**purpose**

This document outlines topics to be covered when providing health and safety orientations. All Visiting Students are required to review each topic at the beginning of an elective.

Any questions or clarifications regarding the contents of this document are to be addressed with the Health & Safety Advisor (Education) – Faculty of Medicine

**GENERAL HEALTH AND SAFETY ORIENTATION**

* Locate eyewash equipment, emergency exits, fire alarms, fire extinguishers, and the designated assembly area in the event of an evacuation
  + Students should be directed to the emergency key plan or fire plan at the site (posted near elevators or on walls near emergency exits for each floor of every building). This will provide information about fire extinguishers, emergency exits, fire alarms, and the designated assembly area in the event of an evacuation
  + **R.A.C.E**. – Fire Response Protocol

**R** - Rescue people from immediate danger

**A** - Activate the fire alarm and call your local emergency number to report the fire and your location (Building, Floor & Area)

**C** - Contain the fire by closing all windows and doors in the area

**E** - Extinguish the fire only if it is safe to do so. Otherwise,

Evacuate the area by moving people to the safe side of the nearest set of fire doors

* Students are reminded to:
  + Not wear scented personal products
  + Wear close-toed shoes
  + Use a break-away lanyard
* Students have the right to refuse unsafe work or work for which they are not sufficiently supervised or trained
  + In the event a student has reasonable cause to believe that the work process will create an undue hazard to their health and safety, he/she has the right to refuse unsafe work and immediately report that to their Preceptor
* Immediately leave an examination room and contact assistance if a patient becomes threatening or abusive
  + If required, review the students roles/responsibilities in the event of a Code White:
    - Leave the area until sufficient resources and help are available
    - Alert staff and/or call for help, if you have not already done so
    - DO NOT try to tackle or subdue the patient yourself
    - If necessary and safe to do so, then you may:
      * Help remove objects that can cause injury
      * Keep other patients away
      * Stay at a safe distance
* In the event of an incident or accident during the elective, all students must report them to their Preceptor, UBC and the UBC Visiting Student Electives office. Follow the steps noted here:
  + If required, please visit an Emergency Room for immediate assistance (mandatory for any BBF incidents)
  + UBC reporting: Visit [www.cairs.ubc.ca](http://www.cairs.ubc.ca) and follow instructions to Report an Accident or Incident for Visitor/Volunteer/Visiting Student
  + Contact the Visiting Student Electives office
  + Once reported, FOM Health & Safety Advisor will contact student to ensure appropriate follow up
* When to wear personal protective equipment (PPE), including gloves and eye protection
  + Review [Donning and Doffing poster](http://med-fom-ugrad.sites.olt.ubc.ca/files/2015/10/Donning-and-Doffing-PPE-poster-2-0.pdf) for information
* Knowledge of proper hand washing techniques and when to clean their hands
* Knowledge of [Safe Work Procedure for handling and disposing of sharps](http://mdprogram.med.ubc.ca/files/2013/12/Dec2013-FINAL-Procedure-Sharps.pdf)
* Appropriate procedures in the case of a BBF “blood or bodily fluid” [incident & clean up](http://mdprogram.med.ubc.ca/visiting-student-elective-program/application-process/policies-procedures/) (*see health & safety procedures*)
* In the event a student feels mistreated, bullied or discriminated against, please contact the Visiting Student Electives office
* If students are visiting multiple sites during the elective, they should locate:
  + Where personal protective equipment is stored and the location of eyewash equipment at each site
  + The emergency key plan or fire plan at the site (posted near elevators or on walls near emergency exits for each floor of every building). The key plan or fire plan should be reviewed to locate fire extinguishers, fire alarms, emergency exits, and the designated assembly area in the event of an evacuation

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