

### Process for Workplace Safety and Insurance Board coverage:

The Ministry of Advanced Education and Skills Development (MAESD) has implemented a new streamlined process for students enrolled in an approved Ontario college program that requires them to complete unpaid work placements (ie. Field placement, externship, internship).

The Workplace Educational Placement Agreement (WEPA) Form has been replaced by the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form. Placement Employers and Training Agencies (colleges) are not required to complete and sign the online *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* for each student completing an unpaid work placement in order to be eligible for WSIB coverage or private insurance. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease. Please note that the MAESD requires both the Training Agency (Seneca College) and the Placement Employer (the employer with whom the student is placed) to enter their MAESD- issued Firm Number in order to complete the online claim form. For employers who are not required to have WSIB coverage, MAESD has private insurance in place to cover students on unpaid work placements.

### Student coverage while on placement

The government of Ontario, through the Ministry of Training, Colleges and Universities (MAESD), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at Seneca College. Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on unpaid work placements as required by their program of study. MAESD also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act*.

The new form has been posted on the Ministry's public website at:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=1352&NO=022-13-1352E>.

Placement employers must comply with the Occupational Health and Safety Act of Ontario, the Ontario Fire Code and all other applicable Federal, Provincial and Municipal Acts and Regulations. Please note that all WSIB procedures must be followed in the event of an injury/disease.

### Declaration

By signature of an authorized representative here under we confirm our commitment to immediately report any workplace injuries or disease to Seneca College.

Our Centre / Agency / Facility has: WSIB coverage

Private Insurance coverage

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Signator (Printed) \_\_\_\_\_

Placement Employer: (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution**: A copy with the original signature is to be returned to Seneca College and a copy is to be kept by the placement employer.

### Field Placement Information

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Info:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_