

Guide for Unit Health & Safety Orientation

RESIDENT DOCTORS

Applies to:	Individuals responsible for supervising and providing site and/or unit-based orientations to Resident Doctors. Resident Doctors who are assigned residencies at Island Health worksites.
Purpose:	To provide guidance and resources for occupational health and safety items that Resident Doctors must be oriented to at Island Health worksites.

Instructions for Resident Doctors

Before you start work at any Island Health worksite or unit:

1. Complete the [Resident Doctors OHS/Violence Prevention Training](#)
2. Complete the [Island Health Resident Doctor Orientation Curriculum](#)
3. Work with your assigned supervisor or mentor to complete your unit orientation covering all applicable health and safety items listed in this guide.
4. Complete your [Unit Health and Safety Orientation Sign-Off](#).

For questions or concerns please email: Residents@islandhealth.ca



[Unit H&S Orientation Sign-Off](#)

Instructions for Leaders

Island Health Resident Doctors are required to receive a unit-based orientation that covers all applicable health and safety topics listed in this guide. Unit Managers and Directors/Supervisors of Resident Doctors are responsible for ensuring that unit orientations are provided by someone qualified and knowledgeable of the unit (e.g. a mentor or supervisor) and completed. Unit orientation supplements online health and safety education and training curriculums and should be limited to unit or site-specific information. Units that already have well established orientation processes in place for employees are encouraged to utilize the same process for residents ensuring all applicable health and safety items in this guide have been incorporated.

Orientation Item	Discussion Focus	Tips and Resources
Leader contacts	• Name of the unit/department manager and supervisor (e.g. CNL, CC) and how to contact them • Name of Medical Director and how to contact them	• Medical Leadership Directory
Reporting workplace incidents and hazards	• Name of the unit/dept leader to verbally report incidents/hazards to • Who to assign as the 'Handler' for PSLS Reports	• Workplace Health Contact Centre • PSLS Safety Hazard • PSLS Unsafe Behaviour
Emergency & Disaster Response Plan	• Location of the unit or worksites Emergency & Disaster Response Plan (EDRP) and overview of contents • Where the emergency exits, fire alarms, and extinguishers are located • Evacuation procedures and designated muster point locations • Information on drills	• EDRP's are housed in standardized orange binders and may also be available online. • Evacuation maps are posted at site entrances and stairwells/elevators. • Outdoor muster stations will be marked by signage.
First aid services	• Location of the First Aid Poster • Location of the first aid room • How to contact first aid • Location of nearest Emergency Department or Urgent Care Clinic if medical treatment is required	• First Aid Posters will detail the location of and how to contact first aid. • Protection Service Officers and/or Registered Nurses will often be the designated First Aid Attendants at acute care worksites.
Eyewash stations and decontamination showers	• Location of nearest eyewash station/s • Location of decontamination showers and procedures for use (if applicable)	• Portable eyewash stations are available throughout facilities and in first aid rooms.
Code White	• Location of the Code White Response Plan and review of contents • How to call for help in the event of a Code White (e.g. location and use of duress alarms) • Where the designated safe rooms are located and any special instructions for how to lock/secure	• Code White Response Plans can be found in the EDRP. • Safe rooms have a communication device, are lockable, and ideally have two entrance/exit points. • Duress Alarms

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Security	- What security provisions are available (e.g. Protection Service Officers, Contracted Security) - Hours of availability and types of services provided (e.g. Code White response, Safe Walk) - How to contact security	Worksites that have Protection Service Officers are listed in the 'Security' section of the Resident Onboarding page.
Assessing and communicating risk of violence	- Methods used to assess and communicate the risk of violence and where to find this information (e.g. History of Violence Alerts) - Where to find information on successful management strategies (e.g. Behavioural Care Plans)	Communicating & Assessing Risk of Violence
Restraints (if applicable)	- Types of restraints available and storage locations - Procedures for use and removal	Restraints & Alternative Management of Unsafe Behaviours
Weapons and prohibited items (if applicable)	- Process to follow if a patient or visitor is suspected or identified to have a prohibited item - Storage practices for patient's personal belongings including prohibited items (location and access)	Weapons & Prohibited Items/Search
Working alone or in isolation (if applicable)	- Check-in procedure - Process that will be followed if a required check-in is missed	Working Alone or In Isolation
Communicable diseases	- Location of hand hygiene stations (may include information on hand hygiene audits) - How communicable disease risk and precaution information is communicated on the unit	Infection Prevention & Control Communicable Diseases ECP
Safety-engineered sharps	How to safely activate and dispose of sharps on the unit	Sharps
Blood or Body Fluid Exposure's	- Blood and Body Fluid Exposure (BBFE) risks on the unit - Steps to take if exposed	Staff BBFE Algorithm Blood and Body Fluids ECP
Personal protective equipment	- Where to find personal protective equipment (PPE) on the unit (e.g. gloves, gowns, masks) - Where to clean, store, and appropriately dispose of PPE	Visual Guide PPE Additional Precautions
Respirator fit testing	- Unit fit testing requirements - Name of unit-based fit tester (if one is available)	Fit Testing and Issuing of Respiratory Protection
Hazardous chemicals (if applicable)	- What hazardous materials are present on the unit (e.g. formalin, anesthetic gases) and their location - Safe handling practices, storage requirements, and where to safely dispose of product/s as applicable	Hazardous Materials and Products
Hazardous drugs (if applicable)	- What hazardous (cytotoxic) drugs are present on the unit and their location - Unit or site-specific safe handling practices (e.g. signage, storage or disposal areas) as applicable	Hazardous (Cytotoxic) Drugs
Code Brown (if applicable)	How to respond safely to a hazardous chemical or drug spill	Code Brown Response Plans can be found in the EDRP
Unregulated substances	- How to safely respond to and report the use of unregulated substances - Rules for patients, clients, residents, staff, and others, including designated smoking areas	Management Plan for Unanticipated Exposures to Unregulated Substances Room Entry Protocol
Slip, trip, and fall hazards	- High-risk areas in the workplace - Rules for keeping areas clean and organized (e.g. how to secure cords/wires of equipment) - Footwear requirements (e.g. non-slip closed toe/heel)	Slips, Trips & Falls