

# Information for Employers of Young Workers 14 and 15 Years of Age

## The minimum age of employment in Saskatchewan has changed

Recent changes to *The Labour Standards Act* and Regulations has established 16 years as the minimum age at which young people can be employed in Saskatchewan. Fourteen and 15 year olds can work if they have:

- the written consent of a parent or guardian, and
- beginning March 31, 2010, a certificate from the **Young Worker Readiness Certificate Course**.

Young people under the age of 14 cannot work unless the employer applies for and receives a special permit from the Director of Labour Standards.

## Employing and working with young people can be a rewarding experience

It can also be challenging. Young people at this age are still developing physically, mentally and emotionally. Since they often lack the maturity, experience, knowledge and skills to understand the risks associated with the tasks they take on, there are special training and supervisory needs associated with hiring them. This will require special training programs.

It is your legal responsibility to ensure the workplace in which these young individuals work is healthy, safe and fair and that they are properly trained and supervised. The following tips and suggestions may help you to ensure the young worker's first work experience is a positive one.

## Things to know

All employers in Saskatchewan regulated by *The Labour Standards Act* and Regulations must follow the minimum age of employment rules.

## Responsibilities of employers

If you are employing 14 or 15 year olds, you must have and keep on the employee's file:

- proof of age,

- the written consent of the parent or guardian, and
- a copy of the certificate from the **Young Worker Readiness Certificate Course** (YWRCC).

The **Young Worker Readiness Certificate Course** is available online at [www.aeel.gov.sk.ca/youth-at-work](http://www.aeel.gov.sk.ca/youth-at-work).

Please note that the labour standards rules governing wages and other working conditions such as overtime, rest periods, holiday pay and minimum wage apply to all workers regardless of age. Occupational health and safety rights and responsibilities apply to employers, workers and the self-employed regardless of their age or industry.

## Specific employment requirements for 14 and 15 year olds

You must ensure that any 14 and 15 year old in your employ does not work:

- after 10 p.m. the evening before a school day,
- before classes begin on a school day, and
- more than 16 hours during a week in which school is in session.

These hours of work restrictions do not apply during school holidays and extended breaks from school. During school holidays, 14 and 15 year olds can work the same hours as other employees. Employers can apply for a permit from the Director of Labour Standards to vary these requirements in special circumstances. For more information and a permit application, go to [www.aeel.gov.sk.ca/minimum-age-employment](http://www.aeel.gov.sk.ca/minimum-age-employment)

## Exemptions

These minimum age of employment regulations do not apply to babysitters, newspaper carriers, the self-employed, employees employed primarily in farming and sole proprietorships employing only immediate family members.



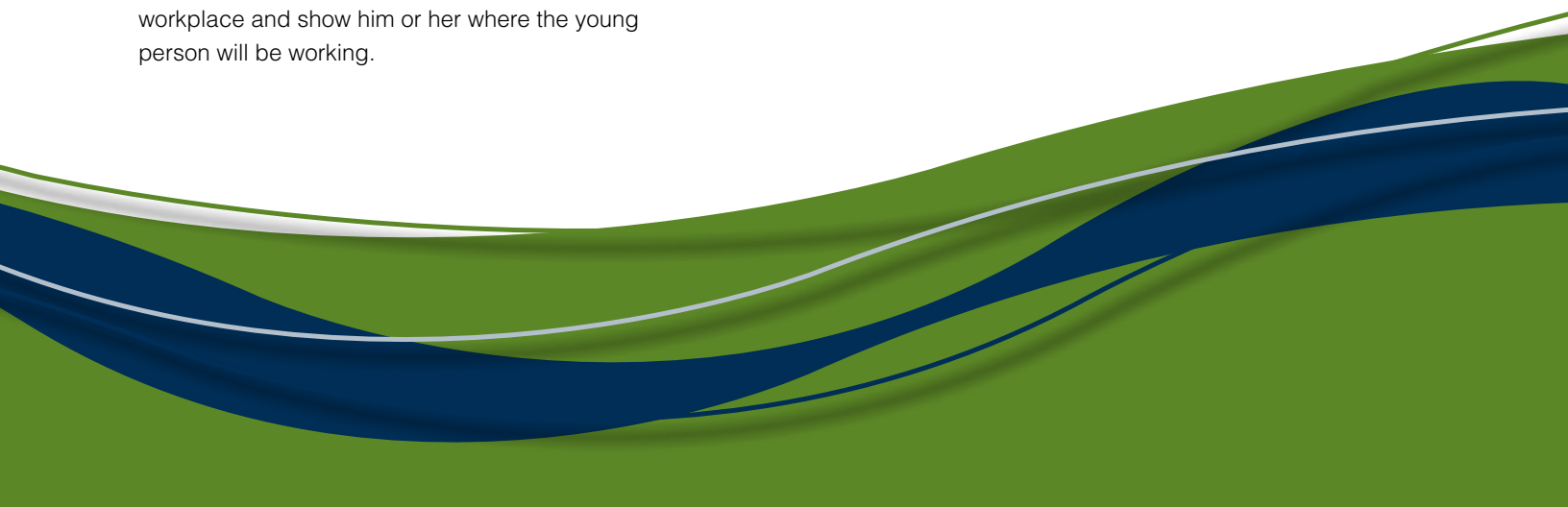
## Minimum age requirements under other laws apply

There are also minimum age requirements for specific sectors under *The Occupational Health and Safety Act*, *The Alcohol and Gaming Regulation Act* and *The Education Act*. For more information about these laws and the restrictions, see the information sheet **Age Matters: Employment of Young People in Saskatchewan** at [www.aeel.gov.sk.ca/toolkit-age-matters](http://www.aeel.gov.sk.ca/toolkit-age-matters)

## Things to do/things to think about

1. Consider the job for which you are hiring the young person.
    - Does the work require special equipment, tools or special work situations such as working with knives or deep fryers or being around heavy loads, boiling water or forklifts?
    - Is personal protective equipment required?
    - Do you think a 14 or 15 year old would have the maturity, skills or experience to handle this job?
- Please note that under occupational health and safety legislation, young people under 16 years of age cannot work in some workplaces with hazardous chemicals or biological substances that are particularly dangerous. For more information about working with chemicals or biological substances, visit the occupational health and safety website at [www.aeel.gov.sk.ca/ohs](http://www.aeel.gov.sk.ca/ohs) or call toll free to 1-800-567-7233.
2. Check out your rights and responsibilities as an employer and the rights and responsibilities of the worker for health and safety and labour standards in the workplace.
    - Ensure your workplace procedures and policies meet the requirements of the legislation.
    - Introduce your new worker to the Occupational Health Committee co-chair and describe the Committee's role in health and safety in the workplace.
  3. Meet with the parent or guardian before hiring the young person.
    - Discuss the nature of your business and the type of work the young person will be doing.
    - Offer to give the parent or guardian a tour of the workplace and show him or her where the young person will be working.

- Discuss the work performance you expect from the young person.
  - Introduce the parent or guardian and/or young person to the supervisor and discuss supervisory arrangements. Occupational health and safety legislation requires all new employees be supervised at all times by a properly trained employee who is familiar with the workplace.
4. Encourage the parent/guardian and young person to discuss their workplace concerns with you and/or the supervisor.
    - Ask for the parent or guardian's contact information or the contact information of an alternate adult in case of an emergency.
    - Provide the parent or guardian and young person with a business number to call in case of illness or an emergency.
  5. Set up a workplace training and orientation program that takes into account the maturity level, experience and learning needs of the young person.
    - Include things such as how to do the job safely; possible hazards associated with the job; procedures for reporting problems; how to use safety gear properly; what to do in the case of a fire or other emergency; and the location of first aid facilities and prohibited or restricted areas.
    - Encourage the young worker to report anything in the workplace that could be a danger or hazard to him or her or co-workers and to ask questions if uncertain about the work assignment.
    - Ensure the young person is aware of his or her rights and responsibilities for health and safety and labour standards in the workplace.
  6. Explain your policies and procedures regarding working conditions and the payment of wages. Consider including information about things such as:
    - Pay rates and paydays;
    - Work schedules;
    - Types of breaks and if they are paid or unpaid;



- Uniforms, if required and who pays for them (Labour standards requires employers in hotels, restaurants, hospitals, nursing homes and educational institutions to provide, launder and repair uniforms free of charge to the employee);
- Deductions from pay cheques;
- Holidays and holiday pay.

### **For more information**

You may want to check out the labour standards and occupational health and safety tip sheets and other publications for employers on the Ministry's websites. For labour standards information, visit **[www.aeel.gov.sk.ca/ls](http://www.aeel.gov.sk.ca/ls)** or call 1-800-667-1783 toll free. For occupational health and safety information, visit **[www.aeel.gov.sk.ca/ohs](http://www.aeel.gov.sk.ca/ohs)** or call 1-800-567-7233 toll free.