

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. <u>Trinity's Emergency Management Plan</u> is given to students, faculty, and staff.
- 2. <u>Medical Services and First Aid</u>: 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. <u>Incidents</u>: 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. <u>Maintenance of Equipment</u>: 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:

<u>Infection Control</u>: 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.

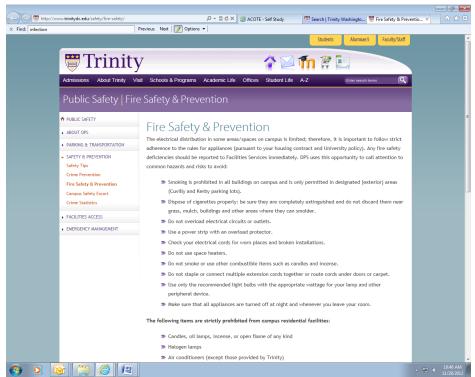
- 1. Students receive infection control in-services from infection control specialists throughout the OTA and MOT Programs; however, students are expected to follow specific infection control guidelines outlined in site visits and respective Level I & II Fieldwork experiences.
- 2. <u>Standard Precautions</u>: 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."

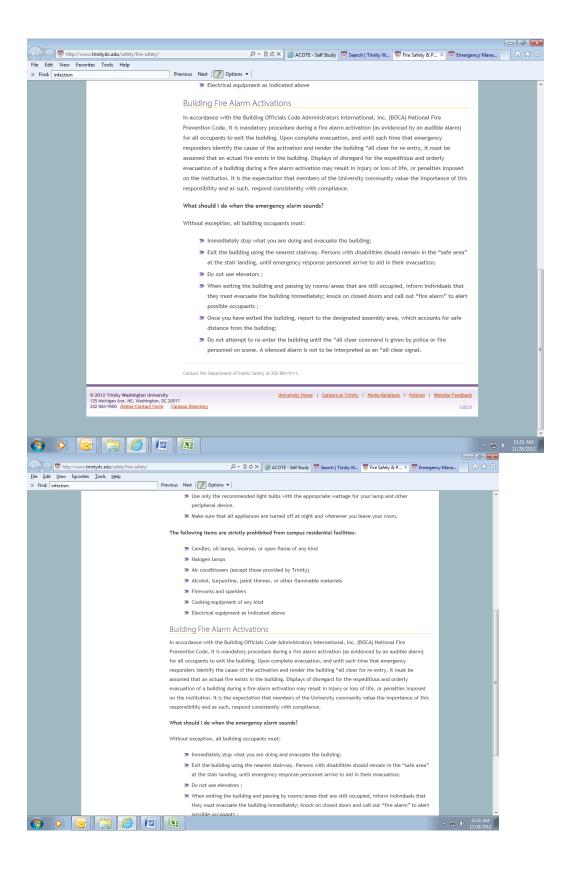
Standard Precautions include:

- o hand hygiene
- o use of personal protective equipment (e.g., gloves, gowns, masks)
- o safe handling of potentially contaminated equipment or surfaces in the patient environment, and
- o respiratory hygiene/cough etiquette
- 3. General infection control procedures include:
 - o Using appropriate personal protective equipment.
 - o Washing hands before and after client contact.

- o 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. <u>Universal precautions</u> are guidelines designed to prevent transmission of bloodborne pathogens. General safety guidelines to prevent the bloodborne pathogen transmission include:
 - o Treat human blood spills with caution (make the instructor aware immediately).
 - o The instructor or a cleaning crew should adequately clean up blood or fluid spills.
 - o 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.







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://								
Γime of Incident: Location of Incident: Classification of Incident:								
CLASS - A		CLASS - B		CLASS - C		CLASS - D		
	Ambulation Fall from equipment Fall from chair Fall from table Found on floor Fainting Floor condition Object Other		Mechanical problem Malfunction Wrong equipment Equipment not available Improper use Electrical problem Electrical shock Skin reaction		Lab demonstration Adverse response Lab practice – supervised Lab practice unsupervised Improper body mechanics Horseplay Other		Blood or body fluid Personal property loss Threat of law suit Lifting or moving equipment Other	
Brief Fa	actual Descripti	on of th	e Incident:					

Summary of Action Taken	
 □ Examined by Student Health Services □ Notified Campus Security □ Emergency Medical Services called □ Medical care provided by personal physician 	n
Name of Treating Medical Personnel:	
Summary of Medical Findings/Care Provided:	
Name and Addresses of Witnesses	
Report Prepared by:	<u> </u>
Signature:	_
Program Director Signature:	Date/
NHP Dean Signature	Date / /