



UNIVERSITY OF TORONTO
LESLIE DAN FACULTY OF PHARMACY

Letter to Placement Employers
Process for Workplace Safety and Insurance Board coverage:

The Ministry of Advanced Education and Skills Development (MAESD) has implemented a new streamlined process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study. Students that are completing placements that are not required for the completion of their academic program of study, but that are for academic credit, are also covered for workplace insurance through policies maintained by the University of Toronto.

WSIB coverage is provided, for the cost of benefits provided to Student Trainees, by the MAESD or the University of Toronto, for students who are enrolled in an approved program at the University of Toronto, Leslie Dan Faculty of Pharmacy and participating in unpaid work placements with employers who are either compulsorily covered or have voluntarily applied to have Workplace Safety and Insurance Board (WSIB) coverage.

ACE-INA Insurance coverage is also provided for Student Trainees enrolled in an approved program at University of Toronto, Leslie Dan Faculty of Pharmacy and participating in unpaid work placements with employers that are not required to have compulsory coverage under the Workplace Safety and Insurance Act.

In the event of an injury to a Student Trainee, please notify the Career and Development Placement Coordinator at the Office of Experiential Education - Leslie Dan faculty of Pharmacy immediately by completing and returning the UofT Accident Report (attached). The Career and Development Placement Coordinator will ensure that the appropriate reporting protocol is followed based on insurance type. In the event that the workplace insurance is paid for by the MAESD there will be additional forms for you to complete.

Francine Phillips-Sheldon - Career Development and Placement Coordinator

T: (416) 978-0280 | E: francine.phillips.sheldon@utoronto.ca

Katya Barrios- Career Development and Placement Coordinator

T: (416) 978-1873 | E: katya.barrios@utoronto.ca

Declaration

By signature of an authorized representative here under we confirm our understanding of our responsibility to protect Student Trainees from health and safety hazards in our workplace by providing a safe working environment, health and safety orientation prior to exposure of hazards (attached checklist may be used) and appropriate supervision during their placement. We also confirm our commitment to immediately report any workplace injuries or disease to the student’s university and follow WSIB and ACE-INA reporting procedures found in the MAESD “Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements.”

Organization:	Name:
Title:	Signature:
Date:	
Employer’s organization is covered under the Workplace Safety & Insurance Board? <input type="checkbox"/> Yes <input type="checkbox"/> No	

A signed copy of this document is to be returned to the University of Toronto Leslie Dan Faculty of Pharmacy Office of Experiential Education Office (OEE) francine.phillips.sheldon@utoronto.ca or katya.barrios@utoronto.ca prior to the commencement of the work/education placement, and a copy is to be kept by the placement employer.

Process for Workplace Safety and Insurance Board or Private Insurance Coverage

- I. The Ministry of Advanced Education and Skills Development (MAESD) has implemented a new streamlined process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study. All sites are required to review and sign the attached **Letter to Placement Employers** to confirm whether their site has WSIB coverage for students on an unpaid placement, and is aware of the relevant WSIB reporting procedures in the event of a student injury/illness. Please email the [Letter to Placement Employers](#) to the Office of Experiential Education (OEE) oee.phm@utoronto.ca.
- II. In the event of an injury/illness/disease sustained by a Pharmacy student, as a result of a work placement incident, while participating in an unpaid work placement at an experiential placement site, the placement site/preceptor is required to:
 - a) Advise the student to seek appropriate medical attention as required (e.g. hospital emergency department, placement's health clinic, external clinic, family physician)
 - b) Follow the injury/illness response and reporting process of the Placement Site and inform their immediate supervisor of the incident
 - c) Within 24 hours of the incident occurring immediately notify the student's assigned Career Development and Placement Coordinator within the Office of Experiential Education at the University of Toronto. Sites are required to work with the Career Development and Placement Coordinators within the OEE to provide information to coordinate the completion of the appropriate forms:
 - [University of Toronto Student on Unpaid Work Placements Accident Report form](#)
 - [Letter of Authorization to Represent Employer form](#)
 - [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form](#)
 - d) Please note that if a placement student, as a result of a work-related accident or work-related illness, is unable to attend the placement, or seeks medical treatment after the initial report of accident, the student must advise his or her Career Development & Placement Coordinator
- III. Sites can use the following optional forms as a guide to ensure that safety measures are in place, and that students receive training in safe work practices:
 - [Pre-Placement Due Diligence Checklist](#) - is intended to assist the Placement Site with identifying workplace hazards which the students should receive training on.
 - [Pre-Placement Safety Orientation Checklist](#) - is a per-student checklist that can be saved as a safety training record to identify unsafe exposures in facilities/locations where students may be required to work

If you require any additional information regarding the WSIB process, or need assistance completing any of the forms, please contact the following Career Development and Placement Coordinators during regular business hours:

Francine Phillips-Sheldon - Career Development & Placement Coordinator, Office of Experiential Education

T: (416) 978-0280 | E: francine.phillips.sheldon@utoronto.ca

Katya Barrios- Career Development and Placement Coordinator, Office of Experiential Education

T: (416) 978-1873 | E: katya.barrrios@utoronto.ca

For any issues that arise outside the normal hours of work, please contact the Director of Experiential Education via email at marvin.james@utoronto.ca

Required documents can also be found at: <http://www.pharmacy.utoronto.ca/oee/policies#wsib>