

Ministry of Education

Minister

Ministry of Labour

Minister

Ministère de l'Éducation

Ministre

Ministère du Travail

Ministre



May 24, 2011

Dear Directors of Education,

Summer is almost here, and many of the students in your schools will soon start summer jobs. Please help them stay safe by sharing the enclosed information sheets with principals, and asking them to please share it with teachers, students in Grades 7 to 12 and their parents/guardians. These materials will help students ask the right questions, know their legal rights and duties, and stay safe on the job. You may choose to make copies of these information sheets available to students and their parents/guardians electronically on your board website. School principals may also post the information on their school website, print some copies and make them available through Guidance and/or post them strategically around the school.

The Ministry of Education and the Ministry of Labour have worked together for over a decade to get workplace safety into Ontario's curriculum, and to provide teachers with the classroom resources they need to teach it. However, we acknowledge that it is the daily work of teachers delivering workplace safety lessons in the classroom that has had a very significant and lasting impact on reducing young worker injuries.

With your help, between 2005 and 2009, lost-time injuries for teenagers have been dropping every year, from over 3,600 lost-time injuries for 15-19 year olds in 2005 to just over 2,000 lost-time injuries for this age group in 2009. This means that more teenagers in Ontario are coming home safe and sound from their jobs, and this is what we want to see continue. Safety lessons delivered by professional educators are preventing workplace injuries and saving young lives.

If you would like more information about young worker safety or the Ministry of Labour's Young Worker Program, please contact Ms. Ann Missetich at 416-326-7635 or by email at ann.missetich@ontario.ca. Copies of these information sheets as well as other resources to support workplace health and safety education for students are available on the Ministry of Labour's website at www.livesafeworksmart.net.

Thank you for your continued support and commitment to young worker health and safety, and enjoy a safe summer.

Sincerely,

Handwritten signature of Leona Dombrowsky in black ink.

Leona Dombrowsky
Minister of Education

Handwritten signature of Charles Sousa in black ink.

Charles Sousa
Minister of Labour

Enclosure

**Safety at work
is everyone's job.**

It's the law!



Parenting young workers

Parents: Don't assume that your son or daughter is safe at work!

Keep in mind that...

- ...young workers often can't recognize health and safety hazards and hesitate to ask questions
- ...young workers are much more likely to be injured on the job.¹

Remind your kids that all workers have the right to...

- **Know** about health and safety hazards in their workplaces and how to protect themselves.
- **Participate** in resolving workplace health and safety concerns.
- **Refuse** unsafe work.

All workers must...

- **Work safely**, using all required equipment correctly.
- **Report hazards** (and violations of workplace health and safety law) right away to their supervisor or employer.
- **Use all required protective devices and wear all required protective gear** (it's illegal to remove protective devices and not to wear required safety gear).



Call toll-free 24/7

Call **1-877-202-0008** anytime to report unsafe work practices or for general inquiries about health and safety at the workplace.

¹ Although they work 10 per cent of the hours of all workers, workers under age 25 injure themselves at a rate of 16 per cent — Institut de Recherche Robert-Sauvé en Santé et en Sécurité du Travail, 2008, as referenced by Canadian Centre for Occupational Health and Safety, <http://www.ccohs.ca/youngworkers/resources/truthHurts.html>.

It's OK to say "No!"
No job is worth
risking life and limb!

Talk to your young son or daughter about job safety. Make sure he or she knows it's OK to say "No!" to unsafe work—and that you will support that decision.

Encourage your teen to:

- Learn about his or her rights and obligations under Ontario's Occupational Health and Safety Act (OHSA).
- Ask prospective employers about workplace health and safety information and instruction.



Safety at work
is everyone's job.

It's the law!

Ask your working teen about his or her health and safety at work:

- What do you normally do at work?
- Do you climb or work at heights?
- Do you lift and carry heavy objects?
- Has your employer provided workplace safety orientation training and information?
- Do you know what protective equipment to wear and how to use it?
- Do you work with chemicals? Have you been trained in their proper use?
- Does your supervisor work near you?
- Are you tired at work? (Full-time school, homework, social life and work together can cause fatigue, increasing the risk of injury at work and while driving.)
- Does your supervisor provide on-the-job safety feedback?
- Do you feel you can report safety concerns to your supervisor?
- Do you know how to report workplace injuries?
- Do you know about your rights and obligations under Ontario's Occupational Health and Safety Act?

Age matters! Minimum age for working in Ontario

The minimum age for working in Ontario is 14 years.

Regulations specify higher minimum ages for certain types of work:

- 15 yrs** most factories, including restaurant kitchens, automotive service garages, produce and meat preparation areas, laundries, warehouses, and shipping and receiving areas in grocery stores
- 16 yrs** construction projects, mining plants, surface mines (except workface), logging operations
- 18 yrs** underground mine, surface mine workface, window cleaning.

Workers aged 14, 15, 16 or 17 **may not be employed during school hours** unless they are excused from school attendance under provisions of Ontario's Education Act.

Bottom line

Parents, you can help protect young workers just starting out. Talk to them about workplace health and safety. Support them in saying "No!" to unsafe work.

Workplace inspections
You may find more information
at <http://www.labour.gov.on.ca>

www.ontario.ca/YoungWorkers



Follow us on Facebook
and Twitter

Note: This document does not constitute legal advice and has no legal effect. To determine your rights and obligations under the Occupational Health and Safety Act (OHSA) and its regulations, please contact your legal counsel or refer to the legislation at http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm.

While this document may be available to Ministry of Labour Inspectors, they will apply and enforce the Act and its regulations based on the facts as they may find them in the workplace. This document does not affect their enforcement discretion in any way.



Find out more.

Ontario Ministry of Labour

April 2011

ISBN 978-1-4435-6602-5 (PRINT)

ISBN 978-1-4435-6604-9 (PDF)

ISBN 978-1-4435-6603-2 (HTML)

© Queen's Printer for Ontario



**Safety at work
is everyone's job.**

It's the law!

Young workers:
STAY SAFE!



Call toll-free 24/7

Call **1-877-202-0008** anytime to report unsafe work practices or for general inquiries about health and safety at the workplace.

Every day in Ontario, an average of nearly 50 young workers under age 25 are injured or killed on the job.

Don't get hurt at work! Protect yourself!

By law, you have the right to...

- **Know** about hazards in your workplace and how to protect your health and safety.
- **Participate** in resolving workplace health and safety concerns.
- **Refuse** unsafe work.

You must...

- **Work safely** – use the equipment that you are required to use – and use it properly – in the way you were trained to use it. Keep protection devices in place. Wear your safety gear.
- **Report hazards** – (and violations of workplace health and safety law) right away to your supervisor or employer.

At a job interview

When you go for a job interview, ask lots of safety questions such as:

- *Will I get job safety training before I do the work?*
- *Will I be working with chemicals? If so, will I get training first?*
- *Must I wear safety equipment such as safety glasses? Do you supply this or do I? Will I be trained to use or wear the safety gear correctly?*

Your first day at work or on a new assignment

Ask questions! There is no such thing as a “dumb” question, especially when you're asking how to do a job that you've never done before. Make sure you are totally clear on the task that needs to be done and how to do it safely.

Employers must:

- Provide you with information, instruction and supervision to protect your health and safety.
- Tell you about any hazards in the work they ask you to do.
- Provide you with any required equipment, materials and protective devices in good condition.

12 TIPS

for staying safe at work

1 GET TRAINING

How do I do it? Show me! What do I look for? Learn how to work safely. Follow the rules and know what to do in an emergency

2 BE SUPERVISED

Supervisor, will you be here to see that I do the job right? If you're not around, who should I ask?

3 WEAR THE GEAR

Hair nets, gloves, aprons, safety glasses, ear plugs, etc. Use them properly as required.

4 IDENTIFY RISKS

Before you start the job, report unsafe practices and situations to your supervisor or employer.

5 IF YOU DON'T KNOW, ASK!

There are no "dumb" questions. Learn about your rights and obligations under the OHSa.

6 DO YOUR JOB

Don't do anything you haven't been asked to do, or have been told specifically *not* to do.

7 FOLLOW THE SAFETY RULES

And if you don't know the safety rules, ask your supervisor.

8 REPORT HAZARDS

Tell your supervisor if you see anything hazardous, even if it involves another worker.

9 IF YOU'RE HURT

No matter how minor, report injuries to your supervisor and tell your family.

10 TALK TO YOUR FAMILY

Tell them what you're doing at work. Let them know if you think something's wrong.

11 BE HONEST

If a task is too much for you, say so! Don't attempt something that you can't handle.

12 NEVER ASSUME

Don't assume you can do something without instruction, guidance or supervision.

SAFETY RULES ARE THERE TO PROTECT YOU. LEARN THEM & FOLLOW THEM.

Safety at work is everyone's job.

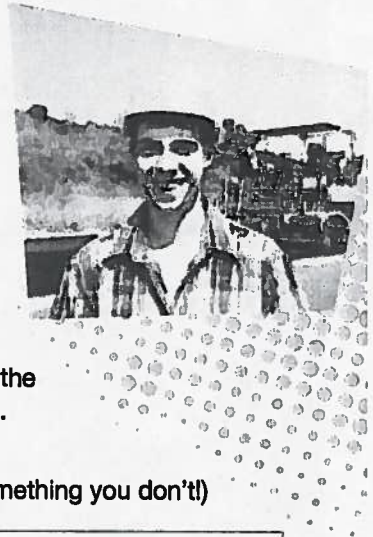
It's the law!

Clues that your workplace may be unsafe

- Other workers are being injured on the job.
- You're working without direct supervision.
- You haven't been trained properly.
- Equipment is unguarded and/or broken.
- Containers of chemicals aren't labelled.
- Safety shortcuts are used to save time.
- Poor housekeeping and maintenance (like slippery floors, frayed electrical cords).

Ways to protect yourself at work

- Learn about your rights and obligations under Ontario's Occupational Health and Safety Act (OHSa).
- Learn to do the job safely. Are you in any danger?
- Think the job through. Know what to do when there is an injury or emergency.
- Ask! There are no "dumb" questions.
- Get help, especially if you have to lift something heavy.
- Wear the safety gear — find out what to wear, how to wear it and how to maintain it.
- Tell your supervisor if you see any hazard or violation of the OHSa or regulations that may hurt you or someone else.
- Report injuries to your supervisor or employer.
- Talk to your family about your job. (They might know something you don't!)



It's OK to refuse unsafe work and to ask about workplace safety

It is illegal for your employer to take action against you for refusing work that you think is unsafe or for otherwise complying with the OHSa.

If you feel you have been punished (such as being fired, sent home without pay, or having your work hours cut significantly), you can report this to the Ministry of Labour.

Workplace inspections

Ministry of Labour inspectors regularly check to see that workers are of legal age and that their working conditions comply with workplace health and safety requirements. For more information visit the Ministry of Labour website at <http://www.labour.gov.on.ca>.

www.ontario.ca/YoungWorkers



Follow us on Facebook and Twitter

Note: This document does not constitute legal advice and has no legal effect. To determine your rights and obligations under the Occupational Health and Safety Act (OHSa) and its regulations, please contact your legal counsel or refer to the legislation http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm.

While this document may be available to Ministry of Labour inspectors, they will apply and enforce the Act and its regulations based on the facts as they may find them in the workplace. This document does not affect their enforcement discretion in any way.



Find out more.

Ontario Ministry of Labour

April 2011

ISBN 978-1-4435-6608-7 (PRINT)

ISBN 978-1-4435-6610-0 (PDF)

ISBN 978-1-4435-6609-4 (HTML)

© Queen's Printer for Ontario