



COOPERATIVE EDUCATION GENERAL INFORMATION FOR EMPLOYERS

The following information contains advice and suggestions for the employer/supervisor of a cooperative education student. Thank you for your contribution toward the education and career preparation of our students.

How are students prepared for the experience at the placement?

Every co-operative education student receives 15-20 hours of pre-placement orientation before arriving at the placement. During pre-placement students are expected to develop an understanding of:

- health and safety awareness which includes WHMIS
- work ethics
- job readiness skills: resume, cover letter, job interview
- confidentiality, problem solving
- school and placement expectations

A student's timetable for a **two credit co-op package** would involve a half day at the placement (either morning or afternoon) and the other half of the day would be spent in classes at school.

The responsibilities of the co-operative education teacher involve:

- meeting with the employer/supervisor to complete a placement assessment before the student begins at the work placement
- attend a monitoring meeting at the placement to establish a personalized placement learning plan. The PPLP identifies the curriculum expectations of the related course and outlines the student's demonstrations of learning (tasks) of the curriculum expectations. Students who are in the OYAP program will also have the MTCU Training Standards included in the PPLP.
- begin the outline for the assessment and evaluation of student performance

The cooperative education teacher will continue regular monitoring meetings (4-6 times throughout the semester-2 credit) to discuss with the student and the supervisor the achievement of the expectations and demonstrations of learning as outlined in the PPLP. The placement supervisor and the co-operative education teacher will also work together to complete two performance appraisals of the student's performance at the placement as well as an assessment of the student's Learning Skills.

Insurance

1. Workplace Safety Insurance Board (WSIB) coverage:

WSIB provides compensation for loss of earnings, healthcare services, rehabilitation services, and disability pensions for employees who are injured in on-the-job accidents. WSIB coverage is provided for students involved in cooperative education programs, work experience, job shadowing/twinning (of more than one day) who are fourteen years of age or older through the Ministry of Education.

The Work Education Agreement MUST be signed by student, parent, placement supervisor and teacher *before* the student begins work and must be returned to the co-operative education teacher. This outlines the dates, times and duration of the placement.

Note: WSIB coverage does not extend to students who are placed as teacher's aides in a school classroom or shop where they are under the supervision of a teacher.

2. Liability Insurance- Who is Insured?

The St. Clair Catholic District School Board maintains liability insurance coverage for co-op students participating in cooperative education programs through the Ontario School Boards' Insurance Exchange (OSBIE)

“The purpose of liability insurance is to protect a person or entity against any legal responsibility arising out of a negligent act or failure to act as a prudent person, both of which cause bodily injury or property damage to another party.”

Students are covered for third party bodily injury and property damage while working within the scope of their co-op duties. The student, employer/company and board employees are protected against damages arising from the student's negligence; the student is protected for damage caused accidentally to the property of the placement while such property is in her/his care, custody or control. There is no coverage for intentional damage or dishonesty of students.

If an employer involves a student in work or activities outside of the program, coverage is not extended. For example, an employer may hire a co-op student to work after scheduled cooperative education hours. As this activity is not part of the co-op education program, there is no coverage through the school board's liability insurance.

Damage to property of employers

The board's liability policy extends coverage to students who damage property in their care, custody and control while involved in a work experience project. It should be noted that there is no coverage for intentional damage or dishonesty of students.

Students working on a non-owned automobile

Students will be protected for accidental and negligent damage they cause to a non-owned vehicle (i.e. not owned by the school board, the employer, the student, or a member of the student's household) while working on it.

Operating Non Owned (Company, Customer) Vehicles

(See Transportation Form for complete details)

It is strongly recommended that Cooperative Education students NOT be required to drive an owned (personal) on non owned (company/customer) vehicle as part of their placement responsibilities.

If a placement supervisor requests that a student operate a non owned (company or customer vehicle) as part of the placement the following information is important:

- this must be specified in the Personalized Placement Learning Plan (PPLP)
- the work placement assumes the associated risk and the **placement's insurance coverage is primary**. The school board has no liability insurance to protect the supervisor/employer or the student for damages arising out of the operation of a licensed vehicle and discourages the operation of vehicles by students
- the company should ensure that full instruction and supervision is provided and that the student has the appropriate classification of driver's licence; the student should be added as an additional driver on the company's automobile insurance policy for the protection of all (check that the company insurance covers drivers under the age of twenty-one (21))
- Students have been instructed not to use their own personal vehicle for company business; if they do so it is at their own risk. The "Standard Automobile Policy for Ontario" dictates insurance coverage for operation of vehicles licensed for the road such that the insurance on the vehicle is primary, which means the owner of the vehicle provides the first \$1M liability. There would be no excess coverage from OSBIE in this case as the vehicle is not being driven on the business of the board.

Operating unlicensed motorized equipment or mobile equipment

Operating unlicensed motorized equipment or mobile equipment is considered to be a high-risk activity for students and is strongly discouraged. Employers are asked to consult with the co-op teacher before any equipment is used by the student and:

- Exercise caution
- Ensure the student has received adequate training
- Ensure the student has achieved any certification (if required)
- Ensure the activity is included on the PPLP as an “employer expectation”

Unlicensed motorized equipment

There is board insurance in place if there is property damage to unlicensed motorized equipment which is not licensed for the road (for example ride-on lawn equipment and fork lift). The board's insurance carrier would treat any claim as property damage and the insurance adjusters would investigate accordingly. Should students be injured as a result of an accident while driving unlicensed motorized equipment they would receive compensation through WSIB.

How many hours will the student attend the workplace?

Co-operative Education students and OYAP students must attend a placement for 110 hours for each credit. Most students earn two credits while participating in co-operative education. Two credit Co-operative Education Placement: The student must attend for 220 hours.

Health & Safety

Each work placement assumes the responsibility of providing a safe working environment with proper industrial safety procedures, of educating the student and expecting her/his compliance in following standard worker health and safety guidelines. Boards of Education are required by the Ministry of Education to take every precaution to assure the safety and protection of students during the co-op component. This includes the student's right to learn and work in an environment free from discrimination and harassment.

Reporting of Injuries

In the event of an accident, the supervisor will:

- Ensure that the student obtains first aid promptly.
- Provide for immediate transportation to a hospital or doctor's office for any injury requiring medical attention. Inform the health care practitioner that this is a cooperative education student.
- Notify as soon as possible the teacher/monitor or appropriate school official who will follow reporting procedures under regulations of Workplace Safety & Insurance Board.
- Record first aid treatment or advice given to student.
- All injuries, however minor should be reported to the teacher.

Student attendance at the placement

Cooperative education students must complete a daily log that outlines the time/day at the placement and the tasks completed. The log is signed each week by the placement supervisor and returned to the student who then submits it to the cooperative education teacher. The log is proof of attendance as well as outlining tasks and learning at the placement.

Students are expected to contact the employer and the school immediately if unable to attend. A calendar will be provided with a list of in class days, holidays, professional development days, etc. for your use.

The supervisor is asked to contact the school if a student does not report to work or does not call in.

Ontario Youth Apprenticeship Program (OYAP)

Students who are in a co-op placement in a skilled trade have the opportunity to register as an apprenticeship through the OYAP program and begin logging hours towards the apprenticeship. The terms of the co-op placement do not change. The co-op teacher will provide you with the necessary paperwork to begin the apprenticeship.

You can ease the student's transition into your organization when you:

- ☐ introduce the student to co-workers
- ☐ show student where he/she will be working and equipment to be used
- ☐ review work placement hours, breaks, lunch (if applicable)
- ☐ discuss the role the student will play at the placement
- ☐ give student name and phone number of person to call if he/she will be late or absent
- ☐ conduct a tour of your facilities
- ☐ outline safety procedures
- ☐ discuss rules and regulations, discuss company procedures, internet protocols
- ☐ remind student to ask questions about following proper procedures