



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

The following is a guide for placement hosts to follow IN THE EVENT OF AN INJURY.

During the coordination of the placement, placement hosts should receive a letter from the placement coordinator at the College, which explains WSIB and insurance coverage. Attached to this letter is a [Work/Education Placement Agreement](#) form from the Ministry of Education. **This form must be completed and returned to the placement coordinator at the beginning of the placement.**

It is not necessary to complete any other forms until an injury occurs.

WSIB Placement Hosts

WHEN AN INJURY OCCURS...

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.*

Non - WSIB Placement Hosts

WHEN AN INJURY OCCURS...

Minor injuries that require only first aid treatment are not reportable. 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:**
 - c) Treatment by a health care practitioner or
 - d) Loss of time from the work placement beyond the date of the accident or

- Complete an ACE INA Accident Report form with the assistance of the placement coordinator, as necessary. This form can be obtained from the placement coordinator.

- The student must complete an ACE INA Personal and Claim information form (SGC 10285), also available from the placement coordinator.

- Forward both forms to:

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

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