


Policy #	HR 110
Approved by:	Chris Whitaker President and CEO
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Policy Holder Signature:	
Policy Holder:	Vice-President, Human Resources
Administrative Contact:	Manager, Health and Safety
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Workplace Safety and Insurance Coverage for Students on Unpaid Work Placements

Purpose/Rationale:

The Government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), provides workplace insurance coverage for students who participate in an unpaid work placement as part of a MTCU-approved academic program. The MTCU provides such coverage to encourage employers to participate in providing unpaid work placements for student trainees enrolled in Ontario's publicly assisted postsecondary education and training programs. Students who participate in such placements are eligible to make a claim for compensation benefits if they become injured or ill as a result of their placement.

The Humber College Institute of Technology & Advanced Learning and the University of Guelph-Humber (hereafter referred to as "Humber" or "the College") is committed to ensuring compliance with the MTCU's *Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements* and any applicable regulatory requirements relating to workplace safety and insurance of students on unpaid work placements.

This document is available in alternate format on request.

Scope:

This policy applies to all unpaid student work placements that are eligible to receive MTCU benefits or ACE-INA coverage, as set out under the MTCU Guidelines.

Definitions:

ACE-INA: ACE-INA Insurers, a private insurance company retained by the Government of Ontario.

Approved Program: A postsecondary academic program of study offered by Humber (i.e. the training agency) that is funded through MTCU's operating grant.

Eligible Claim: A claim for benefits to the WSIB or ACE-INA for an illness or injury arising out of or in the course of a student's participation in an Unpaid Work Placement with a Placement Employer.

MTCU: Ministry of Training, Colleges and Universities.

Placement Coordinator: An employee of Humber who is responsible for administering the work placement process or provides support to students in unpaid work placements. The placement coordinator role may be carried out by a broad range of other job titles, including faculty, clinical teacher, internship coordinator, placement officer, or field placement advisor.

Placement Employer: The employer with whom the Student Trainee is placed by Humber to receive training as part of the requirements of his/her Approved Program.

Placement Supervisor: The supervisor at the placement organization who directs the activities of the student trainee and/or who is in control of the local workplace during the student's placement.

Student Trainee: A student engaged in an Unpaid Work Placement with a Placement Employer.

Training Agency: A postsecondary institution that is funded by an MTCU operating grant. For this document, the training agency is Humber.

Unpaid Work Placement: An unpaid work placement that is required as part of an Approved Program offered by Humber. This Policy covers all unpaid student work placements that are eligible to receive MTCU benefits or ACE-INA coverage, as set out under the MTCU guidelines. See Sections 2.1 and 2.2 of the related Procedure for additional information on eligibility.

WSIA: Workplace Safety and Insurance Act, 1997.

WSIB: Workplace Safety and Insurance Board.

Policy:

1. Objectives

This policy is intended to:

- Provide a statement of Humber's obligations and responsibilities in complying with the MTCU Guidelines, the Workplace Safety and Insurance Act, Humber policy and all other requirements related to student placements;
- Ensure that students who meet the eligibility requirements for workplace insurance coverage are informed of this and the procedure for making an eligible claim;
- Ensure that all placement employers are aware of the insurance coverage available to placement students;
- Ensure that all parties provide appropriate safety training and supervision to students on work placements;
- Ensure that all parties are aware of the procedures for responding to and reporting workplace incidents, injuries and illnesses;
- Ensure that Humber collects and reports data to the MTCU regarding student unpaid work placements at employers without WSIB coverage;

- Ensure that all personal information regarding students are kept confidential, and only disclosed as required in the administration of the program; and
- Provide guidance to all parties for the implementation of the MTCU Guidelines.

References:

Freedom of Information and Protection of Privacy Act, 1990

Humber College Human Rights Policy

Ministry of Training, Colleges and Universities (MTCU) Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placement, June 2014 (revised)

Occupational Health and Safety Act of Ontario, 1990

Ontario Human Rights Code (1962)

Workplace Safety and Insurance Act, 1997

Workplace Safety and Insurance Board Operational Policy Manual

Appendices:

None

Related Procedure:

Workplace Safety and Insurance Coverage for Students on Unpaid Work Placements Procedure.