

Students on Unpaid Work Placements Program

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1.0 Purpose

The purpose of this program is to ensure Mohawk College adheres to the *Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements* developed by the Ministry of Advanced Education and Skills Development (MAESD)¹.

The Government of Ontario, through the MAESD, provides workplace insurance coverage for students who participate in unpaid work placements (“student trainees”) as part of an approved academic program. Student trainees are eligible to make a claim for insurance benefits should they suffer a work-related accident or illness while on an eligible placement. Coverage is provided by the MAESD to encourage employers to participate in the unpaid student placement program and that might be deterred by potential insurance implications or increases in WSIB premium.

2.0 Scope

This program applies to all Mohawk College departments that arrange unpaid student work placements that are eligible to receive WSIB benefits or private insurance coverage (ACE-INA), as set out under the “Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements”, revised June 2014.

2.1 MAESD Coverage for WSIB or ACE-INA Insurance Costs

The Ministry of Advanced Education and Skills Development (MAESD) directly pays the cost of WSIB benefits or private insurance coverage through ACE-INA for student trainees on unpaid work placements. This is done to encourage the participation of employers in providing unpaid work placements so that students can gain work skills and experience.

2.2 WSIB Coverage for Students on Unpaid Placement

Accident insurance coverage will be provided by the Workplace Safety and Insurance Board (WSIB) for student trainees during unpaid work placements with employers that are covered by WSIB.

2.3 Private Insurance Coverage (ACE-INA)

2.3.1 Placement Employers not Covered by WSIB

Accident insurance coverage will be provided by ACE-INA Accident Insurance (Policy # SG10284501) for student trainees during unpaid work placements where the placement employer is not covered by WSIB.

Students are advised to obtain additional insurance coverage as ACE-INA does not provide full compensation or coverage during non-placement hours.

¹ Formerly named the Ministry of Training, Colleges and Universities (MTCU). Ministry name change June 2016

In the event of a work-related injury or illness, insurance coverage is allocated using the following tiered system:

1. Government/Provincial insurance plans (i.e. OHIP);
2. Personal insurance coverage through the Mohawk Students' Association, parent or spouse;
3. Third-party insurance plans; and lastly,
4. ACE-INA Accident insurance Plan will pay the excess eligible expenses as determined by their policies.

NOTE: Where the unpaid student trainee does not have a layer of coverage previously identified, the next tier would respond.

2.3.2 Out-of-Province or Out-of-Country Placements

Student trainees on unpaid work placements outside of Ontario are covered under the private insurance (ACE-INA) plan. However, students should be advised to obtain additional insurance coverage since ACE-INA does not provide full compensation or coverage during non-work placement hours. Insurance coverage is allocated using the tiered system identified in section 2.3.1. ACE-INA does not cover emergency health care except if health care is needed because of an accident while participating in the placement. Students opting for out-of-country placements should obtain their own travel insurance and extended health care coverage.

Note: International students attending Mohawk College are not eligible for accident insurance if their unpaid work placement is completed in their country of primary residence.

2.4 Student Eligibility for MAESD Coverage

Student trainees must meet the following requirements to be eligible for MAESD coverage (WSIB and ACE-INA):

- The placement must be authorized by Mohawk College,
- The student must be enrolled in a MAESD funded Mohawk College program that requires an unpaid placement as part of the program,
- The student must participate, however minimally, in the activities of the placement employer's industry,
- The placement employer does not pay the student,
- When the placement is arranged with an Ontario-based placement employer, the placement does not take place outside of Ontario.
- The placement must not be with Mohawk College. If Mohawk students are placed with Mohawk College, WSIB coverage is provided by Mohawk and not through the MAESD program.

2.5 Student Ineligibility for MAESD Coverage

The following students are not eligible for MAESD coverage (WSIB and ACE-INA):

- Students in postsecondary education or training programs that are not funded through MAESD operating grants.
- Student trainees in unpaid work placements which are not a requirement for their program and which they have arranged or organized themselves. Such placements are considered volunteer work for the purposes of MAESD coverage.

- Student trainees who receive payment must be provided with WSIB insurance coverage paid by the placement employer.
- Mohawk College students on unpaid work placement with Mohawk College. WSIB coverage is provided by Mohawk College and not through the MAESD program for such placements.
- Student trainees who are in the classroom portion of their training.
- Student Trainees undertaking an unpaid placement at Mohawk College, but whose Training Agency is outside Ontario.
- Student trainees who, as part of a formal course or program, attend a placement with an Ontario Placement Employer but the placement occurs outside Ontario.

3.0 References

Occupational Health and Safety Act of Ontario

[“Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements” \(rev June 2014\)](#)

[Postsecondary Student Unpaid Work Placement Workplace Insurance Claim, website FAQ](#)

[Postsecondary Student Unpaid Work Placement Workplace Insurance Claim - Form 022-13-1352E \(2012/06\)](#)

Workplace Safety and Insurance Act, 1997

Workplace Safety and Insurance Board Operational Policy Manual

ACE INA Booklet “The Accident Insurance Plan Supporting Training Participants”,
Policy SG10284501

4.0 Definitions

“**ACE-INA**” refers to ACE-INA Insurers which is a private insurance company retained by the Government of Ontario.

“**Approved Program**” is a postsecondary program offered by Mohawk College that is funded through the MAESD’s operating grant.

“**Health Care Injury**” is an injury that requires the professional skills of a health care practitioner and/or treatment in a hospital facility.

“**Lost Time Injury**” is an injury that results in a *worker* losing time from work following the day of the injury. Lost time injuries must be medically supported.

“**Placement Coordinator**” is an employee of Mohawk College who arranges unpaid work placements for students and who provides support for students during placements.

“**Placement Employer**” refers to the employer with whom the Student Trainee is placed by Mohawk College to receive training as part of the requirements of his/her Approved Program.

“Placement Supervisor” is 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” is a student participating in an Unpaid Work Placement with a Placement Employer. Student Trainee does not include:

- Students who on their own initiative volunteer their services to an employer to develop marketable work skills,
- Volunteers who offer their time or services for community or charitable purposes,
- Students on an employer's premises solely for the purpose of visiting or casual observation and who at no time participate in activities of the employer's industry,
- Students who, as part of their programs, do unpaid research for Mohawk College, or,
- Students when in the classroom portion of their training program.

“Supervisor” is an individual who has charge over a workplace or authority over a worker as defined by the Occupational Health and Safety Act.

“Training Agency” is a postsecondary educational institution that is funded by an MAESD operating grant. For this document, the training agency is Mohawk College.

“Unpaid Work Placement” is an unpaid work placement that is required as part of an Approved Program offered by Mohawk College.

“Worker” refers to a person who performs work or supplies services for monetary compensation and also to students (secondary school, college or university) who perform work or supply services for no monetary compensation under a program-approved work experience placement as defined in the Occupational Health and Safety Act.

“WSIA” means Workplace Safety and Insurance Act, 1997.

“WSIB” means Workplace Safety and Insurance Board.

5.0 Responsibilities

5.1 Deans and Associate Deans are responsible for:

- Ensuring Academic areas and Placement Coordinators follow this program and the MAESD Guidelines for students on unpaid work placements.
- Ensuring students receive training in safe working practices as part of their field of study.
- Ensuring Academic areas provide ACE-INA data reports for their programs and submit a copy to the Occupational Health and Safety Office at the end of each semester (January, May and September).

5.2 Placement Coordinators are responsible for:

- Arranging safe and suitable work placements for student trainees.
- Ensuring all requirements prior to the commencement of an unpaid work placement are followed as outlined in this program.
- Ensuring students have read and signed the “Student Declaration of Understanding” so they are aware they are eligible to make a claim for benefits and that their personal information will be shared with MAESD and the respective insurance agency (WSIB or ACE-INA) in the event they are injured or contract an illness while on an eligible placement. A template letter is provided in Appendix A.
- Ensuring Placement Employers complete the “Letter to Placement Employer” confirming they understand the insurance coverage available to student trainees on unpaid work placements and that they are aware of the reporting procedures in the event the student is injured or contracts an illness. A template letter is provided in Appendix B.
- Liaising with student trainees and placement employers to monitor progress and respond to any health and safety related concerns.
- Ensuring the Occupational Health and Safety Office receives the required information and completed forms in the event a student trainee is injured while on placement.
- Coordinating a student’s return to work, in consultation with Occupational Health and Safety, following an injury or illness on an unpaid placement.

5.3 Student Trainees are responsible for:

- Completing and providing the original signed copy of the “Student Declaration of Understanding” (Appendix A) letter to the Mohawk College Placement Coordinator.
- Completing a “Student Work Placement Safety Checklist” (Appendix D) and reviewing the information with the Placement Supervisor. Unresolved or high risk safety issues must be brought to the attention of the Mohawk Placement Coordinator for review.
- Reporting any safety concerns at the unpaid work placement to the Placement Supervisor and contacting the Mohawk College Placement Coordinator if safety concerns are not resolved.
- Immediately reporting any work related accident, injury or illness to the Placement Supervisor and to the Mohawk College Placement Coordinator.
- Completing an Accident/Incident Report with the Placement Employer and providing a copy to the Placement Coordinator.

5.4 Placement Employers/Placement Supervisors are responsible for:

- Following the procedures outlined in this program and the MAESD Guidelines for Students on Unpaid Work Placements.
- Completing Mohawk’s “Letter to Placement Employer” (Appendix B).
- Providing a safe working environment and ensuring student trainees are supervised and provided with safety orientation, information and equipment relevant to the workplace hazards.
- Following the responsibilities and reporting procedures outlined in this document in the event of a workplace accident, injury or illness during the unpaid placement.

5.5 Occupational Health and Safety is responsible for:

- Administering the accident claim (WSIB or ACE-INA) in the event of a student injury/illness/disease during an unpaid work placement.
- Liaising with the Placement Coordinator, student trainee, WSIB, ACE-INA and/or MAESD on matters related to the injury/illness/disease claim. The WSIB or ACE-INA will contact the student directly regarding their claim.
- Providing assistance and guidance regarding this program and the MAESD guidelines.
- Compiling and submitting ACE-INA data reports to the MAESD.
- Reviewing and updating this program.

6.0 Procedures

6.1 Information to be Provided Prior to Commencing Unpaid Work Placement:

6.1.1 Student Notification

The Placement Coordinator will:

- Advise Student Trainees to become familiarized with the hazards at the placement employer's site and provide the student with a "*Student Work Placement Safety Checklist*" (Appendix D) to be completed with the assistance of the Placement Supervisor.
- Advise Student Trainees of their responsibility to inform their placement site Supervisor immediately if they have any safety concerns or are injured or contract a work-related illness while on placement.
- Ensure Student Trainees have read and signed the "Student Declaration of Understanding". A template letter is provided in Appendix A. This verifies they understand insurance coverage is provided to them through the MAESD (WSIB or ACE-INA) for an injury or illness incurred during an eligible placement. This also informs them Mohawk College will disclose personal information to the Placement Employer limited to full name, local address and telephone number, placement schedule, and acceptance of the conditions of the placement. Personal information will also be disclosed to the MAESD and to the WSIB or ACE-INA as related to an insurance claim resulting from the placement.
- Retain signed copy of the "Student Declaration of Understanding" and provide a copy to the Placement Employer.

6.1.2 Placement Employer Notification

The Placement Coordinator will:

- Confirm with the Placement Employer whether they have WSIB coverage for the period of the unpaid work placement,
- Ensure the Placement Employer understands the insurance coverage available to student trainees on unpaid work placements and is aware of the reporting procedures in the event the trainee is injured or contracts an illness.

- Ensure the Placement Employer understands their responsibility to provide the student with appropriate training and supervision to protect them from safety hazards the student may encounter with the Placement Employer.
- Provide the Placement Employer with a “Letter to Placement Employer” for their declaration of understanding confirming they understand the insurance coverage available to trainees on placement and are aware of their reporting responsibilities in the event the trainee is injured or contracts an illness. A template letter is provided in Appendix B.
- Provide the Placement Employer with the following information:
 - Student Trainee full name, local address and telephone number,
 - Specific days when the trainee will be at the Placement Employer’s workplace,
 - Confirmation that the student trainee has been made aware of the conditions of the unpaid work placement. Including a copy of the signed form “Student Declaration of Understanding” will satisfy this requirement, and
 - If multiple Student Trainees are placed with the same Placement Employer, one form with a list of trainees may be used. A template form “Unpaid Placement Student Confirmation (for Multiple Students at Single Placement Employer)” is provided in Appendix C.
- Retain signed copy of the “Letter to Placement Employer” (Appendix B).

6.2 Accident Reporting

- In the event that a Student Trainee is injured while at a placement site, the student must seek first aid or medical attention and follow the Placement Employer’s response and reporting procedures.
- The Student Trainee must immediately report the accident to their Placement Supervisor and to their Mohawk College Placement Coordinator. The student must complete an accident report in consultation with the Placement Supervisor and provide a copy to the Placement Coordinator within 24 hours.

The Placement Employer may use a Mohawk College “Accident/Incident Report” if necessary.

- The Placement Coordinator will ensure that an accident report is obtained from the Placement Employer/Student Trainee and provide to the Occupational Health and Safety Consultant within 24 hours of the incident.

Note: The Student Trainee’s social insurance number and date of birth must be provided to Occupational Health and Safety as this information is required when filing a WSIB claim.

- Work-related injuries or illnesses that result in “Health Care” treatment or “Lost Time” from a placement trigger reporting requirements to the MAESD and WSIB or ACE-INA depending on the applicable insurance coverage. In this event, the Placement Coordinator will ensure the “Postsecondary Student Unpaid Work Placement Workplace Insurance Claim” Form 13-1352E is completed by all three (3) parties (Placement Employer, Placement Coordinator and Student Trainee) and a copy forwarded to the Occupational Health and Safety Consultant within 3 days of the incident.

Note: This form is only required when submitting a claim for WSIB or ACE-INA benefits.

- If the Placement Employer is covered by WSIB, the Placement Coordinator must provide the “Letter of Authorization to Represent Placement Employer” (Appendix E) to the Placement Employer. The completed form must be returned to the Occupational Health and Safety Consultant within 3 days of the incident.

Note: Under the WSIA, Placement Employers are considered to be the “employer” for unpaid trainees. Completion of the “Letter of Authorization to Represent Placement Employer” is required to transfer WSIB liability to the MAESD through Mohawk College.

- For WSIB reportable claims, the Occupational Health and Safety Consultant will complete and submit the Form 7 and related forms with the WSIB and MAESD. The Occupational Health and Safety Consultant will be the main point of contact between the WSIB, Placement Coordinator and MAESD on matters related to the WSIB claim.

Note: Reports to the WSIB must be completed within 3 days and submitted by to the WSIB by Mohawk College within 7 days of learning of the incident. There are fines imposed for late reporting to the WSIB.

- For ACE-INA insurance claims, ACE-INA contact information and forms will be provided to the student. The student is responsible for communicating directly with ACE-INA regarding their claim.

Notes:

(1) Initial claims to ACE-INA must be made **within 30 days** after the occurrence of the accident. Subsequent proof of claim must be submitted to ACE-INA Life Insurance **within 90 days** from the date of the accident.

(2) Submit the appropriate ACE-INA form directly to ACE-INA referencing **Policy # SG10284501**. All claim inquiries such as a request for claim forms; claim questions; following up on the status of a claim should be directed via email to the Accident and Health Claims Department mailbox Canada.ahclaims@acegroup.com : Toll Free Number is: 1-877-772-7797; Fax Number is: (416) 368-0641.

- Refer to Appendix F for the Accident Reporting Paperwork Flowchart for WSIB and ACE-INA Reporting.

6.3 ACE-INA Data Collection and MAESD Reporting

- For the purposes of determining premiums for private insurance coverage by ACE-INA, information regarding unpaid student placements at employers that are not covered by WSIB is required to be provided to the MAESD at the end of each semester.
- Academic areas must report placement statistics at the end of each semester identifying the program, total hours of the unpaid placement, number of students (grant eligible vs visa) and the type of industry. See Appendix G for a sample ACE-INA Insurance Statistics form.

Note: Placement hours for international students must be recorded separately from domestic student data.

- Academic areas will provide ACE-INA data reports for their programs and submit a copy to the Occupational Health and Safety Office at the end of each semester. Reporting periods are: January 1 - April 30, May 1- August 31 and September 1 - December 30.
- Occupational Health and Safety will compile and report the placement statistics to the MAESD at the end of each semester.

7.0 Appendices

- Appendix A:** Student Declaration of Understanding
- Appendix B:** Letter to Placement Employers
- Appendix C:** Listing of Student Information for Multiple Student Trainees at Single Placement Employer
- Appendix D:** Student Work Placement Safety Checklist
- Appendix E:** Letter of Authorization to Represent Employer
- Appendix F:** Accident Reporting Paperwork Flowchart
- Appendix G:** ACE-INA Insurance Statistics Form

Appendix A

Student Declaration of Understanding Workplace Safety and Insurance Board or Private Insurance Coverage For Students on Unpaid Work Placements

STUDENT COVERAGE WHILE ON PLACEMENT

The government of Ontario, through the Ministry of Advanced Education and Skills Development (MAESD), reimburses the Workplace Safety & Insurance Board (WSIB) for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (Mohawk College). Ontario students are eligible for WSIB coverage while on unpaid work placements that are required by their program of study, if the placement employer is covered by WSIB (mandatory or by voluntary application coverage).

The MAESD also provides private insurance coverage through ACE-INA to students should their unpaid placement required by their program of study take place with an employer who is not covered under the Workplace Safety and Insurance Act, and limited coverage where placements take place outside of Ontario or Canada. Students are advised to obtain additional insurance coverage since as ACE-INA does not provide full compensation or coverage during non-work placement hours.

Please be advised that Mohawk College is required to disclose personal information to the Placement Employer relevant to the placement, limited to your full name, local address, telephone number and placement schedule. Personal information may also be disclosed to the MAESD as related to the administration of a WSIB or ACE-INA workplace insurance claim.

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

Declaration

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Advanced Education and Skills Development while I am on an unpaid work placement as arranged by Mohawk College as a requirement of my program of study. I understand that all accidents, injuries or illnesses sustained while participating in the unpaid work placement must be immediately reported to the Placement Employer and to my Mohawk College Placement Coordinator. A *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim* form must also be completed in the event an insurance claim for an injury, illness or disease is submitted to the WSIB or ACE-INA Insurance. I have read and understand the above and have had any questions answered to my satisfaction.

<u>Student Information</u>	
Student Name (print): _____	Date: _____
Student Signature: _____	Phone: _____
Local Address: _____	
Program/Course: _____	
<u>Parental/Legal Guardian's Signature (for students less than 18 years of age)</u>	
Parent/Legal Guardian Name (print): _____	Date: _____
Parent/Legal Guarding Signature: _____	

<u>Placement Employer Information</u>	
Placement Employer: _____	Employer covered by WSIB: <u>(Yes/No)</u>
Address: _____	Phone: _____
Start Date (yyyy/mm/dd): _____	End Date: <u>(yyyy/mm/dd)</u> : _____
Schedule (hrs& days of week): _____	

Original: Mohawk College Placement Coordinator
Copy: Placement Employer

Appendix B

Letter to Placement Employers

Process for Workplace Insurance Claims for Postsecondary Students on Unpaid Work Placements

The Government of Ontario, through the Ministry of Advanced Education and Skills Development (MAESD), pays the WSIB for the cost of benefits provided to Student Trainees enrolled in an approved program at Mohawk College and participating in unpaid work placements with employers who are either compulsorily covered or have voluntarily applied to have Workplace Safety and Insurance Board (WSIB) coverage.

The MAESD also covers the cost of private insurance coverage (ACE-INA) for Student Trainees enrolled in an approved program at Mohawk College and participating in unpaid work placements with employers that are not required to have compulsory coverage under the Workplace Safety and Insurance Act.

The *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* must be completed when submitting an insurance claim (WSIB or ACE-INA) resulting from an injury, illness or disease incurred by the student while on the placement. Please note that all WSIB or ACE-INA Insurance reporting procedures must be followed and Mohawk College will enter its unique MAESD - issued WSIB Firm Number as required.

The *Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements* can be found at:

http://tcu.gov.on.ca/pepg/publications/UnpaidWork_PlacementsGuide.pdf

The *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* is available on the MAED's website at:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=2&ENV=WWE&TIT=&NO=022-13-1352E> (English)

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWF&TIT=1352F&NO=022-13-1352F> (French)

Declaration

By signature of an authorized representative, the Placement Employer hereby agrees to immediately report any workplace injury, illness or disease involving a student on an unpaid work placement to Mohawk College. Where the Placement Employer is covered by WSIB, they will also complete a *Letter of Authorization to Represent the Placement Employer* that allows Mohawk College to represent the Placement Employer on matters related to the WSIB claim.

The Placement Employer agrees that it will provide the Student Trainee with health and safety training and supervision to protect them from health and safety hazards that may be encountered at the Placement Employer's workplace and assist them with completion of the "Student Work Placement Safety Checklist".

Name (print) _____	Signature _____
Title _____	Organization _____
Date _____	Our organization is covered by the WSIB <u>Yes / No</u>

Distribution

Original: Return signed original to Mohawk College Placement Coordinator prior to the commencement of the placement.
 Copy: Placement Employer.

Appendix C

Listing of Student Information For Multiple Student Trainees at Single Placement Employer

Placement Employer

Address:

Telephone:

WSIB Coverage:

Placement Employer has WSIB coverage? (Yes/No)

The following Mohawk College student trainees have been made aware of and accept the conditions of the unpaid work placement at your workplace:

First Name	Last Name	Local Address (street address, city, province, postal code)	Telephone #	Student Trainee Placement Schedule		
				Start Date	End Date	Schedule (Hrs. & Days of the week)

Appendix D

Student Work Placement Safety Checklist

A safe and healthy work environment is a priority for student placements. This checklist is intended to familiarize the student with the types of workplace hazards they may encounter during the placement, safety measures in place and the safety training they will receive as part of the placement.

Each placement student is required to complete this checklist (or alternate) at the start of the work placement in consultation with the Placement Supervisor and returned to the Mohawk College Placement Coordinator.

The student must inform the Mohawk College Placement Coordinator of any unresolved or high risk health and safety questions or issues.

Student Name:	
Placement Employer:	
COMPLETE DURING ORIENTATION	✓
Name and contact information for Placement Supervisor	
Name and contact information for Joint Health and Safety Committee (JHSC) Representative or Health and Safety Representative	
Worker/Supervisor rights and responsibilities	
Workplace policies and procedures on, but not limited to: <ul style="list-style-type: none"> • Health and Safety • Workplace Harassment • Workplace Violence 	
Safe work procedures and operation of equipment	
Use of Personal Protective Equipment (PPE). (E.g. respirator, gloves, eye/face protection, footwear, etc...)	
Identification of restricted or prohibited areas, tools, equipment and machinery	
Hazards in the workplace that may affect the student, how they are controlled and how to deal with them	
What to do and who to see if the student has a safety concern	
What to do in the event of a fire or other emergency (e.g. evacuation procedures)	
Location of fire exits and fire extinguishers	
Procedures for reporting accidents and injuries and how to obtain first aid or medical attention	
Workplace Hazardous Materials Information System (WHMIS) and location of Material Safety Data Sheets/Safety Data Sheets	
Note: One Checklist may be used to document group orientation sessions (attach sign-in sheet for multiple attendees)	
Supervisor Name	Signature Date
Student Signature	Date

Appendix E



Ministry of
Training, Colleges and
Universities

Ministère de la Formation
et des Collèges
et Universités

Mowat Block
900 Bay St.
Toronto ON M7A 1L2

édifice Mowat
900, rue Bay
Toronto ON M7A 1L2

Letter of Authorization to Represent Employer

This section to be completed by Training Agency

Please be advised that the following Training Agency will serve as the Employer's representative in matters pertaining to WSIB in this work related injury.

Training Agency Mohawk College

Address 135 Fennell Avenue West, c/o Occupational Health & Safety

City, Province Hamilton, Ontario

Postal Code L8N 3T2 Firm # 825032

Contact Person Geoffrey White, OHS Consultant Telephone # 905-575-1212 ext. 2225

This section to be completed by Placement Employer

_____, unpaid training participant is claiming that he/she
(Training Participant's Name)
suffered a work related injury on _____ while on work placement with our
(Date)
company.

Company Name _____

Address _____

City, Province _____

Postal Code _____ Firm # _____

Contact Person _____ Telephone Number _____

Placement Employer's Authorization Signature

Date

To be attached to Form 7 and sent to WSIB.

Appendix F

**Students on Unpaid Work Placement
Accident Reporting Paperwork Flowchart for WSIB and ACE-INA Reporting**



