General Information regarding Workers’ Compensation (WCB) coverage for University of Saskatchewan students engaged in Work-Based Learning Assignments

Saskatchewan Ministry of Advanced Education, Employment and Labour (AEEL) has entered into a memorandum of understanding (MOU) with the Workers’ Compensation Board that provides WCB coverage to registered University of Saskatchewan students participating in unpaid work-based learning assignments within Saskatchewan, subject to specific terms and conditions.

Definition of “Work-Based Learning Assignment”

For the purpose of eligibility for coverage, a work-based learning assignment means:

a) A course or component of a course that is offered by the University of Saskatchewan; and

b) Provides for students to be engaged with an employer without pay for more than one day in the performance of work normally undertaken by that employer; and

c) Is either approved by or is partially or totally funded by AEEL.

Coverage applies within Saskatchewan only

Coverage is not applicable to any course of portion of a course that takes place outside of the Province of Saskatchewan.

Consent and Agreement form must be completed and signed

Workers’ compensation benefits shall apply only to bona-fide students for whom the Work-Based Learning Consent and Agreement form prescribed under the MOU has been completed and signed by the student and, in the case of a minor student, the student’s parent or guardian (please see the attached Work-Based Learning Consent and Agreement form Schedule “B”). The original must be retained by the U of S coordinator.

As more fully described in the form, students that sign it become eligible for workers’ compensation benefits on a ‘no-fault’ basis as if that student was worker in the course of employment. In addition, the student becomes subject to The Workers’ Compensation Act, 1979, which provides that neither a (student) worker nor the (student) worker’s dependants may sue any employer or another worker covered by workers’ compensation, with respect to an injury sustained by the (student) worker in the course of employment.

Students should be advised to read and understand the form before consent and signing.

Procedures in the event of a student injury while on a work-based learning assignment

Claims for injury to a student covered under the MOU are handled by the Coordinator at AEEL. Please see the attached Procedures in the Event of a Student/Participant Injury on a Work Based Learning Assignment.

The procedures and related consent and claim forms are available online:


Procedures In The Event Of a Student/Participant Injury on a Work-Based Learning Placement

*All referenced forms are available online at:

Prior to placing a student/participant with an employer, the post-secondary institution/community-based organization must ensure that the student/participant has completed a Work-Based Learning Consent and Agreement Form.

In the event of an accident at the worksite, the following should be done:

1) Get medical attention if required. The employer should provide appropriate first aid and arrange immediate transportation so the worker can receive appropriate treatment from a qualified health care professional.

2) Have your healthcare provider report to the Workers’ Compensation Board (WCB). Note: the WCB forms provided below have been amended to reflect the unique nature of student/participant work placements. Please use these forms in the event of an injury to a student/participant.

3) Complete the E1 Form provided by Ministry of Advanced Education, Employment and Labour:
   a) Report the incident to the employer at the work placement and the school-based work placement coordinator immediately.
   b) The Employer's Initial Report of Injury (E1) must be submitted to Ministry of Advanced Education, Employment and Labour within three days. This form should be completed by the institution's/community-based organization's work based learning coordinator in consultation with the employer. The E1 form, along with the completed Schedule B, the Work-based Learning Consent and Agreement form, must be faxed to the Coordinator at Ministry of Advanced Education, Employment and Labour (306-787-7182). Ministry of Advanced Education, Employment and Labour will submit the form to WCB.
      i. Section A - The workplace employer’s name, address, and postal code should be entered above Ministry of Advanced Education, Employment and Labour address, and fields on the right side should be filled in with the workplace employer’s information.
      ii. Complete all other sections.
      iii. The E1 form should be signed by the institution's/community-based organization's work placement coordinator.
   c) This should be done regardless of whether there are lost wages as a result of the accident or not. (Loss of wages may occur in those cases where the student/participant has a job but will have to miss work due to the injury during their work placement.)

4) Complete the W1 Form provided by Ministry of Advanced Education, Employment and Labour
   a) Complete the Worker’s Initial Report of Injury (W1) as soon as possible.
   b) Section A should include the requested information and in block letters, the statement: Post-Secondary CBO WORK PLACEMENT STUDENT
   c) Section B of the W1 form should include the employer's address for the workplace at which the student/participant is placed, the name of the post-secondary institution/community-based organization and should list the contact name and phone number of the employer AND the work placement coordinator from the institution/community-based organization.
d) This form must be faxed to the Coordinator at Ministry of Advanced Education, Employment and Labour (306-787-7182) as soon as possible. Ministry of Advanced Education, Employment and Labour will submit the form to WCB.