

Effective September 2013, there are two significant changes to practicum insurance coverage for students provided by the University of Victoria.

The university decided to enroll in the Workplace Safety and Insurance Board (WSIB) in Ontario. This change was driven primarily by a requirement of our partners to provide this coverage to our students while participating in practicum placements at their facilities. The WSIB coverage is similar to that of WorksafeBC.

These changes mean that students participating in practicum in BC or Ontario will no longer be provided the university purchased practicum insurance, but will receive coverage through WorkSafeBC or WSIB. Practicum students that are placed outside of these two provinces will continue to be enrolled in the university practicum insurance policy.

Incident Reporting Process:

In the event of catastrophic injury contact Risk Management & Insurance immediately (bmcallis@uvic.ca).

There is a requirement that the university report all injuries suffered by a practicum student as soon as possible to insurers.

The process for a non-catastrophic injury is:

- 1) Student & department complete incident reporting form
- 2) **Form Forwarded to Risk Management & Insurance**
- 3) Risk Management & Insurance submits claim to appropriate insurer
- 4) Insurer Triggers Claims Process

The documentation required to be completed will differ based upon the jurisdiction in which the practicum student is attending. The WSIB/WorkSafeBC Forms are the standard forms so not all sections will be relevant for practicum students although it is necessary to complete them as thoroughly as possible.

The incident reporting forms (attached) are:

- **British Columbia:** WorksafeBC Form 7 (Complete Yellow Highlight)
- **Other Jurisdictions except Ontario:** WorksafeBC Form 7 (Complete Yellow Highlight)