



Occupational Health and Wellness (OHW) Learner/Instructor Placement Requirements

This information applies to all residents as well as high school, college and university students (hereafter referred to collectively as *learners*) and to internal and 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 and (1) *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 work-related injuries, exposures and illnesses.

The Academic Institution or supplying agency will receive a package with the documents listed below:

1. Occupational Health and Safety [IMMUNIZATION AND SURVEILLANCE INFORMATION](#) Learner/Instructor – 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 Academic Institution or supplying agency for easy reference if the RVH OHW department needs information about students in the event of a work-related injury, exposure or illness.
4. Occupational Health and Safety [PLACEMENT FORM](#) Learner/Instructor
 - This form will be returned to the OHW department by the instructor prior to an individual or group starting placement with RVH.

Documents 1 and 2 will assist the Academic Institution or supplying agency 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 injuries, exposures and illnesses, all learners and instructors are required to complete the Ontario Ministry of Labour's Health and Safety Awareness Training for Workers or Supervisors, accessible via the link below. All students will be required to complete the Worker module while all instructors will be required to complete the Supervisor module.

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

Work-related injuries, exposures or illnesses during placement:

Injuries, exposures and illnesses are deemed work-related when all of the following criteria are met:

- Time: The event occurred during the time when you normally work, AND
- Place: The event occurred in the place where you normally work, AND
- Activity: The event occurred while you performing work that you normally perform

If all criteria are met, learners must report the event to their instructor, the RVH Placement Coordinator and to Occupational Health and Safety (OHW) or Hospital Services Leader (HSL)/Leader On-Call (after business hours). Learners must complete an electronic incident report at RVH using the Safety Learning System (SLS). Please refer to the RVH intranet Quality and Safety tab for direction on how to report a work-related injury, illness or hazard.

OHW is located on level one in room 1452, and is open Monday to Friday from 0800 to 1600 (excluding statutory holidays). If the injury, exposure or illness occurs outside of business hours, please report to OHW the next business day. Our phone number is 705-728-9090 ext. 42350.