way. They can be fined for not following health and safety laws.

Workers have the legal right to:



Refuse dangerous work (and you can't be legally fired for refusing to do dangerous work).



Know the hazards in their workplace and have access to basic health and safety information.



Participate in health and safety activities related to their work and the work site.

Dangerous work

You have the right to refuse work if you reasonably believe there is an undue hazard at the work site or that the work is an undue hazard to you or others. What is an undue hazard? It's any serious and immediate threat to health and safety that you observe or experience at your work site.



REALITY CHECK

A 17-year-old groundskeeper puts on gloves that you saw were in contact with gasoline. The groundskeeper is about to use a lighter. What would you do?

Your health and safety responsibilities

As a worker, you have several legal responsibilities under occupational health and safety (OHS) law. Some important ones are to:

1. Ensure the health and safety of yourself and others.

2. Report any concern about work site dangers to your employer or supervisor.

3. Take part in any training provided by your employer.

4. Co-operate with anyone who is carrying out their duties under OHS legislation, such as an OHS officer.

5. Use any required personal protective equipment (PPE).


In addition, you must not:


- X Cause or participate in harassment or violence at work.


- X Perform work that may endanger you or others unless you are competent to do so or are working under the direct supervision of someone who is competent in the work.


Your employer's health and safety responsibilities


Your employer, too, has several legal responsibilities under OHS law. Among these are to:


-  1. Ensure the health, safety and welfare of you and others at or near the work site.

-  2. Ensure you and your co-workers know your rights under OHS legislation.

-  3. Ensure you and your co-workers are not subject to and do not participate in workplace harassment or violence.

-  4. Ensure supervisors are competent and know the OHS requirements that apply to the organization's work.

-  5. Resolve health and safety concerns in a timely manner.

-  6. Ensure the health and safety committee or health and safety representative, if the organization has either, complies with legislated OHS requirements.

Your supervisor's health and safety responsibilities

Supervisors, too, have legal responsibilities under OHS law. For example, your supervisor must:

-  1. Ensure your health and safety.

-  2. Prevent you from participating in or being subject to harassment or violence.

-  3. Tell you about all known or possible hazards in the work area.

-  4. Ensure you follow your legislated OHS responsibilities.

-  5. Report health and safety concerns to the employer.

-  6. Co-operate with anyone who is carrying out their duties under OHS legislation, such as an OHS officer.

REALITY CHECK

You work in a restaurant and your supervisor isn't around much. The cook in charge thinks it's fun to throw knives to other workers in the kitchen. You know you have a right to a safe workplace. You know this is dangerous and puts everyone at risk.

What would you do?

True stories: real pain, real tragedy



Nicole

“I worked part time at a fast-food restaurant. It was a busy place and we all shared in the work of cooking the fries. When I was dumping fries in the hot oil there was a big splash. The hot oil covered my arm and splashed on a few other places. The pain was unbelievable. I got third-degree burns. I had skin grafting operations for 14 months. Now I have a major scar that will never go away.”

Source: Workplace Safety and Insurance Board, Ontario



Cindy

“My brother, Scott, was working for an electrical contractor. His crew was rewiring some machine on a factory’s assembly. They were only supposed to be there for the morning. Scott started to undo the screws where the wires attach and he got electrocuted. We found out later that the electrical connections hadn’t been ‘locked out.’ If the connections had been locked out, there wouldn’t have been any power in the wires. Scott never said anything to us about getting safety training. The investigation showed he’d never had health or safety training. If he’d known his rights, he might be alive now. I still can’t believe he’s gone.”

Source: Workplace Safety and Insurance Board, Ontario



Rob

“I got a summer job with a homebuilder. I was helping put in the floor. I backed up a couple of steps, and boom! The next thing I know I’m lying in the basement of this home and my leg is broken. The pain was so intense. They took me to the hospital and put a plate and pins in my leg, just below my knee. No one told me that openings in the floor should be blocked to keep workers from slipping through them. If only I knew.”

Source: Workplace Safety and Insurance Board, Ontario

REALITY CHECK

You’re 16 and you work after school as a cleaner in a store. Your supervisor tells you to put the empty cardboard boxes into the compactor baler. You think it’s too dangerous.
What would you do?

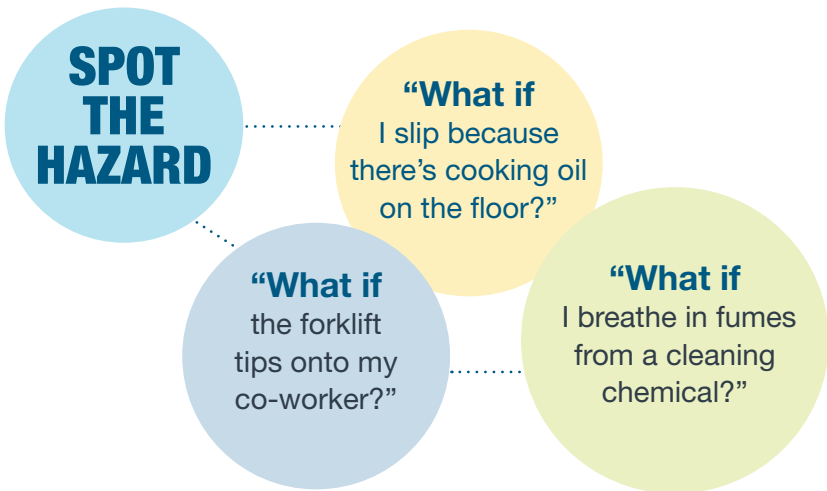
All About Hazards

A perfectly safe and healthy workplace would have no hazards. There would be no machines, equipment, or materials that could harm you. Nothing would ever break down, not even humans!

Unfortunately, every workplace has hazards. And many workplace hazards are so familiar that we ignore them and put ourselves, and sometimes others, at risk.

By law, all employers must complete hazard assessments and include affected workers in the process. They must either remove hazards or put controls in place to protect workers from them.

Dealing with hazards



The first step is learning to quickly spot a hazard before something bad happens. Every job has its own unique hazards. Following your employer’s procedures helps you prevent injury and deal with workplace hazards.

Types of workplace hazards

Wherever you work, there are four main types of hazards:

PHYSICAL HAZARDS

Includes equipment, machinery and tools, and work spaces with very hot or cold temperatures.

Examples:

- Using the same tool all day.
- Using electric equipment with frayed cords.
- Falling off a ladder or platform.
- Tripping on things lying on the floor.
- Working in a noisy area.

BIOLOGICAL HAZARDS

Includes bacteria, viruses, insects, mould, and plant materials.

Examples:

- Getting a bug bite or sting.
- Reacting to a plant or mould.
- Being in contact with viruses or bacteria.

CHEMICAL HAZARDS

Includes vapours, gases, dusts, fumes, and chemical mists.

Examples:

- Using cleaning products.
- Using paint or glue.
- Working around dust or sawdust.
- Using chemicals labelled as toxic.
- Being exposed to asbestos (a toxic product that can be found in older construction materials).

PSYCHOSOCIAL HAZARDS

Includes workplace harassment, violence, working conditions, stress, and impairment.

Examples:

- Being called names.
- Being given the wrong information on purpose.
- Being touched without permission.
- Being forced to work many hours in a row.
- Being tired from stress, lack of sleep, or medication.

What's your hazard I.Q.?

Being able to spot hazards helps you protect yourself and others from the danger they could create. Do you know what kind of hazard is being described in each of these situations?

- 1 A crew leader yells at a new worker. The worker is uncomfortable returning to work the next day.

Physical Biological Chemical Psychosocial

- 2 A worker takes cold medicine after a day at school and before starting a shift.

Physical Biological Chemical Psychosocial

- 3 A skateboarder plans to jump and then slide down a rail. The board's front wheel is missing a screw.

Physical Biological Chemical Psychosocial

- 4 A student has a cleaning job. The student uses industrial-strength cleansers and, once a month, a special cleanser that's toxic.

Physical Biological Chemical Psychosocial

- 5 A worker is hired to clean a stadium by emptying garbage bins after sports events and concerts. The worker uses biking gloves instead of the uncomfortable ones the worker was given.

Physical Biological Chemical Psychosocial

- 6 A student gets a job at a pizza place. Each day, the student cuts about 50 pizzas as they come out of the oven.

Physical Biological Chemical Psychosocial

7 A student bikes on a new trail. The student speeds along without knowing about the slopes and sharp corners on the trail.

- Physical Biological Chemical Psychosocial
-

8 A supervisor asks a worker out for dinner. The worker says no. The next week the supervisor asks again and says that if the worker says no, the worker might be let go.

- Physical Biological Chemical Psychosocial
-

9 Workers complain of headaches, tiredness, and sore eyes. Delivery vehicles idle by a vent that draws air into the building.

- Physical Biological Chemical Psychosocial

Check the answers at the bottom of this page. How did you do?

8–9 correct: *Awesome!*

6–7 correct: *Gearing up.*

4–5 correct: *At risk.*

0–3 correct: *At X-treme risk. Try again.*

Answers:
1. Psychosocial 2. Psychosocial 3. Physical 4. Chemical 5. Biological or Chemical
6. Physical 7. Physical 8. Psychosocial 9. Chemical

Talking to your supervisor

An important part of any job is communicating well with your supervisor. Knowing how to talk directly with your supervisor will help them know how important health and safety is to you.

Here are some questions to ask your supervisor, and some answers you should expect.

YOUR QUESTIONS	ANSWERS TO EXPECT
What are my health and safety rights?	<p>You have the right to:</p> <ul style="list-style-type: none">- Refuse dangerous work and know that you're protected from reprisal.- Know about workplace hazards and have access to basic health and safety information.- Participate in health and safety activities related to the work and the work site. <p>A work site with a health and safety committee provides a great chance to participate.</p>
What are my health and safety responsibilities?	<p>Some (but not all) of your health and safety responsibilities are to:</p> <ul style="list-style-type: none">- Do your best to protect the health and safety of yourself and your co-workers.- Report any concern about work site dangers to your employer or supervisor.- Take part in any training provided by your employer.- Co-operate with anyone who is carrying out their duties under OHS legislation, such as an OHS officer.- Use any required PPE.- Not cause or participate in harassment or violence at work.- Not perform work that may endanger you or others unless you are competent to do so or are working under the direct supervision of someone who is competent in the work.

YOUR QUESTIONS

ANSWERS TO EXPECT

What are the hazards of my job?

Depending on your job, hazards your supervisor could tell you about might include:

- Loud noise that could lead to hearing loss.
- Radiation, dust, mould, or chemicals that could contribute to illness or disease.
- Weather that could cause sunburn, frostbite, or windburn.
- Violence or harassment from interactions with the general public.

Remember, not all hazards affect you right away.

Will I receive training?

Your supervisor must make sure you have the information and training to do your work safely.

If you're still learning, someone with the required skills must directly supervise your work. You must learn all the skills you need before you do a new job.

Do we have a health and safety committee or representative?

A work site with a certain number of workers must have a health and safety committee or health and safety representative.

If your work site has a health and safety committee or representative, your employer must ensure you have the information on how to contact the committee or representative.

What safety equipment do I use?

If there's a breathing or noise hazard, your employer is to provide PPE.

If you need a hard hat, safety boots, flame-resistant clothing, or eye protection, you may have to supply them yourself.

No matter who supplies it, your supervisor must make sure you use PPE if your work requires it.

When should I expect emergency training?

Your orientation should include emergency training.

This could include training in evacuation procedures and fire drills in case of fire or chemical spills.

If you work with chemicals, you'll need to receive special training before you start work.



YOUR QUESTIONS	ANSWERS TO EXPECT
<p>Where are the fire extinguishers, first aid kits, and emergency equipment?</p>	<p>Your supervisor or a co-worker must show you the location of fire extinguishers, first aid kits, and emergency equipment.</p> <p>Instructions on how to use them should be clearly marked on the equipment.</p>
<p>Who has first aid certification?</p>	<p>The names and locations of certified first aiders who are available at all times should be posted where you can easily find this information.</p>
<p>What do I do if I'm injured?</p>	<p>You should have access to first aid equipment and certified first aiders.</p> <p>Follow incident reporting procedures.</p>
<p>What do I do if I have a health and safety question?</p>	<p>If your work site has a health and safety committee member or a health and safety representative, they'll be good sources of information. You can also contact the OHS Contact Centre at 1-866-415-8690.</p>

Tough conversations

“What if my supervisor wants me to do something right away and I’ve got a gut feeling that it’s not safe?”

Trust your gut. If in doubt, don’t do it. Respond with respect and stay calm.

“Say no? Seriously? How can I tell my supervisor I won’t do something because I think it’s dangerous?”

The law protects you. In Alberta, it’s called the *Occupational Health and Safety (OHS) Act*.

Most employers want to keep their workers healthy and safe. They appreciate suggestions. A good safety record also helps them succeed and keeps their insurance costs down.

But no matter what, it’s your responsibility to tell your supervisor when you think something is unsafe.



What should you say?

You must report any concern about work site dangers to your employer or supervisor. Your employer and supervisor must address your concerns and make it healthy and safe for workers to work.

If you're unsure about having that discussion, you may want to first ask for advice from a co-worker you trust. Talk to the health and safety representative or someone on the health and safety committee. Then, with the tips you get, try to sort it out with your supervisor.

Speak with your supervisor's supervisor only if your own supervisor doesn't deal with your concerns. Don't skip trying to talk to your own supervisor first.

When you talk to your supervisor, your respect and positive attitude will show through. Say that you want to do your job right and in a safe way. Politely ask your supervisor for a minute of their time, then say something like:

"I really want to make sure I do this job right. What should I know about doing it safely?"

OR

"I'd like to do this job, but I think it could be dangerous because [say why]. What do you think?"

OR

"I need some training before I do this job. Can we set something up?"

A good supervisor may:

- **Get rid of any hazards so that the work is safe.**
- **Train you on the spot.**
- **Get an experienced worker to do your task until you're trained.**
- **Have you work with an experienced co-worker.**

What should you do?

You serve at a restaurant. The cook gets sick and goes home. Your supervisor tells you to start cooking. You cook at home, but you've never used a deep fryer before.



What should you do?

- Call someone for advice.
- Convince the other servers to offer raw vegetarian dishes.
- Ask your supervisor for help or training.

You work at a lumber yard. Your supervisor asks you to use the table saw. You've never used one, and you've heard others mention that the blade is dull.



What should you do?

- Watch some online DIY videos.
- Tell your supervisor what you're worried about.
- Take your lunch break instead.

You work at a seniors' home. Your supervisor asks you to get a ladder and clean the outside windows on the second floor. The ladder is small, and the only way you can reach the windows is to stand on the top rung.



What should you do?

- Ditch the ladder and use your rock-climbing equipment.
- Put one or two thick books under the ladder to help you.
- Find and use a longer ladder.
- Explain the hazard to your supervisor.

If your supervisor insists

What if your supervisor tells you to do something hazardous or risks your safety? Try answering with whichever option best matches your situation:

“I know that I have the legal right to refuse to do a task that I think could be dangerous. I really like my job, but I can’t do this until:

- I’ve got training to do it safely.”***
- The equipment is working properly.”***
- We both know I can do it without getting hurt.”***

The law says you can’t be fired


Every supervisor will react differently. Most will thank you, but some may not. You may share your concern once and everything may turn out great. Or you may have to talk with your supervisor more than once before things change. Your supervisor might get impatient or angry, but things may still turn out okay. There’s no guarantee for a perfect ending though.

Right and wrong

If you tell your supervisor you think a task you are asked to do is unsafe, they could legally fire you, right? Wrong. That would be illegal. The *OHS Act* says that no one can take or threaten any disciplinary action against a worker because the worker did what OHS laws told them to do.

If you’re not comfortable talking to your supervisor, you can:

- Ask your parent, an older friend, or a teacher for advice.
- Talk to the health and safety representative or someone on the health and safety committee.
- Ask a co-worker you trust to go with you to talk to your supervisor.



If these suggestions don't work for you, call the OHS Contact Centre at 1-866-415-8690. You don't have to give your name.

If you've tried to work things out with your supervisor and your supervisor still insists, you may decide to quit your job. When your health and safety are at risk, remember that your life is more important than any job.

And even though the law says your employer can't fire you for refusing dangerous work, you could work for an employer who doesn't handle things properly and lets you go.

In either case, you have the right to take legal action and report your employer.

For help or to report a concern, call the OHS Contact Centre at 1-866-415-8690. You can also visit alberta.ca/ohs for more information on next steps.

Health and Safety Training Topics



This is a sample list of some topics that should be covered in a health and safety orientation or training program. This is an example only; your orientation/training program may include different topics.

SUBJECT	TRAINING TOPICS
Workers' rights	<ul style="list-style-type: none">• Right to know.• Right to participate.• Right to refuse.
The company health and safety program	<ul style="list-style-type: none">• Company health and safety policy.• Health and safety responsibilities of each work site party.• Site orientation.• On-the-job training, including harassment and violence prevention plan.• Health and safety meetings.• Incident investigation and reporting.• Function of the health and safety committee or representative.
Hazards related to specific job duties (e.g. using a forklift and how to avoid injury)	<ul style="list-style-type: none">• Physical (ladders, electricity, repetitive work, hot oil).• Chemical (cleaning chemicals, toxic substances, dust, paint).• Biological (bacteria, viruses, fungi, mould, insects).• Psychosocial (stress, fatigue, workplace harassment and violence).• Whether Workplace Hazardous Materials Information System (WHMIS) training is required.• Proper lifting and carrying techniques.











SUBJECT

TRAINING TOPICS

PPE and how to select, use and maintain it	<ul style="list-style-type: none">• Hard hats.• Steel-toed shoes or boots.• Safety glasses.• High-visibility vests.• Gloves.• Respiratory protective equipment.• Other protective equipment specific to the job.
Who to inform, and how	<ul style="list-style-type: none">• Unsafe conditions.• Health and safety concerns.• Incidents.• Potentially serious incidents.• An injury, and when to report it.• How to complete and file an incident report form.
First aid	<ul style="list-style-type: none">• Where the first aid kit, supplies, and equipment are.• How to get first aid.• Location and names of the certified first aiders.
Emergency plan	<ul style="list-style-type: none">• Where the exit locations and evacuation routes are.• How to use an extinguisher or fire hose.• How to easily find information for specific procedures (medical, chemical, fire).
Vehicle safety requirements	<ul style="list-style-type: none">• Safety and speed regulations.• Type of operating licence required.
Employer's rules	<ul style="list-style-type: none">• Impairment in the workplace policy.• Housekeeping rules.

WHMIS Hazard Classes and Categories

As part of WHMIS, materials are labelled with symbols that show the danger involved in working with or being exposed to them. Your employer must label these types of products:

	Expanding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

*The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

Employment Rules

Do you have questions like these?



How old do I have to be to work an overnight shift?



How old do I have to be to work alone?



How much notice do I need to give to leave my job?



When can I get sick leave?



For what reasons can money be taken off my pay?



How much money can be taken off my pay?



How long do I have to work before I get a vacation?

For answers to these and similar questions, visit alberta.ca/employment-standards.aspx or call the Employment Standards Contact Centre at **1-877-427-3731**.

ARE YOU DOING WORK EXPERIENCE AS A STUDENT?

If you're in a work experience program through school, even if it's for only a few hours, ask your work experience co-ordinator to explain the risks at your work site.

If you're off school grounds for a work experience program, you may not need a government permit and your hours of work may be different. Check with your work experience co-ordinator.

If you're under 18 years old

There are special rules around pay, breaks, overtime, and time off that apply to you if you're under 18. For example, you're only allowed to do certain kinds of work. You should get the benefit of these special rules even if you only work part time.

If you work at night

- You may only be allowed to work limited hours, especially in restaurants, bars, retail stores, gas stations, hotels and motels.
- In some cases, you need an adult working with you at all times and your parent's or guardian's consent to work.

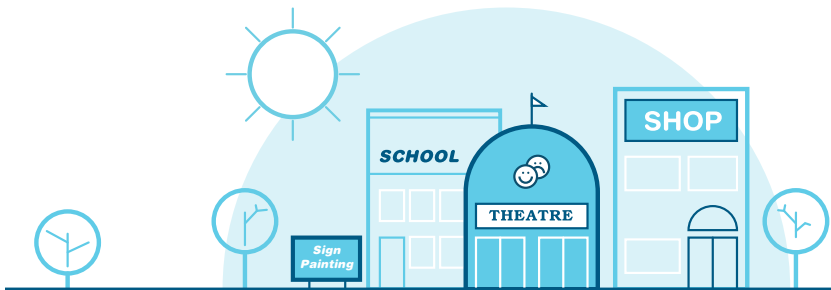
If you're 15 years old

- You can't work during school hours.

If you're under 15 years old

- You can't work during school hours.
- You can only work two hours on a school day.
- You can only work eight hours on a non-school day during the school year.

For more on these and other rules, see alberta.ca/esYouth.



If You Get Injured at Work

Even if your employer has an injury prevention program, you could still get hurt. Take these steps as soon as possible if you get injured:

1. Tell your supervisor.
2. Get first aid or see a doctor.
3. If you're covered by the Workers' Compensation Board (WCB), report your injury to WCB. Your employer must also submit their report to WCB. The better description you can give of your injury and how it happened, the more a doctor can help you. Your report could also help your employer improve the organization's health and safety performance. That's the best way to stop this type of incident from happening again, to you or to someone else.

Think your injury is no big deal? You may not feel pain at the beginning, but it could develop into something more over time. Follow the three steps outlined above, just in case.



Contact Information

OHS Contact Centre

alberta.ca/OHS

Call the OHS Contact Centre to:

- Get confidential occupational health and safety advice.
- Report a health and safety concern.
- Report an injury, illness or incident.

1-866-415-8690 Alberta toll-free

780-415-8690 Edmonton area

Deaf or hard of hearing - TTY:

1-800-232-7215 Alberta toll-free

780-427-9999 Edmonton area

To notify OHS of health and safety concerns, call the OHS Contact Centre or visit alberta.ca/file-complaint-online.aspx.

To access online bulletins and webinars about a variety of OHS topics, visit the OHS Resource Portal at ohs-pubstore.labour.alberta.ca.

alis

alis.alberta.ca/succeed-at-work/be-safe-at-work

The Government of Alberta's alis website provides career, learning, and employment information on a variety of topics, including topics related to workplace health and safety.

For questions about alis:

alis.alberta.ca/tools-and-resources/about-alis/contact

780-422-1794 Alberta toll-free by first dialing 310-0000

Alberta Human Rights Commission

albertahumanrights.ab.ca

Call the Alberta Human Rights Commission to:

- Get confidential advice to help you determine whether you're being discriminated against.
- Get help in submitting complaints.

780-427-7661 Confidential Inquiry Line

Employment Standards Contact Centre

alberta.ca/employment-standards.aspx

Call the ES Contact Centre to:

- Get answers about pay, hours of work, overtime, vacation time, general holidays, and other rules for employment standards.
- Get information about filing a complaint or making an anonymous tip.

1-877-427-3731 Alberta toll-free

780-427-3731 Edmonton area

Deaf or hard of hearing - TTY:

1-800-232-7215 Alberta toll-free

780-427-9999 Edmonton area

To file an Employment Standards complaint, call the ES Contact Centre or visit alberta.ca/file-employment-standards-complaint.aspx.

Workers' Compensation Board-Alberta

wcb.ab.ca

Call WCB-Alberta to:

- Learn about benefits and services to help workers recover and return to work safely.
- Find out about insurance, disability, and medical expense payments to workers.
- Find out which employers and industries are covered or not covered by WCB.
- Submit an injury or incident report.

1-866-922-9221 Alberta toll-free

Notes

Are you young and new to the workforce?

***Are you prepared for on-the-job
health and safety?***

Inside you will find:

- Why workplace health and safety orientation and training is important.
- What your rights and responsibilities are.
- What your employer's responsibilities are.
- How to spot safe and unsafe working conditions.
- What to say in stressful situations.
- How to connect to more information and resources.