

**Letter to Placement Employers**

***Process for Workplace Insurance for Postsecondary Students on Unpaid Work Placements***

The Ministry of Colleges and Universities (MCU) has released revised Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements that requires them to complete placements in a workplace as part of their program of study:

The Government of Ontario, through the Ministry of Colleges and Universities (MCU), pays the WSIB for the cost of benefits provided to Student Trainees enrolled in an approved program at Lakehead University and participating in unpaid work placements with employers who are either compulsorily covered or have voluntarily applied to have Workplace Safety and Insurance Board (WSIB) coverage.

MCU also covers the cost of private insurance with Chubb Insurance (formerly ACE-INA Insurance) for Student Trainees enrolled in an approved program at Lakehead University and participating in unpaid work placements with employers that are not required to have compulsory coverage under the Workplace Safety and Insurance Act.

Placement Employers and Training Agencies (universities) are not required to complete and sign the online Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Formfor each placement that is part of the student’s program of study in order to be eligible for WSIB coverage. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease. Please note that universities will be required to enter their MCU- issued Firm Number in order to complete the online claim form.

The MCU Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placementsand the new claim form are posted on the Ministry’s public website at:

<https://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:

That it will immediately report to the University any workplace injury or disease involving a student on an unpaid work placement. Where the Placement Employer is covered by WSIB, the Placement Employer will comply with all WSIB reporting procedures. If the Placement Employer is not covered by the WSIB, then it will comply with the Chubb reporting procedures found in the MCU “Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements.”

When the Placement Employer is covered under the Workplace Safety and Insurance Act, a Form 7 will be completed and submitted by the University within three days of learning of a work related accident. The Placement Employer agrees to complete a Letter of Authorization to Represent the Placement Employer**. The University will complete the Form 7.**

The Placement Employer agrees that it will provide the Student Trainee with health and safety training and take appropriate precautions to ensure that the Student Trainee is supervised in order to protect the Student Trainee form health and safety hazards that may be encountered at the placement organization.

The Placement Employer agrees to provide written confirmation that the Student Trainee has received the appropriate health and safety training.

In the event of a claim, the Placement Employer agrees that it will review the Student Trainee’s restrictions and, where possible, modify the program as required in order to accommodate the Student Trainee to facilitate return to the program.

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| Organization: | Date: |
| Title: | Signature: |
| Employer is covered under the WSIB? Yes No | Student Name: |

*A signed copy of this document is to be returned to Lakehead University placement coordinator, prior to the commencement of the work/education placement, and a copy is to be kept by the placement employer. September, 2014 (Revised September, 2015)*