

Employment ■ Employment Laws in Ontario

Classes might want to learn more about ...

- ① who is protected under the Employment Standards Act
- ① differences in the rights of workers in Canada and other countries
- ① issues related to women in the workplace
- ① Equal Opportunity and Pay Equity initiatives
- ① Ontario Human Rights Code
- ① discrimination (systemic and non-systemic)
- ① Canada Human Rights Commission
- ① federal and provincial labour laws
- ① the role of labour unions
- ① how to make an anonymous inquiry about workers' rights and who to contact

Learners find it useful to ...

- ◇ role-play reporting a situation about violated rights to an employment standards officer
- ◇ practise filing an Employment Standards claim
- ◇ paraphrase and repeat to check understanding of employment laws
- ◇ document incidents in the workplace as they occur
- ◇ ask for clarification when filing a claim

Suggested Resources

- 📄 A Look at the News, October 1998: *An Introduction to Unions; The Teacher's Strike*
- 📄 A Look at the News, November 1998: *An Intro to Employment Insurance; An Employment Insurance Surplus*
- 🏢 Community legal clinics
- 🏢 Community Legal Education Ontario (CLEO)
Employment Standards Act Fact Sheets: <http://www.gov.on.ca/LAB/es/ese.htm#fact>
Employment Standards Act web page: <http://www.gov.on.ca/LAB/es/ese.htm>
The Ontario Federation of Labour: <http://www.ofl-fto.on.ca/>
- 🔑 **Ontario Ministry of Labour**

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Topic Outcomes

By the end of this topic, learners will be able to:

- ask for and give information about employment laws
- answer questions about problems in workplace
- describe situation orally and in writing before filing a claim
- give advice and suggestions about problems in workplace
- follow written instructions for filling out claims
- describe workplace-related experiences in writing

Language Focus

Items to help learners achieve the outcomes:

- vocabulary (*minimum wage, parental leave, severance pay, pay equity, equal opportunity, statutory holidays*)
- wh- questions
- simple and continuous tenses
- real conditionals (*If your rights are violated, you should file a claim.*)
- complex sentences with *but, because*
- pronunciation: non-final intonation in conditional sentences

Sample Language Tasks

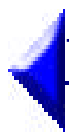
1. Listen to a speaker talk about Employment Standards Act and ask related questions.
2. Read Ministry of Labour brochures about employment laws in Ontario and answer true/false questions.
3. Write about a situation where your employment rights or those of a friend were violated.

Sample Computer Tasks

Computer Levels: All

Computer Skills: Open, Save, Cut & Paste, Drag and Drop

Use Cut & Paste (or drag and drop) to match definition to meaning in a scrambled instructor-made document about Employment Standards Act vocabulary.



Employment ■ Health & Safety

Classes might want to learn more about ...

- ① differences in the rights of workers in Canada and other countries
- ① community legal clinics
- ① the role of unions and reporting unsafe working conditions
- ① Workers Compensation
- ① health and safety regulations at work
- ① the right to refuse work in unsafe environment
- ① the role of labour unions
- ① federal and provincial labour laws

Learners find it useful to ...

- ◇ understand what to do in case of accident at work
- ◇ role-play reporting an accident to employer
- ◇ learn about WHMIS symbols (Workplace Hazardous Materials Information System)
- ◇ guess meaning of symbols and unfamiliar words from context
- ◇ paraphrase and repeat to check understanding of health and safety procedures or warnings at work
- ◇ report unsafe conditions at work to the Ministry of Labour
- ◇ read and understand sample Material Safety Data Sheets (MSDS)

Suggested Resources

- 📄 Ontario Ministry of Labour Fact Sheets and brochures
- 📄 Community legal clinics (e.g. Culture Link-Toronto Workers Health & Safety Legal Clinic)
- 📄 Ontario Occupational Health and Safety Act
- Ontario Ministry of Labour: <http://www.gov.on.ca/LAB/main.htm>, Click Occupational Health & Safety
- Health Canada-Occupational Health & Safety: <http://www.hc-sc.gc.ca/ohsa/nehsi.htm>
- Workplace Health: <http://www.gov.on.ca/MOH/english/tools/hlinks/workplace.html>

🔗 **occupational health and safety, workplace health**

LINC 5

Employment ■ Health & Safety

Topic Outcomes

By the end of this topic, learners will be able to:

- ask for and give information related to health and safety issues at work
- give and follow instructions after reporting an accident at work
- describe orally or in writing an accident at work
- get specific information from health and safety brochures and application forms
- fill out forms related to health and safety

Language Focus

Items to help learners achieve the outcomes:

- vocabulary (*workplace hazards, designated substances, unsafe operations*)
- wh-questions
- simple and continuous tenses
- passive voice (*I was injured*)
- complex sentences with *but, because, although*
- sequence markers

Sample Language Tasks

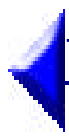
1. Listen to a speaker on health and safety issues in the workplace. Ask questions (e.g. about filing a claim, injuries at work).
2. Match WHMIS symbols with correct definitions.
3. Fill out simplified Workers Compensation application form.

Sample Computer Tasks

Computer Levels: All

Computer Skills: Insert/Overtyping, Thesaurus, Font Color

Use Insert/Overtyping to fill in the blanks (in an instructor-made file about health and safety in the workplace) with suitable passive form. Change font colour of the passive verb.



Employment ■ Job Search Resources

Classes might want to learn more about ...

- ① differences between job search practices in Canada and in home countries
- ① issues of personal or systemic discrimination in employment
- ① common steps in a job-search process
- ① ways to overcome frustration and discouragement over job search
- ① employment-related services in their communities (job finding clubs)
- ① visible and hidden job markets
- ① the importance of networking
- ① telephone skills and etiquette
- ① learn about the changing world of work and the role of technology

Learners find it useful to ...

- ◇ get help from others (e.g. employment counsellor, teacher)
- ◇ scan for information relevant to individual's job search
- ◇ look up businesses in the Yellow Pages and on-line
- ◇ learn about non-traditional methods to access information (computer-driven information systems and databases, interactive video disks, video cassette)
- ◇ organize and keep daily records of places they have been to
- ◇ set realistic goals and objectives

Suggested Resources

📖 *What Color is Your Parachute?*

📖 *Towards 2000 Occupational Trends*

📖 *Prospects / Ontario Prospects*

Employment Resource Centres

Local libraries for occupational, labour market and job search information

Centres with computerized job banks and the Internet

Community-based employment services

<http://www.jobsmarket.org/>

<http://www.workinfont.ca/cwn/english/main.html>

<http://jb-ge.hrdc-drhc.gc.ca/>

🔑 **job search resources**

LINC 5

Employment ■ Job Search Resources

Topic Outcomes

By the end of this topic, learners will be able to:

- ask for and give information related to finding job search resources
- ask for clarification of job search information
- get specific information from job search materials
- write down information about job search resources received in person or over the telephone

Language Focus

Items to help learners achieve the outcomes:

- vocabulary (*job search club, job bank, global market place, networking*)
- simple tenses
- modals for ability and obligation (*can, must, have to, ...*)
- real conditionals (*If you visit job banks regularly, you will have a better chance of finding a job.*)

Sample Language Tasks

1. Leave a telephone message requesting information about job search resources on tape. Play back for peer evaluation.
2. Scan job search materials to find information on job search resources and fill in a chart.
3. Write a report about job search resources available in community.

Sample Computer Tasks

Computer Levels: All

Computer Skills: Indentation, Alignment, Print, Save

Word-process Language Task 3. Follow instructions to justify and indent text.

Computer Skills: Open/Close application, select and navigate through options, Mouse Tutorial

Ellis-Senior Mastery-**Job Hunting “I’m looking for a job as a waiter”**

Explore Canada-**History-Canada Today-Page 5 (The Car Industry), Page 8 (Tourism), and Page 10 (Filming)-Levels 1 & 2**