

**Shawsheen Valley School of Practical Nursing
100 Cook Street
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Health and Safety of Employees, Students and Guests to Maintain Readiness



Health and Safety Plan

2024-2025

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**Shawsheen Valley School of Practical Nursing Health and Safety Plan for Students,
Faculty and Guests**

Aligned with the Shawsheen Valley Technical High School Vocational-Technical Health and Safety Plan.

Health and Safety Policy Statement

The personal safety of each student, guest and employee of the Shawsheen Valley School of Practical Nursing is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over all other activities. To the greatest extent possible, the program will provide all mechanical and physical facilities requested for personal health and safety in keeping with the highest standards.

We will maintain a safety and health program that conforms to the best practices of similar vocational-technical schools in the state and the country. To be successful, such a program must embody the proper attitudes toward injury and illness prevention, on the part of both students and staff. It also requires cooperation in all safety and health related matters between student and teacher, teacher and administrator, and between each student and his/her fellow students. Only through such a cooperative effort can a safety program, in the best interest of all, be established and preserved.

The plan includes access to the building for faculty, students, guests, employees and invitees, campus security procedures and policies, emergency notifications and procedures and reporting.

This plan will undergo a comprehensive review process every two years in an effort to maintain its relevance and keep information up to date. Reviewed 8/2025, revised 3/2025

<i>Plan Title:</i>	<i>Health and Safety of Employees, Students and Guests to Maintain Readiness</i>	<i>COE Standard 6</i>
<i>Review/ Revision</i>	<i>8/2024, revised 3/2025</i>	<i>Next scheduled review: Advisory 5/25</i>
<i>Budget line item</i>	<i>Under supplies</i>	<i>Publication: Website, posted in Atrium outside PN office</i>

I. Campus Security Procedures and Practices

General Emergency Procedures

- Fire: actual or drill: The SVRTHS district does not perform drills outside of the school day. Fire safety and drills will be discussed during orientation. If the alarms are being tested, an overhead announcement will be made. In the event an alarm sounds which is a bell followed by “There is an event in the building. Please move quickly to the nearest exit,” students, faculty and guests should immediately vacate the building. Students and faculty will meet at the designated spot (the bench across the parking lot) and the faculty

member will conduct attendance prior to leaving the premises. The wing is equipped with sprinklers, smoke, heat and carbon monoxide detectors. The wing is also equipped with small ABC fire extinguishers however this should only be used on a small, contained fire. The fire department must be called in all circumstances.

- Armed intruder or dangerous person: The SVRTHS district does not perform ALICE drills outside the school day. An alarm will sound, three long bells in a row, and an announcement will follow. The students, faculty and guests will follow ALICE guidelines. They can choose to barricade, evacuate or counter. The procedures will be discussed during orientation. Ensure 911 is called.
- The emergency line is 911. This can be dialed from any phone in the building.
- A radio to the security guard is located in the PN office by the administrative assistant's desk. To activate, turn on and press the side button to talk. The radio is set on the security guard's channel.
- First aid kits are located in the bed lab. Inventory is conducted by the school nurse annually. If you are in need of first aid, you must notify an employee. You can complete minor first aid yourself. All injuries that require a nurse or other HCP necessitate the student or faculty to seek first aid at a health care facility. 911 can be called. An incident report must be followed for injuries that require advanced care, example sutures.

Access Procedure

During normal business hours, guests may enter the building through the SVRTHS front entrance. They must complete a screening using their driver's license as identification and wear a printed badge. Students, faculty and employees may enter directly through the Life Science Wing entry. A doorbell/ camera system is present. Following recognition by the administrative assistant, the door is unlocked, and the student may enter. Faculty and employees have an electronic key to allow access.

Candidates for admission may also enter through the Life Science Wing on the day of their designated entrance exam. The administrative assistant will validate identification.

II. Health and Safety Procedures

General Instructor Responsibilities

- The instructor must provide adequate supervision in the classroom, shop/lab area or clinical site at all times when class is in session.
- The instructor must lock all doors when leaving the shop/lab area.
- The instructor will perform regular inspections to ensure that the equipment is in good working condition at all times.

- It is the instructor's responsibility to make sure that all safety policies and procedures are being followed and ensure compliance with all applicable laws and regulations.
- The instructor will consistently demonstrate good safety practice at all times. As a role model, the instructor has a significant impact on the positive or negative safety attitudes and habits that the students acquire.
- Instructors must exercise diligence and remain alert to the obstruction of safety equipment and supplies including fire extinguishers, eyewash stations, emergency shut-off buttons, fire blankets, first aid kits, drenching showers and other safety items that could require quick access in the case of an emergency.
- The Coordinator of the Shawsheen Valley School of Practical Nursing must be notified in writing of any unsafe conditions that cannot be remedied immediately by the instructor and together, working with the facilities department, they will coordinate and ensure remediation.

1) General Student Safety

- No student is to operate any piece of equipment unless that student has been thoroughly and formally checked out on its use and function, including safe and proper operation. In addition, the lab manual will be signed by both the instructor and student documenting performance.
- Students will receive a review of any equipment at the clinical setting prior to use.
- Proper PPE (Personal Protective Equipment) shall be worn whenever working or handling chemicals or hazardous materials while in the laboratory or clinical area.
- Clothing, including footwear, must conform to industry safety standards. No open toed shoes in the laboratory or clinical setting.
- Long hair is not allowed in the clinical area. Hair must be up and off the collar.
- Loose jewelry may not be worn in the clinical area. Please refer to the handbook for specifics.
- Students who request restricted or limited duty because of medical reasons must bring in documentation from a licensed health care provider (MD, nurse practitioner, or Physician's Assistant) to the coordinator for evaluation.
- Students must be medically cleared by a licensed health care provider, in accordance with OSHA standards, prior to commencing use of a respirator.
- Students must utilize appropriate body mechanics while in the clinical laboratory and clinical facility. Students must follow the facility policy for the use of mechanical lifts.

2) Accident/ Injury Procedures

- Request appropriate medical assistance immediately.
- Apply only immediate first aid, that is essential and nothing further.
- If a fragment enters the eye, immobilize the eye by covering it with a sterile compress and obtain medical assistance immediately. Under no circumstances should anyone, except a medical professional, attempt to remove a fragment from an eye.

- If an acid or an alkali chemical has injured an eye, immediately check the Safety Data Sheets and irrigate with water for at least 15 minutes if recommended. Follow-up medical attention is recommended.
- Notify the administrator as soon as practically possible.
- If a student sustains an injury that requires immediate medical attention, 911 must be called.

3) Accident Reporting and Investigation

- Instructors will report all injuries both major and minor to the coordinator.
- Instructors shall ascertain the cause of the accident, and after careful analysis of all known facts, make recommendations to the coordinator, which will eliminate the possibility of a similar accident occurring in the future.

4) School Nurse and Life Safety Officer

The school nurse and life safety officer are responsible for regularly visiting all vocational –technical areas to replenish first aid supplies and inspecting all general safety systems to ensure that they are accessible, functional and in good repair (i.e., eyewashes, deluge showers, fire extinguishers, emergency power shut off buttons, electrical panel security locks and exit doors). The life safety officer is also required to report any unsafe conditions or practices that s/he may observe to the appropriate administrator.

5) Standard Precautions

- Standard Precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with blood borne pathogens and potentially infected secretions. Students in the Shawsheen Valley School of Practical Nursing must receive formal theoretical and laboratory-based training in Standard Precautions. Students must be oriented to each clinical facility including the facilities use of Standard Precautions.
- Inspect the intactness of your skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin while at the clinical site or in the laboratory setting. Nitrile type gloves must be worn when working with blood products.
- Blood spills must be cleaned up according to facility policy. If there is a blood spill in the clinical laboratory, Sanizide wipes must be used to clean up the area with disposal of any blood contaminated material in a biohazard bag.
- Hand washing or equivalent must be used in all clinical settings. A facility policy regarding the use of alcohol-based cleaner in place of hand washing may be requested.
- No re-capping of needles is allowed as stated in the Needlestick Prevention Act. All needles need to be distributed by an instructor and accounted for prior to disposal in a puncture proof locked container. All needles must be stored in a locked and secure area.
- Latex gloves may not be used in the laboratory or clinical facilities.

- All Precautions must be followed in the clinical site including but not limited to Contact, Contact Precautions Plus, Airborne, Droplet and Neutropenic. All students and clinical instructors attending clinical must ensure documentation of current immunization as stated in the student handbook including a negative Mantoux or quantiFeron Gold assay or Chest X-ray and documentation of the annual influenza vaccine by November 1. Students may need to be fully vaccinated against Covid-19 to participate in clinical. Vaccinated and unvaccinated students may be subject to weekly testing for Covid 19 per facility policy.

6) Record Keeping

- Students in the Shawsheen Valley School of Practical Nursing must bring their laboratory manual to lab and clinical weekly. Students are not allowed to perform any skill until they have completed the theoretical and laboratory component. The Laboratory handbook is documentation of their competency.
- Clinical orientation attendance list is kept on file for the year. Practical Nursing students are required to complete the Massachusetts Clinical Placement On-line Orientation prior to attendance at any clinical site. The Clinical Ticket must be printed and presented to the Clinical site prior to attendance.
- All reporting of accidents are to be filed with the Coordinator of the Shawsheen Valley School of Practical Nursing.
- Hazardous substance inventory list and SDS sheets on file are located in each shop/lab area.
- Hazardous substance waste disposal records are kept on file with the Business Office.
- Review of plan by the Advisory Committee is noted in the minutes annually.

7) Training

Training and education are significantly important to the successful implementation and continued maintenance of any “Health and Safety Plan.” Every effort will be made to facilitate and encourage:

- Industry recognized health and safety curriculum and resources.
- Development of high-quality health and safety curriculum and resources.
- Participation in training in the basics of occupational health and safety, first aid, CPR, Right to Know, fire extinguisher uses and location, OSHA standards, hazardous substances, etc.

8) Floor Plan Layout

Each vocational-technical area will have a scaled floor plan showing the location of all equipment, work stations, electrical panels, and/or gas shut offs, emergency power shut offs, fire extinguishers, smoke detectors, fire alarms, eye wash stations, fire blankets, first aid kits as well as a safe, unobstructed, and clearly marked passage aisles on file with the vocational coordinator.

III. Health and Safety Team and Committees

The Health and Safety Plan for the Shawsheen Valley School of Practical Nursing will align with the Health and Safety Plan of the parent institution.

The Health and Safety Plan for the Shawsheen Valley School of Practical Nursing will be reviewed annually at the Advisory meeting.

IV. NIOSH Safety Program for Schools (CD)

Health and Safety Checklists for schools can be found at

<http://www.cdc.gov/niosh/docs/2004-101/chap4.html>

1-800-CDC-INFO (1-800-232-4636) email: cdcinfo@cdc.gov

Website: www.cdc.gov In English and Spanish

To take a free OSHA on-line Hazardous Communications Training Course use the following link:

<http://www.free-training.com/osha/hazcom/hazmenu.htm>

V. Safety and the Law

- Massachusetts General Laws: Chapter 71, Public Schools Chapter 71, Section 55C.
Eye Protective devices
- Massachusetts General Laws: Chapter 111F. Hazardous Substances Disclosure Right to Know Law
- Massachusetts General Law: CMR 6.00
DPH regulations regarding immunizations for post-secondary students attending clinical
DPH regulations regarding Tuberculosis reporting
- Clinical Contractual Obligations: Mandatory orientation including Fire Safety, Emergency Preparedness, PPE, Immunizations, Ergonomics, Electrical Safety, Violence in the Workplace, and tour of the facility.

Resources: Shawsheen Valley on-line Policy Manual

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