



## Department of Occupational Therapy

### Policy 18.0. *Student Laboratory Requirements*

#### **POLICY PURPOSE**

To facilitate a clean and organized laboratory environment for clients and students.

#### **POLICY STATEMENT**

Students are to follow guidelines for infection control outlined in Policy 7.0 in laboratory environments. In addition, all laboratory resources and equipment will be cared for in a manner that results in a safe, clean and organized environment.

#### **PROCESS + PROCEDURES**

In addition to all guidelines of Policy 7.0 *Infection Control and Universal Precautions*, the following guidelines specific to laboratory resources and equipment, must be implemented and followed at all times:

- 1. Lab:* Put all tables, chairs, and equipment in its original location. Throw away all trash into the wastebaskets. Leave the lab neat and organized overall. Place all used towels in the laundry bins. Doors to outside hallways outside of the Department must be shut when exited.
- 2. Equipment:* Turn off all equipment at the end of each lab. Pads are to individual specific; please label your pads and store in the designated location. Receive instruction on how to use equipment prior to use. Report any problems immediately. Wipe down all equipment used during labs, including weights, stability pads, developmental toys, suspended equipment, physioballs, etc. with approved cleaning wipes. Exception: The ice machine in the Biomechanical Lab should remain on at all times.
- 3. Mats/Plinth Tables:* For single mats, only one person at a time on the mat. For low mat tables, a maximum of 4 people at a time on the mat. Do not put your shoes on the mat. Do not write on the mats. Do not place book bags or other objects on the mat. Clean each mat after use with approved cleaning wipes.
- 4. Splint Pans:* Wash your hands before making a splint and placing in the pan. Always clean a worn splint prior to placing it into the splint pan. Splint pans must be cleaned on a regular monthly basis; a sign-up sheet for cleaning the splints will be posted and each student is



responsible for cleaning the splint pans during that month. This will be included in the final lab check out grade for the corresponding course.

5. Failure to follow the aforementioned could result in a loss of access to labs for individuals or groups, as well as results in deduction in professional behavior points within a given course.

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#### **RELATED ACOTE STANDARD**

A.4.11. Programs must make available to students written policies and procedures regarding appropriate use of equipment and supplies and for all educational activities that have implications for the health and safety of clients, students, and faculty (including infection control and evacuation procedures).