

**Workplace Safety and Insurance Board Coverage:
Students on Unpaid Work Placements**

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 (Training Agency) 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 (i.e. Justice Administration Services/Law Clerk/Library & Information Technician/Office Administration/Paralegal) 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 Field Placement Coordinator **immediately (within 24 hours)** of the incident and is required to complete the forms outlined in the three steps below (pages 2 and 3) within 48 hours of the incident. Please note that the MCU requires both Seneca and the Placement Employer to enter their MCU - issued Firm Number, this number must be shared with Seneca in order to complete an online claim form. 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. 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. Please check one of the following:**

<input type="radio"/> The Placement Employer has WSIB Coverage	<input type="radio"/> The Placement Employer <i>does not</i> have WSIB Coverage.
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Placement Employer Declaration

The Placement Employer acknowledges; 1) Health & Safety and other relevant training/orientation (and ongoing supervision) to protect the student from foreseeable hazards shall be provided at the beginning of the placement. 2) For students returning from an injury/disease we will work with Seneca Staff and the Student to implement any reasonable accommodations to ensure a safe and timely return, and 3) By signature of an authorized representative, we confirm that we have read, understand the process within this document and confirm our commitment to report any workplace injury or disease to Seneca Polytechnic immediately, as outlined within this document.

Placement Employer (Name of Organization): _____

First and Last Name: _____

Title: _____

Signature: _____ Date: _____

Student Declaration

The Seneca Student acknowledges; 1) I will **immediately (within 24 hours)** inform Placement Supervisor and Field Placement Coordinator/Assistant 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: _____

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 the 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 the Field Placement Coordinator/Assistant within **two days** of the incident if either of the following occurs; if the unpaid student requires first aid, medical attention by a health care professional, and/or lost time from the placement.

Training Agency's role

Field Placement Coordinator/Assistant reports the incident in Seneca's online reporting system ([58 Reporting accidents, injuries and occupational illnesses | Health and Safety | Seneca Polytechnic](#)) within two days learning of a work-related injury/disease, and works in collaboration with the placement employer to ensure either steps 2 or 3 are completed. **NOTE: If the student did not seek health care and/or no lost time at the placement; steps 2 or 3 are not necessary. No additional steps are required.** Definition of terms located on the third page.

Step Two - Reporting

If the Placement Employer is covered under WSIB, the following is required:

Placement Employer and Training Agency's role

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

1. [WSIB Form 7: \(Employers Report of Injury/Disease\)](#) Placement Employer to complete all applicable fields then pass on to Training Agency.
2. [Letter of Authorization to Represent the Placement Employer*](#)
3. [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim*](#)

Upon completion of the above three forms, email to student's Field Placement Coordinator/Assistant.

If the Placement Employer is not covered under WSIB, the following is required:

Placement Employer and Training Agency's role

1. [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim*](#) complete **all** fields.
2. Field Placement Coordinator/Assistant to contact Operations Coordinators Team to complete the CHUBB designated forms.

*Field Placement Coordinator/Assistant to complete the [Letter of Authorization to Represent the Placement Employer and Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#) form **before** passing over to Placement Employer for completion.

Step Three – Final Review and Submission

Field Placement Coordinator/Assistant to ensure the Letter of Authorization to Represent the Placement Employer and the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim forms are completed properly prior to sending them along with the Form 7 to the Operations Coordinators Team at swadmin@senecapolytechnic.ca (see Seneca Contacts on page 3). If you have any questions or concerns, please call the Operations Coordinators Team, or the WIL Co-ordinator/Program Coordinator associated to the students Seneca program (or WIL Manager/Chair if unsure).

Ministry of College and Universities 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.

Insurance coverage via WSIB FIRM # is required. Below explains why:

The Form 7 requires a WSIB firm #. There may be hesitation to provide this number as this is what WSIB uses for billing organizations; however, in this particular case the Government of Ontario, through the Ministry, pays WSIB for the cost of benefits it pays to Student Trainees enrolled in an Approved Program at a Training Agency during Unpaid Work Placements with employers who are either compulsorily covered (Schedule 1 or Schedule 2 employers) or have voluntarily applied to have WSIB coverage.

Insurance Coverage via CHUBB

The Ministry also covers the cost of private insurance with CHUBB Insurance for Student Trainees enrolled in an Approved Program at a Training Agency during unpaid Work Placements with employers that are not required to have compulsory coverage under the WSIA.

In order to ensure timely submission of documents, WSIB has levied fines in the past for late submissions. Please feel free to call us to ensure that each party completes the required steps by the reporting 48-hour deadline.

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

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

B: 416.764.0583

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