

# Health and Safety Policy and Procedure

## MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Students

Number: 504

Title: Health and Safety

Date: 3/31/10

Reviewed/Revised: 02/03/22

**Purpose:** To outline the proper use of equipment and supplies for MHPC OTA Program activities and to ensure the health and safety of students enrolled in the program

**Policy:** Students will be informed of policies and procedures related to health and safety requirements related to lab activities and evacuation procedures relevant to each campus.

### **Procedure:**

1. Students will be required to sign a form which indicates they have read the Lab Safety Manual and that they agree to follow the guidelines at all times when in the Clinical Lab. (See attachment Lab Manual)
  - a. Students will be informed that non-adherence to these expectations may constitute dismissal from the Clinical Lab.
2. Materials potentially hazardous in nature will be reviewed prior to use in lab.
3. Manuals related to lab equipment will be housed in cabinetry located in labs on site and placement of manual reviewed with students during clinical lab at the beginning of the Fall Semester.
4. Students will be informed of evacuation procedures related to each satellite campus. Procedures will be posted in accordance with home campus policies and procedures.
5. Students and faculty will utilize the relevant college campus emergency policies and protocols when located on site. Faculty will contact the respective on-site representatives (Director of Allied Health or Vice Presidents of Student Services) for assistance as needed.
  - a. Moberly Area Community College- Columbia emergency procedures will be followed when on the Columbia campus during courses and during centralized lab. (See Lab Manual attachment). <https://www.macc.edu/securityhome>
  - b. State Fair Community College emergency procedures will be followed when on the Sedalia campus during courses and during lab (See attachment Lab Manual). <https://www.sfccmo.edu/offices-services/safety-security/>
  - c. East Central College incident reporting and emergency procedures will be followed when on the Union campus during courses and during lab (See attachment Lab Manual). <https://www.eastcentral.edu/campus-safety/emergency-plan/>

- d. North Central Missouri College incident reporting and emergency procedures will be followed by students when on the Trenton campus during courses  
<https://www.ncmissouri.edu/studentlife/healthwellnesssafety/>
- e. Three Rivers College incident reporting and emergency procedures will be followed by students when on the Poplar Bluff campus during courses  
<https://trcc.edu/campussafety/eap.php>