



Occupational Health and Safety MINIMUM PLACEMENT REQUIREMENTS Learner/Instructor

This information applies to all residents and high school/college/university students (hereafter referred to collectively as *learners*) and internal/external instructors (hereafter referred to collectively as *instructors*) who have a placement at the Royal Victoria Regional Health Centre (RVH).

Under the *Occupational Health and Safety Act* (1990) - S.25 (2) h, *Health Care and Residential Facilities Regulations* (1993) Section 9. (1) and *Health Protection and Promotion Act* (1990) - Part IV, it is necessary for all persons providing care in an acute care facility to meet requirements for immunization, education and reporting of incidents.

The Academic Institution will receive a package with the forms listed below:

1. Occupational Health and Safety IMMUNIZATION AND SURVEILLANCE INFORMATION- Appendix A
2. Occupational Health and Safety IMMUNIZATION HELP GUIDE- Appendix B
3. Occupational Health and Safety IMMUNIZATION RECORD/RESPIRATORY FIT FORM Learner/Instructor
 - This form is to be kept with the instructor or the learning institute for easy reference if the RVH OHS department needs information about students in the event of an illness/exposure.
4. Occupational Health and Safety PLACEMENT FORM Learner/Instructor
 - This form will be returned to the OHS department by the instructor prior to an individual or group starting placement with RVH.

Documents 1 and 2 will assist the Academic Institution in understanding how to complete documents 3 and 4 and where to get information related to immunization status for completing documents 3 and 4..

At RVH, Safety is our promise. To ensure that there is appropriate education and follow up for work-related incidents, all students/instructors are required to complete the Ministry of Labour Health and Safety Awareness Training for Workers or Supervisors that can be accessed by following the link below. All students will be required to complete the worker portion and all instructors will be required to complete the supervisor portion.

<http://www.labour.gov.on.ca/english/hs/training/>

If an injury/illness/exposure occurs during placement:

In order for an injury, illness or exposure to be considered work-related, the following criteria must be met:

- Time: When you normally work
- Place: Where you normally work
- Activity: What you normally do

If all criteria are met, learners must report the injury to their instructor, the RVH Placement Coordinator and to the Occupational Health and Safety Department (OHS).

OHS is located 1SA, room 1452 and is open Monday – Friday 0800-1600 except on statutory holidays. If the injury/illness/exposure occurs outside of business hours, please report to OHS the next business day. Our phone number is 705-728-9090 ext. 42350.