

Placement Agency Health & Safety and Insurance Verification – Mohawk College Allied Health and Medical Imaging Programs

This form must be completed by the Agency Supervisor (e.g. Mentor, Clinical Supervisor, Clinical Education Leader, or Preceptor) in collaboration with the student by the end of the 1st day of placement in order to meet health, safety, insurance, and liability requirements of the placement.

Student Information

Student's First Name _____ Student's Last Name _____

Student's Email _____

☐ We are hosting more than 1 student (please complete the table at the end of the form)

What Mohawk Program is the student in?

- | | |
|---|---|
| <input type="radio"/> Canadian Health Care | <input type="radio"/> Medical Radiation Science |
| <input type="radio"/> Cardiovascular Technology | <input type="radio"/> Occupational Therapist Assistant/ Physiotherapist Assistant |
| <input type="radio"/> Diagnostic Cardiac Sonography | <input type="radio"/> Pharmacy Technician |
| <input type="radio"/> Magnetic Resonance Imaging | <input type="radio"/> Recreation Therapy |
| <input type="radio"/> Massage Therapy | <input type="radio"/> Other..._____ |

Agency Information

Field Placement Site/Agency _____

Address (#, Street, City) _____

Supervisor/Mentor

Who will be directly supervising the student and be responsible for attendance verification & evaluations?

Supervisor		Position	
Email		Phone Number	

Names & Titles of other staff involved in supporting this student (i.e. primary/secondary report, or lead mentor on a shift). Please include contact information when available

Field Placement Details

In what semester(s) will the student be doing this field placement?

- ☐ Fall
- ☐ Winter
- ☐ Spring/Summer
- ☐ The student will be at this agency for 2 semesters

Is the student required to complete an Orientation before they start their placement?

☐ Yes

☐ No

Date of Orientation _____

Student Insurance

Students completing an unpaid work placement are covered under either the Workplace Safety and Insurance Board (WSIB) or private insurance coverage (CHUBB). Both options are provided by the Ministry of Colleges and Universities (MCU). Students attending placement at a Placement Agency that already has WSIB coverage will be covered by the MCU's WSIB policy. If the assigned agency does not have its own WSIB coverage, then the student will be covered under the MCU's CHUBB policy.

The Field Placement Agency 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 Field Placement Agency's workplace.

In the event of injury/disease while on placement the student is required to immediately report the accident/injury to the Placement Agency and it must be reported to the relevant Field Placement Specialist within 24 hours. The Placement Agency must complete an accident report and provide a copy to the Mohawk College representative .

If a workplace insurance claim is reportable to the WSIB or CHUBB, they must also complete a Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form, which requires signatures from the Placement Agency, the student, and the Mohawk College representative. Where the Field Placement Agency is covered under WSIB they must complete a *Letter of Authorization to Represent the Field Placement Agency*. This allows Mohawk College to represent the Field Placement Agency on matters related to the WSIB claim. The Mohawk College representative coordinate this process.

For more information regarding this process visit: <http://www.tcu.gov.on.ca/pepg/publications/placement.html>.

The student has signed a Student Confirmation Form to acknowledge that they understand this process.

☐ I have read and understand the process for Student Insurance

Health and Safety

This form is general to all of our programs, so there may be items that are not relevant to a specific program or location. These can be marked as N/A. If the employer has a more robust OHS awareness system for students, please share with your Field Placement Specialist, as this would need to be evaluated and documented by our team. Please record which of the following health & safety topics you have discussed with the student.

Question	Yes	No	N/A
Student(s) has been provided with appropriate onsite supervision, name and contact information for Placement Supervisor			
Student(s) provided with name and contact information for Joint Health and Safety Committee (JHSC) Representative or Health and Safety Representative			

Student(s) is aware of their right to refuse unsafe work			
Student(s) provided with information and location of workplace's specific procedures on, but not limited to: Health and Safety, Workplace Harassment, Workplace Violence			
Student(s) trained on safe work procedures and operation of equipment relevant to their placement			
Student(s) trained in proper use of relevant Personal Protective Equipment (PPE). (E.g. respirator, gloves, eye/face protection, footwear, etc...) by either the college or the placement location			
Student(s) informed of any restricted or prohibited areas, tools, equipment and machinery			
Student(s) informed of hazards in the workplace that may affect the student, how they are controlled, and how to navigate them			
Student(s) informed of process for reporting safety concerns			
Student(s) informed of what to do in the event of a fire or other emergency (e.g. evacuation procedures)			
Student(s) informed of location of fire exits and fire extinguishers			
Confirm there is a first aid kit, or code blue cart, readily available and well-stocked and the student(s) is aware of its location			
Student(s) and preceptor discussed procedures for reporting accidents and injuries and how to obtain first aid or medical attention			
Placement supervisor is familiar with the process for reporting a workplace-related injury or illness			
Student(s) informed of Workplace Hazardous Materials Information System (WHMIS) and location of Material Safety Data Sheets/Safety Data Sheets			

Comments

Optional: Please note any additional information that you would like to share with the Field Placement Specialist about this placement

Must be completed in collaboration with the placement Supervisor/Mentor.

Completed By

Position

Hosting Multiple Students

[illegible]