


Name of Policy: <u>Safety training</u> Policy Number: 3364-134-58 Department: Radiation Oncology Approving Officer: Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology Responsible Agent: Technical Manager, Radiation Oncology Scope: Radiation Oncology	 Effective Date: 7/1/2023 Initial Effective Date: 8/1/1985
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

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

(B) Purpose of Policy

Safety training shall be provided to employees in order that they may protect themselves, patients, students, volunteers and visitors from injuries/exposures and be equipped with the necessary knowledge needed to respond quickly and safely to emergencies that may arise. This training will comply with OSHA/PERRP, Joint Commission (JC), Ohio Department of Health (ODH), and other authorities’ regulations and mandates.

(C) Procedure

The primary components of the University of Toledo’s Safety & Health Training Program shall include, but not be limited to, the following:

1. Basic safety orientation for all new employees:
 - a. Injury and Illness Reporting
 - b. Ergonomics
 - c. Information on Additional Training Requirements (Lab Safety, Biosafety, LASER Safety, Facilities Training, Fleet Safety, etc.)
 - d. Public Safety/Security Programs
 - e. Hazardous Materials Awareness
 - i. Chemical Hazards (Hazard Communication)
 - ii. Biological Hazards (Bloodborne Pathogens)
 - iii. Physical Hazards (Radiation Safety, Electrical, Med Equipment etc.)
 - f. Infection Control Precautions
 - g. Hazardous Waste Procedures
 - h. Emergency Preparedness
2. Individuals may also achieve compliance with the above requirements by utilizing the computerized safety test bank accessible from <https://testbank.utoledo.edu/Public/Login.aspx>.
3. Continuing safety education for all employees from:
 - a. safety training programs, and
 - b. department specific training based on the needs and hazards of the particular department/area.

(D.) Responsibilities of the Chair of the Safety & Health Committee:

The Chair of the Safety & Health Committee is responsible for the following:

1. Institution-wide safety & health training programs,
2. Safety and Health orientation for new employees, and
3. Laboratory safety & health training.

(E.) Responsibilities of Department Heads/Laboratory Directors

Department heads are responsible for ensuring the following:

1. That all new employees attend the basic safety and health orientation programs.
2. That each year, employees in their departments, demonstrate proficiency as required by applicable regulatory or accrediting agencies (JC, OSHA, PERRP, ODH).
3. That all employees attend department specific training as needed based on the needs and hazards in their particular department/area.

(F) Required Documentation

1. Documentation of annual employee Safety & Health training will be kept by the Environmental Health and Radiation Safety Department (EHRS), but it is the departmental manager's/laboratory director's responsibility to formally document safety training.

Approved by:	Review/Revision Date:
<u>/s/</u>	1986 4/1999
_____	1987 3/2002
07/14/2023	1988 5/2008
Date	1989 7/1/2011
Mersiha Hadziahmetovic, MD	1990 7/1/2014
Associate Professor & Chair, Radiation Oncology	11/1992 7/1/2017
<u>/s/</u>	1/1994 5/1/2020
_____	3/1994 7/1/2023
Richard P. Swaine	2/1995
Chief Executive Officer - UTMC	2/1996
Date	3/1997
<i>Review/Revision Completed By:</i>	
<i>Michelle Giovanoli</i>	
	Next Review Date: 7/1/2026
Policies Superseded by This Policy: 38-56a	