



## RESIDENCY TRAINING PROGRAMS Safety Policy

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### 1 Purpose

- 1.1 This Safety Policy has been developed to create a safe environment for residents during their period of training.

### 2 Scope

- 2.1 This policy applies to all residents in all Residency Training Programs

### 3 Jurisdiction

- 3.1 Residents are entitled to work in a safe environment whilst progressing through their training.
- 3.2 Safety is the responsibility of everybody involved in the residency training program, including the residents themselves, faculty, and departments.
- 3.3 The term “safety” refers to physical and psychological safety.
- 3.4 Residents must adhere to all safety policies and as necessary, they are responsible for reporting unsafe situations and safety concerns.
- 3.5 Safety concerns are to be addressed promptly.

### 4 Physical Safety

Travel related to Clinical and Academic Activities

- 4.1 Residents have a responsibility to maintain their private vehicles adequately to ensure safe travel for clinical and academic activities.
- 4.2 Residents refrain from the following when driving:
- 4.2.1 Using mobile phones for either making or receiving calls or reading or writing messages and e-mails.
- 4.2.2 Using any electronic device, including laptops, cameras etc. Entering information on GPS units.
- 4.2.3 Personal grooming



- 4.3 Residents who are required to travel a long distance for an activity should advise a colleague or faculty of their itinerary.
- 4.4 Residents who are required to travel a long distance for an activity, he/she should not be on call the day prior to the activity. Likewise, when beginning a new rotation, residents should not be on call on the last day of the preceding rotation. However, if this is not possible, one day should be designated as a travel day before the resident starts the new rotation.
- 4.5 During adverse weather conditions, residents should not be requested to travel long distances for clinical or academic activities. If weather conditions prevents the travelling, the resident should contact the program director and advise him/her of the situation.
- 4.6 After being on call, residents should not drive unless they have had adequate rest. Residents are advised to either have a family member or friend drive for them or use a taxi.

#### Working Alone

- 4.7 After normal working hours, residents should not work alone without adequate support from the hospital's security services.
- 4.8 Residents should not work alone at an after-hours' clinic
- 4.9 Residents are not permitted to make home visits unaccompanied
- 4.10 Residents are not permitted to use their private telephones to contact patients. They should telephone patients using caller blocking from a telephone within the facility.

#### Aggressive or Violent Patients

- 4.11 If a resident is requested to assess a violent or unstable patient, security services should be in attendance during the assessment. Also, the resident should be aware of the nearest available exit.
- 4.12 Residents are to be trained in handling aggressive patients and physical space requirements are to be considered.

#### On Site

- 4.13 Resident orientation includes an overview of safety procedures, both on-site and off-site.
- 4.14 Residents are responsible for familiarizing themselves with the following:
  - 4.14.1 Safety procedures and when in doubt, a resident should contact the safety the Occupational Health and Safety Office.
  - 4.14.2 Policies and procedures related to infection control, exposure to contaminated liquids, needle stick injuries and infectious diseases.



- 4.15 Residents must observe and adhere to universally accepted precautions and isolation procedures.
- 4.16 The rooms provided for use by residents when they are on call have to be located in a safe area, able to be locked and be kept clean and smoke free. The rooms must have sufficient lighting for the residents to study. In addition, a fire alarm, smoke detector and a telephone must be provided in the room. Any appliance provided by the institution or an individual should be in good working order.
- 4.17 Residents who are required to work in areas where he/she may be exposed to radiation, must follow universally accepted prevention measures and follow safety policies related to radiation to minimize their exposure. All residents should use the radiation protective garments where and when required.

#### Immunizations

- 4.18 It is the responsibility of residents to ensure that their immunizations are up to date, including immunizations required for overseas travel.

#### Pregnancy

- 4.19 Residents who are pregnant should take specific precautions to minimize or eliminate risks to themselves and the unborn child. The well-being of the resident and the unborn child are paramount and any special requests should be accommodated for their protection.

### **5 Psychological Safety**

- 5.1 Residents have the right to work without threat of intimidation, harassment and discrimination.
- 5.2 If the performance of a resident is affected by either an adverse psychological situation or a health issue, the resident is allowed to take a leave of absence. Furthermore, until an independent assessor has declared the resident fit for duty, the resident should not be allowed to return to work.

### **6 Professional Safety**

- 6.1 Appropriate support should be provided to residents following a conflict or critical event.
- 6.2 A culture that is free from discrimination should be promoted to encourage residents to report adverse events without the threat of punishment or recrimination, unless the resident specifically agrees to disclosure.
- 6.3 Any information provided by a resident is to be treated as confidential.
  - 6.3.1 Only when there is strong justification can the program director disclose confidential information.
  - 6.3.2 The resident's personnel file is confidential.



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