



uOttawa

**Letter to Placement Employers**  
**Process for Workplace Insurance for Postsecondary Students on Unpaid Work Placements**

**The Ministry of Training, Colleges and Universities - MTCU** (formerly The *Ministry of Advanced Education and Skills Development* - MAESD) has a process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study.

The Government of Ontario, through **The Ministry of Training, Colleges and Universities - MTCU**, pays the WSIB for the cost of benefits provided to Student Trainees enrolled in an approved program at uOttawa 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.

**MTCU** also covers the cost of private insurance with CHUBB Insurance for Student Trainees enrolled in an approved program at uOttawa and participating in unpaid work placements with employers that are not required to have compulsory coverage under the Workplace Safety and Insurance Act.

The **MTCU Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements** and the new claim form are posted on the Ministry's public website at:

<http://www.tcu.gov.on.ca/pepg/publications/placement.html> (English) or

<http://www.tcu.gov.on.ca/epep/publications/placement.html> (French)

Please note that all WSIB or CHUBB Insurance procedures must be followed in the event of an injury/disease. When the Placement Employer is covered under the Workplace Safety and Insurance Act, a Form 7 will be completed by the University within three days of learning of a work related accident. The Placement Employer agrees to complete and provide to the University the *Letter of Authorization to Represent Employer* and the *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim* form to the uOttawa Office of Risk Management Clinical Placement manager at [accident\\_studentplacement@uottawa.ca](mailto:accident_studentplacement@uottawa.ca).

The University incorporates safety training into its academic curriculum and as it relates to the specific program of study. The Placement Employer agrees that it will provide the Student Trainee with appropriate health and safety training and take appropriate precautions to ensure that the Student Trainee is supervised in order to protect the Student Trainee from health and safety hazards that may be encountered at the Placement Employer. The Placement Employer agrees to share the responsibility in tracking the Student Trainee's 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 in collaboration with uOttawa, adapt the placement as required in order to accommodate the Student Trainee and to facilitate a return to the placement if appropriate.

Any questions related to these changes can be directed to uOttawa's Office of Risk Management at [accident\\_studentplacement@uottawa.ca](mailto:accident_studentplacement@uottawa.ca) or 613-562-5800 ext. 2378.