



Letter to Placement Employers

Process for Workplace Insurance for Postsecondary Students on Unpaid Work Placements

The Ministry of Training, Colleges and Universities (MTCU) has introduced a new process for students enrolled in approved Ontario university programs that include mandatory workplace placements.

Under this process, the Government of Ontario, through the MTCU, covers the cost of **WSIB benefits** for Student Trainees at Lakehead University participating in **unpaid work placements** in an approved program with employers who are either **compulsorily** or **voluntarily covered** by WSIB. For employers **not required** to have WSIB coverage, the MTCU also funds **private insurance** through Chubb Insurance.

The former **Workplace Educational Placement Agreement (WEPA)** has been replaced by the **Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form**. This form is **only required** when submitting a claim for a workplace injury or illness and does **not need to be completed for each placement**.

Further details and the claim form are available on the Ministry's public website.

<http://www.tcu.gov.on.ca/pepg/publications/placement.html>

Please note that all WSIB or Chubb Insurance procedures must be followed in the event of an injury/disease.

Declaration

By signature of an authorized representative, the Placement Employer hereby agrees to the following;

- To provide the **Student Trainee** with appropriate **health and safety training**; and
- Ensure the Student Trainee is **adequately supervised** to protect against health and safety hazards during the placement; and
- Provide **written confirmation** that the Student Trainee has received health and safety training; and
- Report injuries immediately (as per below).

Injuries

Immediately report any workplace injury or disease involving a student on an unpaid work placement to the University.

- If **covered by WSIB** (Workplace Safety and Insurance Board): comply with all WSIB reporting procedures. Lakehead University will submit a Form 7 on behalf of the student within **three days** of learning of a work-related accident (when placement organization is covered under the Workplace Safety and Insurance Act). To ensure WSIB accepts the claim, placement partners are required to provide the University with:
 - i) **Permission Letter:** Grants Lakehead authorization to manage the claim with WSIB directly.
 - ii) **Ministry Claim Form:** Required by the Ministry of Colleges, Universities, Research, Excellence and Security.
 - While claims are funded through a dedicated Ministry account, WSIB requires the placement employer's active WSIB account number to verify coverage eligibility. Providing a copy of your internal incident report is also greatly appreciated for Lakehead University records.
- If **not covered by WSIB**, comply with Chubb reporting procedures as outlined in the MTCU "Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements."
 - **Complete and submit** the *Placement Employer* sections of the **MTCU Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form** to the University within **three days** of the injury.
 - In the event of a claim, review the Student Trainee's **medical restrictions** and, where possible, **modify the placement program** to accommodate their return.

Placement Organization:	Date:
Placement Representative Name & Title:	Signature:
Employer covered under the WSIB? ☐ Yes ☐ No	WSIB Firm Number:
Date Student Received Health and Safety Training	Name of Student's Placement Supervisor
Student Name:	Student Signature