

University of Regina process regarding WCB coverage  
for students in unpaid work-based learning assignments in Saskatchewan

**Student registers in unpaid work placement within Faculty**

Faculty provides host institution with:	<ol style="list-style-type: none"> <li>1. <a href="#">Student Work/Practicum Placement Health &amp; Safety Checklist</a> (to complete and host institution returns to U of R Health, Safety &amp; Wellness)</li> <li>2. <a href="#">WCB Work-Based Learning Fact Sheet</a></li> </ol>
Faculty provides the student with:	<ol style="list-style-type: none"> <li>1. <a href="#">Safety and Your Cooperative Work Experience Information Sheet</a> (Health, Safety &amp; Wellness)</li> <li>2. <a href="#">WCB Integrated Learning Fact Sheet</a></li> <li>3. <a href="#">WCB Consent and Waiver of Liability</a> (student to complete/retained by faculty)</li> </ol>



**Process when an injury occurs in host institution during work placement**

1. Student seeks appropriate medical treatment.	
2. Student informs practicum supervisor as soon as possible and completes both the host institution and U of R <a href="#">Incident Report Form</a> .	
3. If the reported injury required medical attention:	<ul style="list-style-type: none"> <li>• <a href="#">Employer Report of Injury</a> form is completed by host institution and submitted to WCB.</li> <li>• <a href="#">Worker's Report of Injury</a> form is provided to student by host institution to complete and submit to WCB.</li> </ul>
4. A copy of the Employer's Report of Injury (E-1) and Worker's Report of Injury (W-1) must be provided to the Faculty office by the host institution.	
5. WCB adjudicates the claim for benefits and works with the injured student to ensure all eligible benefits are received.	
6. Host institution notifies WCB when student has returned to practicum after injury.	
7. Health, Safety & Wellness (UofR) follows up with student and host institution, as required, to discuss mitigation measures for injury prevention.	