

Coverage for Students Participating in a Work-Integrated Learning Assignment

Fact Sheet for Host Organizations

The Ministry of Advanced Education and the Workers' Compensation Board (WCB) have renewed an Agreement (the Agreement) that provides workers' compensation coverage to eligible post-secondary students undertaking work-integrated learning assignments in Saskatchewan. The renewal of the Agreement includes changes to the injury reporting procedures, which directly apply to organizations that host post-secondary students.

What is the WCB?

The WCB is the provincial agency that delivers workplace insurance to Saskatchewan employers and benefits to Saskatchewan workers when they are hurt or in the rare event of a fatal injury at work. WCB coverage is a **no-fault system**, meaning the fault doesn't have to be proven for injured workers to get benefits. The worker and employer/host organization waive the right to sue.

What is a work-integrated learning assignment?

A work-integrated learning assignment refers to an educational program, or a component of a program, offered by a post-secondary institution identified in Schedules "A" and "B" of the [Agreement](#), whereby students are engaged with a host organization without pay for more than one day in the performance of work normally undertaken by the host organization for the purpose of learning.

How do I ensure that post-secondary students placed on a work-integrated learning assignment at my organization have valid workers' compensation coverage?

As the host organization, you must be registered with the WCB.

In order for students to have valid WCB coverage, they must complete the Consents and Waiver of Liability form with their post-secondary institution prior to commencing any work-integrated learning assignments. This responsibility falls on both the post-secondary institutions and the students.

By completing and signing the Consents and Waiver of Liability form, students registered at eligible post-secondary institutions acknowledge that they are considered workers of the Ministry of Advanced Education during the course of their work-integrated learning assignment, that they accept the terms and conditions of workers' compensation coverage, and that they and their

dependents waive their right to sue the host organization or any other worker in the event of injury or death.

NOTE: As the official employer, the Ministry of Advanced Education is responsible for paying all WCB premiums for these students.

What are my responsibilities as the host organization?

According to *The Workers' Compensation Act, 2013*, host organizations must immediately respond to student injuries and report them to the WCB within **five** days of any incident.

In the event of student injury, the following steps must be taken:

STEP 1: Make sure the student receives immediate and appropriate medical attention and inform the post-secondary institution.

- Provide first aid for any injured student.
- If needed, arrange immediate transportation (such as an ambulance) to the nearest medical facility (such as a hospital, medical clinic, doctor's office) so that the student can receive appropriate treatment from a qualified health care professional.
- Inform the student's post-secondary institution of the incident.

STEP 2: Immediately report and provide full details of the injury to the student's post-secondary institution.

STEP 3: Report the injury to the WCB within five days of the incident, by submitting the Employer's Report of Injury (E1) form.

- The E1 form can be filled out and submitted [online](#). **Please indicate "student" in the occupation field.**
- Host organizations will be able to attach documentation with the E1 submission which may include pictures related to the student's injury, incident reports, or medical notes.

- Print/save two copies: one for your records and the other for the post-secondary institution. Click “Submit” to automatically send the report to the WCB.

STEP 4: Provide a copy of the E1 form and all supporting documents to the student’s post-secondary institution.

Note: Host organizations are responsible for submitting the E1 in order to facilitate timely and accurate submissions. However, both the host organization and the student must report the details of any injury to the post-secondary institution immediately after it has occurred.

What type of coverage does the WCB provide to students engaged in work-integrated learning assignments?

WCB provides benefits and assistance to injured workers, depending on the medical and vocational needs of the situation. For a full list of WCB benefits, see their [website](#).

- The WCB pays for medical treatment, hospital care, prescription drugs and medical supplies.
- No payment for loss of earnings will be made during a school term or a training period unless actual loss of earnings is demonstrated.
- In the event of a fatality, benefits to dependents will be based on the provisions of *The Workers’ Compensation Act, 2013*.

Coverage Exclusions

WCB coverage is not in effect for students on work-integrated learning assignments that:

- take place outside of Saskatchewan; or,
- take place on a First Nation in Saskatchewan, or in an industry or occupation excluded from coverage under the Act, unless the First Nation or host organization has applied to the WCB for inclusion under section 3 of the Act and the WCB has approved said application.

Additionally, WCB coverage is not provided for an injury occurring on a post-secondary institution’s premises unless the injury arises out of and in the course of a work-integrated learning assignment.

For a full list of excluded industries please see [*The Workers’ Compensation Act, 2013: Miscellaneous Regulations*](#).

For any questions or clarification about eligibility, please contact the WCB Employer Services Department.

- **Email:** employerservices@wcbask.com
- **Telephone:** 306-787-4370
- **Toll free:** 1-800-667-7590

For more information on WCB coverage for students on work-integrated learning assignments, visit www.wcbask.com.

Additional Information

Eligible Institutions

Students registered with any of the [Saskatchewan post-secondary institutions identified in Schedule “A”](#), who pursue a work-integrated learning assignment in Saskatchewan, are eligible for workers’ compensation coverage pursuant to this Agreement.

Programs Part of Interprovincial Agreements

The Government of Saskatchewan holds several inter-provincial agreements to reserve seats for Saskatchewan students in out-of-province programs that are not currently offered in Saskatchewan.

Saskatchewan students occupying reserved seats as part of the inter-provincial agreements with the [identified programs](#) are eligible for workers’ compensation coverage pursuant to this Agreement while they are engaged in a work-integrated learning assignment in Saskatchewan.