

EMPLOYMENT STANDARDS FACT SHEET

ADOLESCENTS
(12, 13 and 14 years of age)

The Employment Standards Regulation sets out the requirements and conditions for employment of adolescents (12-14 years of age).

ADOLESCENTS (12, 13 and 14 years of age)

1. Are there restrictions on employment?

Yes. An adolescent can only be hired as a:

- Delivery person of small wares for a retail store,
- Clerk or messenger in an office,
- Clerk in a retail store, *
- Delivery person for the distribution of newspapers, flyers or handbills, and
- Certain occupations in the restaurant and food services industry, but with special conditions.

A parent or guardian of the adolescent must provide the employer with written consent before the adolescent may be employed. The employer must ensure that the employment is not, or is not likely to be, injurious to the life, health, education or welfare of the adolescent.

* “Retail store” includes outlets such as video stores, grocery stores, department stores, convenience stores and farmers’ markets, but **does not include** movie theatres.

2. (a) In what occupations may an adolescent be employed in the restaurant and food services industry?

Adolescents may perform the following duties: host / hostess duties, cashier duties, dish washing, bussing tables, waiting on tables, providing customer service, assembling orders or cleaning.

(b) What are the special conditions that must be met for employment in the occupations listed above?

- The employee cannot perform any duties that involve the use of deep fryers or grills, slicers or other potentially dangerous equipment, or work in areas where deep fryers or grills, slicers or other potentially dangerous equipment are in operation.
- The employee cannot work in areas where smoking is permitted.
- The employer will ensure that the employment is not, or is not likely to be, injurious to the life, health, education or welfare of the employee.
- The employer will ensure that the adolescent employee is in the continuous presence of another individual at least 18 years old.
- The employer will ensure the health and safety of the employee as required under Section 2 of the Occupational Health and Safety Act.

- The employer must complete the safety checklist, which requires the written consent of a parent or guardian. They must also complete a written hazard assessment. **
- The employer must keep copies of the safety checklist and hazard assessment at the worksite available for inspection.

** Information on hazard assessments is available by dialing the Workplace Health and Safety Contact Centre toll-free at 1-866-415-8690. Information about creating a hazard assessment is also at: www.gov.ab.ca/hre/whs/law/pdf/ohsc_p2.pdf.

- A copy of the completed safety checklist must be mailed or faxed to the Permit Administrator for the department's records:

**AHRE Employment Standards
Permit Administrator
8th Floor, 10808 – 99 Ave
Edmonton, Alberta T5K 0G5
Fax: (780) 422-8944**

3. Can an adolescent be employed in occupations other than those listed above?

Yes, but only if approval is first obtained from the Director of Employment Standards. The permit must be issued before the adolescent starts working. The Director may attach conditions to the permit.

4. Are there some occupations for which a permit will not be granted?

Yes. The Director of Employment Standards will **not** issue a permit for any occupations in the construction industry or any occupation in which an adolescent would be required to work around or with operational heavy equipment, or operational potentially hazardous equipment, such as pneumatic drills, conveyors for bulk materials, hand

grinders, welding equipment, hammers and nails, blowtorches, forklifts, deep fat fryers, hot grills, etc. Permits will not be issued unless an adult is present to supervise the adolescent at all times.

5. How do I apply for a permit?

A copy of the [application form](#) must be completed by the prospective employer and signed by the employer, employee and the employee's parent or guardian. Completed forms are then submitted to Employment Standards for consideration. A separate form must be completed for each adolescent that is to be employed.

Copies of the application must be mailed or faxed to:

**AHRE Employment Standards
Permit Administrator
8th Floor, 10808 – 99 Ave
Edmonton, Alberta T5K 0G5
Fax: (780) 422-8944**

6. Can an adolescent be employed during normal school hours?

No. An adolescent is required to attend school and therefore cannot be employed during normal school hours. The only exception is when the adolescent is enrolled in an off-campus education program provided under the *School Act*. Examples of such programs are the Work Experience Program, Registered Apprenticeship Program (RAP), Green Certificate and vocational training.

7. What hours can an adolescent work?

An adolescent cannot work more than 2 hours per day on a school day or 8 hours per day on a non-school day. Adolescents may not work in any capacity between 9:00 p.m. and 6:00 a.m. on any day of the week.