

# REPORTING WORKPLACE INJURIES AND ILLNESS FOR UNPAID CO-OP STUDENTS

In the unfortunate event that one of your co-op students is involved in a workplace accident, or develops a work-related illness, you may need to submit a **Form 7 Employer's Report of Injury/Illness** to the Workplace Safety and Insurance Board (WSIB).

This info sheet will help you to determine:

- 1) Whether your student is covered by the WSIB.
- 2) Whether you need to submit a Form 7 Employer's Report of Injury/Illness.
- 3) How to submit your form.

**Please note:** If you determine that you do need to submit a Form 7, you/your school is responsible for submitting the form (not the placement host). For unpaid students the 'employer' should be listed as the Ministry of Education in box "B".

## 1) Is your student covered by the WSIB?

### At the time of the incident, was your co-op student:

- Performing work assigned by the co-op employer (placement host) under the supervision of a training supervisor?
- Travelling as required to perform the work assigned by the co-op employer (placement host)?
- Working at a placement outside Ontario, where the injury occurred within the first 6 months of placement, or beyond 6 months if the WSIB approved an extension of coverage?
- Working on school board property while being supervised by non-teaching staff?

**If you have checked off at least 1 of the above boxes, your student IS likely covered under the Workplace Safety and Insurance Act (WSIA), and you may need to submit a Form 7, because your student may be entitled to benefits.**

## 2) Do you need to submit a Form 7 Employer's Report of Injury/Illness to the WSIB?

YES	NO
<input type="checkbox"/> Your co-op student requires attention from a health care practitioner (the care required is more than first aid*)	<input type="checkbox"/> Your co-op student only needs first aid*
<input type="checkbox"/> Your co-op student is absent from their co-op placement as a result of a work-related injury or illness	<input type="checkbox"/> Your co-op student received first aid*, and requires modified work at their co-op placement <b>for seven calendar days</b> or less following the date of the injury or illness
<input type="checkbox"/> Your co-op student requires modified work at their co-op placement for <b>more than seven calendar days</b> following the date of the injury or illness	<input type="checkbox"/> Your co-op student requires modified work at their co-op placement for seven calendar days or less following the date of injury or illness

\*First aid is one-time treatment or care that does not require the skills of a health care practitioner.

**If you have checked off at least 1 of the above boxes under "YES", you must submit a Form 7.**

# REPORTING WORKPLACE INJURIES AND ILLNESS FOR **UNPAID CO-OP STUDENTS**

## 3) Submitting your Form 7

### Reporting Obligations

If you've determined that you do need to submit a Form 7, the WSIB needs to receive the completed Form 7 within seven business days of you learning of the situation.

If your covered student does not seek health care, but requires modified work for more than seven calendar days following a workplace accident, then you will still need to submit a Form 7. In this case, starting the 8th calendar day after the workplace accident, you have seven business days to submit your report.



**Please note:** Workers must receive a copy of the Form 7 that is provided to the WSIB (including any additional information provided by the employer).

### Has a workplace injury or illness at a co-op placement affected your student's ability to work their regular part-time job?

If so, please call us at 1-800-387-0750 (TTY1-800-387-0050) and a WSIB representative will be happy to help you to determine whether or not you need to submit a Form 7.

### How to submit

- A) Download a copy of the Form 7 Report of Injury/Illness from our website at **www.wsib.on.ca**.
  - B) Fill in the form, and please ensure that you use **the Ministry of Education's information as the employer in box 'B'**.
  - C) Send a copy along with the student's Work Education Agreement to the WSIB. You can do this by:
    - **Fax** 1-888-313-7373
    - **Mail** 200 Front St. W, Toronto ON M5V 3J1
    - **Phone** 1-800-387-0750. Our Customer Service Representatives will take you through the Form 7 over the phone, and can answer any questions you may have.
- Please note: For co-op students we ask that you please do not submit your Form 7 online.**
- D) Send a copy to the **Ministry of Education** at 416-325-2552.
  - E) **Keep a copy for your records.**

If you have any questions, or need more information, please either visit our website at **wsib.on.ca**, or contact us at **1-800-387-0750** (TTY 1-800-387-0050).