



University of Toronto

HEALTH AND WELL-BEING PROGRAMS AND SERVICES

January, 2004

Memorandum

To: Students Participating in Unpaid Placements

From: Anne Chreptak
WSIB Administrator

Re: WORKPLACE SAFETY & INSURANCE BOARD COVERAGE
FOR STUDENTS ON UNPAID PLACEMENTS

Students who are required to participate in UNPAID work placements with an external employer, (the “placement employer”) may be eligible to receive Workplace Safety & Insurance Board benefits in the event of a work related accident. The coverage is funded by the Ministry of Education and not by the placement employer or the University of Toronto.

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 employers industry including job shadowing.

Students do not have coverage if:

- An accident occurs during the in-class portion of training programs.
- On the students own initiative, volunteers their services to an employer to develop marketable skills.
- They are on the employers premises only for the purpose of visiting, casual observation, and there is no participation in the activities of the placement employers industry.

For students who are placed with employers who do not have Workplace Safety and Insurance Board coverage or are completing their unpaid placement outside of Ontario, refer to the Ace Ina Insurance section.



University of Toronto

HEALTH AND WELL-BEING PROGRAMS AND SERVICES

ACE INA INSURANCE

Private insurance became available on April 1, 1994 for students on unpaid work placement with employers not covered by the Workplace Safety & Insurance Board. This coverage also applies to students who are placed with employers outside of the province including outside of Canada.

Students are to take their package provided to them by their placement coordinator to their supervisor with the placement employer on the first day, prior to beginning work in order to have the “Workplace Agreement” signed by them.

IN THE EVENT OF AN ACCIDENT

- Promptly obtain first aid and medical attention if required.
- Report the accident to your placement employer and have them complete the relevant forms.

Keep your program coordinator at the University of Toronto advised at all times.

ACCIDENT FILING PROCEDURES

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 the signed “Work Education Placement Agreement”.

Fax the forms within two business days to:

Anne Chreptak
WSIB Administrator
Human Resources Department
University of Toronto
Toronto, Ontario
M5S 1A1

Fax # 416/978-1361
Tel # 416/978-8804