

WORKPLACE SAFETY & INSURANCE BOARD (WSIB) OR PRIVATE INSURANCE COVERAGE  
FOR STUDENTS ON UNPAID WORK PLACEMENTS

**Student's Responsibilities**

1. Complete the Student Declaration of Understanding (Appendix A)
2. Complete Health & Safety training as required
3. In the event of a workplace accident during the placement, notify your placement Supervisor and the Toronto Metropolitan University Placement Coordinator

**Placement Supervisor's Responsibilities**

1. Sign the Letter to Placement Employers (Appendix B) and return to the Toronto Metropolitan University Placement Coordinator
2. Follow the accident reporting process in the event of an injury or exposure to a communicable disease during the placement

**Toronto Metropolitan University Placement Coordinator's Responsibilities**

1. Determine whether MAESD or Toronto Metropolitan University will be providing the insurance coverage
2. If MAESD is providing the coverage, keep track of whether the placement employer is covered by the WSIA or not (this information is found on the Letter to Placement Employers). If the employer is not covered by the WSIA, the number of students that are not covered will be collected quarterly.
3. Have the student sign the appropriate Student Declaration
4. Issue, collect and file the signed Letter to Placement Employers to [practicumwsibform@torontomu.ca](mailto:practicumwsibform@torontomu.ca).
5. If Toronto Metropolitan University is providing the insurance coverage, notify Brooke Manzer of the number of students not covered by MAESD
6. Follow the accident reporting process in the event of an injury or exposure to a communicable disease during the placement