

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Student Unpaid Work Placement
<b>NO.:</b>	ACAD -119
<b>RESPONSIBILITY:</b>	Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	June 2024
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	June 2027

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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 outline DC's framework for ensuring that registered students completing unpaid work placements are aware of: the importance of ensuring a safe working environment; the actions to take if the work environment is not safe; and how to report accidents, illnesses or injuries.

## 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 designated Faculty 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 host and their designated Faculty 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 DC 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 host requirements, which vary by program and placement site. Placement hosts may require DC to ensure specific pre-placement certifications or documentation is current including, but not limited to: criminal reference checks; vulnerable sector checks; Mental Health First Aid; immunizations; and/or First Aid.
- 5.1.2. Students must provide proof of completion of all mandatory training noted in the placement information package and submit the Student Declaration of Understanding Form before beginning an unpaid work placement, as per program requirements. Specific onboarding requirements may be necessary before beginning, or at the start of, an unpaid work placement.
- 5.1.3. Once a potential placement host has been identified, the designated Faculty representative will ensure the completion of:
  - a Student Placement Agreement or equivalent;
  - the Health and Safety Pre-Placement Site Checklist; and
  - the Letter to Placement Hosts.
- 5.1.4. 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.
- 5.1.5. For students who are completing their unpaid work placements with DC as the placement host, the designated Faculty representative will complete the Stand-Alone Student Insurance Plan form and submit it to the Office of Risk Management.

- 5.1.6. On the first day of unpaid work placement, students and placement hosts will review the Unpaid Work Placement Student Health and Safety Checklist, initial, sign, date the form, then submit it to the designated Faculty representative within 48 hours of the student beginning unpaid work placement.
- 5.1.7. The designated Faculty representative will compile a list of students on unpaid work placements each semester, for access by the Office of Risk Management.
- 5.1.8. The designated Faculty representative will maintain copies of 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 ensure the completion and submission of the online DC Accident/Injury Report form 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 host, as per their host's requirements.
- 5.2.2. Should a student accident, injury or illness occur, the designated Faculty representative will collaborate with the placement host on all reporting requirements and immediately request the completion of the Authorization to Represent Placement Host form.
- 5.2.3. Once the form is completed, DC's internal accident reporting process is initiated, including all WSIB and other reporting requirements as appropriate.
- 5.2.3. Where required, the Environmental Health and Safety Officer and the Office of Risk Management will submit appropriate documentation to MCU and WSIB. Students are responsible for submitting appropriate documentation to Chubb Insurance, upon request.
- 5.2.4. Students unable to continue with their unpaid work placements due to work-related accidents, injuries or illnesses, including those students seeking medical treatment after an initial report of an accident, injury or illness, must report this to their designated Faculty representative. The designated Faculty representative will notify the Executive Dean/Dean/Associate Dean and the Office of Risk Management, and provide course and program completion options to the student.

- 5.2.5. Depending on the nature of the injury or illness, students may be required to obtain and submit documentation of medical clearance to the Environmental Health and Safety Officer prior to resuming their unpaid work placement. The Environmental Health and Safety Officer will inform the designated Faculty representative in a timely manner of a student's return to their unpaid work placement.
- 5.2.6. Documentation pertaining to student accidents, injuries or illnesses during unpaid work placements will be retained in the Faculty office and by the Environmental, Health and Safety Officer.
- 5.3. Incident Reporting Requirements
  - 5.3.1. Students must immediately inform their unpaid work placement host of any reportable 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 their designated Faculty representative within three (3) days of the incident occurring.
- 5.4. MCU Reporting Requirements
  - 5.4.1. After each semester, academic Faculties 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 Environmental, 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.

## **6. Roles and responsibilities**

- 6.1. It is the responsibility of the Vice-President, Academic to ensure that this policy and procedure is fully implemented.
- 6.2. It is the responsibility of the designated Faculty representatives to ensure that all placement documentation is completed and that students and placement hosts 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 hosts to ensure students are working in safe environments, to provide students with all necessary safety equipment, and to notify the relevant designated Faculty representative in the event of a work-related accident, injury or illness.
- 6.5. It is the responsibility of students to follow all health and safety protocols while participating in unpaid work placements, and to immediately notify their placement hosts and designated Faculty representatives of any work-related incident, accident, injury, illness or safety concern. Students participating in remote unpaid work placements are also responsible for ensuring a safe work environment.
- 6.6. It is the responsibility of the Environmental Health and Safety Officer to support reporting requirements in the event of an accident, injury or illness during unpaid work placements, and to communicate to designated Faculty representatives when students are medically cleared to return to an unpaid work placement.

## **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 Multi-Year Accessibility Plan.

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

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

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

- Authorization to Represent Placement Host form
- Chubb Insurance Brochure 08-21-06 The Accident Insurance Plan Supporting Training Participants (Ministry Insurance)
- Chubb Insurance Brochure – Occupational Accidental Death & Dismemberment Insurance (College Insurance)
- Durham College Accident/Injury Report
- Host Health and Safety Pre-Placement Site Checklist
- Letter to Placement Hosts
- Ministry Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements
- *Ontario Occupational Health & Safety Act*
- Placement Student Incident Report
- Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form

- Remote Work Health and Safety Pre-Placement Checklist
- Stand-Alone Student Insurance Plan Form
- Student Declaration of Understanding Form
- Student Placement Agreement templates
- Unpaid Work Placement Student Health and Safety Checklist
- *Workplace Safety and Insurance Act*
- WSIB Employer's Report of Injury/Disease (Form 7)