Introduction

In principle, the measures employers must take to protect their workers are based on the nature of the job and its hazards rather than the person who performs it. Naturally, all workers are entitled to the same protections from the hazards of their jobs. But some workers are more vulnerable to workplace injuries and illnesses than others, including young workers, those new to the company and those new to the country. And the OHS laws sometimes recognize that such workers need special protections.

The plight of vulnerable workers was just put into the spotlight by the Dean Panel, which recently released its report on Ontario’s workplace health and safety laws and system. It called for better protections for vulnerable workers, including young and new workers, recent immigrants and foreign workers. The Panel made specific recommendations focused on these cross-sections of the workforce, such as creation of a committee to provide advice on matters related to the workplace health and safety of vulnerable workers and increased inspections and enforcement campaigns in workplaces and industries in which vulnerable workers are concentrated.

Of course, vulnerable workers are vulnerable in all parts of Canada, not just Ontario. So safety coordinators across the country should ensure that their companies take appropriate steps to protect the most vulnerable members of their workforces.

This Insider Special Report will help you do accomplish that goal by telling you:

- How workers’ “newness” can impact their health and safety;
- How to protect:
  - Young workers;
  - New workers; and
  - Workers who don’t speak English as their first language.

There are also checklists and forms you can adapt and use to ensure that new and young workers get adequate safety orientations. And at the end, you’ll find links to helpful resources from various jurisdictions.
How 'Newness' Impacts Workplace Safety

Many factors influence the risk of injury and illness in a workplace, such as the industry, nature of the work and type of equipment and materials used. Every safety coordinator is surely familiar with these factors. But recent research has identified another risk factor that’s less well known: “newness.” There are several kinds of “newness,” such as young workers who are new to the workforce in general and recent immigrants who are new to Canada and your workplace.

The Institute for Work & Health (IWH) released a briefing about the relationship between “newness” and the risk of occupational injury. Let’s look at what the briefing says and its implications for your workplace.

“Newness” in the Workplace
The IWH briefing summarizes research on four aspects of “newness” in the workplace:

Young workers. Many studies have found that adolescent and young adult workers are more likely to be injured on the job than older workers. This higher risk of injury may be based on factors directly related to youth, such as immaturity and the natural reluctance of younger people to ask questions of supervisors. But it could also be that young workers tend to be employed in riskier jobs, such as those that require heavy lifting. For example, according to a 2005 IWH study, the higher rate of injury among young male workers is due in part to the fact that they were more likely than older workers to be in high risk occupations and/or in jobs involving a relatively high degree of physical effort. Another factor that may explain the higher injury rates for young workers is their relatively high concentration in small companies, which typically have more limited OHS knowledge/resources than larger companies.

The types of injuries also differ by age group. One study looked at how the types of work injuries requiring medical attention varied by age group. For male and female workers aged 15-19, 47% of such injuries were “cuts/punctures/scrapes/bruises/blisters”; in contrast, these kinds of injuries represented only 24% of those suffered by workers 35 and older. Among older workers of both sexes, “dislocations/sprains and strains” were more common.

New hires. Young workers may also be more prone to injury simply because they’re new to the job and its hazards. So are all new hires—regardless of age—at higher risk of being hurt? A recent paper by IWH researchers, which was cited by the Dean Panel, looked at the effect of job tenure on injury claim rates, while controlling for age, gender, industrial sector (services or goods-oriented) and type of occupation (manual, non-manual or mixed). The key finding: Workers on the job for less than a month had four times as many workers’ comp claims as those who held their current job for more than a year.

One explanation for this finding is the lack of safety training for new workers. Despite the fact that OHS laws across Canada require employers to provide health and safety training to their workers—and some specifically require safety orientations for new workers as we’ll discuss in detail later—it appears that most new workers don’t receive such training. In a recent study on the prevalence of OHS training reported by workers in their first 12 months of employment, over 75% indicated that they hadn’t received safety training.

Recent immigrants. Workers who are recent immigrants have two strikes against them: they’re new to the country (and may face language barriers as well as a lack of recognition of foreign credentials and work experience) and they’re new to their jobs. So it’s no surprise that studies have found that:

- Recent immigrants (those in Canada for less than 10 years) were more likely than Canadian-born workers to be in physically demanding occupations and in small workplaces, i.e., those containing less than 20 employees;
- Workers whose native language wasn’t English or French or whose highest educational credential wasn’t from Canada had a higher probability than other workers of being in a physically demanding job. (The language issue also heightens concerns about immigrants’ knowledge of their rights, access to information on safe work practices and ability to refuse unsafe work.); and
- Immigrants in their first five years in Canada were more likely to be in temporary jobs.
How 'Newness' Impacts Workplace Safety, Cont'd

In addition, because recent immigrants are often underemployed in terms of hours worked, they may be willing to take on more dangerous tasks at work. As a result of all of these factors, recent immigrant workers have a higher risk of injury than non-immigrant workers. For example, one study found that male immigrants in their first five years in Canada reported twice the rate of work-related injuries requiring medical attention than Canadian-born male workers.

Conclusion
The IWH briefing demonstrates the importance of safety training for young workers and new workers of all ages. In addition, the briefing supports the need to take measures to address language barriers in the workplace, especially if you have a large number of workers who are recent immigrants and don’t speak English or French as their native tongue.

INSIDER SOURCE
“’Newness’ and the risk of occupational injury,” The Institute for Work & Health, May 2009
One kind of worker who requires special protection is the young worker. Why? Young workers aren’t used to the workplace and its safety rules. They’re also likely to be performing tasks, using tools and operating equipment with which they’re unfamiliar. And they may be reluctant to ask questions.

Here’s a look at the special safety protections the law gives to young workers and how to comply with those requirements. There’s also a chart on page 8 outlining the protections for young workers in each jurisdiction.

**YOUNG WORKER ORIENTATION:** There’s a Young Worker Safety Orientation Checklist on page 9. Go to the Insider’s online partner site, www.OHSInsider.com, to download this Checklist and adapt it for use in your workplace.

**Defining Our Terms**

Who’s a “young worker”? Statistically, workers under the age of 25 are most at risk—they’re 33% more likely to suffer a job-related injury or illness than an older worker. But special legal protections are generally provided only for workers ages 12 to 17. (Exceptions: BC has special protections for workers under 25, Québec has protections for workers under 20 and the Yukon has protections for workers under 19.) When we refer to “young” workers, we’re talking about minors—that is, workers under age 18.

**WHAT THE LAW SAYS**

Protectations for young workers come from two sets of laws: the employment standards laws and the OHS laws. Let’s look at the protections in each.

**The Employment Standards Laws**

The primary source of protection for young workers is the employment standards laws (sometimes called labour standards laws). Employment standards laws deal with the terms of employment, such as wages and hours, and don’t address specific kinds of workplace hazards the way OHS laws do. Still, the restrictions in employment standards laws protect the safety of young workers by limiting the kinds of jobs you can assign them to do—or even whether you can hire them at all.

Every jurisdiction restricts the employment of workers under 18. These restrictions are generally tiered by age. For example, hiring a person under 14 for any job is often completely barred. Strict limits are set for individuals 14-16, while the limits for those 17 and older are less rigid.

For each age group, there are generally two kinds of limits.

**Industry and work limits.** Most employment standards laws limit the industries in which young workers may be employed and the types of work they can do. The chief reason for these limits is safety. The industries from which young workers are typically barred are some of the most dangerous, such as construction and mining. The same is true for the kinds of jobs young workers are barred from doing. For example, Manitoba’s Employment Standards Regs. bar young workers from doing work involving the abatement or removal of asbestos and from working in confined spaces.

In addition, many jurisdictions’ laws include general catch-all language barring employers from hiring young workers for work that’s dangerous. For example, the federal Canada Labour Standards Regs. bar employers from hiring a worker under 17 if the work he’s hired to do is “likely to be injurious to his health or to endanger his safety.” And PEI’s Youth Employment Act bars employment of workers under 16 for work that “is or is likely to be harmful to the health or safety, or moral or physical development of the young person.”

**Hour limits.** The employment standards laws also limit the hours young workers may work. These limits apply to both the total number of hours they may work as well as the hours of the day they’re allowed to work. For example, Alberta’s Employment Standards Regs. bar employers from working an “adolescent”—that is, a person at least 12 but under 15—for longer than two hours on a school day and eight hours on a non-school day. It also bars adolescents from working during normal school hours and from 9:00 pm to 6:00 am.
Protecting Young Workers, Cont’d

The OHS Laws

The OHS laws require employers to take reasonable steps to ensure the safety of all workers, regardless of age. Thus, young workers are entitled to the same protections and have the same rights as older workers, such as the right to receive training and refuse dangerous work. However, five jurisdictions—BC, ON, QC, SK and YT—provide additional protections for young workers in their OHS laws:

- In BC, the OHS Regs. require employers to provide safety orientations to “young workers”—that is, any worker under age 25;
- In ON, the OHS Act requires employers to hire only workers over designated ages and OHS regulations restrict workers under certain ages from doing certain kinds of work. For example, the OHS Construction Projects Regs. bar anyone under 16 from working at a construction project;
- In QC, the Act respecting Occupational Health and Safety bars employers from hiring workers who haven’t reached the age designated by the regulation to perform such work and various OHS regulations restrict workers under designated ages from certain kinds of work. For example, the OHS in Mines Regs. bar workers under 16, 18 and 20 from doing specific kinds of work;
- In SK, the OHS Regs. bar workers under 16 from working in certain workplaces and performing certain jobs, and set separate restrictions for workers under 18; and
- In YT, the Code of Practice for New and Young Workers spells out the minimum orientation, training and supervisory requirements for workers under age 19.

HOW TO COMPLY

To comply with the special protections for young workers contained in both the OHS and employment standards laws, take the following four steps:

Step #1: Ensure Company Can Legally Employ Young Workers

Make sure that the company is legally allowed to hire young workers to do a job before you hire them. There are three factors you must consider:

- Worker’s age—make sure the worker isn’t too young to be employed at all or too young for your industry or the work for which you’re considering the worker;
- Industry—some industries, such as construction, are barred from hiring anyone under 18; and
- Work—even if a young person is allowed to work in your industry, make sure he’s old enough to do the job or perform the operation for which you hire him. For example, if your company repairs cars, you may be able to hire a 15-year-old to answer the phones and do office work but not to actually work on cars.

Step #2: Get Permit, Consent if Needed

If you’ve determined that it’s legal for your company to hire a young worker for the position, find out whether you need to get a permit for that worker or the consent of the worker’s parents. In some cases, the worker must get the permit; in others, it’s the employer’s responsibility. The failure to get the required permits or parental consent can be costly.

Example: An Alberta museum hired a 14-year-old boy and assigned him the job of sandblasting a truck box. While doing the work, the box fell on him, crushing him to death. The museum and its director were charged under the Alberta Employment Standards Code with hiring a worker under 15-years-old without his parents’ consent and with having that worker work in an environment that could be dangerous to his life, health, education or welfare. The museum was also charged with 10 violations of the OHS Act. The museum and director were convicted. The court imposed the maximum penalty—$500,000 [R. v. Reynolds Museum Ltd., AB Govt. News Release, July 13, 2006].
Protecting Young Workers, Cont'd

Step #3: Provide a Safety Orientation

BC and YT are the only jurisdictions that specifically require employers to provide a safety orientation for young workers (both jurisdictions require orientations for new workers, too). But even if your company isn’t based in these jurisdictions providing such an orientation is still highly advisable to ensure that young workers have a solid safety foundation before they start work. And some jurisdictions recommend a safety orientation for young workers, even though they don’t require one. For example, PEI’s WCB published a guide for employers on young workers that recommends giving them a safety orientation.

A general safety orientation should provide basic information about safety issues common to all workers, such as fundamental safety rules, the location of first aid kits and emergency procedures. Young workers should also get an orientation on the specific hazards of the jobs they’ll be doing. Give young workers at least an overview of key safety issues and information on their first day and a general safety orientation within their first day or two on the job. And as workers are trained on how to perform their new jobs, provide additional safety training when they first encounter each new hazard.

In addition, put certain safety information in writing and distribute it to young workers, such as the company’s OHS policy and safety rules. But don’t just hand out some written materials, tell young workers to read them and call it a day. You must also go over the safety information with them and ensure that they understand it.

Step #4: Properly Schedule Young Workers’ Hours

Once a young worker starts the job, make sure that the company complies with the limits on hours for young workers. For example, during the school year, don’t schedule young workers to work when they should be at school or late at night on weekdays. You should also be careful not to overwork young workers. Check the law in your jurisdiction to see what the limit is on the total number of hours—both per day and per week—that a young worker may work.

Conclusion

As safety coordinator, it’s up to you to ensure that your company adequately protects young workers. More and more young people are getting jobs. For example, a study found that half of Ontario youth between 12 and 14 have jobs and in BC, 42% of that same age group work. So it’s likely that young people may apply for positions at your company, especially for the summer. Thus, it’s incumbent on you to make sure that the company only hires young workers when it can legally do so and that it complies with all special protections for the young workers that it does hire.
KNOW THE LAWS OF YOUR PROVINCE: YOUNG WORKER PROTECTIONS

Here's what the laws in your province or territory say about young workers:

**FEDERAL:** Canada Labour Standards Regs., restricts workers under 17 from working during school hours and under certain conditions, such as in an underground mine or as a nuclear energy worker [Sec. 10].

**ALBERTA:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: a. Bars children under 12 from working; b. requires an “adolescent” (age 12-14) to have parental consent to work and imposes other restrictions; and c. allows a “young person” (age 15-17) to work in general without parental consent but subject to other limits [Employment Standards Regs., Part 5].

**BRITISH COLUMBIA:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: Bars employment of child under 12 without Director’s permission and employment of child under 15 without parents’ consent [Employment Standards Act, Sec. 9]. Limits working hours of children age 12-15, requires adult supervision and sets additional restrictions on employment of children in the entertainment industry [Employment Standards Regs., Part 7.1].

**MANITOBA:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: a. Bars children under 16 from working without a permit and limits their work hours; and b. bars children under 18 from working alone late at night and from working in prescribed jobs or industries [Employment Standards Code, Div. 14]. Lists prescribed jobs and industries in which workers of certain ages can’t work and requires permits for children under 16 [Employment Standards Regs., Secs. 25 and 26].


**NEWFOUNDLAND/LABRADOR:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: a. Bars employment of children under 14 unless work is prescribed work within prescribed undertakings; b. bars employment of a “child” (under 16) for work that is or is unlikely to be unwholesome or harmful to the child’s health or normal development; c. limits types of work a child may do and hours children may work; and d. requires parental consent for child to do such work [Labour Standards Act, Secs. 45-48].

**NORTHWEST TERRITORIES:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: Restricts employment of “youths” (workers 16 and under) in certain jobs and during certain hours [Employment Standards Act, Part 5].

**NOVA SCOTIA:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: Restricts employment of children under 16 and sets additional restrictions for employment of children under 14 [Labour Standards Code, Secs. 68-70].


**ONTARIO:** OHS Law: OHS Act requires employers to only employ persons over such age as may be prescribed [Sec. 25(2)(f)]. Construction Projects Regs. bars anyone under 16 from working at a construction project [Sec. 16]. Industrial Establishments Regs. set a minimum age of 16 for logging operations, 15 for factories other than logging operations and 14 for a workplace other than a factory [Sec. 4(1)]. Mines & Mining Plants Regs. set a minimum age of 16 for mining plants or surface mines and 18 for underground mines and the working faces of surface mines [Sec. 8(1)]. Employment Standards Law: Doesn’t contain any specific protections for young workers.

**PRINCE EDWARD ISLAND:** OHS Law: Doesn’t contain any specific protections for young workers. Employment Standards Law: Youth Employment Act governs the employment of children under 16.

**QUÉBEC:** OHS: An Act respecting Occupational Health and Safety bars employers from employing workers who haven’t reached the age determined by regulation to perform such work [Sec. 53(1)]. OHS Regs., bar workers under 16 from operating a forklift truck and under 18 from performing blasting work or work with explosives, OHS in Mines Regs., bar certain work from being done by workers under 16, 18 and 20, Safety Code for the Construction Industry bars workers under 18 from performing certain jobs. Employment Standards Law: Bars employment of a child under 14 without parental consent and sets additional restrictions for work performed by “a child” [Labour Standards Act, Div. VI.2]. Restricts night-time work by children [Reg. respecting Labour Standards, Div. VI.1].

**SASKATCHEWAN:** OHS Law: OHS Regs. bar workers under 16 from working in certain workplaces and performing certain jobs. Sets separate restrictions for workers under 18 [Sec. 14]. Employment Standards Law: a. Bars employment of anyone under 14; b. restricts employment of “youths” (at least 14 but not 16); c. requires parental consent; d. requires youths to complete a work readiness program; and e. permits exemptions for a “young person” (under 16) under certain circumstances [Minimum Wage Reg., Sec. 9.1-9.5].

**YUKON:** OHS Law: The Code of Practice for New and Young Workers spells out the minimum orientation, training and supervisory requirements for workers under age 19. Employment Standards Law: Bars employment of worker under 17 in any occupations or contrary to any conditions prescribed by the regulations [Employment Standards Act, Sec. 18(6)].
YOUNG WORKER SAFETY ORIENTATION CHECKLIST

This checklist is a guideline for conducting a safety orientation for young workers. Once completed and signed by both the supervisor and the worker, it serves as documentation that a proper orientation has taken place.

Worker’s Name: _____________________________
Supervisor’s Name: __________________________
Date Worker Started: __________________________
Date of Orientation: __________________________
Name of Person Giving the Orientation: ____________

Place a check in each box to indicate that the topic has been covered.

Explanation of the company safety program, including:

☐ Orientation
☐ On-the-job training
☐ Safety meetings
☐ Incident investigation and reporting
☐ Function of the safety committee (if there is one)

Personal Protective Equipment

☐ Hard hats
☐ Safety glasses
☐ High visibility vests
☐ Rubber gloves
☐ Respiratory protective equipment
☐ Other protective equipment specific to job

Lines of Communication and Responsibility for Reporting Incidents:

☐ When to report an injury
☐ How to report an injury
☐ To whom an injury should be reported
☐ Filing an incident report form
☐ Reporting “near misses”

First Aid Supplies, Equipment and Training

☐ Obtaining first aid treatment
☐ Location of first aid stations
☐ Location and names of staff with first aid training

Review Hazards Specific to Job Duties

☐ Physical hazards (ladders, electricity, repetitive work, hot oil, etc.)
☐ Chemical hazards (cleaning chemicals, toxic substances, dust, paint, asbestos, etc.)
☐ Biological hazards (bacteria, viruses, fungi, mold, insects, etc.)
☐ Ergonomic hazards (work station design, lifting, repetitive movements, etc.)

Emergency Plan

☐ Exit locations and evacuation routes
☐ Use of firefighting equipment (extinguisher, hose)
☐ Specific procedures (medical, chemical, fire, etc.)

Vehicle Safety Check Procedure

☐ Safety and speed regulations
☐ Operating license appropriate for vehicle

Personal Work Habits

☐ Consequences of horseplay and not following the safety rules
☐ Inattention
☐ Smoking policy
☐ Good housekeeping practices
☐ Proper lifting techniques

Other Health and Safety Items

Add any other health and safety items the worker needs to know about your workplace, such as security procedures for working alone. You may need to provide education and training for these at another time.

☐ _______________________________________
☐ _______________________________________
☐ _______________________________________

The signatures below are evidence that the topics contained in this checklist have been discussed to the satisfaction of the worker and supervisor. Signing indicates that both parties accept responsibility for maintaining a safe and healthy workplace.

Supervisor’s Signature: __________________________
Worker’s Signature: __________________________
Date: __________________________
Protecting New Workers

- Workers with less than 6 months’ experience are three times more likely to be injured than workers with a year or more of experience.
- 40% of all recordable injuries are sustained by workers on the job less than a year.
- During their first four weeks on a new job, workers are five to seven times more likely to sustain an injury.

These statistics provide evidence of something that makes logical sense: Workers are at their most vulnerable when they’re new. After all, new workers aren’t used to the workplace and its safety rules. And like young workers, they also may be performing tasks, using tools and operating equipment with which they’re unfamiliar.

The implication: Making sure that each of your new workers receives a thorough safety orientation can go a long way towards preventing injuries. And providing a safety orientation for new workers isn’t just a sound injury prevention strategy; it may also be a legal requirement.

NEW WORKER SAFETY ORIENTATION FORM: On page 14, there’s a New Worker Safety Orientation Form, which is based on one used by the BC Forest Service. Go to the Insider’s online partner site, www.OHSInsider.com, to download this form and adapt it for use in your workplace.

WHAT THE LAW SAYS

All Canadian OHS laws require employers to train their workers so that they can work safely. But they don’t always specify what, if any, special safety orientation workers should receive when they’re first hired. There are two basic approaches to safety orientations:

The 5 Specific Duty Jurisdictions

Five jurisdictions—BC, MB, NL, SK and YT—specifically require employers to provide safety training to workers before they start work:
- In MB, every employer must provide safety information, instruction and training to a worker before the worker starts work, starts a new position in the workplace or is moved to another part of the workplace that has different facilities, procedures or hazards [Workplace Safety and Health Act, Sec. 4(4)];
- In NL, if an employer is required to have an OHS program, that program must include “a plan for orienting and training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures, including emergency response, that are necessary to eliminate, reduce or control hazards” [OHS Regs, 2009, Sec. 12(1)(2)];
- In SK, employers must ensure that a worker gets safety training when he starts work or is moved from one job or part of the workplace to another that has different hazards, facilities or procedures [OHS Regs., Sec. 19(1)]. The SK regulations also spell out what topics that safety orientation must cover [Sec. 19(2)]; and
- In YT, an employer must ensure that before a new worker begins work, he’s given a health and safety orientation and training specific to that worker’s workplace and job tasks [Code of Practice for New and Young Workers, Sec. 6].

BC’s safety orientation requirements may go the furthest. Under Secs. 3.23 through 3.25 of the OHS Reg., employers in BC must provide safety orientations to not only new workers but also workers under age 25. A “new worker” is defined as any worker who’s:
- New to the workplace;
- Returning to the workplace where the hazards have changed during the worker’s absence;
- Affected by a change in the workplace’s hazards; or
- Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace.

The BC regulations require employers to:
- Provide a health and safety orientation and training that’s specific to the workplace before the young or new worker starts work;
- Provide additional orientation and training if warranted, say, because a new worker can’t perform his job safely or requests additional help; and
- Document the orientation and training provided.

The 9 Implied Duty Jurisdictions

The remaining nine jurisdictions—Fed, AB, NB, NS, NT, NU, ON, PEI and QC—don’t specifically require employers to provide a safety orientation to workers before they start work. What all of these jurisdictions do say is that employers must
ensure that their workers get adequate training to ensure their health and safety at work. The obligation to provide a safety orientation for new workers is an implied part of this requirement.

How do we know this requirement is implied? Some jurisdictions have specifically said as much. For example, the Ontario Ministry of Labour has issued a fact sheet for employers that recommends an orientation for new workers that covers emergency procedures, workplace safety rules, general requirements for PPE, first aid provisions, information about where the OHS Act is posted and all other essential health and safety facts. In addition, one of the Dean Panel’s key recommendations is that health and safety awareness training be given to all “entry-level” workers before they’re exposed to workplace hazards.

Employers in these jurisdictions also have a clear duty to provide workers with training and information about hazards before they’re exposed to those hazards. And the best way to satisfy that obligation is by giving a safety orientation when a worker starts work.

**HOW TO COMPLY**

If your company is in BC, MB, NL, SK or YT, your legal obligation is to do whatever the OHS laws tell you to do with regard to safety orientations. But only BC, SK and YT provide detailed safety orientation requirements; the MB and NL laws simply say that you must provide safety training before new workers start work without specifying how. And if your company is in one of the nine indirect duty jurisdictions where there are no regulations on the subject, it’s even less clear what measures you must take to provide a proper safety orientation to new workers.

So how do you know what to do to satisfy your legal obligations if you’re not from BC, SK or YT? The best way to answer that question is by referring to the regulations of those jurisdictions. Unless and until your jurisdiction establishes standards of its own, the BC, SK and YT requirements represent the clearest indication of what the regulatory community considers acceptable in terms of providing safety orientations to new workers and so could be considered by courts to be “best practices” for companies outside those jurisdictions. Thus, you should treat these rules as a minimum standard for new worker safety orientation.

### The Elements of a Safety Orientation

The BC, SK and YT requirements touch on some of the issues you need to consider when deciding how to provide a safety orientation for new workers, including:

**Who should provide the training.** Any competent person, such as the safety coordinator, HR director, a JHSC member, a supervisor, a union representative or an outside safety trainer, can give a general safety orientation. After all, a general safety orientation simply involves providing basic information about safety issues common to all workers, such as fundamental safety rules, the location of first aid kits and emergency procedures. New workers should also get an orientation on the specific hazards of the jobs they’ll be doing. The job-specific elements of the orientation should be given by a competent person who’s familiar with those hazards and the related safety rules, such as a supervisor or lead hand.

**Who should attend the orientation.** All new workers should be required to attend the safety orientation—even those who are very experienced. A new worker who’s highly qualified to do the job he was hired for is still likely to be unfamiliar with your workplace, its hazards and its safety rules. Assuming that a new worker doesn’t need a safety orientation because of his prior experience with another employer can be a costly mistake.

**Example:** A subcontractor for a Nova Scotia developer hired a worker who said that he had four years of carpentry experience. So the subcontractor assumed the worker knew how to do the job safely and didn’t provide him with a safety orientation. But the carpenter had lied. Instead of four years, he had only two months’ experience. Sure enough, while carrying floor joists to another carpenter, the worker slipped and fell off the joist on which he was standing, breaking his neck in two places.

The developer and subcontractor were convicted of several OHS violations. The court noted that workers were given no formal safety training; instead, the subcontractor relied on “the experience of the workforce” as “its greatest safeguard.” And there was no evidence that this worker was qualified to do the work he was assigned safely [R v. Barrington Lane Developments Ltd., [1994] N.S. J. No. 667, March 1, 1994].

Companies in BC, MB, SK and YT must also give a safety orientation to any current worker who may be exposed to new hazards because of a change in work circumstances, such as reassignment to a new position involving different hazards.
Protecting New Workers, Cont’d

All companies, regardless of location, should give safety orientations to any worker who:

- Is returning to the workplace after a lengthy absence, such as a maternity or long-term disability leave; or
- Has been reassigned to a new job or area of the workplace if the hazards associated with the job or in that area are different from the hazards in the worker’s previous job or area.

**PRACTICAL POINTER:** Give all visitors and contractors some sort of safety orientation when they come to the workplace. The extent of the orientation that these people need will depend on the nature of their visit, what areas of the workplace they'll have access to, the hazard level in those areas and the length of their visit.

**When to give the orientation.** New workers should get at least an overview of key safety issues and information on their first day and a general safety orientation within their first day or two on the job. And as workers are trained on how to perform their new jobs, they should get safety training when they first encounter each new hazard.

**What to cover in the orientation.** The BC, SK and YT requirements spell out the topics that a company must include in workers’ orientation and training. Here’s a list of topics the orientation should cover based on these requirements and best practices:

- The company’s OHS program and policy and the consequences for violating that policy;
- Workers’ rights and responsibilities under the law, such as the right to refuse unsafe work and the duty to comply with the safety rules;
- Employer’s rights and responsibilities under the law, such as the duty to provide a safe workplace;
- Workplace health and safety rules;
- Communication of safety information, such as the location of safety bulletin boards and MSDSs;
- Procedures for reporting safety incidents, injuries and illnesses;
- Hazards specific to the workplace, such as confined space hazards and the dangers of working alone;
- General hazards, including workplace violence;
- Use and maintenance of PPE;
- Location of prohibited or restricted areas;
- Location of first aid facilities and how to summon first aid and report injuries and illnesses;
- Emergency procedures;
- Instruction and demonstration of workers’ specific tasks or processes;
-WHMIS information requirements;
- Supervisor’s name and contact information; and
- The JHSC (or health and safety representative), including who the members are and how to contact them.

**NEW WORKER SAFETY ORIENTATION FORM:** On page 14, there’s a New Worker Safety Orientation Form, which is based on one used by the BC Forest Service. Go to the Insider’s online partner site, [www.OHSInsider.com](http://www.OHSInsider.com), to download this form and adapt it for use in your workplace.

**How to conduct the orientation.** If several new workers start at the same time, it’s appropriate to give a general safety orientation to those workers as a group. Then the workers can get individual orientations on their specific jobs.

Certain safety information should be put in writing and distributed to new workers, such as the company’s OHS policy and safety rules. But don't just hand out some written materials, tell new workers to read them and that's it. You must also go over the safety information with them and ensure that they understand it. If you don’t, your company may be liable for not properly training the workers.

**Example:** Two workers were off-loading natural gas condensate into a free-standing storage tank at a well in Alberta. Their truck was parked too close to the tank and its running engine sucked in condensate vapours, causing an explosion. Both workers were badly burned. The oilfield company was convicted of failing to properly train its workers. During the trial, the injured workers testified that when they were hired, they were given safety and hazard manuals to read over by themselves. They were also told to check their names off the new employee checklist after they'd read the manuals. But that practice wasn't enough to satisfy the company’s training obligations under the OHS law, the court said. No one ever went over the manuals with the workers or confirmed that they actually understood any of what they were supposed to have read [*R. v. Dial Oilfield Services*, [2007] ABPC 16 (CanLII), Jan. 19, 2007].
Protecting New Workers, Cont'd

**PRACTICAL POINTER:** Only BC and YT specifically require employers to document that they’ve provided safety orientations. But all companies should do so anyway. If you don’t document your safety orientations your company won’t be able to prove that it provided them. And a lack of proof could undermine the company’s due diligence defence if, say, a new worker is injured and the company is charged with failing to properly train him.

**Conclusion**

Few workers are more vulnerable than those who are new to your workplace. It’s therefore incumbent on you to provide a safety orientation to these workers the moment they first set foot in the workplace—if not sooner. The safety orientation is your opportunity to induct the new worker into the workplace and its safety culture. And the orientation will set the tone for how the worker sees the company’s commitment to safety. If new workers see that the company is being proactive and taking their safety seriously from day one, they’ll be more likely to take safety seriously themselves.
# NEW WORKER SAFETY ORIENTATION FORM

## First Day Orientation

<table>
<thead>
<tr>
<th>Initial</th>
<th>Discussion Topics</th>
<th>Competence Verified</th>
<th>Date to complete</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
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<tr>
<td></td>
<td><strong>Emergency Response:</strong> Review Emergency Response Plan, Evacuation Plans and Procedures</td>
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<td></td>
<td><strong>First Aid:</strong> Introduce new worker to first aid attendant and location of first aid facilities.</td>
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<td><strong>Rules:</strong> Review all rules; review use of PPE.</td>
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<tr>
<td></td>
<td><strong>Rights:</strong> Review 3 basic worker rights: the right to know, the right to refuse unsafe work and the right to participate.</td>
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</table>

## 1st Week Safety Orientation

<table>
<thead>
<tr>
<th>Initial</th>
<th>Discussion Topics</th>
<th>Competence Verified</th>
<th>Date to complete</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td><strong>Safety Policy:</strong> Review and identify location.</td>
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<tr>
<td></td>
<td><strong>Health and Safety Accord:</strong> Review and identify location.</td>
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<td></td>
<td><strong>Safety Responsibilities:</strong> Review and distribute.</td>
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<td></td>
<td><strong>Employment Standards:</strong> Required breaks, hours of service.</td>
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<td></td>
<td><strong>Hazard, Risk, and Controls:</strong> General review of hazard generators, how they are assessed, and how risk is determined; types of controls.</td>
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<td></td>
<td><strong>Personal Protective Equipment:</strong> Review of what PPE is to be worn, where, how to maintain and take care of PPE.</td>
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<td></td>
<td><strong>Hazard ID and Reporting:</strong> Discuss hazard recognition types of hazards (hazards vs. close calls) and reporting procedures</td>
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</tbody>
</table>
### NEW WORKER SAFETY ORIENTATION FORM, Cont'd

#### 1st Week Safety Orientation Cont'd

<table>
<thead>
<tr>
<th>Initial</th>
<th>Discussion Topics</th>
<th>Competence Verified</th>
<th>Date to complete</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td><strong>Safety Meetings:</strong> Expectations for attendance and input Safety Representative/Joint OHS Committee: Worker representation in the workplace, duties, participation.</td>
<td></td>
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<td></td>
<td><strong>Training Requirements:</strong> Inspections, incident investigation and legal requirements.</td>
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<tr>
<td></td>
<td><strong>Incidents:</strong> Review definitions of incidents and how to report them. Review purpose of investigations and how they are conducted.</td>
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<td></td>
<td><strong>Inspections:</strong> Review worker’s responsibilities as they relate to conducting safety inspections. Review pertinent chapters in the safety manual and inspection checklists</td>
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<td></td>
<td><strong>Man Check Procedures:</strong> Review method of conducting man checks and the frequency.</td>
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<td></td>
<td><strong>Work Procedures &amp; Practices:</strong> How procedures are developed (Task Inventory); review of codes of practice, work practices, and general precautions.</td>
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<td></td>
<td><strong>Supervisors (Orientation Only):</strong> Discuss procedures and supervisors responsibilities as they relate to safety inspection records, staff orientations and administrative.</td>
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<td></td>
<td><strong>Certifications:</strong></td>
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<td></td>
<td><strong>Drivers License</strong> – For new hires, obtain copy of Drivers License.</td>
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</table>

#### Additional Safety Issues covered during Orientation:

- [ ]
- [ ]

#### Worker receiving Orientation:
I acknowledge that I understand the training received, and accept the legal responsibility for my role in fulfilling what I have initialled on this page.

<table>
<thead>
<tr>
<th>Name/Date</th>
<th>Signature</th>
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</table>

#### Person conducting Orientation:

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<th>Name/Date</th>
<th>Signature</th>
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Protecting New Workers Who Don't Speak English

Canada's workforce is becoming increasingly diverse. According to 2001 census data, 18% of Canadians (5.3 million people) speak a language other than English or French—and 23% of these people use that other language at work. And as new immigrants have poured into Canada, those percentages have likely increased and will continue to do so in the future. The fact that English or French isn’t the first language of so many workers has important legal implications for employers, especially with regard to one of the most fundamental obligations under the OHS laws: the duty to provide appropriate safety training and information to workers.

On the surface, the new demographics haven’t had any impact on employers’ obligations. The OHS laws generally say that employers must provide workers with appropriate safety training and information; they don’t specify the language such training and information must be provided in. Although there are a few language requirements sprinkled into the regulations (see the chart on page 20 for a summary of the language requirements of each jurisdiction), they typically apply only in limited circumstances or only to certain jobs or positions.

However, the key isn’t so much what the laws say as what they mean in practical application. When you look closely at how the OHS laws are written, the purpose they’re designed to serve and how they’ve been interpreted in actual workplace situations, there isn’t even the slightest doubt that employers do have an obligation to provide safety training and information in the language their workers speak and understand. Conversely, providing safety training and information to workers in a language they don’t understand is a clear violation of OHS laws.

Let’s look at the dangers posed by language barriers in the workplace, where the implied obligation to provide multilingual safety training and information comes from and what you must do to comply with it.

Dangers Caused by Language Barriers

Workers get most, if not all, of the information and training they need to do their jobs safely from their employers. So employers who fail to provide adequate training and information are leaving their workers vulnerable. Most employers understand and embrace this responsibility and set out to meet it by making sure that their training materials are comprehensive and technically sound. These materials are usually in English and/or French.

But for many workers, English or French isn’t their first language or a language in which they’re capable of communicating at a conversational or technical level. It’s not uncommon for workers in Canadian workplaces to speak two or three different languages, even if all members of senior management speak English.

The fact that workers can speak English or French doesn’t necessarily mean that they can understand safety training and information in those languages. For example, workers with a working knowledge of conversational English may have a limited ability to read English. So although they may be able to understand safety information presented to them orally, they may not be able to read the written safety materials they get from their employers.

If workers can’t understand the safety training and information they receive from their employers, they’re at greater risk of getting injured or of injuring their co-workers. For example, in April 2007, two Chinese workers were killed in Alberta when the roof of an oil storage tank collapsed. Four other Chinese workers were injured in the incident. The workers had only been in Canada for a year and likely didn’t speak English. In fact, government inspectors had to bring in Chinese interpreters to interview other workers about the incident. Several companies are currently facing OHS charges for this incident.

Languages Across Canada

Most Canadians speak either English or French as their first language. But increased immigration means that the mother tongue of many residents is now a language other than English or French. The most common languages spoken in Canada now include:

- Chinese
- German
- Ukrainian
- Italian
- Spanish
- Arabic
- Punjabi
- Portuguese
- Polish
- Tagalog
- Cree
- Inuktitut
- Cree
- Inuktitut

The predominant foreign language varies by region. For example, in Vancouver, Chinese is the most common foreign language spoken.
Protecting New Workers Who Don't Speak English, Cont'd

WHAT THE LAW SAYS
The OHS laws say employers must provide adequate safety training and information to their workers. But they don't spell out how. The OHS laws say little to nothing about which language or languages should be used in the workplace for safety training and written materials. In fact, no province or territory imposes a general, across-the-board language requirement that applies to all workplaces and all safety training and written materials. (See the chart on page 20 for the language requirements in your jurisdictions.) However, the Dean Panel has recommended that Ontario develop safety information in multiple languages and formats.

Some jurisdictions don’t include any language requirements in their OHS laws. So the “default” language of most workplaces in these locations is English or French. Other jurisdictions do impose language requirements on:

Certain safety material. Some jurisdictions impose language requirements on certain types of written safety material. For example, federal OHS law requires MSDSs to be provided in both English and French. In Ontario, employers must post copies of the OHS Act and any explanatory material on workers’ rights, responsibilities and duties in English and the “majority language of the workplace.” And in BC, warning signs for pesticides and fumigants must be in a language “that can be readily understood by the workers.”

Certain jobs and/or industries. The OHS laws in other jurisdictions have language requirements that relate to specific jobs or industries:

In NL and NS, offshore petroleum well operators must ensure that differences in language or other barriers to effective communication don’t jeopardize safety or environmental protection;

In NT and NU, the managers of mines must ensure that training provides for the instruction of people who may have a poor understanding of the language commonly used in the mine’s operation;

In ON, employers must give construction workers who set up and remove measures on or by roadways, direct traffic or act as signalers adequate written and oral instructions and/or training in a language they understand;

In SK, direct supervisors, hoist operators and blasters at mines must have adequate knowledge of the language “normally used” at the mine; and

In YT, every person employed as a supervisor and every person who is supervising the work of other workers must be able to communicate effectively in the language “commonly used” in a surface or underground mine or mining project.

Implied Language Requirements
With the few exceptions set out above, the OHS laws don’t say whether safety training and other materials must be in a particular language. However, the clear intention behind these laws is that such training and materials be understood by the workers who receive them. Most of the time, providing training and materials in English or French will be sufficient. But if a worker only understands Portuguese, you need to figure out how to convey the necessary safety information in Portuguese before you entrust that worker to do his job.

So just because no jurisdiction’s OHS law imposes a blanket language requirement doesn’t mean that the law doesn’t imply such a requirement on all workplaces and all employers. Actually, implied language requirements come from two places:

Training requirements. All Canadian OHS laws require employers to train workers so that they can work safely. But it’s not enough to just provide safety training for workers; employers must also ensure that workers understand the training they receive. And the training must be appropriate for the worker. So if workers don’t understand English or French at all or only a little, how can you prove that they understood what you taught them and that the training was appropriate if the training was in English or French? Answer: You can’t.

Safety information requirements. OHS laws also require employers to give workers certain health and safety information. A good example is employers’ obligation to give workers MSDSs informing them of the hazards posed by the hazardous substances with which they work. As with training requirements, simply handing workers a manual or set of instructions that they can’t comprehend isn’t enough to meet these obligations.
Protecting New Workers Who Don't Speak English, Cont'd

HOW TO COMPLY

So to comply with OHS requirements, employers have an implied duty to provide training and safety information in a language that their workers understand. This requirement applies whether you provide training and instruction in-house or hire an outside trainer. In other words, if you hire a consultant to train workers, make sure the consultant knows what languages your workers speak and require the consultant to provide training and related materials in that language.

But understanding that employers must provide safety training and materials in languages workers understand is one thing; complying with this requirement is quite another. Safety coordinators at multilingual workplaces can be intimidated by this daunting task, especially if workers speak a variety of languages. To help you overcome this challenge, we’ve simplified your compliance efforts to the following four steps:

**Step #1: Determine Languages Used in Workplace**

First you need to determine the languages your workers understand. Then you can tailor your efforts accordingly. For example, if half the workforce speaks and understands English and the rest speak and understand Spanish, you’ll know to, say, translate your company’s safety policies and rules into Spanish.

Note that you can’t address only the dominant languages spoken in the workplace. Even if only one worker speaks a certain language, you must still ensure that that worker gets appropriate safety training and materials in that language. So if you have one worker who speaks Tagalog, you can’t just ignore him. Instead, you must ensure that a Tagalog translator explains the safety protocols to that worker and translates all relevant safety material for him.

**Step #2: Use Pictograms When Possible**

If you’ve determined that a variety of languages are spoken in your workplace, try to cross language barriers by using pictograms whenever possible to provide safety information. A pictogram is a graphic symbol or picture that represents an idea. Effective pictograms are simple and easily understood by workers. In fact, in mines in NT and NU, workers who have a poor understanding of the language commonly used at the mine must be trained using pictures and diagrams with verbal reinforcement.

WHMIS warning labels are good examples of the use of pictograms. Other examples: Posting pictures of hardhats or safety glasses in areas where workers are required to wear those items or pictures of a cigarette with a line through it in no-smoking areas.

Try to use pictograms that will be universally understood—and that take into account not only language but also cultural differences. For example, the symbol for first aid in Western culture is a red cross. But in other cultures, it’s a red crescent moon.

**Step #3: Have Translators Provide Information Verbally**

Pictograms will only get you so far. There’s some information that simply can’t be provided using pictograms, such as the workers’ right to refuse dangerous work. For such information, have translators who are fluent in the applicable languages verbally translate that information for workers. You can either use outside translators or in-house workers or supervisors who are fluent in the relevant languages.

**Practical Pointer:** Consider hiring personnel who speak English or French and the other dominant language of the workplace. They can then serve as on-hand translators when necessary. Employers might also consider offering English as a second language, or “ESL,” courses in the workplace.

**Analogy to Hearing- and Sight-Impaired Workers**

To understand your company’s legal obligations to non-English and non-French speaking workers, a good analogy is hearing- or sight-impaired workers. Clearly, giving a lecture to a deaf worker or purely visual materials to a blind worker is inadequate. In fact, under federal OHS law, employers must ensure that workers with “special needs” are given any required direction, notice, information, instruction or training by any method of communication that “readily permits” the worker to receive it, including Braille or sign language [Canada Labour Code, Sec. 122.3(1)]. A worker who doesn’t speak the language primarily used in the workplace is in a similar position as the worker with a hearing or visual impairment in terms of understanding what’s communicated to him. So it stands to reason that required safety information and training should be provided to a “language-impaired” worker in a language that he understands.
Protecting New Workers Who Don't Speak English, Cont'd

**Step #4: Provide Written Information in Relevant Languages**

Using pictograms and verbal translations are good first steps. But there’s some information that’s so important that workers should have it in writing. Also, the OHS laws may require you to provide certain safety information in writing, whether it’s handed out to workers or posted in the workplace. So you’ll have to provide such information in the language used in the workplace.

You may be able to get some written safety material in languages other than English and French from several resources, such as:

- Ministries of labour;
- Workers’ comp boards. For example, the WorkSafeBC and the Ontario WSIB offer safety information in languages such as Chinese, Italian, Korean, Polish, Portuguese, Punjabi, Russian, Spanish and Vietnamese; and
- Safety associations. Written materials are often available from industry safety associations in the languages most commonly used by workers in that industry. For example, the Farm and Ranch Safety and Health Association provides safety training in Punjabi and written materials in Punjabi, Vietnamese and Spanish. And the Industrial Accident Prevention Association provides a comprehensive set of work safety rules in 19 languages.

Any written safety material you can’t get from these sources, such as your company’s internal safety policies and rules, or that you can’t get in the necessary languages, you’ll have to get translated on your own.

**Conclusion**

The Insider isn’t aware of any cases in which an employer was prosecuted specifically for failing to provide safety training or information in a language workers understood. But language barriers have probably been a factor or identified as a root cause in at least some workplace incidents. And as the workforce gets even more diverse and speaks even more languages, language barriers will likely become more of an issue. So although OHS officers may not be focusing on language barriers as an enforcement issue now, they could add it to their priority list in the near future. Even if they don’t, an OHS program is only truly effective if it protects all workers—not just those who speak English or French. After all, the law is designed to ensure that workers get what they need from their employers to avoid injury. In the context of training and instruction, the essence of the employer’s obligation is to communicate effectively. To meet that obligation, employers must be prepared to use whatever language is necessary to make sure their message is understood. That’s why it’s critical for safety coordinators to take steps now to address language barriers in their workplaces.
KNOW THE LAWS OF YOUR PROVINCE: OHS LANGUAGE REQUIREMENTS

Here’s what the OHS laws of your province or territory say about language requirements:

FEDERAL: OHS laws don’t include general language requirements. But MSDSs must be provided in both English and French [Canada OHS Regs., Sec. 10.34].

ALBERTA: OHS laws don’t include language requirements.

BRITISH COLUMBIA: OHS laws don’t contain general language requirements. But warning signs on pesticides and fumigants must be in a language “that can be readily understood by the workers” [OHS Reg., Secs. 6.87 and 6.88].

MANITOBA: OHS laws don’t include language requirements.

NEW BRUNSWICK: OHS laws don’t include language requirements.

NEWFOUNDLAND/LABRADOR: OHS laws don’t include general language requirements. But the Offshore Petroleum Drilling and Production NL Regs. require well operators to ensure that differences in language or other barriers to effective communication don’t jeopardize safety or environmental protection [Sec. 20(d)].

NORTHWEST TERRITORIES/NUNAVUT: OHS laws don’t include general language requirements. But at mines, managers must ensure that training provides for the instruction of people who may have a poor understanding of the language commonly used in the mine’s operation [Mine Health and Safety Regs., Sec. 6.04(1)]. Where a person has a poor understanding of the language commonly used in the mine’s operation, the person must be trained by means of pictures and diagrams with verbal reinforcement [Sec. 6.04(2)].

NOVA SCOTIA: OHS laws don’t include general language requirements. But the NS Offshore Petroleum Drilling and Production Regs. require well operators to ensure that differences in language or other barriers to effective communication don’t jeopardize safety or environmental protection [Sec. 20(d)].

ONTARIO: The OHS Act requires employers to post a copy of the Act and any explanatory material prepared by the MOL explaining workers’ rights, responsibilities and duties in English and the “majority language” of the workplace [Sec. 25(2)(i)]. Also, hazardous material identifications, MSDSs and notices identifying and warning of the presence of hazardous physical agents must be in English and such other language(s) as may be prescribed [Secs. 37(1)(c) and 41(4)]. The Construction Projects Regs. require employers to give workers who set up or remove certain measures on or by roadways, direct vehicular traffic or serve as signalers adequate written and oral instructions and/or training in a language that they understand [Secs. 67(6)(c), 69(4)(d) and 106(1.5)(a)].

PRINCE EDWARD ISLAND: OHS laws don’t include general language requirements.

QUÉBEC: OHS laws don’t include general language requirements.

SASKATCHEWAN: OHS laws don’t include general language requirements. But at mines, direct supervisors, hoist operators and blasters must have adequate knowledge of the language normally used at the mine [Mines Regs., Secs. 14(2)(c), 179(d) and 244(c)].

YUKON: OHS laws don’t include general language requirements. But the OHS Regs. require every person employed as a supervisor and every person who is supervising the work of other workers to be able to communicate effectively in the language commonly used in a surface or underground mine or mining project [Sec. 15.10(2)].
Resources

Here are links to some valuable resources on protecting new, young and non-English speaking workers:

FEDERAL:
- CCOHS's [Young Worker Zone](#)

ALBERTA:
- X-Treme Safety: A Survival Guide for New and Young Workers

BRITISH COLUMBIA:
- Young Worker Safety Centre
- Raise Your Hand

MANITOBA:
- Fact Sheet on Young Employees
- Tips for Employing New Workers
- Tips for Employing Young Workers
- Health and Safety 101: Resource Guide for English Language Learners

NEW BRUNSWICK:
- New Employees and Health & Safety

NORTHWEST TERRITORIES/NUNAVUT:
- Young Workers Know Your Rights

NOVA SCOTIA:
- Young Workers Resources

ONTARIO:
- Young Worker Fact Sheet
- What Young Workers Should Know
- Information for New and Student Workers
- New Workers

PRINCE EDWARD ISLAND:
- Guide for Employers of Young Workers

SASKATCHEWAN:
- Tips for Young Workers

U.S.:
- Young Worker Safety & Health