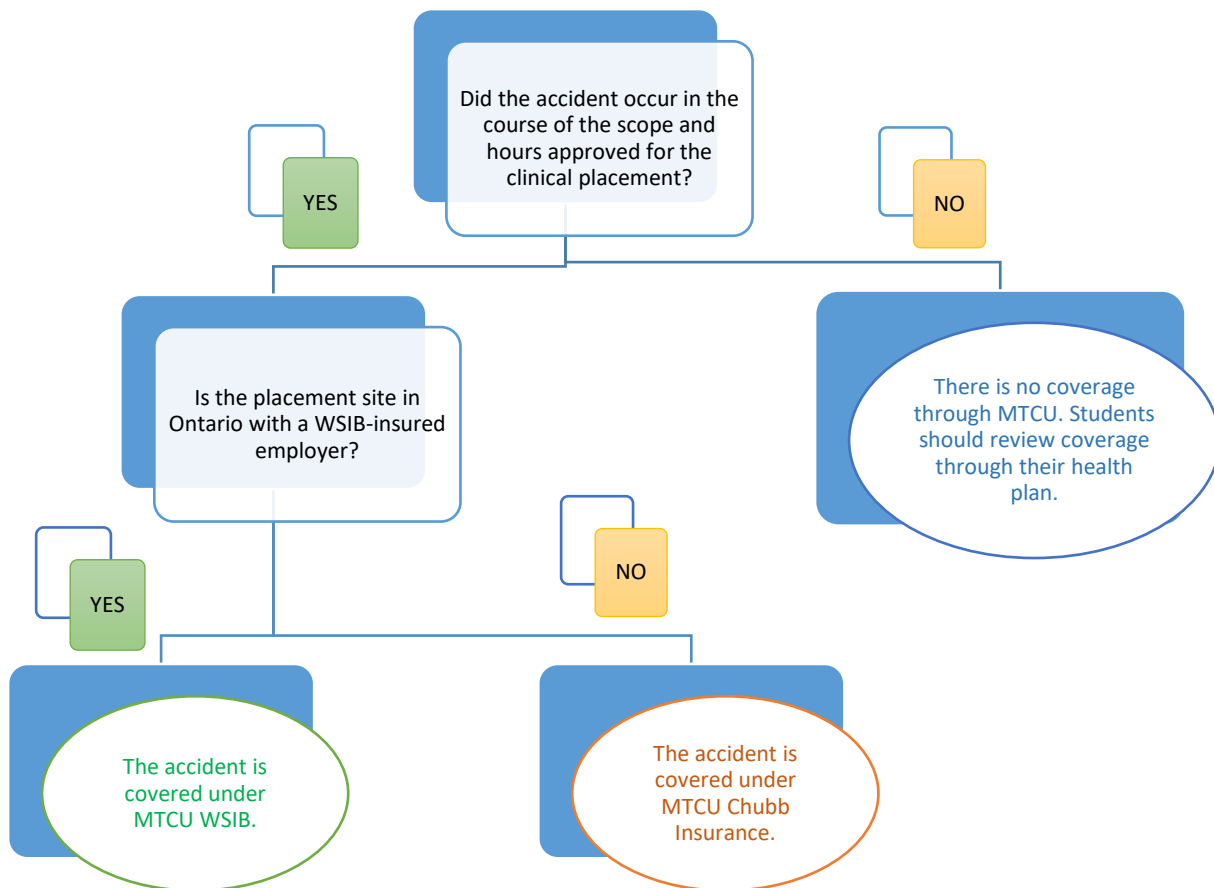


INJURY CLAIMS PROCEDURES

The flowchart below applies to clinical placements that meet the following criteria:

- Student is not paid for the placement
- The placement is authorized by the Director of Clinical Education
- There is an evaluation component to the placement and the student receives academic credit for successful completion of the placement
- Placement is in Canada
- Placement is external to McMaster University*



* If the placement is occurring at McMaster University, and the other criteria are met, coverage is provided through [McMaster University's Private Insurance Program](#).

According to MTCU-WSIB Guidelines and related correspondence, students who must travel between clinical sites (including client locations in the community) for the purposes of clinical placement, whether in their own vehicle or as a passenger in their clinical instructor's vehicle, are covered under MTCU insurance (WSIB or private). In addition, McMaster's liability policy covers the student for third party claims arising from placement-related travel. There is no coverage for driving for non-placement activities (e.g., getting lunch, coffee, making any stops between appointments, elective field trips, etc.).

ROLE OF STUDENT

To report any work-related accident or illness, the following steps are required following appropriate emergency treatment/first aid:

- Immediately report the accident or illness to the Clinical Instructor
- Immediately report the accident or illness to the Program Assistant
- Within 24 hours (up to 72 hours in extenuating circumstances), in conjunction with the Clinical Instructor, complete and submit the McMaster University ***Injury / Incident Report*** <http://www.workingatmcmaster.ca/med/document/injury-incident-report-fillable-1-36.pdf> and send to:
 - FHS Safety Office daybolli@mcmaster.ca (Janet Manella)
 - SRS Program gasewijk@mcmaster.ca* (Currently on leave; should be sent to miuccio@mcmaster.ca , Tim Miuccio)
 - Employee Health Services ehss@mcmaster.ca and cumins@mcmaster.ca
- Complete any additional injury reporting procedures required by the placement site
- Respond appropriately to any and all government or university requests for information
- Keep the Program Assistant informed as your situation changes

ROLES OF PLACEMENT SITE & McMASTER UNIVERSITY

MTCU WSIB Coverage

To report an accident or illness that occurred that is covered by the MTCU WSIB program, the following steps are required following appropriate emergency treatment/first aid:

Role of McMaster University (EOHSS or FHS Safety Office)

- Receive the ***Injury / Incident Report*** from the EOHSS or FHS Safety Office (as submitted by the student and supervisor) and assign an EHS Consultant which shall be communicated back to all parties
- Complete the claim form and submit to WSIB on behalf of placement agency
- Complete the remainder of the MTCU ***Reporting Form*** and submit to the MTCU
- Forward all other required information to the MTCU and WSIB
- Liaise with the Program Coordinators to obtain necessary information for claim submission, and the Program Assistant to follow up with the student

Role of Placement Site

- Within 72 hours, complete the ***Letter of Authorization to Represent Employer*** (obtain from the Program Assistant) and send it to the assigned Employee Health Services consultant
- Work with McMaster University to accommodate the student's return to the placement as appropriate

MTCU Chubb Insurance Coverage

To report an accident or illness that occurred that is covered by the MTCU's private sector insurer, Chubb, the following steps are required following appropriate emergency and/or first aid treatment:

Role of McMaster University (EOHSS or FHS Safety Office)

- Receive the **Injury / Incident Report** from the EOHSS or FHS Safety Office (as submitted by the student and supervisor) and assign an EHS Consultant which shall be communicated back to all parties
- Contact the placement site as needed to obtain information for the Chubb Insurance reporting form
- Submit all necessary forms to Chubb Insurance and the MTCU
- Liaise with the student, placement site, MTCU, and Chubb Insurance as appropriate

Role of Placement Site

- Contact Employee Health Services eoHSS@mcmaster.ca for more information related to Chubb Insurance reporting procedures and forms
- Complete the reporting forms provided and submit them to EHS Consultant
- Work with McMaster University to accommodate the student's return to the placement as appropriate

McMaster University Private Insurance Coverage

To report an accident or illness that occurred that is covered by McMaster University's accident program with the private sector insurer, the following steps are required following appropriate emergency treatment/first aid:

Role of McMaster University (EOHSS or FHS Safety Office)

- Receive the information from the student and the placement site
- Submit all necessary forms to the Private Insurer
- Liaise with the student and placement site, as appropriate

Role of Placement Site

- Contact Employee Health Services eoHSS@mcmaster.ca to obtain a copy of the Private Insurance reporting form
- Complete the reporting form(s) and submit them to eoHSS@mcmaster.ca
- Complete the **Letter of Authorization to Represent the Employer** (obtain from the Program Assistant) and send it to the appropriate Employee Health Services consultant
- Work with McMaster University to accommodate the student's return to the placement as appropriate

Complete MTCU Guidelines are available here:

<http://www.workingatmcmaster.ca/med/document/WSIB-Guidelines-Final-1-36.pdf>