

Appendix A

STUDENT DECLARATION OF UNDERSTANDING

Workplace Safety and Insurance Board (WSIB) or Private Insurance Coverage for Students on Unpaid Work Placements

The Humber College Institute of Technology & Advanced Learning and the University of Guelph-Humber (hereafter referred to as “Humber”) are committed to ensuring your safety within the Ministry of Advanced Education and Skills Development (MAESD) *Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements*.

Student coverage while on placement

The Government of Ontario, through the MAESD, covers the costs of WSIB or private insurance benefits for injury, illness or disease incurred by students enrolled in an approved Ontario postsecondary program and participating in an unpaid work placement to gain work skills and experience required by their program of study.

If an Ontario student is on an unpaid work placement at an employer who is compulsorily or voluntarily covered under the *Workplace Safety and Insurance Act (WSIA)*, the student is eligible for WSIB coverage if they are injured or contract an illness or disease while on the placement. For an unpaid work placement at an employer who is not covered by the *WSIA*, the student is eligible for limited private insurance coverage through CHUBB. The eligibility for coverage does not apply to hours outside of the work placement.

This Agreement must be completed and signed prior to the commencement of the work placement.

Declaration

- 1) WSIB or private insurance coverage will be provided through the Ministry of Advanced Education and Skills Development while I am on unpaid work placements as arranged or authorized by Humber as a requirement of my program of study.
- 2) In the event of an injury, illness or disease incurred as a result of my placement, I will immediately report the incident to the Placement Employer and to Humber. I will complete and sign Humber's *Student Placement Injury Report* and the MAESD's *Post-Secondary Student Unpaid Work Placement Workplace Claim Form* and submit them to my Humber Placement Coordinator/Advisor within **24 hours**. Over the course of my injury, illness or disease, I will maintain regular contact with my Placement Coordinator/Advisor and Humber to provide information relating to my limitations and/or restrictions and ability to return to the placement.
- 3) Over the course of my placement, I will participate in and implement all safety-related training and procedures required by my Placement Employer and Humber.
- 4) I certify that I have completed the Ministry of Labour's “Worker Health & Safety Awareness in 4 Steps” online training module prior to the commencement of placement and have provided the certificate of completion to my Humber Placement Coordinator/Advisor.
- 5) I will promptly inform the Placement Employer and my Humber Placement Coordinator/Advisor of any safety concerns related to my placement.
- 6) For records and administrative purposes, Humber is required to disclose personal information to the Placement Employer relevant to the placement, limited to your name, full contact information and placement schedule. Personal information may also be disclosed to the MAESD as it relates to any filed WSIB or CHUBB workplace insurance claim.

I have read and understand the above, and have had any questions answered to my satisfaction:

Student name (print): _____ Student signature: _____

Student number: _____ Program/School: _____ Date: _____

Parent/Legal Guardian's Signature (for student less than 18 years of age):

Name (print): _____ Signature: _____ Date: _____

Distribution

- Students must return the original signed letter to their Humber Placement Coordinator.
- Students are encouraged to keep a copy for their records.

