**A) Policy Statement**

Safety training shall be provided to all personnel in the department.

**B) Purpose of Policy**

Safety training shall be provided to Radiation Oncology personnel in order that they may be better able to protect themselves, patients, staff and visitors from injuries and during emergencies.

**C) Procedure**

1. All new employees will be scheduled for training in the following categories:
   a. Fire response training. Exit route maps are posted throughout the Department
   b. Electrical safety training
   c. Infection control procedures
   d. Body mechanics training
   e. Occurrence reporting procedures
   f. Radiation safety training
   g. Chemical safety/hazard communications procedures
   h. HIV/HBV prevention training
2. Emergency codes are identified on back of ID photos.
3. Annual safety reviews are necessary retraining for all staff members
4. Department specific training based on the needs and hazards of the department.
5. The manager is responsible for ensuring the above.

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**Approved by:**

/s/ Changhu Chen, MD  
Professor & Chairman, Radiation Oncology  
Date

/s/  
Richard P. Swaine, CPA  
Chief Executive Officer - UTMC  
Date

**Review/Revision Completed By:**
Michelle Giovanoli

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- 1986 4/1999
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