

1.0 POLICY:

Grant MacEwan University (the “University”) has the dual responsibilities of meeting reporting requirements regarding student injury and occupational diseases as legislated by the *Workers' Compensation Act* (Alberta) (the “Act”) and regulations and other Workers' Compensation Boards/Commissions, as well as, informing students about workers' compensation coverage in Alberta and other provinces or territories.

2.0 RATIONALE AND GUIDING PRINCIPLES:

- 2.1 The University has a responsibility for reporting student injury to relevant workers' compensation authorities as legislated by the provinces and territories in Canada. The acts and associated regulations define eligibility for student coverage.
- 2.2 The University has responsibility to inform students about workers' compensation coverage including coverage in Work Integrated Learning (“WIL”) activities.

3.0 SCOPE AND DEFINITIONS

- 3.1 The Act and associated regulations determine eligibility for students considered workers under the Act. This authority includes students who participate in WIL placements.
- 3.2 Out of province placement eligibility for compensation coverage for students considered workers under the Act will depend on terms and conditions as set forth in specific provincial or territorial laws.
- 3.3 University students, who are also University employees and are injured at work or suffer from an occupational disease caused by employment, are covered under policy D1410 Workers' Compensation for Employees.
- 3.4 The Act and associated regulations govern coverage and compensation for eligible workers including those eligible students participating in WIL experiences.
- 3.5 Workers' Compensation Board – Alberta (“WCB”) is the official legislated body in Alberta to which the University must report accidents related to student-workers who suffer an injury or occupational disease. Other provinces or territories have official legislated bodies to which the University may be required to report student-worker injury.

4.0 REGULATIONS:

General Obligations

- 4.1 The Vice President Student Services is responsible for the overall management of this policy and will appoint Student Services staff members to administer this policy.
- 4.2 The designated Student Services staff members are responsible for developing, maintaining and publishing current reporting procedures for this policy and for communicating the same to students and personnel of the University.
- 4.3 Students are responsible for immediate reporting of accidents which cause personal injuries or require medical aid, or if they suffer from an occupational disease to designated instructional faculty members, supervisors or the designated Student Services staff members. Students must also complete and submit appropriate WCB forms to the same designated Student Services staff member.
- 4.4 Designated instructional faculty members, students and other designated University personnel are responsible for immediate reporting of student injuries to their supervisors and designated Student Services staff member. They must also complete and submit appropriate WCB forms to the same designated Student Services staff member.
- 4.5 The designated Student Services staff member is responsible for promptly providing the instructional faculty members and students with appropriate WCB forms. He or she must also submit the same completed WCB forms to the appropriate Workers Compensation Board/Commission within the prescribed number of hours mandated by respective provincial or territorial laws.
- 4.6 The designated Student Services staff member is accountable for assisting all University departments, schools or faculties and service areas with the WCB injury reporting process for students. The designated Student Services staff member is accountable for the timely WCB reporting, according to various jurisdictions' reporting requirements and regulations.
- 4.7 A designated Senior Student Services Officer is accountable for ensuring the WIL Coordinator researches about student WCB claims in WIL activities to maintain currency of related communications.
- 4.8 Information received throughout the student reporting process is sensitive and confidential and may not be shared outside of the reporting process. Information received will be accorded enhanced protections appropriate to its value as

sensitive, personal health information, in compliance with the expectations of the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIP"), the *Health Information Act* (Alberta) and University policies governing the security of records and information.

Obligations for WIL Placements

- 4.9 The WIL Coordinator is responsible to research, develop and update communications related to Student WCB coverage in WIL placements for Alberta and other provinces or territories.
- 4.10 Programs are responsible to inform students of workers' coverage applicable to their placements prior to the commencement of those WIL placements.
- 4.11 Each student is responsible to consult the University WIL WCB Reference Guide to determine his or her coverage status for the WIL placements and complete an Acknowledgement of Compensation Coverage form, where applicable prior to the commencement of the WIL placement.
- 4.12 Chairs are responsible for providing the WIL Coordinator with required information on a timely basis about out of province placements to satisfy those specific reporting requirements.
- 4.13 The WIL Coordinator is responsible to make arrangements to purchase out of province workers' compensation coverage where and when the applicable provincial or territorial law permits, and advise students of workers' compensation coverage status and alternative options.
- 4.14 The WIL Coordinator is accountable for reporting out of province placements to WCB jurisdictions as per their specific reporting requirements.
- 4.15 The WIL Coordinator is responsible for assisting all University Programs, departments and areas with WCB Alberta coverage and out of province WCB coverage, reporting, and any other related processes regarding WIL placements.
- 4.16 In order to assist students or University employees in understanding WCB reporting requirements and workers' compensation coverage for Alberta and other provinces/territories, the University will develop and implement communications and procedures for administering this policy.

FACT SHEET

DATES:

Approval 80.09.18
Review 2019.02

SOURCE:

80.09.18 Approved 80.09.18 by Board Motion 30-5-80/81 (new policy).

85.05 Reissued to update position titles and review date.

97.10.07 Editorial changes approved by President's Council.

03.02.01 Terminology updated – "Vice President, Operations" changed to "Vice President, Resources". Format updated.

2011.02.10 Revisions approved by Board Motion 01-02-10-2010/11.

2014.02.27 Revisions approved by Board Motion 01-02-27-2013/14

IMPLEMENTATION DATE:

January 2, 2014

RELATED POLICIES:

C2060 Work Integrated Learning
C2065 Co-operative Education
D1410 Workers' Compensation for Employees
D7510 Records and Information Management
E1050 Management of Student Records and Information

OTHER RELATED:

Grant MacEwan University Work Integrated Learning WCB Reference Guide
Province of Alberta Workers' Compensation Act and Workers' Compensation Regulations
Alberta Workers' Compensation Board <http://www.wcb.ab.ca>
Freedom of Information and Protection of Privacy Act (Alberta)
Health Information Act (Alberta)