TITLE: PACIFIC UNIVERSITY OCCUPATIONAL THERAPY WORKSHOP

POLICY: Measures shall be taken in the interest of protecting students, staff and clients from personal injury and to maintain a clean, safe environment, in the Occupational Therapy Workshop (Lab 345).

PROCEDURE:

I. The Occupational Therapy Workshop houses electrical equipment, power tools and tools for adaptive equipment fabrication. Any student working in the workshop should notify a faculty person whenever they are working in the workshop and should never work in the workshop alone.

II. Electrical equipment and tools will be maintained and repaired by university facilities as needed.

III. Toxic substances used in the fabrication of any adaptive equipment will be stored in protective cabinet in the workshop and procedures of handling will be accounted for in MDS manual.

IV. Students and faculty should request guidance and assistance from an experienced faculty member when utilizing equipment with which they are unfamiliar.

V. When cutting materials such as Tri-wall cardboard a cutting mat should be used at all times. Extreme care should be taken when using tools such as Exacto knives and should be performed cutting away from the body.

VI. Disposal and clean up of the workshop is the responsibility of the individual performing the work. All material should be replaced in the cabinets and all tools relocated in their assigned place.

VII. Surface areas used will be wiped down following work.

VIII. No clients will be permitted in the workshop without a faculty present at all times.

IX. The workshop shall be locked after hours.

X. Drawers and cabinets and tool allocations will be kept clean and orderly and will be monitored by the OT faculty.

XI. Students shall be responsible for their personal safety as well as protecting the personal safety of others in the workshop area. The environment and equipment will be protected from damage. Therefore, caution should especially be exercised when using all the equipment and supplies in the workshop.

A. All students require training of First Aid Procedures upon admission into the Occupational Therapy Program.
B. A First Aid Kit is maintained and stored in the workshop area for minor injuries.
C. Call 911 immediately, if a more serious injury should occur.

FORMULATED:	August 2006
REVIEWED:	May 2013
REVISED:	May 2013