

McMASTER FACULTY OF HEALTH SCIENCES INCIDENT/INJURY REPORTING PROCEDURES

The Ministry of Colleges and Universities (MCU) is Ontario's publicly funded Colleges and Universities (Training Agencies) for students participating in unpaid work placements. MCU manages students' unpaid work placements in accordance with Workplace Safety and Insurance Board (WSIB) policy and procedures as well as with [MCU guidelines](#). CHUBB Insurance Company of Canada is also available for students on unpaid placements in other Canadian jurisdictions (outside of Ontario). CHUBB is a private insurance company retained by the Government of Ontario. Further information regarding unpaid student placement guidelines and FAQ's can be found on the [Unpaid Student Placements webpage](#).

To report an accident or illness that occurred during an unpaid placement, the following steps are required following appropriate emergency treatment/first aid:

ROLE OF STUDENT

- Report the injury/illness to the Clinical Education team (hamilj13@mcmaster.ca and slpadmin@mcmaster.ca), the Program Manager (gasewijw@mcmaster.ca), and the Clinical Instructor
- Complete and submit the McMaster University [Injury/Incident Report](#) to the FHS Safety Office (fhssso@mcmaster.ca), slpadmin@mcmaster.ca, and Program Manager (gasewijw@mcmaster.ca)

ROLE OF FHS SAFETY OFFICE

- Notify Employee Health Services (EHS)
- Receive incident reports – review and forward to Environmental & Occupational Health Support Services (EOHSS) as appropriate
- For Healthcare (HC) or Lost Time (LT) claims (if the student seeks health care, loses time from work, and/or requires accommodation as a result of a workplace injury/illness), the FHS Safety Office will:
 - Notify EHS consultant of any HC/LT claims
 - Liaise with the Clinical Education team, Program Manager, Placement Coordinators, Students, and EHS consultants to obtain necessary information for MCU or CHUBB claims
 - Facilitate completion of the *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim* form
 - Facilitate completion of the *Letter of Authorization to Represent Employer*
 - Provide copies of completed forms to the appropriate EHS consultant

ROLE OF PLACEMENT SITE

- Within 72 hours, complete the *Letter of Authorization to Represent Employer* (obtain from the Program Manager gasewijw@mcmaster.ca) and send it to the FHS Safety Office fhssso@mcmaster.ca
- Work with McMaster University to accommodate the student's return to the placement as appropriate

ROLE OF EMPLOYEE HEALTH SERVICES

- Review information received from FHS Safety Office: Injury/Incident Report form, the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, and the Letter of Authorization to Represent Employer form
- Complete the WSIB claim form (Form 7 etc.) and submit Form 7 and appropriate forms to MCU/CHUBB
- Copy of the forms goes to: Student, the MCU/CHUBB, and FHS Safety Office
- Submit all requested information to the WSIB and MCU/CHUBB