



University of Toronto

HEALTH AND WELL-BEING PROGRAMS AND SERVICES

January, 2004

Memorandum

To: Placement Employers

From: Anne Chreptak
WSIB Administrator

Re: Workplace Safety & Insurance Board Coverage for Students on Unpaid Placements

Students on unpaid placements who are working with employers who have coverage through the Workplace Safety & Insurance Board policy states:

Individuals who are placed by training agencies with employers to obtain work skills and experience, but who are **not** paid by the employer, are “learners”. The “employer” of these individuals is the employer with whom they are placed.

Under this policy:

Individuals on unpaid training placements with employers are “learners” if both of the following are met:

- The placement is authorized by a training agency, (in this case the University of Toronto).
- The individual participates, however minimally, in the activities of the placement employer’s industry including job shadowing.

THIS COVERAGE IS FUNDED BY THE MINISTRY OF EDUCATION AND NOT BY THE PLACEMENT EMPLOYERS OR THE UNIVERSITY

Filing and Managing Claims:

The placement employer is deemed the “employer” as per the Workplace Safety & Insurance Act but the University of Toronto is responsible for claims management. In order to process a claim, the “Students on Unpaid Work Placements Accident Report” must be completed and sent to my office within 24 hours of the accident. My office must also have a signed copy of the “Work/Education Placement Agreement/Post-Secondary.



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Accident Filing Procedure:

To be completed by the placement employer.

- Ensure that first aid is given immediately, and transportation to a hospital, doctor's office, or the students' home if necessary.
- Complete and sign the "Students on Unpaid work Placements Accident Report".
- Attach a copy of the signed "Work Education Placement Agreement".

Fax forms within two business days to:

Anne Chreptak
WSIB Administrator
Human Resources Department
Toronto, Ontario M5S 1A2

Fax: 416/971-1361

Tel: 416/978-8804

The students must receive safety orientation and relevant safety training before beginning work.