



## Employing Young Workers

### *The health and safety partnership*

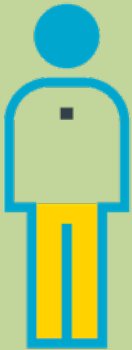
A good partnership between you, your supervisors, and young workers is key to a healthy and safe workplace. Here are some (but not all) of the partners' roles and responsibilities:

#### YOU



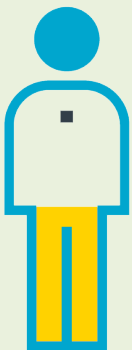
- Ensure the health, safety and welfare of workers and others at or near the work site.
- Ensure your workers know their rights under OHS legislation.
- Ensure your workers are not subject to and do not participate in workplace harassment or violence.
- Ensure supervisors are competent and know the OHS requirements that apply to the organization's work.
- Resolve health and safety concerns in a timely manner.
- Ensure the health and safety committee or health and safety representative, if the organization has either, complies with legislated OHS requirements.

#### SUPERVISORS



- Ensure workers' health and safety.
- Prevent workers from participating in or being subject to harassment or violence.
- Tell workers about all known or possible hazards in the work area.
- Ensure workers follow your legislated OHS responsibilities.
- Report health and safety concerns to the employer.
- Co-operate with anyone who is carrying out their duties under OHS legislation, such as an OHS officer.

#### WORKERS



- Ensure the health and safety of themselves and others.
- Report any concern about work site dangers to their employer or supervisor.
- Take part in any training provided by the employer.
- Co-operate with anyone who is carrying out their duties under OHS legislation, such as an OHS officer.
- Use any required personal protective equipment (PPE).
- Do not cause or participate in harassment or violence at work.
- Do not perform work that may endanger themselves or others unless they are competent to do so or are working under the direct supervision of someone who is competent in the work.

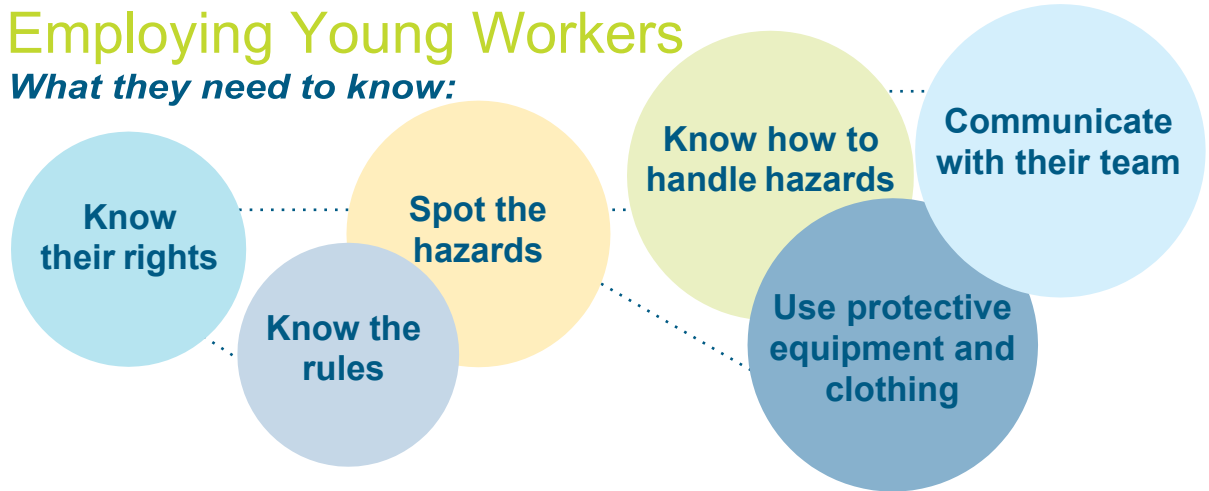
#### NEED MORE INFORMATION?

For more information about the law and health and safety for young workers, see *X-treme Safety: Young worker's guide to safety and employment rules* on Alberta's OHS Resource Portal at [ohs-pubstore.labour.alberta.ca/yw009](https://ohs-pubstore.labour.alberta.ca/yw009).



## Employing Young Workers

What they need to know:



## Youth employment rules based on age:

### Youth age 12 and under

May only be employed in artistic endeavours, such as film, theatre, radio, video, television, computer gaming, or live performances. A permit and parent/guardian consent are required.

### Youth age 13 to 14

May be employed (with parent/guardian consent):

- In artistic endeavours with a permit.
- As a clerk or messenger in an office or retail store.
- As a delivery person for small goods and merchandise for a retail store.
- Delivering flyers, newspapers and handbills.
- Doing light janitorial work in offices.
- Tutoring.
- Athletic coaching for a recreational club or association.
- Performing certain duties in the restaurant or food services industry, with adult supervision.
- Performing other work not listed above with a permit.

#### Restrictions on hours of work:

- Can work a maximum of 2 hours on a school day.
- Can work a maximum of 8 hours on a non-school day.
- Can't work between 9:00 p.m. and 6:00 a.m.

### Youth age 15 to 17

- May be employed in any type of work.
- Have restrictions on working at night.

**In any retail store selling food or beverage, a retail business selling gasoline or other petroleum products, or in a hotel or motel:**

- Can only work between 9:00 p.m. and 12:00 a.m. with adult supervision.
- Can't work between 12:01 a.m. and 6:00 a.m.

**In any other type of work:**

- Can only work between 12:01 a.m. and 6:00 a.m. with parent/guardian consent and adult supervision.

## Permits

**A permit is required for:**

- Youth age 14 and under to work in artistic endeavours.
- Youth age 13 to 14 to do work that is not on the list of types of jobs allowed.

*The permit must be received before the youth can begin the work.*

Learn all the details at [alberta.ca/ESYouth](http://alberta.ca/ESYouth)



## NEED MORE INFORMATION?

For more information about youth minimum wage, pay, hours of work, overtime, vacation time, general holidays, and other rules for employment standards, including information about filing a complaint or making an anonymous tip, contact the Employment Standards Contact Centre by visiting [alberta.ca/employment-standards](http://alberta.ca/employment-standards) or calling 1-877-427-3731 (toll-free in Alberta).