



Trinity

Health & Safety Manual

Occupational Therapy Programs
School of Nursing and Health Professions

Health & Safety Manual Table of Contents

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A. Introduction

Occupational Therapy Practitioners have an ethical obligation to use appropriate judgment regarding personal safety and the safety of clients throughout the occupational therapy process. (ACOTE, 2017, Standard B.3.7.).

The purpose of this health and safety manual is to provide the OTA and MOT students and faculty with policies and procedures to prevent accidents, injuries, and the spread of infection. Safety habits begin with a consistent application during OTA and MOT classroom and laboratory experiences. They are expected to be used during all courses and clinical experiences.

B. Code of Safety

The safety and health of students, clients and faculty, whether in the classroom, laboratory, or clinical setting, begins with consistent implementation of appropriate health and safety procedures.

These safety and health precautions include:

1. Closed-toe shoes at all times
2. Hand washing for at least 20 seconds before and after treating a client or practicing skills on another student
3. Adequate space to maneuver a client or equipment
4. Adequate space to transfer a client
5. Checking equipment before use to ensure it is working properly
6. Assessing the stability of furniture and equipment before use
7. Keeping the treatment area clutter-free
8. Keeping floor free of cords, scatter rugs, litter, and spills
9. Knowledge of guidelines for the use of restraint equipment (bed rails, belts, vests, etc.) to protect clients when they are not supervised
10. Knowing your physical limits during transfers
11. Preparing the client care environment before OT intervention
12. Follow all instructions for the disposal of materials used with clients or students (ex. paraffin)
13. Know the location of emergency exits and evacuation routes
14. Know the location and use of fire extinguishers
15. Know the location and use of first aid kit

Modified from: George, A.H. (2018). Infection Control and Safety Issues in the Clinic. In Pendelton, H.M. & Schiltz-Krohn, W. (Ed.), Pedretti's occupational therapy: Practice skills for physical dysfunction (8th ed., pp. 141-154). Elsevier, Inc.

C. Policies and Procedures

Education about the Institution's policies and procedures and those that are likely to be encountered during clinical experiences is provided to Occupational Therapy Assistant (OTA) and Masters in Occupational Therapy (MOT) students throughout their time in the program.

The following section provides students, faculty, and staff with University procedures:

1. **Evacuation:** The OT laboratory is located on the first floor of Cuvilly Hall. Evacuation can occur from two different exit doors on opposite ends of the lab. [Trinity's Emergency Management Plan](#) is given to students, faculty, and staff.
2. **Medical Services and First Aid:** The Trinity Health and Wellness Center is located in Main Hall on the 4th floor. Their services include general wellness and emergency care provided by a licensed RN. The hours of service are M-F from 8 am until 5 pm.
3. **Incidents:** All accidents or injuries are reported to the OTA Program Director or MOT Program Director as well as the Dean of Nursing and Health Professions. The Dean will report these incidents to the Human Resource Office and Department of Public Safety.
4. **Maintenance of Equipment:** Equipment utilized in the OT instructional laboratory is maintained per semester and annually. Modalities are calibrated and evaluated for safety. Wheelchairs, mobility aids, and ADL/IADL equipment are inspected before and during use. Equipment determined to be unsafe or non-functional is taken out of service for clinical and/or didactic purposes until repaired.

The following section provides students, faculty, and staff with OT programs procedures:

Infection Control: Basic infection control procedures and standard precautions are priority in the OT laboratory. These include cleaning of mats and surfaces students use during laboratory experiences as well as instruction, demonstration, and competency in standard and universal precautions and general infection control procedures.

1. Students receive infection control in-services from infection control specialists throughout the OTA and MOT Programs; however, students are expected to follow specific infection control guidelines outlined in site visits and respective Level I & II Fieldwork experiences.
2. **Standard Precautions:** The Center for Disease Control (2016) defines standard precautions for all patient care as "practices and personal protective equipment use that protect healthcare providers from infection and prevent the spread of infection from patient to patient."
Standard Precautions include:
 - hand hygiene
 - use of personal protective equipment (e.g., gloves, gowns, masks)
 - safe handling of potentially contaminated equipment or surfaces in the patient environment, and
 - respiratory hygiene/cough etiquette
3. **General infection control procedures include:**
 - Using appropriate personal protective equipment.
 - Washing hands before and after client contact.

- Use of antiseptic alcohol-based hand gels when hand-washing is not available.
 - Appropriately cleaning and sanitizing all equipment and supplies before and after use.
 - Covering non-intact skin or lesions when working with peers in the lab or in the clinical setting
4. Hand-washing practices are enforced to promote hygiene, prevent the spread of germs and infectious diseases. Hand hygiene procedures will follow the most up to date Centers for Disease Control guidelines. Hands will be washed:
- Immediately after unprotected contact with blood or other body fluids
 - Immediately after unprotected contact with a contaminated item or surface
 - After coughing, sneezing
 - After toilet hygiene

*Anti-bacterial soap is provided in the demonstration bathroom, student bathroom, and kitchen area. Antiseptic alcohol-based hand gel is located throughout the OT lab.

5. Universal precautions are guidelines designed to prevent transmission of bloodborne pathogens. General safety guidelines to prevent the bloodborne pathogen transmission include:
- Treat human blood spills with caution (make the instructor aware immediately).
 - The instructor or a cleaning crew should adequately clean up blood or fluid spills.
 - If an incident occurs, immediately inspect your skin and all exposed body parts. Cover all open cuts or broken skin, and immediately inform the instructor.
 - Immediately wash hands after contact with body fluids to avoid contaminating other surfaces or parts of the body. Do not touch your face before washing your hands.
 - Clean up other body fluid spills (urine, vomit, feces) in the usual manner, unless grossly contaminated.
6. **Appropriate use of OT equipment:** Therapeutic modalities and equipment located in the OT laboratory are used exclusively for OTA and MOT program instructional purposes. OTA and MOT students at Trinity are instructed at the beginning and throughout each respective OTA or MOT course in the proper use of either therapeutic modalities and or rehabilitation equipment. Students are provided adequate time to practice and develop skills throughout the semester and in each subsequent semester.
- Supervision of Physical Agent Modalities: Students must be supervised at all times when using thermal or electric physical agent modalities until competency is achieved and recorded by the OTA faculty member.
 - Supervision of OT equipment use: Students have access to the OT laboratory and OT equipment when an OTA or MOT faculty member is present in Cuvilly Hall.

http://www.trinitydc.edu/policies/emergency-management-plan/

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Policies | Emergency Management Plan

POICIES

- OVERVIEW
- NON-ACADEMIC HANDBOOKS

Policy: Emergency Management

Trinity emergency phone number: 202-884-9111
 Emergency recorded message: 202-884-9009
 Website announcements: www.trinitydc.edu

To get emergency alerts on your cell phone, text "FOLLOW TRINITYCALERTS" to 40404 and follow the instructions in the response text.

In the event of an emergency, please call your voicemailbox and check your Trinity email for additional announcements and instructions.

Contents

- [I. Communications and Chain-of-Command](#)
- [II. Ensuring the Safety and Welfare of All Persons on Campus](#)
- [III. Supplies and Equipment](#)
- [IV. Information Systems](#)
- [V. Other Emergency Issues](#)
- [VI. Contacts](#)

Trinity maintains this emergency management plan to direct responses to various levels of emergencies, both on the campus (e.g., a fire or major accident) and external conditions (e.g., weather-related, city or federal disruptions and security threats).

The goal of this plan is to protect the safety and security of students, faculty, staff, visitors and all people within the campus community. In all cases, when safety and security are in danger, the managers responsible for implementing this plan may and must make decisions that will protect the people in Trinity's care. Because

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Public Safety | Fire Safety & Prevention

PUBLIC SAFETY

- ABOUT DPS
- PARKING & TRANSPORTATION
- SAFETY & PREVENTION
 - Safety Tips
 - Crime Prevention
 - Fire Safety & Prevention**
 - Campus Safety Escort
 - Crime Statistics
- FACILITIES ACCESS
- EMERGENCY MANAGEMENT

Fire Safety & Prevention

The electrical distribution in some areas/spaces on campus is limited; therefore, it is important to follow strict adherence to the rules for appliances (pursuant to your housing contract and University policy). Any fire safety deficiencies should be reported to Facilities Services immediately. DPS uses this opportunity to call attention to common hazards and risks to avoid:

- Smoking is prohibited in all buildings on campus and is only permitted in designated (exterior) areas (Cuvilly and Kerby parking lots).
- Dispose of cigarettes properly; be sure they are completely extinguished and do not discard them near grass, mulch, buildings and other areas where they can smolder.
- Do not overload electrical circuits or outlets.
- Use a power strip with an overload protector.
- Check your electrical cords for worn places and broken installations.
- Do not use space heaters.
- Do not smoke or use other combustible items such as candles and incense.
- Do not staple or connect multiple extension cords together or route cords under doors or carpet.
- Use only the recommended light bulbs with the appropriate wattage for your lamp and other peripheral device.
- Make sure that all appliances are turned off at night and whenever you leave your room.

The following items are strictly prohibited from campus residential facilities:

- Candles, oil lamps, incense, or open flame of any kind
- Halogen lamps
- Air conditioners (except those provided by Trinity)

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➤ Electrical equipment as indicated above

Building Fire Alarm Activations

In accordance with the Building Officials Code Administrators International, Inc. (BOCA) National Fire Prevention Code, it is mandatory procedure during a fire alarm activation (as evidenced by an audible alarm) for all occupants to exit the building. Upon complete evacuation, and until such time that emergency responders identify the cause of the activation and render the building "all clear for re-entry, it must be assumed that an actual fire exists in the building. Displays of disregard for the expeditious and orderly evacuation of a building during a fire alarm activation may result in injury or loss of life, or penalties imposed on the institution. It is the expectation that members of the University community value the importance of this responsibility and as such, respond consistently with compliance.

What should I do when the emergency alarm sounds?

Without exception, all building occupants must:

- Immediately stop what you are doing and evacuate the building;
- Exit the building using the nearest stairway. Persons with disabilities should remain in the "safe area" at the stair landing, until emergency response personnel arrive to aid in their evacuation;
- Do not use elevators ;
- When exiting the building and passing by rooms/areas that are still occupied, inform individuals that they must evacuate the building immediately; knock on closed doors and call out "fire alarm" to alert possible occupants ;
- Once you have exited the building, report to the designated assembly area, which accounts for safe distance from the building;
- Do not attempt to re-enter the building until the "all clear command is given by police or fire personnel on scene. A silenced alarm is not to be interpreted as an "all clear signal.

Contact the Department of Public Safety at 202-884-9111.

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125 Michigan Ave. NE, Washington, DC 20017
202-884-9000 [Online Contact Form](#) [Campus Directory](#)

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- Use only the recommended light bulbs with the appropriate wattage for your lamp and other peripheral device.
- Make sure that all appliances are turned off at night and whenever you leave your room.

The following items are strictly prohibited from campus residential facilities:

- Candles, oil lamps, incense, or open flame of any kind
- Halogen lamps
- Air conditioners (except those provided by Trinity)
- Alcohol, turpentine, paint thinner, or other flammable materials
- Fireworks and sparklers
- Cooking equipment of any kind
- Electrical equipment as indicated above

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[Incident Form](#)

SCHOOL OF NURSING AND HEALTH PROFESSIONS
Occupational Therapy Practitioner Programs

Classroom and Laboratory INCIDENT REPORT

Instructions:

Complete the form as soon as possible after the incident.
Forward completed forms to the Program Director and Dean of NHP.

Date of Incident: ____/____/____

Date of Report: ____/____/____

Time of Incident: _____

Location of Incident: _____

Classification of Incident:

CLASS - A	CLASS - B	CLASS - C	CLASS - D
Falls	Equipment	Lab Instruction	Other
<input type="checkbox"/> Ambulation <input type="checkbox"/> Fall from equipment <input type="checkbox"/> Fall from chair <input type="checkbox"/> Fall from table <input type="checkbox"/> Found on floor <input type="checkbox"/> Fainting <input type="checkbox"/> Floor condition <input type="checkbox"/> Object <input type="checkbox"/> Other	<input type="checkbox"/> Mechanical problem <input type="checkbox"/> Malfunction <input type="checkbox"/> Wrong equipment <input type="checkbox"/> Equipment not available <input type="checkbox"/> Improper use <input type="checkbox"/> Electrical problem <input type="checkbox"/> Electrical shock <input type="checkbox"/> Skin reaction <input type="checkbox"/> Other	<input type="checkbox"/> Lab demonstration <input type="checkbox"/> Adverse response <input type="checkbox"/> Lab practice – supervised <input type="checkbox"/> Lab practice unsupervised <input type="checkbox"/> Improper body mechanics <input type="checkbox"/> Horseplay <input type="checkbox"/> Other	<input type="checkbox"/> Blood or body fluid <input type="checkbox"/> Personal property loss <input type="checkbox"/> Threat of law suit <input type="checkbox"/> Lifting or moving equipment <input type="checkbox"/> Other

Brief Factual Description of the Incident: _____

Summary of Action Taken

- Examined by Student Health Services
- Notified Campus Security
- Emergency Medical Services called
- Medical care provided by personal physician

Name of Treating Medical Personnel: _____

Summary of Medical Findings/Care Provided: _____

Name and Addresses of Witnesses

_____	_____
_____	_____
_____	_____

Report Prepared by: _____

Signature: _____

Program Director Signature: _____ Date ____/____/____

NHP Dean Signature: _____ Date ____/____/____