

Lackawanna College
Occupational Therapy Assistant Program
Use of Equipment and Supplies/Health & Safety

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Use of OTA Classroom, OTA Lab, Equipment, Supplies and Appliances

The OTA classroom and/or lab may be utilized by students:

- during scheduled class/lab time with the presence of an OTA faculty/staff member in the OTA lab
- during scheduled open lab time with the presence of an OTA faculty/staff member in the OTA lab

Students are not permitted in the OTA classroom and/or lab at any other time and/or without the presence of an OTA faculty/staff member in the OTA classroom and/or lab.

The refrigerator and all other kitchen and/or electrical equipment is for use for lab activities only under the direct supervision of an OTA faculty/staff member.

All items in the OTA department are inventoried. Students are permitted to utilize equipment and supplies:

- during scheduled class/lab time with the presence of an OTA faculty/staff member in the OTA lab
- during scheduled open lab time with the presence of an OTA faculty/staff member in the OTA lab

Equipment and supplies are not permitted to be removed from the OTA lab.

Inventory of Materials & Supplies

A master inventory list of materials & supplies is maintained by the OTA Administrative Assistant. A folder containing a “Used Materials/Supplies” list is located in the OTA lab. When materials and/or supplies are utilized, the material/supply in addition to quantity used should be indicated on the “Used Materials/Supplies” list at the time of use.

The “Used Materials/Supplies” list will be reviewed quarterly by staff members of the OTA program:

- to determine if additional materials/supplies need to be re-ordered
- to update the master inventory list

Re-ordering will occur when there is 25% of materials/supplies remaining.

Upkeep and Inspection of OTA Equipment

It is the responsibility of the Program Director to ensure the proper upkeep and functioning of all equipment associated with the program. All electrical outlets in the OTA lab and classroom were certified during initial installation and are checked yearly to ensure proper functioning. All electrical equipment & supplies are inspected on a yearly basis by an outside vendor to ensure proper functioning. A list of electronic equipment along with the date inspected will be kept in Program Director’s office.

Should any equipment be found not to be functioning properly or found to be damaged, it should be reported immediately to the Program Director. If the Program Director is not available, then it should be reported to the course instructor who will ensure that the equipment is not used by students, and will report this as soon as possible to the Program Director. Once the Program Director is notified, the piece of equipment will be removed by him/her.

Quality Control of OTA Electrical Equipment

To ensure equipment is functioning throughout the year, the OTA department utilizes quality control sheets. Each week, members of the OTA department will utilize the quality control sheets to record proper functioning of equipment and record temperatures. Should a piece of equipment be found not to be functioning properly or found to be damaged, the Program Director will be notified immediately. The Program Director will keep a list of equipment not functioning properly and ensure this equipment is not used by anyone until it has been repaired and inspected. The Program Director will review and approve the quality control sheets on a monthly basis.

Storage of Food Items in OTA Lab Refrigerator

Only those food items which are supplied by the OTA Program to be used during OTA class/lab activities may be stored in the refrigerator located in the OTA Lab. Food items include but are

not limited to perishable (fruits, sandwiches, ice cream, dairy products, cheese, etc), non-perishable (canned fruits, canned vegetables, instant soup, etc) and food staples (sugars, coffees, tea, soda, etc). To ensure the proper storage of food, cleaning of refrigerator/freezer, and monitoring/recording daily temperatures the following guidelines should be adhered to at all times:

- All food and drink must be dated and covered or in covered containers
- The temperature inside the refrigerator must be maintained between 38 degrees to 42 degrees Fahrenheit with a recommended temperature of 40 degrees Fahrenheit
- The temperature inside the freezer must be maintained between -5 degrees Fahrenheit and 10 degrees Fahrenheit with a recommended temperature of 0 degrees Fahrenheit
- A temperature log for the refrigerator and freezer will be maintained and recorded daily
- Refrigerator/freezer will be cleaned weekly in the following manner: wash shelving with hot water, wash inside walls with hot water and detergent, rinsed with clean water and dry all area and parts using clean cloths. A cleaning log will be maintained and recorded weekly

If while participating in lab activities any of the above guidelines are not being adhered to, it should be reported immediately to the Program Director. If the Program Director is not available, then it should be reported to the course instructor who will report this as soon as possible to the Program Director.

Being a Simulated Patient

In order to build therapeutic skills in the clinic, an OTA student must practice his/her skills in the classroom. Therefore, students and their classmates typically play the role of a patient, also known as a simulated patient.

Prior to being a simulated patient, the student playing the role of the patient will receive a Liability/Assumption of Risk form to review and sign. There are times when a medical condition might prohibit you from being a “simulated patient”. It is the student’s responsibility to inform the instructor if he/she is not willing to be a simulated patient.

Accident Reports

Two complete first aid kits are located in the OTA Lab. Should an accident/ injury occur while participating in OTA classroom or lab settings, the incident should be immediately brought to the attention of the course instructor. If non-emergency care is needed, the individual will be referred to their family physician, local hospital, or urgent care facility. If the injury is deemed an emergency, local Emergency Medical Services will be contacted. Financial obligation for care would be the responsibility of the student and fall under their personal health insurance policy.

All incidents will be reported to the OTA program director or academic fieldwork coordinator who will formally record the incident and file the report with public safety.

Safety Related to Offsite Educational Opportunities

Students are required to attend offsite educational opportunities. They are responsible for their own transportation. Safety and emergency procedures established by the hosting site are to be followed in the event of an accident/injury. In the event of inclement weather, students would follow the Lackawanna College weather procedures, and the off campus experience would be rescheduled for a later date if at all possible (this does not apply to Fieldwork)

OTA Program Pregnancy Policy

The Lackawanna College OTA Program supports and wants to protect any student who may become pregnant during matriculation through the two years of this academically and physically demanding curriculum.

Should a student become pregnant during any academic term within the program, it will be the student's responsibility to inform the OTA Program Director or the Academic Fieldwork Coordinator to determine the best and safest plan possible regarding the completion of the student's degree.

(See OTA program director for copy of the OTA Program Essential Functions document)

On a case-by-case basis, each situation and its corresponding plan will only be implemented with written permission, supported by the student's attending OB/GYN, and as approved by the Program Director.

Essential Functions for occupational therapy assistant students must be performed with or without reasonable accommodations, therefore a pregnant students' attending OB/GYN must again complete the Essential Functions form for the student to continue with the lab and fieldwork portions of the OTA program. If the OB/GYN limits the activity of the student to where the student is unable to perform essential functions during lab and/or fieldwork in which the student is currently enrolled in, the student will not be allowed to continue with the lab and/or fieldwork portion at that time. In this situation, the student, Program Director and Academic Fieldwork Coordinator will meet in order to formulate a plan that protects the student and the student's education. When a student's activity limits are lifted, the student and OB/GYN must again complete the Essential Functions document. Without this document, the student will not be permitted to participate in lab/fieldwork requiring the necessary essential functions.

Disclosure of a pregnancy to the OTA program director and or the academic fieldwork coordinator is the responsibility of the student who is pregnant. Reasonable modifications of lab/classroom/fieldwork in order to meet essential function may not be made for the pregnant student without an OB/GYN's recommendations and a signed essential functions document consent form. Pregnant students who fail to inform the OTA program director or academic fieldwork coordinator of their pregnancy and do not have an essential functions document signed by their OB/GYN at that time, cannot hold any OTA program faculty/staff at

Lackawanna College responsible for any injury caused to the pregnant student and/or unborn baby.

Fire/Evacuation Policy

All students, faculty members, administrators, and classified personnel must consider the ringing of the fire alarm as a bona fide emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms and buildings will be vacated in an orderly fashion and as rapidly as possible. No one is allowed to remain in the building except essential personnel. When exiting the building, students are asked to take backpacks, purses, coats, and valuables they have on or near their persons. They should not return to the area for any items left behind until given permission to return to the area by an administrator of the College.

In case of an emergency, please keep in mind:

- Orderly and rapid movement of people is imperative.
- Avoiding panic is vital.
- Use of the nearest exit will expedite evacuation.
- All personnel should go by the most direct route to the nearest parking area.
- All those exiting the building from the front will gather in the parking area on Vine Street.
- All those exiting the building from the back will gather in the parking area on North Washington Avenue.
- No one should remain near the doors to the building.

After the emergency is over or the drill is completed, an administrator will give the signal to return to class. If it is not possible to occupy the building, notification of the action to be followed will be given by an administrator.

Evacuation plans in the OTA Suite can be located:

- on the adjacent wall to the door entering/exiting the OTA classroom into the hallway; next to the door entering/exiting the OTA classroom into the OTA lab
- next to the door entering/exiting the OTA lab into the hallway
- on the adjacent wall to the door entering/exiting the OTA office area

Fire extinguishers can be located in the OTA classroom and the OTA lab.

- There is one fire extinguisher in the OTA classroom and is located next to the door entering/exiting the hallway
- There are two fire extinguishers in the OTA lab; one is located next to the door entering/exiting the OTA office area (kitchen side) and other is located next to the door entering/exiting the OTA classroom (in the fire extinguisher cabinet located at the end of the cabinet/shelves)

Fire extinguishers are inspected annually in compliance with applicable laws.

Infection Control

Infection control prevents or stops the spread of infections in healthcare settings. The following are ways in which the OTA Program address infection control.

Prevention:

- Evidence of the following vaccinations prior to start of Fieldwork: Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox), Tetanus, Diphtheria, Pertussis (TDaP)
- Evidence of or declination of Hepatitis B Vaccination
- Evidence of or declination of Influenza Vaccination
- Yearly OSHA Certification Training through Castlebranch
- Education on proper handwashing/hand sanitizer
- Utilizing proper practices for disinfecting, food sanitation, and waste management (refer to OTA Department)

Identification:

- Yearly PPD required with evidence of negative result; if positive result chest xray required

Handwashing/Hand Sanitizer

Source: Mayo Clinic Staff

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/hand-washing/art-20046253>

Frequent hand washing is one of the best ways to avoid getting sick and spreading illness. Hand washing requires only soap and water or an alcohol-based hand sanitizer — a cleanser that does not require water.

When to wash your hands

As you touch people, surfaces and objects throughout the day, you accumulate germs on your hands. In turn, you can infect yourself with these germs by touching your eyes, nose or mouth. Although it is impossible to keep your hands germ-free, washing your hands frequently can help limit the transfer of bacteria, viruses and other microbes.

Always wash your hands before:

- Preparing food or eating
- Treating wounds, giving medicine, or caring for a sick or injured person
- Inserting or removing contact lenses

Always wash your hands after:

- Preparing food, especially raw meat or poultry
- Using the toilet or changing a diaper
- Touching an animal or animal toys, leashes or waste
- Blowing your nose, coughing or sneezing into your hands
- Treating wounds or caring for a sick or injured person
- Handling garbage, household or garden chemicals, or anything that could be contaminated — such as a cleaning cloth or soiled shoes
- Shaking hands with others

- In addition, wash your hands whenever they look dirty.

How to wash your hands

It is generally best to wash your hands with soap and water. Follow these simple steps:

- Wet your hands with running water — either warm or cold.
- Apply liquid, bar or powder soap.
- Lather well.
- Rub your hands vigorously for at least 20 seconds. Remember to scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
- Rinse well.
- Dry your hands with a clean or disposable towel or air dryer.
- If possible, use a towel or your elbow to turn off the faucet.

Antibacterial soaps, such as those containing triclosan, are no more effective at killing germs than is regular soap. Using antibacterial soap might even lead to the development of bacteria that are resistant to the product's antimicrobial agents — making it harder to kill these germs in the future. In 2016, the Food and Drug Administration issued a rule under which over-the-counter consumer antiseptic wash products containing the majority of the antibacterial active ingredients — including triclosan and triclocarban — can no longer be marketed to consumers. These products include liquid, foam and gel hand soaps, bar soaps and body washes.

How to use an alcohol-based hand sanitizer

Alcohol-based hand sanitizers, which do not require water, are an acceptable alternative when soap and water are not available. If you use a hand sanitizer, make sure the product contains at least 60 percent alcohol. Then follow these simple steps:

- Apply enough of the product to the palm of your hand to wet your hands completely.
- Rub your hands together, covering all surfaces, until your hands are dry.

Antimicrobial wipes or towelettes are another effective option. Again, look for a product that contains a high percentage of alcohol. If your hands are visibly dirty, however, wash with soap and water.

All students are required to complete the Handwashing Course through Castlebranch.

[Safety Data Sheets \(SDS\)](#)

A Safety Data Sheet (SDS) is a document that contains information on the potential hazards (properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical) and how to work safely with the chemical product. It also contains information on the use, storage, handling and emergency procedures all related to the hazards of the material. SDSs are prepared by the supplier or manufacturer of the material. It is intended to tell what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, what to do if accidents occur, how to recognize symptoms of overexposure, and what to do if such incidents occur.

Updated 1/21

SDS for chemical products that are utilized in the OTA Program can be located in the SDS Binder in the Program Director's office. SDS sheets will be printed and filed in the SDS Binder when new materials/supplies are purchased/acquired that contain chemicals.

The SDS Binder will be reviewed yearly (August) to ensure the most up to date SDS is provided.