YOUNG WORKERS POLICY

<Organization Name> is committed to treating all of our employees with respect and ensuring their health and safety, especially our young workers. <Organization Name> will adhere to the *British Columbia Human Rights Code*, the British Columbia *Occupational Health and Safety Regulation* and all relevant legislation at all times.

The purpose of this policy is to outline the organization's expectations when it comes to young workers at <Organization Name>

DEFINITIONS

"Young worker" means any worker who is under 25 years of age.

Source: British Columbia’s [*Occupational Health and Safety Regulation*](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/296_97_00_multi#division_d2e1997)

POLICY

At <Organization Name> we strive to ensure all people are treated equally and to be an organization where young workers are safe and treated fairly. We believe in equal treatment and opportunity for employees. We will ensure the right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, performance evaluations, and advancement opportunities. Discrimination will not be tolerated.

The Employer is responsible for:

* Promoting a culture of respect and inclusion
* Providing accommodation, upon request, at all stages of employment
* Ensuring that before a young worker begins work at <Organization Name>, the worker is given health and safety orientation and training specific to that workers workplace and job duties
* Ensuring that the following topics are addressed in the young workers orientation and training:
* The name and contact information for the young workers direct supervisor
* The employer's and young worker's rights and responsibilities under the Workers Compensation Act and OHS Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work
* Workplace health and safety rules and recommendations
* Hazards to which the young worker may be exposed, including risks from robbery, assault, or confrontation
* Working alone or in isolation
* Violence in the workplace
* Personal protective equipment
* The location of first aid facilities, means of summoning first aid, and reporting illnesses/injuries
* Emergency procedures
* Instruction and demonstration of the young workers work tasks and processes
* The employers health and safety program, if applicable
* WHMIS information requirements set out in OHS Regulation, as applicable to the workplace and the workers tasks
* Contact information for the occupational health and safety committee or the worker health and safety representative, as applicable
* The employer must provide a young worker with additional orientation and training if:
* Workplace observation reveals that the young worker is not able to perform work tasks or work processes safely
* The young worker requests it
* The employer must keep detailed records of all orientation and training provided to the young worker

Employees are responsible for:

* Complying with this policy
* Bringing forward any ideas, suggestions, or issues to their manager or supervisor
* Participating in and adequately engaging with training and orientation
* Reaching out to their manager if additional information or training is needed

YOUNG WORKER CHECKLIST

**How to use this checklist:**

Under the Occupational Health and Safety Regulation, all employers are required to provide new and young workers with workplace training and orientation. This checklist has been designed to help you plan and implement your orientation. It is provided in a modifiable Word format that you can customize to fit the specific needs of your workplace.

Source: [WorkSafeBC](https://www.worksafebc.com/en/resources/health-safety/checklist/young-new-worker-orientation-checklist?lang=en)

| Employee’s name  | Position/Title/Tasks  | Date hired  | Date of orientation  |
| --- | --- | --- | --- |
| Person providing orientation (name and position)  | Company name  |

| **Topics addressed during orientation** (Attach additional sheets with more details if necessary. Delete any topics that don’t apply to your workplace.)  | **Initials** (trainer) | **Initials** (worker) |
| --- | --- | --- |
| 1. Supervisor name and contact information  |   |   |
| 2. Rights and responsibilities (a) General duties of employers, workers, and supervisors  |   |   |
| (b) Worker’s right to refuse unsafe work, and the procedure for doing so  |   |   |
| (c) Worker’s responsibility to report hazards, and the procedure for doing so  |   |   |
| 3. Workplace health and safety rules   |   |   |
| 4. Known hazards in the workplace and how to deal with them   |   |   |
| 5. Safe work procedures for carrying out tasks   |   |   |
| 6. Procedures for working alone or in isolation  |   |   |
| 7. Measures to reduce the risk of violence in the workplace, and procedures for dealing with violent situations  |   |   |
| 8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it  |   |   |
| 9. First aid and incident reporting  (a) First aid attendant name and contact information  |   |   |
|  (b) Locations of first aid kits and eye wash facilities  |   |   |
|  (c) How to report an illness, injury, or incident (including near misses)  |   |   |
| 10. Emergency procedures  (a) Locations of emergency exits and meeting points  |   |   |
|  (b) Locations of fire extinguishers and fire alarms  |   |   |
|  (c) How to use fire extinguishers  |   |   |
| (d) What to do in an emergency  |   |   |
| 11. Basic contents of the occupational health and safety program (formal or informal)  |   |   |
| 12. Hazardous materials and WHMIS (a) What hazardous materials are in the workplace  |   |   |
| (b) Purpose and significance of hazard information on product labels  |   |   |
| (c) Location, purpose, and significance of safety data sheets (SDSs)  |   |   |
| (d) How to handle, use, store, and dispose of hazardous materials safely  |   |   |
| (e) Procedures for an emergency involving hazardous materials, including clean-up of spills  |   |   |
| 13. Contact information for the occupational health and safety committee or worker health and safety representative  |   |   |
| 14. Bullying and harassment (a) What is workplace bullying and harassment  |   |   |
| (b) How to report incidents of workplace bullying and harassment (e.g., forms, procedures, contact information)  |   |   |
| (c) Who is responsible for following up on complaints  |   |   |