

**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 College (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. **Work-Integrated Learning**) 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 Department** staff **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 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:**

- The Placement Employer has WSIB Coverage.
- The Placement Employer does not have WSIB Coverage.

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 College 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 **WIL Co-ordinator** 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 College immediately and consent to the disclosure of information, as outlined within this document.

Student First and Last Name: _____

Student Signature: _____

Date: _____

Definitions

WSIB – Workplace Safety Insurance Board

WSIA – Workplace Safety Insurance Act

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

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

Student Trainee – The Seneca student

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

Step One - Injury/Disease Occurs

Ensure the student has received first aid and/or call emergency services if necessary. Placement Employer is required to inform the **Seneca Work-Integrated Learning (WIL) Co-ordinator** if either of the following occurs; if the unpaid student requires medical attention by a health care professional, and/or lost time from placement. The following steps need to take place within **two days** of the incident.

NOTE: If the student **did not** seek **health care** and/or **no lost time** at the placement, **WIL Co-ordinator** reports the incident in Seneca's online reporting system [\(58\) Reporting accidents, injuries and occupational illnesses | Health and Safety | Seneca College](#)

Step Two - Reporting

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

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 **WIL Co-ordinator**.

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

1. [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#)* complete all fields.
2. **WIL Co-ordinator** to contact Marianne Cunningham to complete the CHUBB designated forms.

***WIL Co-ordinator** 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

WIL Co-ordinator 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 Marianne Cunningham Marianne.Cunningham@senecacollege.ca or Holly.Dixon@senecacollege.ca (see Seneca Contacts on page 3).

If you have any questions or concerns, please call Marianne Cunningham, Holly Dixon, or the **WIL Co-ordinator** associated to the students Seneca program (**or WIL Manager** if unsure).

Ministry Coverage (WSIA & CHUBB Insurance) – WSIB FIRM #

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.

*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. The Government of Ontario provides such coverage to encourage the participation of employers in providing Unpaid Work Placements to Student Trainees as part of students publically assisted post-secondary education.

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.

Seneca Contacts**WSIB SENECA – Marianne Cunningham Manager, Disability & Accommodation**

B: 416.764.0357

F: 905-948-9375 (Confidential fax)

Marianne.Cunningham@senecacollege.ca

WSIB SENECA – Holly Dixon, Return to Work Specialist

B: 416.764.0358

Holly.Dixon@senecacollege.ca

SSQ – Ian Marshall, Senior Manager, Organizational Compliance

B: 416.764.0583

Ian.Marshall@senecacollege.ca

Career-Ready Programming Manager, Seneca Works- Sheila Bruce

B: 416.764.0465

Sheila.Bruce@senecacollege.ca