



School District 42

*"We are all apprentices in a craft where no one
ever becomes a master"*
Ernest Hemingway

WORK IN TRADES ORIENTATION



General Information

Youth Work in Trades (formerly the Secondary School Apprenticeship Program) provides skill development through practical, hands-on work experience.

Students enrolled in these courses go to work and attend high school at the same time. That means they have found an employer who is willing to take them on (and pay them) as an apprentice. School counsellors may be able to offer help with this step.

Students that are 15 or older can enroll in this program. They must also formally register with the Industry Training Authority as Youth Apprentices. Successful completion of the program earns students 16 credits towards graduation. Some may also qualify for the Youth Work in Trades (WRK) Award, a \$1000 award given to students for sustained and exceptional work as an apprentice.

If you are a high school student already working as an apprentice, speak to your high school work experience coordinator or Work in Trades coordinator today about signing up for this program.

\$1000 Award Criteria

Students who are eligible for the Youth Work in Trades Award will automatically be considered. There is no need to apply. To be eligible, students must have:

- Been registered with the Industry Training Authority as a Youth Apprentice
- Graduated with a Grade 12 Dogwood Diploma or Adult Dogwood
- Successfully completed WRK 11A, WRK 11B, WRK 12A, and WRK 12B
- Maintained a C+ average or better on Grade 12 numbered courses *
- Reported a total of at least 900 hours to the ITA by December 31 of the school year the student turns 19 **

* Note: A student's graduation transcript only includes the courses the student passes. The Youth Work in Trades Award uses all Grade 12 numbered courses in the calculation of the grade point average.

** To be eligible for a Youth Work in Trades Award, a student must complete 900 hours of work-based training by December 31 of the school year the student turns 19. The December 31 date ensures the awards will be ready for distribution during that school year. In some cases, students are unable to complete the required hours by December 31 due to circumstances beyond their control. To accommodate these students, a second cycle to verify work-based hours occurs in early September of the following school year. Those school-aged students who met the eligibility criteria on or before June 30, but were unable to complete or report their hours to the ITA by December 31, can still receive the award if they accrue the required work-based hours by August 31. Awards for these students will be processed and distributed in October.

About the Program

If you are currently working and between the ages of 15-19, the school district may be able to give you credits for graduation and a \$1000 award. Through the Work In Trades Program you can earn up to 16 credits (or four courses) towards graduation just for working at your part time job and be eligible for a thousand dollar cheque.

Courses and Work

- Students will work with the Work in Trades Coordinator and employer to develop training plans.
- Students complete work-based training, or skill development through practical, hands-on experiences under the supervision of certified tradespersons or equivalent. \Students must complete 480 hours training with a sponsor employer to complete the entire program. However, each course counts as 4 credits and 120 hours of work experience.
- Course credits are - WRK 11A, WRK 11B, WRK 12A and WRK 12B, worth 4 credits each to a total of 16 Graduation Credits
- There are also workbook assignments and log books for each course that need to be completed
- Employers will be required to evaluate work expectations for each course.
-

Training Hours

- Accrue only after students apply for registration as apprentices with the ITA . (In many cases, students can be given credit for prior work.)
- Must be paid.
- Must be reported by sponsors to the ITA and recorded by apprentices and Work in Trades Coordinators
- Must be verified by a certified tradesperson or sponsor as set out in the policy for earning work-based training hours by the ITA.
- Must be reported by sponsors to the Industry Training Authority Customer Service at 480 and 900 hours

Prior Work or Already Working

- When students have worked in a trade area but are not enrolled in the Work in Trades Program they can receive credit for up to 240 hours of work in the trade and two courses. *Note – Some conditions may apply.*

Many times students are already working in a trade that can be signed up as an apprentice and are not receiving any credit. Under this Hidden Apprentice label students can be signed up to the Work in Trades program

The Right to Refuse Unsafe Work

Refusal of Unsafe Work -

3.12 Procedure for refusal

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
3. A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and:
 1. Ensure that any unsafe condition is remedied without delay, or
 2. If in his or her opinion the report is not valid, must so inform the person who made the report.
4. If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of:
 1. A worker member of the joint committee,
 2. A worker who is selected by a trade union representing the worker, or
 3. If there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

I have read and understand regulation 3.12

Student Name _____ Date _____

Student Responsibility Agreement & Pre-Worksite Orientation

This check list must be completed by the student with the Career Counsellor and logged in the student file before any work can commence at the work site.

Student's name: _____

Work site: _____

PRE-WORKSITE INFORMATION

Student – reviewed with Work in Trades Co-ordinator (check ☐ or N/A) Date: _____

☐ I will maintain regular attendance as scheduled, or, in advance, notify my workplace if unable to report to work.

☐ I will demonstrate honesty, punctuality, courtesy, a co-operative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.

☐ I will communicate any worksite difficulties to my workplace supervisor and/or school coordinator.

☐ I will respect business and client confidentiality.

☐ I understand that it is the ***sole responsibility of the student to track and log the hours of work*** and further understand that **I will not receive school credits for this work experience if the necessary logs and evaluations are not completed fully and submitted to my Work in Trades Co-ordinator in a timely fashion.** This means that there is regular – Monthly – Communication with the Work in Trades Co-ordinator that is documented by the student Via the website (Apprenticeship.sd42.ca)

☐ I understand I should not use my personal electronic devices while at work. Eg I-pod, cell phone

☐ I understand that I must check in regularly with my school Work in Trades Co-ordinator to review my work log and discuss my progress. Minimum Meeting Schedule – Once a Month.

SAFETY

☐ I am aware that I must abide by all WorkSafe B.C. standards as they apply to my worksite and comply with standard business practices and procedures.

☐ I am aware that I have the right to refuse unsafe work as per WCB regulation 3.12.

☐ If unsure of how to work safely, I will ask my supervisor for safety training.

☐ I will correct any unsafe worksite conditions or report them to my supervisor immediately.

☐ I will purchase or receive from the employer, and use, personal protective equipment or clothing as required for my work site.

☐ I will obey the worksite safety rules and regulations I will report any injury to myself to the first aid attendant immediately.

☐ I am aware that I must be observant of moving equipment or vehicles.

☐ I am aware that I must receive specific training before using new tools & equipment and before I can handle hazardous worksite products.

☐ I know how to lift heavy items or to ask for assistance to lift them.

FOR CONSTRUCTION SITES:

☐ I am aware that guard-rails or fall protection must be used in some situations.

☐ I will follow the safe procedures for use of ladders and scaffolds.

☐ I am aware that open ditches/excavations present a serious safety risk and must be sloped or shored accordingly and provide a safe exit route.

Student: _____

Sign as agreed to the above

Work in Trades Co-ordinator _____

Roles and Responsibilities in Relation to Work in Trades Apprenticeship Work

Student's Responsibilities

- Abide by the conventions and practices of the assigned work place
- Understand the rights and responsibilities of the employees in the work place
- Obtain Contact information for Supervisor – In case there is a need to call in sick.
- Observe the days and hours of work at the work place as specified by the work site sponsor
- Notify the work site sponsor (and school) when unable to report to work
- Adhere to the rules and regulations associated with the work placement, particularly with respect to safety regulations
- Respect the confidential nature of information within the work site
- Participate in evaluation meetings as required by the site supervisor or Work In Trades Co-Ordinator
- Participate in a debriefing about the work place to determine suitability for future placements
- Report back to your Work In Trades Co-Ordinator frequently,
- Return ALL work related assignments and forms to the Work In Trades Co-Ordinator in a timely fashion - communication must take place at least 4 times per term.

Parents' Responsibilities

- Become informed about the work placement activities and objectives
- Channel all concerns about the work placement site through Work In Trades Co-Ordinator.
- Help the student plan for work (appropriate transportation, safety items etc.)
- Consider the appropriateness of the work opportunity, contact the Work in Trades Co-Ordinator with any concerns (sign all required work experience permission forms)
- Provide on-going support to the student
- Consider requests to share relevant information about the placement

Employer Responsibilities

- The student must report any injury, however slight, to the site sponsor and Work In Trades Co-Ordinator as soon as possible
- Establish the nature of the injury.
- Do on-site first aid if appropriate. Transport student to hospital if necessary. Indicate to the medical staff the injured student will be covered by Workers' Compensation.
- In accordance with WCB policy. WCB Employers' Report of Injury (Form 7) must be completed by the Employer and submitted within 3 days
- If the injury required first aid at the workplace, a Work Safe BC First Aid Record must be completed by the first aid attendant to accompany the Work Safe BC form 7.

Site Supervisor Responsibilities

- Provide a safe working and learning environment.
- Provide a site-specific safety orientation to the student.
- Explain the "rules and regulations" and employers expectations about dress, name badge, safety items, discipline, breaks hours of work and so on.
- Explain the need for confidentiality in the work place.
- Introduce the student to regular work site employees with an explanation of the student's position.
- Whenever possible select jobs appropriate for the length of time, skill and ability of student while allowing the student to participate in a variety of working and learning experiences.
- Sign students' hours forms (provided).
- Assign an employee sponsor to supervise the student.
- Immediately notify the school of any mishap, emergency, difficulty or noncompliance.
- In the event of an injury, which has required first aid to be rendered on the work site, complete a Work Safe BC First Aid Record.

Workplace Safety Knowledge Test

1	<p>Of the following, which is the most common cause of workplace injury for young workers in BC?</p> <p><input type="checkbox"/> a. Working under the influence of drugs or alcohol</p> <p><input type="checkbox"/> b. Road accidents</p> <p><input type="checkbox"/> c. Lifting objects</p> <p><input type="checkbox"/> d. Horseplay</p> <p><input type="checkbox"/> e. Fires and explosions</p> <p><input type="checkbox"/> f. All are equally common causes of workplace injury</p>
2	<p>True or False: Workers are at the greatest risk of being seriously injured during their first 6 months on the job.</p> <p><input type="checkbox"/> T <input type="checkbox"/> F</p>
3	<p>If you believe a work procedure or tool to be unsafe, what must you do?</p> <p><input type="checkbox"/> a. Refuse to do the procedure or use the tool</p> <p><input type="checkbox"/> b. Communicate your concerns with your supervisor</p> <p><input type="checkbox"/> c. Both a. AND b.</p> <p><input type="checkbox"/> d. Either a. OR b.</p>
4	<p>True or False: The right of a worker to refuse unsafe work is guaranteed in the Occupational Health and Safety Regulation.</p> <p><input type="checkbox"/> T. <input type="checkbox"/> F</p>
5	<p>Which of the following are your responsibilities as a worker?</p> <p><input type="checkbox"/> a. To immediately correct unsafe conditions or report them right away to your supervisor.</p> <p><input type="checkbox"/> b. To work without undue risk to yourself or others.</p> <p><input type="checkbox"/> c. To ensure that your co-workers are properly trained.</p> <p><input type="checkbox"/> d. To know how to handle any hazardous materials or chemicals you use on the job.</p> <p><input type="checkbox"/> e. all of the above</p> <p><input type="checkbox"/> f. a., b., and d. only</p> <p><input type="checkbox"/> g. a., c., and d. only</p>
6	<p>True or False: Only workplaces with 5 or more employees are required to conduct new worker safety training.</p> <p><input type="checkbox"/> T <input type="checkbox"/> F</p>
7	<p>Which of the following topics must be included as part of new worker training and orientation?</p> <p><input type="checkbox"/> a. Workplace health and safety rules</p> <p><input type="checkbox"/> b. Specific hazards to which the worker may be exposed</p> <p><input type="checkbox"/> c. Personal protective equipment (PPE)</p> <p><input type="checkbox"/> d. How to perform basic first aid procedures</p> <p><input type="checkbox"/> e. WHMIS information and requirements, where applicable</p> <p><input type="checkbox"/> f. all of the above</p> <p><input type="checkbox"/> g. a., b., c., and d. only</p> <p><input type="checkbox"/> h. a., b., c., and e. only</p>
8	<p>Which of the following are considered an employer's rights and responsibilities?</p> <p><input type="checkbox"/> a. Ensure the health and safety of workers</p> <p><input type="checkbox"/> b. Expect workers to follow health and safety procedures at all times</p> <p><input type="checkbox"/> c. Deduct 50% of the cost of training from workers' pay</p> <p><input type="checkbox"/> d. Establish occupational health and safety policies and programs</p> <p><input type="checkbox"/> e. a., c., and d. only</p> <p><input type="checkbox"/> f. a., b., and d. only</p>

9	<p>True or False: Only workers with the official title of “supervisor” have the rights and responsibilities of supervisor under the Occupational Health and Safety Regulation.</p> <p><input type="checkbox"/>T <input type="checkbox"/>F</p>
10	<p>Which of the following are considered a supervisor’s rights and responsibilities?</p> <p><input type="checkbox"/>a. Know the WorkSafeBC requirements that apply to the work being supervised</p> <p><input type="checkbox"/>b. Ensure personal protective equipment/clothing is available and maintained</p> <p><input type="checkbox"/>c. Investigate unsafe conditions reported to them immediately</p> <p><input type="checkbox"/>d. All of the above</p> <p><input type="checkbox"/>e. a. and b. only</p>
11	<p>True or False: Apprentices are not subject to the Workers Compensation Act and the Occupational Health and Safety Regulation.</p> <p><input type="checkbox"/>T. <input type="checkbox"/> F</p>
12	<p>If you travel in a worker transportation vehicle as part of your job, your employer must ensure that</p> <p><input type="checkbox"/>a. Reasonable measures are taken to evaluate road, weather, and traffic conditions to ensure the safe transit of the workers</p> <p><input type="checkbox"/>b. An inspection of the worker transportation vehicle has been conducted by a qualified person before first use on a work shift</p> <p><input type="checkbox"/>c. Any defect which might affect the safety of workers is corrected before the vehicle is used</p> <p><input type="checkbox"/>d. a. and c. only</p> <p><input type="checkbox"/>e. a., b., and c.</p>
13	<p>True or False: The maximum height you can work at without using fall protection is 3 metres.</p> <p><input type="checkbox"/>T <input type="checkbox"/>F</p>
14	<p>True or False: The minimum age for the designated first aid attendant required at all workplaces is 18 years old.</p> <p><input type="checkbox"/>T. <input type="checkbox"/> F</p>
15	<p>True or False: Your employer is required to provide you with appropriate safety headgear (e.g., hard hat).</p> <p><input type="checkbox"/>T. <input type="checkbox"/> F</p>
16	<p>Bullying at work is considered an internal workplace matter. It is not covered by WorkSafeBC.</p> <p><input type="checkbox"/>T. <input type="checkbox"/> F</p>
17	<p>What safeguards must an employer have for workers working alone or in isolation at late-night premises?</p> <p><input type="checkbox"/>a. A time lock safe</p> <p><input type="checkbox"/>b Good visibility into and out of the premises</p> <p><input type="checkbox"/>c. Premises monitored by video surveillance</p> <p><input type="checkbox"/>d. Employees are at least 19 years of age</p> <p><input type="checkbox"/>e. All of the above</p> <p><input type="checkbox"/>f. a., b., and c. only</p>

18	<p>Which of the following is not considered a musculoskeletal injury, or MSI?</p> <p><input type="checkbox"/> a. Back strain</p> <p><input type="checkbox"/> b. Sprained wrist or ankle</p> <p><input type="checkbox"/> c. Tendinitis</p> <p><input type="checkbox"/> d. Carpal tunnel syndrome</p> <p><input type="checkbox"/> e. All are MSIs</p>
19	<p>Which of the following is not a general strategy for minimizing the risk of injury due to workplace hazards?</p> <p><input type="checkbox"/> a. Keep workspace clear and uncluttered</p> <p><input type="checkbox"/> b. Wear/use appropriate protective equipment</p> <p><input type="checkbox"/> c. Follow all safety procedures</p> <p><input type="checkbox"/> d. Ask for assistance, if required</p> <p><input type="checkbox"/> e. Report all hazards immediately to WorkSafeBC</p>
20	<p>When is it appropriate to refuse to do unsafe work?</p> <p><input type="checkbox"/> a. When you have already completed assigned tasks</p> <p><input type="checkbox"/> b. When you have reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person</p> <p><input type="checkbox"/> c. When you have not yet discussed a hazardous situation with your supervisor or employer</p> <p><input type="checkbox"/> d. When your co-worker tells you to</p> <p><input type="checkbox"/> e. b. OR c.</p>

WORKPLACE SAFETYCHECKLIST

THE FOLLOWING MUST BE COMPLETED BEFORE YOU START
WORK

Workplace Name _____			
Signature of Supervisor _____			
Signature of Student _____	Yes	No	N/A
I was given an orientation regarding workplace safety and generic risks of this job.			
Hazards and risks specific to this workplace were identified during this orientation (Physical, Chemical, Biological etc.) They are:			
I have reviewed any required emergency procedures (Fire, Earthquake) with my employer.			
I know the location of the fire extinguisher and fire alarm.			
I have been informed who the Health and Safety Committee People / Person is			
I have been informed of the WHMIS procedure at my worksite.			
I know where the incident report forms are stored.			
I have been informed that Personal Protective Equipment is/is not required. If applicable.			
I have reviewed worksite policies on dealing with robberies and/or shoplifting.			
I have requested that I will be trained on any machinery or equipment prior to use			
When in doubt about how to do something safely, I will ask before I begin.			
I have been informed that I will/will not be working alone.			
I have been taught proper lifting procedures/ergonomics. (If applicable)			
I have been taught proper techniques for working from heights. (If applicable)			

I have been made aware of any potential dangers or hazards, such as air quality, noise levels, tripping hazards, etc.			
I have discussed the Worker's Compensation Board (WCB) accident or injury procedure.			
I know who I should report work place hazards/injuries to.			
I know where the First Aid Station is located.			

Work Site Visit

This form must be completed for all NEW Work Experience/Secondary School apprenticeship work sites.

Business Information:

Name of Company:	
Address:	
City/Province:	Postal Code:
Contact Person:	Title:
Phone:	
Company's Main Activity:	
<input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Food Service <input type="checkbox"/> Other (specify)	
Transit available within walking distance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hours of Operation:	
Attire/Dress code:	

Worksite Evaluation:

Housekeeping	Workplace generally tidy/in order?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Tools/Equipment	Being used safely/put away when not in use	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Tripping Hazards	Extension cords taped down, steps or uneven ground clearly marked? Other?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Noise Level	Can you speak and be heard at a normal level?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Mobile Equipment	Safe practice of moving equipment, safety of other workers?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Working from Heights	Guard rails/Fall protection being used	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Exits	Clearly marked in case of emergency exit?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Personal Protective Equipment	In use by employees?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Air Quality	Odor/Dust/Fumes?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Working alone	Did you witness employees working alone?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Please list any concerns you may have of the workplace here:		

Work in Trades students will complete workplace safety assignments and individualized Safety Questionnaire's for job specific duties including: potential dangers, hazards, required safety gear, emergency and First Aide procedures, injury procedures and any other relevant workplace health and safety responsibilities deemed necessary for the student's job specific duties BEFORE hours may be accumulated for course credit.

Print Name: _____ (SD 42 Employee)

Signature _____ Date: _____

YOUTH WORK IN TRADES TRANSITION PLAN

Name: _____

School: _____

DOB: _____

Grade: _____

Youth Work in Trades Program

BC Diploma Verification Form attached to verify all Gr. 10 - 12 courses

If the program detailed above is followed and all courses are passed you will graduate in June _____ with a Dogwood Certificate and post -secondary credits for the above career program. Employed students will be registered as Work in Trades Students and may receive credits for Youth Work in Trades courses.

- ☐ I am interested in pursuing an apprenticeship through the Youth Work in Trades Program
- ☐ I am registered as a youth Work in Trades Apprentice Registration# _____

School Career Coordinator

Student

I have discussed this program with my son/daughter and give permission for him/her to participate in the Youth Work in Trades Program

Parent/Guardian _____

Grade 12 Student Intention Form

If you are a Gr. 12 student (Grad eligible this year) please complete this section:

**Why didn't you register for this program
in your Grade 12 year? (Ie, Missing
prerequisite courses needed for admission
to program)**

Apprentice Placement Contact Sheet

Student Information

Student Name: Pen:	Date:
Cell Phone Number: Home Phone Number:	Email address (print neatly):

Business Name – Employer:	Workplace Phone Number Address:
Teacher Name :	Supervisor: Workplace Email:

Emergency Contact

Name:	Relationship:
Cell Phone Number Home Number Work Number	Email: (print neatly)

WORKPLACE SAFETY

Are you safe at work? Every year, hundreds of youth are injured or killed on the job, many of them within days of starting a new job. Between 2011 and 2015, 33 young workers aged 15 to 24 died in work-related incidents. You and your employer each have rights and responsibilities for creating a safe and healthy workplace. Want to learn more? Start by reviewing the information below.

The Basics:

Why is health and safety awareness important?

- It could save your life!
- Proper training is vital for your safety and could prevent you from getting injured.
- You need to be aware of potential hazards in the workplace.
- You need to help others become aware.
- You need to know what protection and compensation are available to you.

You have three fundamental rights as an employee

- The right to know;
- The right to participate; and
- The right to refuse unsafe work.

Employer's responsibilities:

- To provide a safe and healthy workplace.
- To train employees on potential hazards and to ensure employees have the required certification.
- To correct unsafe actions and conditions.
- To ensure protective equipment is available and being used.
- To report and investigate all accidents and incidents.

Employee's responsibilities:

- To know and comply with all regulations.
- To protect yourself, your co-workers and members of the public who may be affected by your actions.
- To report unsafe actions and unsafe conditions to your employer.
- To use protective equipment, as required by the employer,
- To report any accident, incident, or illness immediately to your employer.

Observation, learning and experience are the keys to recognizing potential safety hazards in the workplace!

If you are injured at work experience you must report the injury to your employer and to your Work in Trades Contact. Your school advisor will assist with the appropriate accident report.

Top 7 Dangers for Young Workers

Out of all the tasks young workers do, there are seven in particular that seem to be the most dangerous, or result in the most injuries. It's important to educate employers and workers on dangers associated with these, because they are common tasks, present in a vast number of industries and occupations. In fact, young workers will likely perform at least one of these tasks in any job they do, and if they're not properly trained, they may get injured.

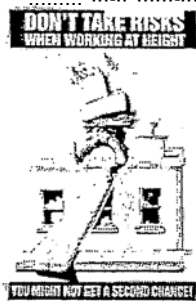
Danger #1: lifting objects



Danger #5: operating mobile equipment or motor vehicles



Danger #2: working at elevation

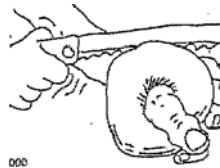


Danger

with
slicers

SAFETY TIP #3E
DON'T CUT A BAGEL LIKE THIS

#6: working food



Danger #3: working with knives



Danger #7: working near running equipment and machine



Danger #4: working with hot substances and objects



STUDENT'S WORK EXPERIENCE PLACEMENT RESPONSIBILITIES

As part of my responsibilities at the workplace, I understand and agree to participate on Career Programs Work Experience under the following conditions:

Illness, Absence or Lateness

I must telephone my work experience employer or work site supervisor and inform him/her of the situation. I must also leave a message for my Career Programs Advisor informing him/her of the situation.

Work Experience Activity

I agree to perform, without payment, those duties assigned by the work experience employer in consultation with the Career Programs Advisor.

Appointments

I will schedule all personal appointments outside my designated working hours. The only exceptions are emergencies that I must inform and clear with my work experience employer or work site supervisor.

Company Rules

As I will be considered an entry-level employee, I will follow all company rules and regulations, including safety rules, regulations and procedures while on work experience.

Confidentiality

I understand the necessity and importance of confidentiality of the company's business and workplace operations and that of the company's clients, and agree to not communicate any information relative to this company, its staff and its clients

Cell Phone and Electronic Device Usage

I understand that I am not to use my cell phone or electronic devices during Work Experience duties.

Dress Code

I will participate as an entry-level employee and comply with the company/organization's dress code and wear appropriate attire.

Transportation to and from the worksite

I am solely responsible for all transportation to and from the work experience worksite. If my responsibilities require me to travel during the placement, having arrived at the worksite, I will be covered by Workers' Compensation during the stipulated hours of work for the work experience activity.

Problems or Difficulties Arising at the Placement

I will contact the Career Programs Advisor at my school and will remain at my placement until advised of appropriate procedures.

Work Experience Documents

I will submit all Work Experience documents to my worksite supervisor for completion and return them to my Career Programs Advisor at the end of my schedule.

WORKPLACE ETIQUETTE

Responsibility

- Be punctual and dependable. If you are going to be late or absent call your supervisor.
- Listen carefully, follow instructions and ask questions when you are unsure of what to do.
- Follow through and complete all tasks as assigned.
- Take initiative. Watch carefully to see what needs to be done and be ready to step in and help as required.
- Demonstrate a positive work ethic. Approach all assigned tasks with energy and enthusiasm.
- Assess any workplace situation and consider your response carefully.
- Respect the confidentiality of your employer and fellow employees. Don't gossip.
- Dress appropriately for the workplace. Be clean and modest in your attire.
- Observe company rules and regulations. Review any questions with your supervisor.
- Be personally responsible for the quality of your work and personal interactions.

Respect

- Be courteous and respectful to all (customers, clients, co-workers, supervisors).
- Limit personal calls or text messages to lunch or break times.
- Remain unplugged while at work. Listening to music while at work may be considered disrespectful and impolite. Most importantly, it is unsafe.
- Think before you send an e-mail. Consider your wording and how your message will be received or who else may see it. A conversation may be more appropriate.
- Be honest and ethical. Understand that taking company tools/supplies is considered theft.
- Speak calmly and respectfully when stating a differing opinion. Raising your voice or insulting another person does not lead to a positive solution.

Teamwork

- Be willing and able to work with others to complete tasks at hand.
- Be open to the ideas of others and share your point of view respectfully.
- Be tolerant and respectful of co-worker's experience and opinions.
- Demonstrate willingness to participate in all tasks as assigned as part of a team.

Be sure to leave a good impression. Leave a thank you note or send a follow-up email thanking employer and co-workers for your workplace experience. The contacts you make while on Work Experience may prove invaluable in providing you with a reference for future employment, scholarship or post secondary program application.

WORKING IN BC EMPLOYMENT STANDARDS ACT

The *Employment Standards Act* sets out the minimum standards that apply in most workplaces in BC. This Act applies to all non-union employees who fall under provincial jurisdiction, including temporary foreign workers.

Minimum Wage

- as of September 15, 2017: \$11.35 per hour (June 1, 2018 goes up to \$12.65) (exception: liquor server minimum \$10.10/hour)
- minimum wage applies to all employees regardless of how they are paid: hourly rate, salary, commission or other incentive-based pay
- tips or gratuities are **not** to be considered wages
- salespersons on straight commission must be paid at least minimum wage for all hours worked in a pay period

Minimum Daily Pay

- an employee who reports for work must be paid for a minimum of 2 hours
- an employee who is scheduled to work more than eight hours, but works less, must be paid for a minimum of 4 hours
- if work stops for a reason beyond the employer's control, an employee must be paid for a minimum of two hours or the actual hours work, whichever is greater
- an employee who is unfit for work, or is not in compliance with WorkSafe BC regulations, only has to be paid for actual hours worked

Meal Breaks

- employers are not required to provide coffee breaks
- a 30-minute unpaid meal break is required for an employee working more than five hours in a row. An employee required to work or be available during the meal break must be paid for the meal break

Paydays and Payroll Records

- an employee must be paid at least twice a month
- pay period cannot be longer than 16 days
- an employee must be paid in full within 48 hours if the employer terminates employment or within six days if the employee quits

Overtime – Daily

- time-and-a-half after eight hours worked in a day
- double time after twelve hours worked in a day
- weekly overtime is time-and-a-half after forty hours worked in one week

Uniforms and Special Clothing

- if a uniform is required, the employer must provide the clothing, clean and maintain it, at no cost to the employee
- a dress code is not a uniform
- personal safety equipment required by WorkSafe BC is not considered special clothing
- it is the employee's responsibility to have basic safety wear (eg. steel-toed boots)

Deductions from Pay

- required deductions are: Income Tax, Employment Insurance (EI), Canada Pension Plan (CPP)
- business costs such as cash shortage, breakage, damage to company property or loss resulting from a customer leaving without paying **are not deductible**

Statutory Holidays

- there are 10 statutory holidays that an employee must be paid for if the employee has worked with the company for at least 30 calendar days and worked 15 of the 30 days prior to the holiday

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
- the following three days are **not** statutory holidays:
Easter Sunday, Easter Monday and Boxing Day
- qualified employees who work on a statutory holiday must be paid time-and-a-half for the first 12 hours worked and double time after 12 hours

Annual Vacation

- an employee is entitled to two week's vacation after one year of employment and three weeks vacation after five years of employment
- vacation must be scheduled in weekly periods unless employee requested otherwise
- vacation must be taken within 12 months of being earned

Vacation Pay

- after one year: vacation pay must be at least four percent of the employee's total earnings from the previous year
- an employee who works less than one year is not entitled to vacation time but must be paid four percent vacation pay upon termination of employment. Vacation pay is not payable if employee is only employed for five calendar days or less
- after five consecutive years: vacation pay increases to six percent

Leave from Work

- employers are required to provide the following unpaid leaves: Pregnancy Leave, Parental Leave, Family Responsibility Leave, Compassionate Care Leave, Bereavement Leave, Jury Duty Leave, Reservists' Leave
- employees are expected to provide as much notice as possible and sufficient information for their employers to understand the reason for the leave request.
- employees are not required to give notice in writing or disclose personal or private information
- an employee cannot be terminated, or have their job changed, because of a pregnancy or a leave

For more information: www.labour.gov.bc.ca/esb/

HUMAN RIGHTS CODE LAW AGAINST

DISCRIMINATION Discrimination

It is illegal for employers to discriminate against people, or treat them unfairly, based on the following grounds:

race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, a conviction for which you have been granted a pardon.

Examples of Discrimination in the Workplace

Gender:

- fired because you become pregnant
- different pay rates for men and women doing the same work

Family Status Discrimination

- fired because you have children or you are divorced, etc.

Examples of Non-Discrimination in the Workplace

- difficulties working with your boss or other employees
- hiring requirements: physical attributes required for specific jobs (eg: Vision requirements for Pilots), certain job-specific, justifiable physical attributes may be required for specific jobs (agility, ability to handle heavy objects, etc.)

Employer Rights

Employers have the right to:

- define specific employment needs
- require job-related qualifications and/or experience
- hire, promote and assign the most qualified person for a position
- define job descriptions and performance criteria
- evaluate job performance
- discipline, demote or dismiss incompetent, negligent or insubordinate employees
- set employment terms and conditions
- establish salary and wage scales
- expect a full and impartial investigation of any complaint filed against them under the Code

Employees Rights

Employees have the right to:

- work in an environment that is free from discrimination and harassment
- file a complaint without fear of reprisals
- be considered for jobs based on your individual skills and abilities
- be given a clear statement of skills, experience and education required for a specific job
- be informed of duties and performance expectations
- be advised of areas requiring improvement and permitted an opportunity to improve

Harassment

What is Harassment?

A common discriminatory practice that:

- offends or humiliates you physically or verbally
- threatens or intimidates you
- makes unwelcome remarks or jokes about race, religion, sex, age, disability, etc.
- makes unnecessary physical contact with you such as touching, patting, pinching, or punching. This may be considered an assault.

What should you do if you are harassed?

- tell the person who is harassing you that their offending behaviour is unacceptable and tell them to stop **-don't ignore it**
- **document your case- keep a written record of the incidents, including times, places and witnesses**
- if it persists, report it to your employer
- if you fear for your safety or the safety of others, contact the police

Where can you get help?

- try to solve the problem within your workplace or community
- file a complaint with the Human Rights Commission –**a** complaint requires grounds of discrimination, a discriminatory practice and a negative effect on you
- complaints must be filed within 12 months from when the discrimination first occurred

More information:

<http://bchrcoalition.org/files/lawoverview.html> or

http://www.bclaws.ca/eplibraries/bclaws_new/documenVid/freeside/00_96210_01
(detailed original language)

Transportation and Worksite

I understand that _____ may be working at various worksites. The Work in Trades Co-ordinator has made effort to ensure that the employer operates a safe worksite, is covered by WorkSafe BC, and appropriate worksite safety orientations have been done. However, every worksite will be different as will risks and job responsibilities.

As this is a volunteer program, It is _____ responsibility to get to and from the worksite.

Student _____

Parent _____

Co-ordinator _____