



Letter to Placement Sites About Teacher Candidate Incident Insurance Coverage

Dear Principals and Vice-Principals,

This form is to seek your commitment to a number of important health and safety matters related to OISE Teacher Candidates including any workplace injury. If you have questions about the completion of this form, please contact the MT Partnership Coordinator at a.chudleigh@utoronto.ca

Coverage for Teacher Candidates in unpaid placements is funded by the Ministry of Training, Colleges and Universities (MTCU) and not by the placement employer¹ or the University of Toronto. The MTCU *Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements* and the claim form are posted on the Ministry’s public website at: <http://www.tcu.gov.on.ca/pepg/publications/placement.html>

Declaration

By signature of an authorized representative (Principal, VP or Designate), the Placement Employer hereby agrees to the following:

1. That it will immediately report to the University any workplace injury or disease involving a Teacher Candidate on an unpaid work placement. Where the Placement Employer is covered by the WSIB, the Placement Employer will comply with all WSIB reporting procedures. If the Placement Employer is not covered by the WSIB, then it will comply with the Chubb reporting procedures found in the MTCU *Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements*.
2. Within three days of learning of a work related accident, Placement Employers that are covered under the Workplace Safety and Insurance Act will provide to the University the incident report, as well as any other necessary information related to the accident, along with a completed Letter of Authorization to Represent the Placement Employer. The University will complete the Form 7.
3. The Placement Employer agrees that it will provide the Teacher Candidate with health and safety training, or verify that they have completed the appropriate health and safety training, and take appropriate precautions to ensure that the Teacher Candidate is supervised in order to protect the Teacher Candidate from health and safety hazards that may be encountered at the placement organization.
4. Upon request, the Placement Employer agrees to provide written confirmation to the University that the Teacher Candidate has received the appropriate health and safety training.
5. In the event of a claim, the Placement Employer agrees that it will review the Teacher Candidate’s restrictions and, where possible, modify the program as required in order to accommodate the Teacher Candidate to facilitate return to the program.

Declaration

By signature of an authorized representative hereunder we confirm our commitment to report any workplace injuries or disease to the student’s college or university.

School & Board:	Date:
Title:	Signature:
Employer’s organization is covered under the Workplace Safety & Insurance Board? ___Yes ___No	

Teacher Candidates: This form needs to be submitted to the MT Practicum Office before the first day of practicum, either by:

- Email mtpracticum@utoronto.ca (scan or attach a photo of the form)
- Fax to 416-926-4746, attention Phillippa Pothemont
- Mail to Phillippa Pothemont, OISE, 252 Bloor St. W., Room 11-104D, Toronto, Ontario, M5S 1V6

¹ This is as WSIB term. It refers to the placement site and does not imply an employment relationship.