In this activity, students will consider what they need to know about workplace health and safety when they start a new job, and how workplace etiquette should factor into their first employment experiences. The class will review workplace Rights and Responsibilities for workers, and then explore some potential safety concerns in jobs that high school students typically occupy (retail, labour, hospitality). Next, the class will read an article about workplace etiquette for teenagers and write a journal reflection about why demonstrating proper etiquette at their first job could be beneficial in the career-life journey.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher Led** | **X** | **Requires Computer** | **X** | **Requires myBlueprint.ca** | **X** |

**LEARNING GOALS:**

1. Students will learn about workplace safety and responsibility of workers.
2. Students will consider what kind of safety concerns they might experience when they begin new job.
3. Students will gain familiarity with the concept of workplace etiquette and what kind of behaviour is inappropriate in a workplace.
4. Students will reflect on which aspects of good workplace etiquette they already demonstrate, and which they need to monitor when they begin a new job.

**HELPFUL LINKS**:

* Canada: <https://www.ccohs.ca/youngworkers/for_young_workers/>
* British Columbia: <https://www.worksafebc.com/en>
* Alberta: <https://www.alberta.ca/young-workers.aspx>
* Saskatchewan: <http://www.worksafesask.ca/youth/>
* Manitoba: <https://www.safetyservicesmanitoba.ca/young-worker-safety/>
* Ontario: <https://www.labour.gov.on.ca/english/atwork/youngworkers.php>
* Quebec: <https://www.csst.qc.ca/en/youth/Pages/young_people_work.aspx>
* New Brunswick: <http://www.youthsafenb.ca/en/nomercy/nomercy.aspx>
* Nova Scotia: <https://novascotia.ca/lae/healthandsafety/workers.asp>
* Prince Edward Island: <http://www.wcb.pe.ca/Workplace/YoungWorkers>
* Newfoundland & Labrador: <http://www.workplacenl.ca/prevention/YoungWorkers.whscc>
* Yukon: <https://wcb.yk.ca/>
* North West Territories: <http://www.wscc.nt.ca/occupational-health-safety/ohs-information>
* Nunavut: <http://wscc.nt.ca/documents/occupational-health-safety-regulations-nunavut>

 **MATERIALS:**

* Computers, tablets or mobiles devices
* Handout [A] - Workplace Rights and Responsibilities
* Handout [B] - Worker Safety in a New Job
* Handout [C] - Workplace Etiquette Journal Reflection
* Projector to showcase video and article
* Video: [Know Your Rights](https://www.youtube.com/watch?v=wfSxen3E7LU)
* Article - 9 Teen Job Etiquette Tips: <http://www.rawhide.org/blog/teen-issues/teen-job-etiquette/>

**INSTRUCTIONS:**

1. Start the lesson with a class discussion about workplace health and safety. Ask students why they believe it’s important to learn about workplace safety when they start a new job.

*Discussion prompts:*

1. What first comes to mind when you hear “workplace health and safety”?
2. Why do think it’s important to review hazards and safety considerations when you start a new job?
3. What are some common jobs that high school students typically occupy (labour, retail, hospitality, fast food etc.)?
4. What are some potential safety concerns to consider in these work environments/jobs (kitchen machinery, construction equipment, heavy lifting, slippery surfaces)?
5. If anyone in this class has a job, what kind of workplace safety training did you receive when your job began? How did this training influence your work habits?

2. As a class, read through **Handout [A] – Workplace Rights and Responsibilities.** Let students know that Canadian Centre for Occupational Health and Safety (CCOHS) is a government resource that provides programs, services and information regarding provincial workplace safety regulation. CCOHS and their provincial counterparts hold employers and employees accountable to prevent workplace injury, illness, and disease.

3. On your class projector, watch the [Know Your Rights](https://www.youtube.com/watch?v=wfSxen3E7LU) video and discuss why it is important for all workers, but especially young workers to be aware of their rights and responsibilities.

4. Students complete **Handout [B] – Worker Safety in a New Job**. This worksheet asks students to choose one of the following jobs (i.e., cook, wait staff, construction worker, or retail salesperson) that may be typically held by a young worker. Students can spend 15 minutes exploring these occupations using the myBlueprint **Occupation** planner. Next, students will answer four questions asking them to consider safety concerns within this work environment.

5. Once students have completed **Handout [B]**, lead a classroom discussion on workplace etiquette. Begin by asking students if they know what the term “workplace etiquette” means and if anyone can share some examples of behaviour that would be considered good or bad etiquette at work. As a class, read through the article [9 Teen Job Etiquette Tips](http://www.rawhide.org/blog/teen-issues/teen-job-etiquette/). You can either display this article on the projector or print off copies for the class.

6. Using myBlueprint, ask students to complete **Handout [C] – Workplace Etiquette Journal Reflection**. In this reflection, students will consider which of the nine (9) job etiquette tips they already do well and which they wish to work on.

**ASSESSMENT:**

Teacher can monitor assessment based on student effort and understanding found in **Handouts [B]** and **[C]**.

**EXTENSION:**

Ask students to explore your provincial government’s employment standards website. Students should try and identify regulation information for things like minimum wage, hours of work and overtime, statutory holidays, termination of employment, and vacation.

Website link: <https://www.adp.ca/en-ca/insights-and-resources/legislation/employment-standards-in-canada/provinces-and-territories.aspx>

**HANDOUT [A] - WORKPLACE RIGHTS AND RESPONSIBILITIES\***

 **Your rights as a worker**

* The right to know about hazards in the workplace.
* The right to participate in health and safety activities in the workplace.
* The right to refuse unsafe work that is dangerous to yourself or your co-workers. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor that you are refusing to work, and they will then take the necessary steps to investigate further.

**Your responsibilities as a worker**

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

* Work in compliance with the health and safety act and regulations at all times.
* Use personal protective equipment and clothing as directed by the employer.
* Be alert to hazards. Report them immediately to your supervisor or employer.
* Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
* Follow the treatment advice of health care providers.

*\*This information was adapted from the Canadian Centre for Occupational Health and Safety website*

**HANDOUT [B] – WORKER SAFETY IN A NEW JOB**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Visit [www.myBlueprint.ca](http://www.myblueprint.ca) and click **Log in** at the top right corner. Log in to your account using your myBlueprint username and password.

2. Under the **Work** section, click **Occupations**. Using the search bar and filter options, search for one of the following jobs: cook, wait staff, construction worker, or retail salesperson.

3. Read through the occupation overview page, watch one of the ***Related Videos***, then answer the workplace health and safety questions below in relation to the occupation you chose:

1. List three potential hazards to health and safety that could arise in this workplace.

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1. What kind of health and safety training should take place when you begin this job? Think about the kind of machines, chemicals, or busy work environments you may encounter.

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1. What kinds of protective clothing, devices, or equipment might you need for this job?

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1. Describe an example of an unsafe situation you would choose to refuse while working in this job and what you would do when you first noticed the situation.

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**HANDOUT [C] - WORKPLACE ETIQUETTE JOURNAL REFLECTION**

1. After you have read the article “[9 Teen Job Etiquette Tips](http://www.rawhide.org/blog/teen-issues/teen-job-etiquette/),” visit [www.myBlueprint.ca](http://www.myblueprint.ca), **click Log in** at the top right corner, and log in to your account.
2. Select **Portfolios** under the **Home** section, if you don’t have a portfolio yet, click **+Add Portfolio**
3. Title it ***Career Portfolio***
4. Click the **+Add Box** button in the top right corner, select **Add Journal**. Add a journal titled “Workplace Etiquette Journal Reflection”. In the journal description, answer the following prompts:
	1. Of the nine (9) etiquette tips, which do you identify as being the most important in a new job? Explain why.
	2. Which of these nine (9) tips would be most challenging for you to follow in a workplace? What strategies could you use to ensure you followed this tip properly?
	3. Of the nine (9) tips, which do you think is something you already do quite well? Give an example.
5. Locate this new journal in your portfolio and click **Add Reflection** in the bottom right corner
6. In your reflection, answer the following question:
7. Even though you might not work at a high school job for very long, why do you think it’s important to work hard and demonstrate proper workplace etiquette? How could this benefit your future employment goals?