

Policy History
<b>Policy No.</b> HR10
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance & Administration
<b>Effective Date:</b> July 9, 1997

## Workers' Compensation Board Coverage / Students Policy

Pursuant to Section 3, Part 6 of the Workers' Compensation Act, coverage is provided:

- a. to all enrolled students while participating in the '*practicum*' component of all programs offered by the provincial colleges and institutes regardless of the source of funding for the programs.

A *practicum* is defined as:

- o an assigned work experience component of a program which is sanctioned by the institution; and
  - o unpaid and supervised work experience which takes place at the host employer's premises or place of business.
- b. to student apprentices while attending the classroom/lab/shop instruction for the technical training component of an Apprenticeship Program.

and as such, are eligible for benefits in the event of accidental injury.

### PROCEDURAL GUIDELINES

1. The Vice-President Academic is responsible for advising Human Resource Services of apprenticeship programs and programs with approved unpaid work practicums new to the University.
2. Human Resource Services is responsible for maintaining a listing of all University designated apprenticeship programs and programs with approved unpaid work practicums with coverage.
3. The instructor is responsible for advising students that all work-related injuries sustained on University premises or during a work/practicum experience not taking place on University premises be reported to the instructor the day of injury.

4. The instructor is responsible for completing and submitting a Report of Injury Form to Human Resource Services, immediately upon becoming aware that a student has suffered a work-related injury during their course of studies.
5. Human Resource Services is responsible for completing and submitting a Form 7 to the Ministry of Advanced Education within 3 days of injury or immediately upon receipt of the Report of Injury Form.