

## Young Employees

Minimum standards such as general holidays, vacations, minimum wage and termination apply to all employees regardless of age. Young people who are 13, 14, or 15 years of age need to complete a Young Worker Readiness Certificate Course before they can begin working, and there are rules that restrict their hours of employment and the types of work they can perform.

### What should employers, young people, parents and educators expect?

**Employer:** Before young people are allowed to start work, they must complete the Young Worker Readiness Certificate Course. As the employer, you must be provided with their Certificate of Completion that is signed by their parent/guardian. You must also know and follow the rules that restrict young peoples' hours of employment and the types of work they can perform.

**Young people:** You must take the Young Worker Readiness Certificate Course to understand your rights and responsibilities in an employment relationship. When you have successfully completed the course and received your Certificate of Completion, you can begin working as long as your parent has given signed consent. You would provide the employer with a copy of the signed Certificate.

**Parent/Guardian:** You must understand the work restrictions for young people and decide if you consent to your child working. If you do consent, you will sign your child's Certificate of Completion.

**Educators:** You can use this course to prepare young people to enter the workforce.

### Why do young people need to know their rights and responsibilities as employees?

All employers and employees need to know their rights and responsibilities before they agree to an employment arrangement. Young people can be vulnerable, and knowing their rights helps protect them in the workplace.

Starting a job is like signing an agreement. Employers have certain responsibilities, but employment agreements also put responsibilities on employees. Coming to work when scheduled, following instructions and safety rules at work and giving proper notice to end a job are all employee obligations.

### Why do young people need a Young Worker Readiness Certificate?

No one wants a young person to be hurt at work. The Young Worker Readiness Certificate Course teaches young people about Employment Standards and Workplace Safety and Health requirements.

## **Can children under 13 years of age be employed?**

No, children under 13 years of age cannot be employed.

## **Do I need to take the Young Worker Readiness Certificate Course?**

If you are 13, 14 or 15 years of age, you need to take the course. You do not need to take the Young Worker Readiness Certificate Course if you are:

- An independent contractor or self-employed. This may include babysitting, delivering flyers, or cleaning a yard in the neighborhood.
- A volunteer for a charitable organization or are given work experience through a school or government-approved program.
- Working on a farm for a family member in the primary production of agricultural products, such as livestock or grain.

## **Who is approved by the Director of Employment Standards to administer a work readiness certificate course?**

SAFE Work Manitoba's Young Worker Readiness Certificate Course is approved by the Director of Employment Standards.

## **I have a Child Employment Permit. Do I need to take the Young Worker Readiness Certificate Course?**

If you want to work for a different employer than the one on the permit, and you are 13, 14 or 15 years of age, you need to take the course.

As long as you work for the same employer named on the permit, you do not need to take the course.

## **At what age can young people start working?**

All young people 13, 14 or 15 years of age must complete the Young Worker Readiness Certificate Course, and obtain a Certificate of Completion that is signed by their parent/guardian before they can work.

## **Are there any restrictions on where young people 13, 14, or 15 years of age can work?**

Yes, young people 13, 14, or 15 years of age cannot work:

- On a construction site;
- In industrial or manufacturing processes;
- Drilling or servicing rigs;
- On scaffolds or swing stages;
- Pruning, repairing, maintaining, or removing trees or shrubs;
- At heights more than 1.5 meters;
- With herbicides or pesticides; or
- Without direct adult supervision.

## **What additional restrictions apply to young people who are 13 years old?**

Young people who are 13 years of age cannot prepare food if they need to use dangerous tools or machinery such as deep fryers, slicers, grills, or knives. They can still work in food preparation areas doing tasks like washing dishes, mixing salads, or filling drink orders.

## **Are there restrictions on where young people under 18 years of age can work?**

Yes, young people under 18 years of age cannot work:

- In forestry;
- In saw or pulp mills;
- In confined spaces;
- In underground in mines or on the face of open pit quarries; or
- In asbestos abatement and removal.

## **Are there restrictions on when young people can work?**

Yes, young people 13, 14, or 15 years of age cannot work at all between the hours of 11:00 p.m. and 6:00 a.m.

## **How many hours per week are young people allowed to work?**

During a school week, young people 13, 14, or 15 years of age can work up to 20 hours per week. During school breaks, young people can work as much as any other employee.

## **Can young people work alone?**

No, young people 13, 14, or 15 years of age are not allowed to work alone and must be directly supervised by an adult who is in the workplace. Young people under 18 years of age cannot work alone between 11:00 p.m. and 6:00 a.m.

## **Can young people start working as soon as they complete the Young Worker Readiness Certificate Course?**

Yes. Young people need to give a copy of their Certificate of Completion to the employer before they begin working. Remember, a parent or guardian's signature showing their consent is also required.

## **Can I take the Young Worker Readiness Certificate Course online?**

It is recommended that the Young Worker Readiness Certificate Course be completed online. Follow these steps:

1. Check to make sure you have all the technical requirements, including a reliable internet connection.
2. Create an account and login. When setting up your user account, you will be asked for an email address. A confirmation message will be sent to the email address you provide. You must be able to open the confirmation email message and click on the link to activate your account.
3. Your account will be active for 3 years. At any time throughout the course, you can logout and restart where you left off by logging back into your account.
4. Work through the course material.
5. Take the test. You will need to score 75% or higher to receive a Certificate of Completion.
6. Print your Certificate of Completion. Make extra copies. Keep one for your records and provide the others to potential employers with your job application.

[Start the course now.](#)

## What if the young person's job changes?

The Certificate of Completion is valid until the worker turns 16 years of age. Young people can keep copies of the certificate to give to new employers. You do not need to redo the course just because you change employers.

## What if I need another copy of my Young Worker Readiness Certificate?

Your Certificate of Completion is valid for three years. If you need copies of your Certificate of Completion, contact SAFE Work Manitoba at:

204-957-SAFE (7233) in Winnipeg  
1-855-957-SAFE (7233) Outside Winnipeg  
[information@safeworkmanitoba.ca](mailto:information@safeworkmanitoba.ca)  
[www.safemanitoba.com](http://www.safemanitoba.com)

## What if I cannot login to the Young Worker Readiness Certificate Course?

For help logging into your account, contact SAFE Work Manitoba at:

204-957-SAFE (7233) in Winnipeg  
1-855-957-SAFE (7233) Outside Winnipeg  
[information@safeworkmanitoba.ca](mailto:information@safeworkmanitoba.ca)  
<http://www.safemanitoba.com/>

## Are there resources for educators to teach this course?

Yes. SAFE Work Manitoba has a PowerPoint presentation and other materials that educators can use to prepare young people to enter the workforce. Visit [SAFE Work Manitoba](#) for more information.

## What if I do not have an internet connection to do the course online?

You can download the [guide and workbook](#) version.

If you cannot download the workbook, contact Employment Standards at 204-945-3352 or 1-800-821-4307 to ask for a copy of the Young Worker Readiness Certificate Course material.

1. Once you have a copy of the Young Worker Readiness Certificate Course Guide and Workbook:
2. Complete the Guide and Workbook

Take the test by:

- going online, creating an account and clicking the 'Test' tab, or
- asking for a hard copy test from Employment Standards by calling 204-945-3352 or 1-800-821-4307.

3. Return the test to Employment Standards.

4. Employment Standards will contact you with your test result and send you your Certificate of Completion.

## **For more information contact Employment Standards:**

Phone: 204-945-3352 or toll free in Canada 1-800-821-4307

Fax: 204-948-3046

Website: [www.manitoba.ca/labour/standards](http://www.manitoba.ca/labour/standards)

This is a general overview and the information used is subject to change. For detailed information, please refer to current legislation including The Employment Standards Code, The Construction Industry Wages Act , The Worker Recruitment and Protection Act, or contact Employment Standards.

**Available in alternate formats  
upon request.**

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