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?

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

*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.
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 (TTY 1-800-387-0050) 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).