

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Student Unpaid Work Placement
<b>NO.:</b>	ACAD -119
<b>RESPONSIBILITY:</b>	Executive Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	March 2021
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	March 2024

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## 1. Introduction

Many Durham College (DC) students complete unpaid work placements as part of their program requirements. DC provides information and resources to support students in ensuring their work placements are in safe and healthy environments. In compliance with Ministry of Colleges and Universities (MCU) guidelines, most students participating in unpaid work placements will have workplace accident/injury coverage should they suffer work-related accidents or illnesses while on unpaid placements.

## 2. Purpose

This policy and procedure outlines DC's framework for ensuring that registered students completing unpaid work placements are informed of the importance of recognizing and ensuring a safe work environment and the actions to take if the work environment is not safe. It also details accident/injury reporting requirements for work-related accidents or work-related illnesses.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Students will be educated about their obligations prior to, and during, their college-approved unpaid work placements.
- 4.2. While on a college-approved unpaid work placement, students must alert their school representative as soon as they become aware of any circumstance that could endanger their health or safety.
- 4.3. While on a college-approved unpaid work placement, students must alert their placement employer and their school representative of any personal accident, injury or illness.
- 4.4. Not all unpaid student work placements are eligible for Workplace Safety and Insurance Board (WSIB) insurance coverage, such as international students completing unpaid work placements in their home countries. Students

participating in unpaid work placements at their own post-secondary institution are covered by Chubb Insurance.

- 4.5. Information pertaining to unpaid student work placements will be documented using college-approved templates and/or forms.
- 4.6. Audits to ensure compliance with MCU guidelines regarding unpaid student work placement will be conducted annually by the Office of Risk Management.

## **5. Procedure**

### **5.1. Pre-Placement and During Placement**

- 5.1.1. Students must comply with the expectations for placement in accordance with placement employer requirements, which vary by program. Placement employers may require specific pre-placement documentation including, but not limited to: criminal reference checks; immunizations; and/or First Aid certification.
- 5.1.2. Students must provide proof of completion of all mandatory legislated training and submit the Student Declaration of Understanding Form before beginning an unpaid work placement, as per program requirements. Additional documentation may be required.
- 5.1.3. Once a potential placement employer has been identified, the designated school representative will ensure the completion of:
  - a Student Placement Agreement or equivalent;
  - the Employer Health and Safety Pre-Placement Site Checklist; and
  - the Letter to Placement Employers.

In situations where a student is participating in a remote unpaid work placement, the student is responsible for completing and submitting the Remote Work Health and Safety Pre-Placement Checklist.

- 5.1.4. For students who are completing their unpaid work placements with DC as the placement employer, the designated school representative will complete the Stand-Alone Student Insurance Plan form and submit it to the Office of Risk Management.
- 5.1.5. On the first day of placement, students and placement employers will review the Unpaid Work Placement Student Health and Safety Checklist, initial, sign, date the form, then submit it to the designated school representative within 48 hours of the student beginning placement.

- 5.1.6. The designated school representative will compile a list of students on unpaid work placements each semester, for access by the Office of Risk Management.
- 5.1.7. The designated school representative will maintain copies of all completed unpaid work placement-related documentation.

## 5.2. Accident Reporting Requirements

- 5.2.1. Students who experience a personal accident, illness or injury while participating in an unpaid student work placement must complete and submit the Durham College Accident/Injury Report to the designated school representative within 24 hours of the accident, illness or injury occurring. Students are also responsible for reporting personal accidents, illnesses or injuries to their work placement employer, as per their employer's requirements.
- 5.2.2. Should a student accident, injury or illness occur, the designated school representative will inform the placement employer of all reporting requirements.
- 5.2.3. Within three (3) days from notification of a work-related reportable accident, injury or illness, the placement employer must complete WSIB Form 7 Employer's Report and the Authorization to Represent Placement Employer Form, and submit them to the designated school representative.
- 5.2.4. Where required, the Office of Risk Management will submit appropriate documentation to MCU and WSIB. Students are responsible for submitting appropriate documentation to Chubb Insurance.
- 5.2.5. Students unable to continue with their unpaid work placements due to a work-related accident, injury or illness, including those students seeking medical treatment after an initial report of accident, injury or illness, must report this to their designated school representative. The designated school representative will notify the Executive Dean/Dean/Associate Dean or designate and the Office of Risk Management. Additional insurance reporting may be required.
- 5.2.6. Depending on the nature of the injury or illness, students may be required to obtain and submit documentation of medical fitness to their designated school representative prior to resuming their unpaid work placement.
- 5.2.7. All documentation pertaining to student accidents, injuries or illnesses during unpaid work placements will be retained in the school office and in the Office of Risk Management.

### 5.3. Incident Reporting Requirements

- 5.3.1. Students must immediately report to their placement employer any incident they have witnessed or were involved in that does not result in injury to themselves.
- 5.3.2. Students must also complete a Placement Student Incident Report and submit it to the appropriate school's Associate Dean within three (3) days of the incident occurring.

### 5.4. MCU Reporting Requirements

- 5.4.1. After each semester, academic schools will compile data on the number of students covered by Chubb Insurance who participated in unpaid work placements, including the actual hours of placement completed, and submit this information to DC's Health and Safety Officer. This data will be provided to MCU upon request.
- 5.4.2. International students attending DC on a visa study authorization will have their work placement data reported to MCU separately.

## 6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice-President, Academic to ensure that the Student Unpaid Work Placement policy and procedure is fully implemented.
- 6.2. It is the responsibility of the designated school representative to ensure that all placement documentation is completed and that students and placement employers are aware of procedures relevant to unpaid work placements.
- 6.3. It is the responsibility of the Office of Risk Management to conduct annual audits of unpaid student placement files.
- 6.4. It is the responsibility of placement employers to ensure students are working in safe environments, to provide students with all necessary safety equipment, and to notify the designated school representative in the event of a work-related accident, injury or illness.
- 6.5. It is the responsibility of placement students to follow all health and safety protocols while participating in unpaid work placements, and to immediately notify their placement employers and designated school representatives of any work-related incident, accident, injury or illness. Students participating in remote unpaid work placements are also responsible for ensuring a safe work environment.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

Non-compliance with this policy may impact students' health and safety during unpaid work placements, and could jeopardize the reputation of the College.

## **9. Communications plan**

A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

- *Ontario Workplace Safety and Insurance Act*
- *Ontario Occupational Health & Safety Act*
- Ministry Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements
- Letter to Placement Employers
- Student Declaration of Understanding Form
- COVID Informed Consent and Assumption of Risk Form
- Student Placement Agreement templates
- Employer Health and Safety Pre-Placement Site Checklist
- Unpaid Work Placement Student Health and Safety Checklist
- Remote Work Health and Safety Pre-Placement Checklist
- Chubb Insurance Brochure 08-21-06 The Accident Insurance Plan Supporting Training Participants, PolicySG10284501 (Ministry Insurance)
- Chubb Insurance Brochure – Occupational Accidental Death & Dismemberment Insurance, Policy SG10457101 (College Insurance)
- Stand-Alone Student Insurance Plan Form
- Letter of Authorization to Represent Placement Employer
- WSIB Employer's Report of Injury/Disease (Form 7)
- Durham College Accident/Injury Report
- Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form
- Placement Student Incident Report