## **Appendix E**

http://www2.algonquincollege.com/acmarketing/files/2012/08/AC_WORDMARK_FC_GRN.png

To: Non-WSIB Placement Host

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

Thank you for providing this 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 work placement employers.

Students who participate in an unpaid work placement with a placement employer who is not registered with the Workplace Safety and Insurance Board of Ontario (WSIB) are not entitled to WSIB compensation in the event of workplace injury. However, guidelines have been established through the Ministry of Advanced Education and Skills Development (MAESD) for injury compensation for learners on unpaid work placements through the CHUBB Insurance Company.

As the Training Agency, Algonquin College must ensure that the reporting requirements of the Ministry of Advanced Education and Skills Development (MAESD) and CHUBB Insurance are met. One such requirement is that the placement host verify and sign the attached Post-Secondary Unpaid Work Placement Workplace Insurance Claim form. **Please complete and return the Post-Secondary Unpaid Work Placement Workplace Insurance Claim form only when an injury to a placement student occurs.**

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 WSIB Form #7. Each student is required to sign a placement consent form that contains this information.

The requirements for reporting a student injury can be found in the attached **Injury Reporting Procedure**.

In addition to the CHUBB Insurance 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 Risk Management 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 Non - WSIB Placement Hosts

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:**

1. Treatment by a health care practitioner or
2. Loss of time from the work placement beyond the date of the accident or

* Complete the Post-Secondary Unpaid Work Placement Workplace Insurance Claim form
* CHUBB Accidental Medical claim form fully completed by the claimant
* CHUBB Authorization to Obtain Information completed by the claimant
* CHUBB Employer / Administrator Statement completed by an authorized representative
* Any other medical documents to support the claim (i.e., test results supporting diagnosis or hospital records if available)

**Note:** The*Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* can be accessed from the Postsecondary Education website: <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>

* Forward both forms to:

Occupational Health and Safety

Rm. A-229g

Algonquin College

1385 Woodroffe Avenue

Ottawa, Ontario

### K2G 1V8

Telephone: (613) 727-4723 ext. 7142

**Fax: (613) 727-7601**

*Please send documentation by Fax within* ***24 hours*** *of the accident*

*and mail hard copy confirmation.*