

**WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE:**  
**STUDENTS ON UNPAID WORK PLACEMENTS**  
**STUDENT DECLARATION**

**Note: This document must be completed prior to the commencement of unpaid student placement.**

The Ministry of Colleges and Universities (MCU) has revised the [Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements](#). Seneca Polytechnic is committed to working with our Placement Partner Organizations (Placement Employer) to implement the process outlined below for students enrolled in an approved Ontario college program completing an unpaid work placement (Work-Integrated Learning/Academic Program) for the purpose of academic credit. In the event of an injury/disease incurred by the Seneca student, the Placement Employer shall inform the corresponding WIL Coordinator/Program Coordinator/Field Placement Coordinator **immediately (within 24 hours of the incident)** and is required to complete the forms outlined in the steps below within 2 days of the incident.

Although the cost of coverage for all students in an approved unpaid placement is provided by MCU and not the Placement Employer, MCU requires Seneca to confirm whether the Placement Employer has WSIB coverage. For employers who are not required to have WSIB coverage, MCU has private insurance from Chubb Insurers in place to cover students on unpaid work placements.

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**Student Declaration**

The Seneca Student acknowledges:

1. I will **immediately (within 24 hours)** inform Placement Supervisor and WIL Coordinator/Program Coordinator/Field Placement Coordinator of any injury or disease incurred at placement and will maintain regular contact with Seneca staff for the purpose of WSIB reporting and informing on any restrictions/accommodations during the course of my injury/ illness.
2. In the event of an injury or disease is incurred at a placement, Seneca is required to disclose my personal information in compliance with WSIB or Chubb Insurance reporting, including disclosing information related to the Unpaid Work Placement and any WSIB claim or Chubb Insurance claim to the Ministry of Colleges and Universities.
3. By signing below, I confirm that I have read, understand the process within this document and confirm my commitment to report any workplace injury or disease to Seneca Polytechnic immediately and consent to the disclosure of information, as outlined within this document.

Student First and Last Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Placement Employer (Name of Organization): \_\_\_\_\_

First and Last Name (Authorized Representative): \_\_\_\_\_

## STEPS TO REPORTING A WORKPLACE INCIDENT DURING AN UNPAID STUDENT PLACEMENT

### **When to report a workplace incident or illness**

Placement Employers in collaboration with the Training Agency must report a work-related accident to the Workplace Safety Insurance Board (WSIB) if they learn that an unpaid student placement requires health care or lost time from unpaid placement. The following steps must be followed:

### **STEP ONE: Injury/Disease Occurs**

#### **Placement Employer's role**

Ensure the student has received first aid and/or call emergency services if necessary. Placement Employer is **REQUIRED** to inform their Seneca Liaison/Field Placement Coordinator immediately (within 24 hours) of the incident if either of the following occurs: if the unpaid student required first aid, required medical attention by a healthcare professional, and/or lost time from the placement.

#### **Training Agency's role**

WIL Coordinator/Program Coordinator/Field Placement Coordinator reports the incident in Seneca's [Online Reporting System](#) within two days of learning about the work-related injury/disease. Seneca Works then reviews the incident report and advises on the appropriate documentation to be completed. Seneca will work in collaboration with the placement employer to ensure either steps 2 or 3 are completed. **NOTE: If the student *did not* seek healthcare and/or did not lose time at the placement, the incident will be recorded and closed by Seneca. No additional steps are required.**

Definition of terms located on the third page.

### **STEP TWO: Reporting**

#### **A. If the Placement Employer is covered under WSIB:**

##### **Placement Employer and Training Agency's role**

Within two days of learning of a work-related injury/disease, the Placement Employer, in collaboration with Seneca Polytechnic, **must complete** the following forms:

1. [WSIB Form 7: \(Employers Report of Injury/Disease\)](#)
2. [Letter of Authorization to Represent the Placement Employer](#)
3. [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#). This form will be sent to all relevant signatories and reviewers, including the Placement Employer and the Student to complete all applicable fields then pass on to Training Agency.

#### **B. If the Placement Employer is not covered under WSIB:**

##### **Placement Employer and Training Agency's role**

Within two days of learning of a work-related injury/disease, the student, in collaboration with Seneca Polytechnic, **must complete** the following forms, if student is claiming expenses:

1. Attending Physician's Statement
2. Accident/Sickness Medical Claim Form (Student)
3. Student Administrator Statement
4. [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#) to be sent to the Ministry

### **STEP THREE – Final Review and Submission**

WIL Coordinator/Program Coordinator/Field Placement Coordinator to ensure all required forms are completed properly prior to sending them to the Seneca Works team at [swadmin@senecapolytechnic.ca](mailto:swadmin@senecapolytechnic.ca).

## **Ministry of Colleges, Universities, Research Excellence and Security Coverage (WSIB & CHUBB Insurance)**

The Government of Ontario provides insurance coverage to encourage the participation of employers in providing Unpaid Work Placements to Student Trainees as part of student assisted post-secondary education. While ensuring the placement employer does not incur the cost of any fees associated in the event the unpaid student placement sustains a workplace injury/illness. This includes coverage within WSIB or Chubb.

### **Definitions**

**Placement Employer** – The placement organization where the Seneca Student is completing their unpaid work placement

**Training Agency** – The post-secondary educational institution (Seneca Polytechnic)

**Student Trainee** – The Seneca student

**MCU** (formerly **MAESD** – Ministry of Advanced Education and Skills Development) Ministry of Colleges and Universities

**WSIB** – Workplace Safety Insurance Board

**WSIA** – Workplace Safety Insurance Act

**FIRST AID** – Is one time treatment or care (i.e./ cleaning minor cuts, applying bandage or cold compress, splint etc.)

**HEALTH CARE** – Services requiring the professional skills of a health practitioner (i.e./ doctor, nurse, chiropractor, physiotherapist). Services provided at a hospital or health facilities.

**LOST TIME** – Absent from placement due to the incident/illness or requires to work reduced hours

### **Seneca Contacts**

If students have any questions or concerns, please call the WIL Coordinator/Program Coordinator/Field Placement Coordinator associated with the students Seneca program (or WIL Manager/Chair if unsure).

#### **Seneca Works - Operations Coordinators Team**

B: 416.764.0343

F: 437.296.0707 (Confidential fax)

swadmin@senecapolytechnic.ca

#### **SSQ – Ian Marshall, Senior Manager, Organizational Compliance**

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