

### **Accident Reporting Process if you're a student**

1. Report the accident to your Supervisor at the placement.
2. Seek appropriate first aid or medical attention.
3. Report the incident to the Faculty Placement Coordinator at Toronto Metropolitan University.
4. Follow up with your Supervisor and the Faculty Placement Coordinator at Toronto Metropolitan University if you will miss any time away from your placement.
5. Co-operate with any requests made by the Workplace Safety Insurance Board (WSIB) or Chubb Insurance such as providing additional medical information, functional abilities, returning to your placement if you missed time.

### **Accident Reporting Process if you're a Placement Supervisor**

1. Ensure the student receives the appropriate medical attention.
2. If the accident results in the student requiring:
  - a. Health care by a medical practitioner (e.g. physician, chiropractor, hospital) and/or
  - b. Lost time from the work placement beyond the date of the accident and/or
  - c. Exposure to a communicable disease
3. Complete the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim shown below.

<https://forms.mgcs.gov.on.ca/en/dataset/022-13-1352>

4. If you are an employer covered under the WSIA, complete the WSIB Employers' Report of Injury/Disease (Form 7) shown below. Please **do not** complete Section B of the WSIB Form 7. This section will be completed by Toronto Metropolitan University.

[https://www.wsib.ca/sites/default/files/2024-12/0007a\\_202412\\_employersreportofinjury\\_web.pdf](https://www.wsib.ca/sites/default/files/2024-12/0007a_202412_employersreportofinjury_web.pdf)

5. If you are an employer **not** covered under the WSIA, please contact Chubb Insurance at 1-877-772-7797 or email [claims.A\\_H@chubb.com](mailto:claims.A_H@chubb.com) for the appropriate reporting form

6. Complete the applicable sections of the Letter of Authorization to Represent Placement Employer (Appendix C).
7. Forward completed documents to the Toronto Metropolitan Faculty Placement Coordinator within 48 hours of the accident.
8. Provide any additional information/assistance as required to assist with returning the student to the work placement.

### **Accident Reporting Process if you're a Placement Coordinator**

1. If the accident required first aid only, record the incident in a log, in the event that a report to the WSIB is required in the future.
2. Review and complete the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, the WSIB Form 7 **or** the Chubb Insurance reporting form as applicable.

***The employer information provided in section B on the WSIB Form 7 is shown below.***

***Under the Employer Information:  
Ministry of Colleges and Universities /Toronto Metropolitan University  
(formerly Ryerson)  
350 Victoria Street, Toronto, Ontario***

***The WSIB Firm Number for Toronto Metropolitan University (formerly Ryerson) is 825010***

***Description of Business Activity: Unpaid Student Placement Add  
Program/Name of the Course or Program***

***Branch Address: this is where the student was doing their unpaid student placement (the Placement Employer address)***

3. Complete the training agency's section of the Letter of Authorization to Represent Placement Employer.
4. Fax the following to both the WSIB (fax# 416-344-4684 attention Central Processing Unit) and to the Ministry of Colleges and Universities (Wendy Parsan, Financial and Program Coordinator, Ministry of Colleges and Universities, phone: (416) 414-1384; email: [wendy.parsan@ontario.ca](mailto:wendy.parsan@ontario.ca))
  - a. WSIB Form 7 **or** Chubb Insurance Reporting Form

- b. Letter of Authorization to Represent Placement Employer
  - c. Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form
5. Arrange for the training participant to return to the training program with the appropriate accommodations if required.

**WSIB Process if you're a Placement Coordinator and the Student is covered by TMU's accident insurance plan**

These would be students that do not have coverage provided through MTCU for the following reasons:

- 1. The program is not covered through MTCU's operating grant
- 2. The placement is a TMU student doing their placement at TMU
- 3. The placement employer is located outside Ontario or Canada