



To: WSIB Placement Host

Re: WSIB Compensation and Liability/Malpractice Insurance for a Student/Learner on Unpaid Work Placement

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Thank you for providing an opportunity for an Algonquin College student to benefit from a work placement with your organization.

This letter outlines procedures that are designed to protect the student in case of a workplace injury. In addition, it describes the liability protection extended to placement hosts.

In conjunction with the Ministry of Education, the Workplace Safety and Insurance Board (WSIB) has established guidelines for WSIB compensation for learners on unpaid work placements. Costs associated with compensable workplace injuries are not incurred by the placement host.

As the Training Agency, Algonquin College must ensure that the reporting requirements of the Ministry of Education and WSIB are met. One such requirement is that the placement host verify and sign the attached Work/Education Placement Agreement. **Please complete and return this form prior to the commencement of the work placement.**

In instances where a list of students has been attached to this form, please be assured that the College retains the personal information for each student listed and the placement coordinator will access the information at the time of an injury, in order to help complete a Form #7. Each student is required to sign a placement consent form that contains this information.

A Letter of Authorization to Represent a Placement Host has also been attached. This form facilitates the transfer of costs to the Ministry of Education and must be completed in conjunction with a WSIB Form #7 **only in the event of an injury or exposure to a communicable disease that results in treatment by a health care practitioner or lost time from a work placement beyond the date of injury.** Directions for reporting an injury are attached.

In addition to WSIB coverage, the College maintains liability and malpractice insurance for the protection of placement hosts. The terms of this coverage are as follows:

Algonquin College will indemnify and save harmless the placement host from all claims for damage or injury incurred as a result of negligence attributable to the College, its directors, officers, employees, agents, volunteers, faculty members and students during the period they are engaged in field placement with your organization.

The College will procure and maintain the following insurance coverage, proof of which can be obtained upon request from the Finance Department of Algonquin College.

- a) 11 (eleven) million dollars **comprehensive liability, including bodily injury liability and property damage liability**; and,
- b) 5 (five) million dollars **malpractice liability insurance**.

Thank you for your cooperation and continued support of the students of Algonquin College.

Sincerely,

## Injury Reporting Directions for WSIB Placement Hosts

Minor injuries that require only first aid treatment are not reportable to WSIB. Placement hosts should follow their usual procedures for the provision of first aid and internal documentation for any such injuries involving placement students.

- **If the injury or exposure to a communicable disease results in:**
  - a) Treatment by a health care practitioner or
  - b) Loss of time from the work placement beyond the date of the accident
- Complete a WSIB Form 7 with the assistance of the placement coordinator, as necessary. This is the same form that your firm uses to report an employee injury to WSIB. It is also available at <http://www.wsib.on.ca>
- Complete the Letter of Authorization to Represent a Placement Host
- Forward both the WSIB Form 7 and the Letter of Authorization to:

Occupational Health and Safety  
Rm. G113  
Algonquin College  
1385 Woodroffe Avenue  
Ottawa, Ontario  
K2G 1V8

Telephone: (613) 727-4723 ext. 5357  
Fax: **(613) 727-7601**

*Please send documentation by Fax within **24 hours** of the accident  
and mail hard copy confirmation.*