

Ministry of Education

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Memorandum To: Directors of Education
Principals/Directors of School Authorities
Executive Director of Provincial and Demonstration
Schools Branch

From: Bruce Rodrigues
Deputy Minister

Date: May 7, 2018

Subject: Policy/Program Memorandum No. 76A: Workplace Safety
and Insurance Coverage for Students in Work Education
Programs

Please find attached the revised PPM No. 76A entitled *Workplace Safety and Insurance Coverage for Students in Work Education Programs*. This memorandum replaces Policy/Program Memorandum No. 76A, September 2000 **as of August 1, 2018**.

PPM No.76A is referenced in *The Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018* (<http://www.edu.gov.on.ca/eng/curriculum/secondary/cooperative-education.html>). This document sets out curriculum and implementation policy related to cooperative education. It replaces *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*.

The Ministry of Education currently provides coverage under the Workplace Safety and Insurance Act (WSIA) for students, including adult learners, who are participating in various work education programs (also referred to as experiential learning programs) where the student is considered a worker. Such programs encompass short-term opportunities such as work experience, longer-term opportunities such as cooperative education, and the work placements that may comprise all or part of some students' individualized programs in Supervised Alternative Learning (SAL).

PPM No. 76A provides direction to school boards and schools concerning:

- the process and procedures involved in ensuring WSIA coverage for students;
- the conditions of WSIA coverage;
- information regarding Workplace Safety and Insurance Board (WSIB) benefits; and,
- the reporting procedures required by WSIB in order to process a claim for a workplace injury or disease.

In addition, information is provided on the process that is required for school boards to submit an annual data report related to the number of hours for which the ministry has provided workplace safety and insurance coverage for students.

Revisions reflect changes in Ministry of Education programs and policies (e.g., cooperative education, Supervised Alternative Learning (SAL)), new language used in WSIA and by the Workplace Safety and Insurance Board (WSIB) and amendments made to the *Occupational Health and Safety Act (OHSA)*. Bill 18, *Stronger Workplaces for a Stronger Economy Act, 2014* expanded the definition of a worker so that OHSA protections now apply to unpaid secondary school students who are participating in a work education or experiential learning program.

The revisions to PPM No. 76A are also reflective of engagements with educators and other stakeholders, including relevant subject associations and the Initiatives Committee – Highly Skilled Workforce Sub-Committee regarding the cooperative education curriculum and policy.

The main revisions to PPM No. 76A include:

- Providing direction to school boards and schools on WSIA coverage for students participating in work education or experiential learning programs who are not receiving wages and for students who are receiving wages;
- WSIA coverage is now provided by the Ministry of Education for students who are not receiving wages and whose work placement is located on school board property when they are supervised by teaching or non-teaching staff members (e.g., teachers, building custodians, electrical maintenance supervisors, audio-visual technicians, or purchasing offers); and
- Reporting Procedures and Claims: There is a fine for late filing of a Form 7 report to WSIB, and the school board is responsible for paying the fee. If the school board does not pay the late filing fee, the ministry will be required to pay it and will seek to recover the fee directly from the school board.

Questions may be directed to your regional ministry office.

We look forward to continuing our work together in providing meaningful experiential learning opportunities for Ontario's students.

Thank you for your ongoing leadership and support.



Bruce Rodrigues
Deputy Minister

Attachments:

- Policy/Program Memorandum No. 76A: Workplace Safety and Insurance Coverage for Students in Work Education Programs

cc: Martyn Beckett, Assistant Deputy Minister, Student Achievement Division
Marg Connor, Director, Program Implementation Branch
Rachel Ryerson, Manager, Program and Skills Unit
Denys Giguère, Assistant Deputy Minister, French Language Teaching, Learning and Achievement Division
Luc Davet, Director, French Language Teaching and Learning Branch
Bruce Shaw, Director, Student Achievement Support Branch
Shirley Kendrick, Assistant Deputy Minister, Student Support and Field Services Division
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Regional Office Managers