KIT: Employment Rights - Workplace Posters

Legal Rights Literacy Kits

This is one of nine kits designed for Literacy and Basic Skills (LBS) programs in Ontario. The kits provide ready-made materials for LBS practitioners to help learners improve their literacy skills while learning about legal rights.

The kits were developed by CLEO, adapting content created by the Community Law School (Sarnia-Lambton). They relate to three areas: Workplace Rights, Tenant Rights, and Consumer Rights. Each kit includes learning activities and tasks that can be used to facilitate learning, and to demonstrate, track and document learners' progress towards completion of their goal path.

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October 2022

With support from: The Law Foundation of Ontario

Introduction to the Kit

This kit includes learning activities and task sets related to getting information from three posters that most Ontario employers are required to post in workplaces.

Task Sets

This kit includes three task sets, each related to getting information from a workplace poster. Three posters, based on Ontario laws, are used to facilitate learning about literacy skills and workplace rights. The posters are included in the kit, but are also available online: https://www.ontario.ca/page/posters-required-workplace

- **Poster 1: Health and Safety at Work - Prevention Starts Here:** This poster is available in 20 languages. It is based on the Occupational Health and Safety Act.
- **Poster 2: In Case of Injury:** This poster is available in 15 languages. It is based on the Workplace Safety and Insurance Act.
- **Poster 3: Employment Standards in Ontario**: This poster is available in 15 languages. It describes the key rights under the Employment Standards Act.

You may choose to use the task sets for learning purposes, or to demonstrate, track and document learner progress towards completion of their goal path. Success criteria for each task set is indicated on the task set answer sheet.

OALCF Cover Sheet and Task Performance Indicators

These learning materials are aligned to the Ontario Adult Literacy Curriculum Framework (OALCF). If you choose to use one of the task sets in this kit to demonstrate learner progress towards goal completion, then complete the cover sheet and scoring rubric on the final pages of this kit. Include them in the learner file, along with other assessment items, such as Initial assessment results, Milestones and Culminating Tasks.

The task sets in this kit are offered as examples; feel free to modify the task questions, OALCF cover page and rubric to suit learner needs. Please note that if you adapt the task questions, they may not comply with the level and complexity of the original scoring rubric.

Ongoing Assessment: If you choose to use a task set for ongoing assessment purposes, learners should attempt it independently.

Learning Activities

This kit also includes sample learning activities related to reading posters.

It's a good idea to facilitate learning activities prior to having learners attempt the task set, so that learners can improve their literacy skills. This can involve providing background information on related laws and legal problems, and providing practise with reading comprehension strategies. Ideas for creating learning activities are provided on the pages that follow.

Background Information on Legal Rights

It's a good idea to introduce learners to the key concepts the posters are based on, such as:

- Workers in Ontario have rights (things they are entitled to) and responsibilities
- Employers have responsibilities (things they must do)
- Ontario has workplace laws that protect worker rights

You can also introduce learners to the law each poster is based on, and key details about those laws.

For legal information written in clear language: Use the Steps to Justice website at stepstojustice.ca and browse the CLEO resources at www.cleo.on.ca

Literacy Skills

It's a good idea to provide practice with reading strategies related to the OALCF Competency Find and Use Information. For example:

- **Skimming for gist**: Direct learners to glance at the parts of the poster, and pay attention to the headings. Inform them that this helps to get a sense of the purpose and content of the poster. Encourage learners to predict what the poster is about and the information it will contain.
- **Questioning:** Engage learners in posing questions they want answered by the text. This helps them read for a purpose.
- **Scanning for specific information**: When searching for details, guide learners in first determining where to search by locating the relevant heading, then looking over the text for key words.
- **Using layout**: Encourage learners to notice how the document is organized and the visual layout (e.g., table, chart, headings), and to use the layout to locate information.
- **Using pictures and illustrations:** Draw learners' attention to images or icons and their meaning.
- **Using features of lists and tables**: Guide learners in using titles, headings, bullets/numbering, row/ column headings, to find information and understand purpose.
- **Identifying the source of information**: Guide learners in locating the source of information. This will help learners determine whether the information is trustworthy.
- **Retelling or summarizing**: Encourage learners to retell the information in their own words.
- **Making inferences**: Posters present key information, without too many details. Guide learners in making inferences about what is not included on the poster, and what is assumed to be known.
- **Vocabulary Development**: Encourage learners to identify unfamiliar words or phrases. Guide them in predicting what they may mean based on the surrounding text. Learners can look up words in an online dictionary (e.g., dictionary.com) to confirm their predictions.

Learning Activities: Practitioner Notes

Pre-reading discussion

Posters and flyers are an effective way to communicate information in an easy-to-read, eye-catching format. Lead a discussion on how posters/flyers differ from other continuous texts, such as textbooks or articles.

As a class, brainstorm examples of posters/flyers we see in everyday life. Using the brainstormed examples, discuss key features, for example:

- Targets a specific audience
- Content is brief
- Often uses imperative sentences (i.e., they tell people what to do)
- Uses headings to highlight key information and make it visually pleasing
- Typically places contact information at the bottom of the page

To draw the readers attention to specific information:

- Uses colour and different font sizes
- Uses bullet points and infographics
- Uses colorful or striking graphics
- Uses boxes, borders, and areas of contrasting colors
- Highlights titles and subtitles with font size, colour, bolding and spacing

Follow the discussion with the activity on page 4, using a sample poster.

Reading Activity: Previewing a Poster (p. 4)

Following the pre-reading discussion, engage learners in previewing a particular poster. Engage them in activities to direct their attention to the features outlined above. A worksheet is provided on page 4.

Adapt the activity or questions based on the needs of learners or the poster you are using.

Learning Activity: Previewing a Poster

Look at the poster. Complete the questions.

1. Copy the title of this poster.

   _____

2. Who is this poster for? Do you think it is useful for you? Why?

   _____

   _____

3. Copy the **headings** from the poster. Discuss with the class what each heading means.

   _____

   _____

   _____

   _____

4. Copy the name of the organization that developed this poster. Where is this information located? Discuss with the class what this organization is.

   _____

5. How can you find out more or get help?

   _____

   _____

6. Read the first section of the poster. Write down any words or phrases that you do *not* understand. Talk about what you *think* they mean. Look them up in an online dictionary.

   _____ _____

   _____ _____

   _____ _____

Continue in your own notes with the next section of the poster.

Poster 1: Health and Safety at Work

Health & Safety at Work

Prevention Starts Here

Ontario's **Occupational Health and Safety Act** *gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.*

Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk** to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour, Training and Skills Development at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.

Workplace health and safety information, weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:
ontario.ca/healthandsafetyatwork

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February 2020

Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear** and **use** the protective equipment required by their employer.
- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

Employers must NOT take action *against workers for following the law and raising health and safety concerns.*

Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Ontario

Introduction

This task set relates to getting information from the Health and Safety at Work Poster. Prior to having learners attempt the task set, provide background information on the poster, and practice with reading comprehension strategies (e.g., using the ideas below and on pp. 1-5).

> **Ongoing Assessment**: If you choose this poster for ongoing assessment purposes, learners should attempt the task set independently, without a prior introduction to the poster.

The poster follows, or it can be printed from: https://files.ontario.ca/mltsd_2/mltsd-prevention-poster-en-2020-07-22.pdf

Background Information on Legal Rights

Learners may want information about the law this poster is based on (The Occupational Health and Safety Act, or the OHSA). The OHSA applies to almost every worker and employer in Ontario.

The **Steps to Justice** website (www.stepstojustice.ca) has information about topics related to the OHSA and to safety at work, and answers the following questions:

- What health and safety rules apply to my job?
- What do I need to know about the dangers in my workplace?
- What should I do if my work is not safe?
- What am I supposed to do to keep my workplace safe? What does my employer have to do?
- What should I do if someone at work is being violent or threatening me?
- Can I be punished for complaining about safety issues at work?
- How do I make a complaint to the Ontario Labour Relations Board?

Literacy Skills

Learners may need explicit instruction and guided practice with reading strategies. See page 2 of this kit for a list of key reading comprehension skills related to reading posters or flyers.

Task Set

TITLE: Get information from the **Health and Safety at Work** poster

Read the Health and Safety at Work poster. It must be posted in Ontario workplaces. Answer the questions about the poster.

Task 1. What is the name of the law (or Act) that this poster based on?

Task 2. List three things workers have the right to do.

Task 3. List at least two things that workers are responsible for doing.

Task 4. List at least three things employers must do.

Task 5. What is the URL of the website you can visit to learn about health and safety at work?

Task 6. What number can you call for more information on workplace health and safety?

Health & Safety at Work

Prevention Starts Here

Ontario's **Occupational Health and Safety Act** *gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.*

Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk** to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour, Training and Skills Development at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.

Workplace health and safety information, weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:
ontario.ca/healthandsafetyatwork

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February 2020

Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear** and **use** the protective equipment required by their employer.
- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

Employers must NOT take action *against workers for following the law and raising health and safety concerns.*

Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Ontario

Task Set: Answer Sheet

TITLE: Get Information from the **Health and Safety at Work** Poster

Task 1. What is the name of the law that this poster is based on? (**1 point)**

The Occupational Health and Safety Act

Task 2. List three things workers have the right to do. (**3 points**)

Responses do not have to be in complete sentence, but must include the following ideas:

- *Know about workplace hazards and what to do about them.*
- *Participate in solving workplace health and safety problems.*
- *Refuse work they believe is unsafe.*

Task 3. List at least two things that workers are responsible for doing. (**2 points**)

Responses do not have to be in complete sentence, but must include ideas from at least two of:

- *Follow the law and workplace health and safety policies and procedures.*
- *Wear and use the protective equipment required by their employer.*
- *Work and act in a way that won't hurt themselves or anyone else.*
- *Report any hazards or injuries to their supervisor.*

Task 4. List at least three things employers must do. (**3 points**)

Responses do not have to be in complete sentence, but must include ideas from at least three of:

- *Make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.*
- *Make sure supervisors know what is required to protect workers' health and safety on the job.*
- *Create workplace health and safety policies and procedures.*
- *Make sure everyone follows the law and the workplace health and safety policies and procedures.*
- *Make sure workers wear and use the right protective equipment.*
- *Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.*

Task 5. What is the URL of the website you can visit to learn about health and safety at work? (**1 point**)

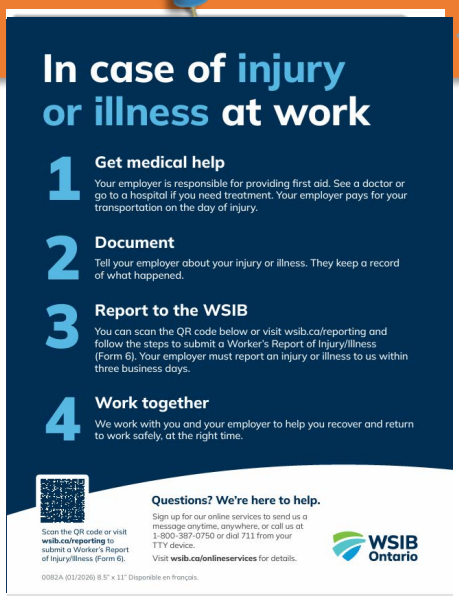
Ontario.ca/healthandsafetyatwork

Task 6. What number can you call for more information on workplace health and safety? (**1 point**)

1-877-202-0008

Success: at least 8 out of 11 points

Poster 2: In Case of Injury or Illness at Work


In case of injury or illness at work

1 Get medical help
Your employer is responsible for providing first aid. See a doctor or go to a hospital if you need treatment. Your employer pays for your transportation on the day of injury.

2 Document
Tell your employer about your injury or illness. They keep a record of what happened.

3 Report to the WSIB
You can scan the QR code below or visit wsib.ca/reporting and follow the steps to submit a Worker's Report of Injury/Illness (Form 6). Your employer must report an injury or illness to us within three business days.

4 Work together
We work with you and your employer to help you recover and return to work safely, at the right time.

Scan the QR code or visit **wsib.ca/reporting** to submit a Worker's Report of Injury/Illness (Form 6).

Questions? We're here to help.
Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or dial 711 from your TTY device.
Visit **wsib.ca/onlineservices** for details.

WSIB Ontario

0082A (01/2026) 8.5" x 11" Disponible en français.

Introduction

This task set relates to getting information from the poster In Case of Injury or Illness at Work. Prior to having learners attempt the task set, provide background information on the poster, and practice with reading comprehension strategies (e.g., using the ideas below and on pp. 1-5).

Ongoing Assessment: If you choose this poster for ongoing assessment purposes, learners should attempt the task set independently, without a prior introduction to the poster.

The poster follows, or can be printed from: https://www.wsib.ca/en/case-injury-poster-form-82

Background Information on Legal Rights

Learners may want information about the law the poster is based on (The Workplace Safety Insurance Act). Workers who work for employers covered by this law can get benefits if they get injured at work. The benefits are paid by the Workplace Safety and Insurance Board (WSIB). They include:

- Loss of Earnings: benefits that pay for wages lost because of an injury
- Health Care Benefits: benefits that pay for healthcare costs related to the injury
- Non-Economic Loss: benefits that pay for the impact of an injury.

The **Steps to Justice** website (www.stepstojustice.ca) has information about topics related to getting injured at work.

Literacy Skills

Learners may need explicit instruction and guided practise with reading strategies. See page 1 of this kit for a list of key reading comprehension skills related to reading posters or flyers.

Task Set

TITLE:	Get information from the **In case of injury or illness at work** poster

Read the In case of illness or injury at work poster. It must be posted in Ontario workplaces. Answer the questions about the poster.

Task 1. Who is this poster mainly for? Choose 1 answer.

a) Employers
b) Workers
c) Medical staff

Task 2. If a worker is injured at work, what are two things the worker must do?

Task 3. If a worker is injured at work, what is one thing an employer must do?

Task 4. If a worker is injured at work, what will WSIB do?

Task 5. What is the URL of the website workers can visit if they want to submit a Worker's Report of Injury/Illness?

Task 6. What number can workers call if they have questions or need help?

In case of injury or illness at work

1 Get medical help

Your employer is responsible for providing first aid. See a doctor or go to a hospital if you need treatment. Your employer pays for your transportation on the day of injury.

2 Document

Tell your employer about your injury or illness. They keep a record of what happened.

3 Report to the WSIB

You can scan the QR code below or visit wsib.ca/reporting and follow the steps to submit a Worker's Report of Injury/Illness (Form 6). Your employer must report an injury or illness to us within three business days.

4 Work together

We work with you and your employer to help you recover and return to work safely, at the right time.

Scan the QR code or visit **wsib.ca/reporting** to submit a Worker's Report of Injury/Illness (Form 6).

Questions? We're here to help.

Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or dial 711 from your TTY device.

Visit **wsib.ca/onlineservices** for details.

WSIB Ontario

Task Set: Answer Sheet

TITLE:	Get information from the **In Case of Injury or Illness at Work** poster

Task 1. Who is this poster mainly for? (**1 point)**

b) Workers

Task 2. If a worker is injured at work, what are two things the worker must do? **(2 points)**

Responses do not have to be in complete sentence, but must include ideas from at least two of:

- *Get medical help (go to the doctor or hospital)*
- *Document (tell your employer about your injury or illness)*
- *Submit a worker's report of injury/illness (form 6)*

Task 3. If a worker is injured at work, what is one thing an employer must do? (**1 point)**

Responses do not have to be in complete sentence, but must include at least one idea from:

- *Provide first aid*
- *Pay for transportation to a doctor or hospital on the day of the injury*
- *Keep a record of what happened*
- *Tell the WSIB within three days*

Task 4. If a worker is injured at work, what will WSIB do? **(1 point)**

Response does not have to be in a complete sentence, but must include at least one idea from:

WSIB will work with the worker and the employer to help the worker recover and return to work safely and at the right time.

Task 5. What is the URL of the website workers can visit if they want to submit a Worker's Report of Injury/Illness? (**1 point**)

wsib.ca/reporting

Task 6. What number can workers call if they have questions or need help**?** **(1 point)**

1-800-387-0750

Success: at least 5 out of 7 points

Poster 3: Employment Standards in Ontario

Ministry of Labour, Training and Skills Development

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays
Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit Ontario.ca/publicholidays.

Hours of work and overtime
There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit Ontario.ca/hoursofwork and Ontario.ca/overtime.

Termination notice and pay
In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit Ontario.ca/terminationofemployment.

Vacation time and pay
There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit Ontario.ca/vacation.

Leaves of absence
There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit Ontario.ca/ESAguide.

Minimum wage
Most employees are entitled to be paid at least the minimum wage. For current rates visit Ontario.ca/minimumwage.

Other employment rights, exemptions and special rules
There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit Ontario.ca/labournews.

Learn more about your rights at:
Ontario.ca/employmentstandards
1-800-531-5551 or TTY 1-866-567-8893
@ONTatwork @OntarioAtWork @Ontarioatwork

Version 9.0 Ontario

Introduction

This task set relates to getting information from the poster titled "Employment Standards in Ontario." Prior to having learners attempt the task set, you can provide background information on the poster, and practice with reading comprehension strategies (e.g., using the ideas below and on pp. 1-5).

Ongoing Assessment: If you choose this poster for ongoing assessment purposes, learners should attempt the task set independently, without a prior introduction to the poster.

The poster is on the next page, or can be printed from: https://www.ontario.ca/files/2024-11/mlitsd-employment-standards-poster-en-2023-08-28.pdf

Background Information on Legal Rights

Learners may want information about the law the poster is based on (the Employment Standards Act, or the ESA). The ESA provides the minimum standards, rights and responsibilities for most Ontario employees and employer. It includes rules about various workplace topics, such as hours of work, minimum wage, public holidays, vacation and more.

The Government of Ontario has an online guide about the ESA, titled Your Guide to the Employment Standards Act: https://www.ontario.ca/document/your-guide-employment-standards-act-0

The Steps to Justice website has clear explanations about many of the topics in the Employment Standards Act, at: https://stepstojustice.ca/legal-topic/employment-and-work

Literacy Skills

Learners may need explicit instruction and guided practise with reading strategies. See page 1 of this kit for a list of key reading comprehension skills related to reading posters or flyers.

Task Set

TITLE:	Get information from the **Employment Standards in Ontario** poster.

Read the Employment Standards in Ontario poster. It must be given to employees. Answer questions about the poster.

Task 1. What are 2 examples of job protected leaves of absence?

Task 2. If you are terminated from a job, in most cases, what must the employer do?

Task 3. What is the URL of the webpage you can visit to stay up-to-date on news that can affect you and your workplace?

Task 4. What is the URL of the website you can visit if you want to know what the minimum wage is?

Task 5. What number can workers call if they have questions about their rights at work?

Ministry of Labour, Immigration, Training and Skills Development

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit **Ontario.ca/publicholidays**.

Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit **Ontario.ca/hoursofwork** and **Ontario.ca/overtime**.

Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit **Ontario.ca/terminationofemployment**.

Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit **Ontario.ca/vacation**.

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit **Ontario.ca/ESAguide**.

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit **Ontario.ca/minimumwage**.

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit **Ontario.ca/labournews**.

Learn more about your rights at:

Ontario.ca/employmentstandards

1-800-531-5551 or TTY 1-866-567-8893

@ONTatwork @OntarioAtWork @Ontarioatwork

Version 9.0

Ontario

Task Set: Answer Sheet

TITLE:	Get information from the **Employment Standards in Ontario** poster.

Task 1. What are 2 examples of job protected leaves of absence? (**2 points**)

Response does not have to be in a complete sentence or exact wording from the poster.

- *Sick leave, pregnancy leave*
- *Parental leave, family caregiver leave*

Task 2. If you are terminated from a job, in most cases, what must the employer do? (**2 points**)

Response does not have to be in a complete sentence or exact wording from the poster.

- *give written notice and /or termination pay*

Task 3. What is the URL of the webpage you can visit to stay up-to-date on the latest news that can affect you and your workplace? (**1 point**)

Ontario.ca/labournews

Task 4. What is the URL of the website you can visit if you want to know what the minimum wage is? (**1 point)**

Ontario.ca/minimumwage

Task 5. What number can workers call if they have questions about their rights at work? (**1 point**)

1-800-531-5551

Success: at least 5 out 7 points

OALCF Task Cover Sheet

TITLE: *Select one:*

☐ Task Set: Get Information from the **Ontario Health and Safety at Work** Poster

☐ Task Set: Get information from the **In Case of Injury or Illness at Work** poster

☐ Task Set: Get information from the **Employment Standards in Ontario** poster

Learner Name: _____

Date started: _____ Date completed: _____

Successful Completion: ☐ YES ☐ NO

Goal Path: ☐ Employment ☐ Apprenticeship ☐ Secondary School ☐ Post Secondary ☐ Independence

Competency	Task Group	Level Indicator
A: Find and Use Information	A1: Read continuous text	A1.1: Read brief texts to locate specific details
	A2: Interpret documents	A2.1: Interpret very simple documents to locate specific details A2.2 Interpret simple documents to locate and connect information

For **Performance Descriptors** for each Level Indicator, see Task Performance form, on next page

Materials Required:

- Pen and task sheet
- Poster

Task Performance Form

TITLE:
☐ Task Set: Get Information from the **Ontario Health and Safety at Work** Poster
☐ Task Set: Get information from the **In Case of Injury or Illness at Work** poster
☐ Task Set: Get information from the **Employment Standards in Ontario** poster

	Performance indicators:	Needs Work	Completes task with support from practitioner	Completes task independ-ently
A1.1	• Decodes words and makes meaning of sentences in a single text	☐	☐	☐
	• Identifies the main idea in brief texts	☐	☐	☐
	• Reads short texts to locate a single piece of information	☐	☐	☐
A2.1	• Interprets brief text and common symbols	☐	☐	☐
A2.2	• Uses layout to locate information	☐	☐	☐
	• Begins to identify sources and evaluate information	☐	☐	☐

This task: ☐ was successfully completed ☐ needs to be tried again

Learner Comments:

Instructor (print)

Learner signature