

LETTER TO PLACEMENT EMPLOYERS

Workplace Insurance for Postsecondary Students on Unpaid Work Placements

The Ministry of Colleges and Universities (MCU) has a process for students enrolled in an approved Ontario university program that requires them to complete workplace placements as part of their program of study.

The Government of Ontario, through the MCU, pays the Workplace Safety and Insurance Board (WSIB) for benefits provided to student trainees enrolled in an approved program at uOttawa and participating in unpaid work placements with employers who are either required to have WSIB coverage or have voluntarily applied for WSIB coverage.

MCU also covers the cost of private insurance provided by Chubb Insurance for student trainees enrolled in an approved program at uOttawa and participating in unpaid work placements with employers not required to have compulsory coverage under the Workplace Safety and Insurance Act.

We invite you to see the [MCU guidelines and claim form](#).

WSIB / Chubb Insurance procedures

Please note that all WSIB or Chubb Insurance procedures must be followed in the event of injury, disease or exposure. A placement employer covered under the Workplace Safety and Insurance Act hiring student trainees must complete a Form 7 within three days of learning of a work-related accident.

The placement employer must forward the following to the uOttawa placement coordinator within three days:

- the partially completed [Form 7](#)
- the partially completed [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form](#)
- the completed [Letter of Authorization](#)

Health and safety training and supervision

The University incorporates required health and safety training into the academic curriculum as it relates to the specific program of study.

The placement employer agrees to provide the student trainee with appropriate health and safety training and take appropriate precautions to ensure that the student trainee is appropriately supervised and protected from hazards that may be encountered at the placement employer.

The placement employer agrees to share responsibility in tracking the student trainee's health and safety training with the uOttawa placement coordinator.

Bureau de la gestion du risque

Office of Risk Management

613-562-5892

139 Louis-Pasteur (265)
Ottawa ON K1N 6N5
Canada

In the event of a claim, the placement employer agrees to review the student trainee's functional abilities and, where possible, adapt the placement as required in collaboration with the uOttawa placement coordinator to accommodate the student trainee and facilitate resumption of the placement, if appropriate.

Any questions related to these changes can be directed to the uOttawa placement coordinator.

uOttawa placement coordinator:

Name: _____

Email: _____

Telephone: _____

Signature: _____

Placement employer representative:

Name: _____

Email: _____

Telephone: _____

Employer has WSIB coverage: Yes No

Signature: _____