Step 1  Determine WorkSafe Coverage Requirements

The Work Integrated Learning (WIL) Host must first communicate with the receiving province (Commission or board of destination) to determine if their coverage is mandatory. WorkSafeNB can provide the phone numbers.

<table>
<thead>
<tr>
<th>If.....</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>coverage from receiving province is mandatory,</td>
<td>the WIL Host must follow the instructions provided by that province to obtain temporary coverage.</td>
</tr>
<tr>
<td>coverage from receiving province is not mandatory,</td>
<td>the WIL Host must request extended coverage from WorkSafeNB in the notification email to <a href="mailto:terra.crossman@ws-ts.nb.ca">terra.crossman@ws-ts.nb.ca</a> as in Step 2.</td>
</tr>
</tbody>
</table>

Step 2  Notify WorkSafeNB

In either of the above cases, the WIL Host must provide a written email notification to terra.crossman@ws-ts.nb.ca at WorkSafeNB in advance of the workers' departure from New Brunswick. This email must include:

- the names of the workers requiring coverage,
- the workers’ destination and corresponding time period,
- the request for extended coverage if required from Step 1.

Proof of Insurance

The College shall provide evidence of insurance coverage upon request.

Immunity issues

It is important to note that an extension of coverage for workers temporarily outside New Brunswick does not provide either WIL Hosts or workers with immunity from litigation outside the Province. Only a registration with the other province outside of New Brunswick provides such immunity.