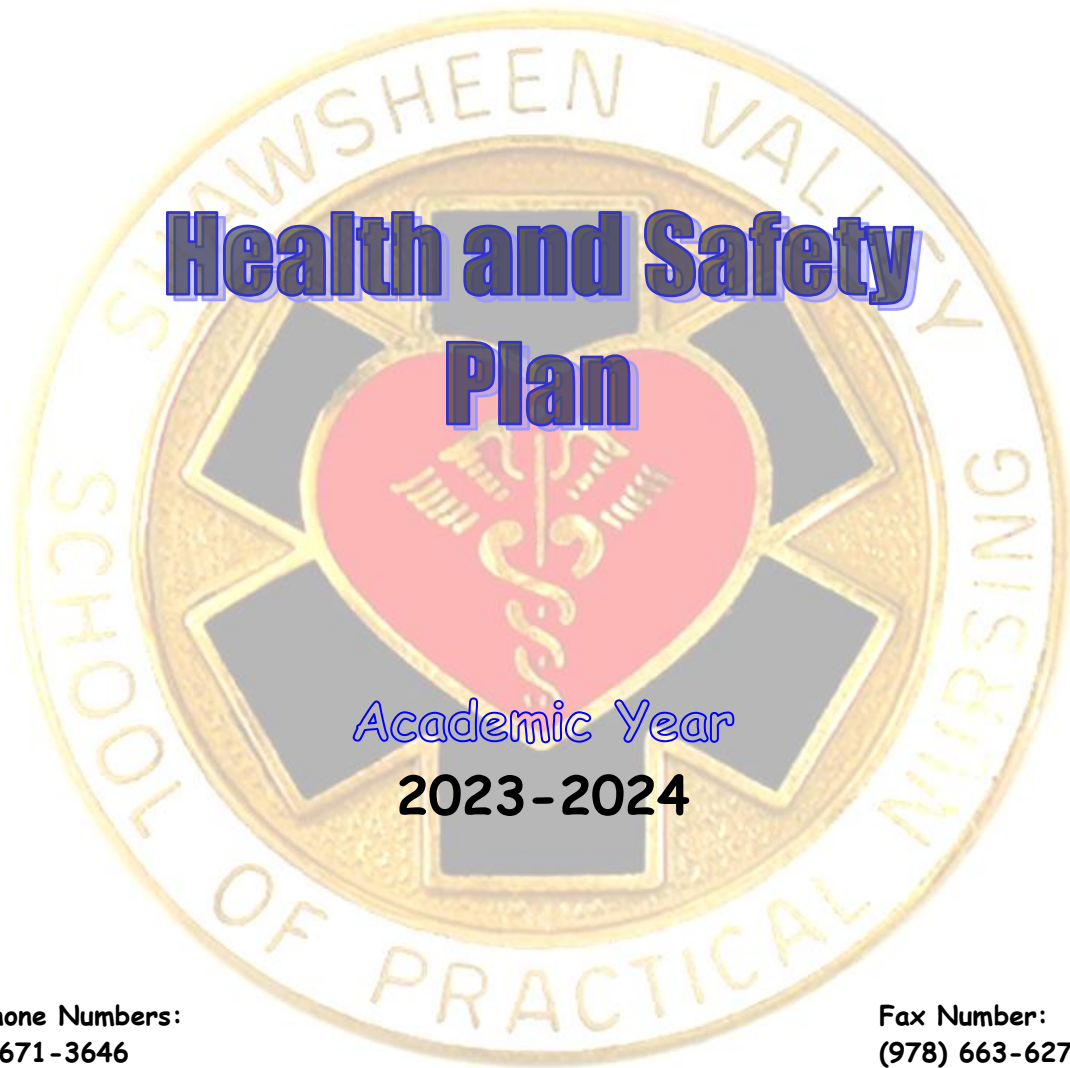


*Shawsheen Valley School of Practical Nursing Program*

*100 Cook Street  
Billerica, MA 01821*



**Health and Safety  
Plan**

*Academic Year*  
**2023-2024**

**Telephone Numbers:**  
**(978) 671-3646**

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**(978) 663-6272**

# Shawsheen Valley School of Practical Nursing Program

## 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 Shawsheen Valley School of Practical Nursing is a special and unique part to the educational system. The education they receive is directly related to their future, since the skills, attitudes and work habits developed will be with them the rest of their lives. In addition to wanting a safe workplace for themselves, facilitators are concerned about the safety of their students. Facilitators clearly understand the impact that they can have on future workers.

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 also 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.

***This plan will undergo a comprehensive review process every two years in an effort to maintain its relevance and keep information up to date.***

## II. Health and Safety Procedures

### 1.1 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.

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- 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 using.
- 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 facility policy for the use of mechanical lifts.

## 2) Accident/ Injury Procedures

- Send for 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 irrigate with water for at least 15 minutes and obtain medical assistance.
- Notify the team leader and 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, that will eliminate the possibility of a similar accident occurring in the future.

## 4) School Nurse and Life Safety Officer

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The school nurse is the primary full-time medical professional and care giver on staff during school hours. 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 needs 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. 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 quantitative 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.

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- 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 is 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 use 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.

## 9) Outside Visitors and/or Customers

All visitors must sign in with the Practical Nursing secretary prior to entering the shop area. The exterior doors must be kept in the locked position. The security guard can be reached at any time utilizing the two-way radio located in the PN office.

## 10) Policy regarding internal and external Emergencies

Lock down procedure students will secure themselves in the seminar room with doors locked and lights off. External emergencies staff and students will be notified by on site security. All fire alarms will result in the immediate evacuation of students. Attendance will be taken outside to ensure accountability.

### 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](mailto:cdcinfo@cdc.gov)

Website: [www.cdc.gov](http://www.cdc.gov) In English and Spanish

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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.

## **Program Quick-Reference Guide**

Are respirators provided and used when necessary?

Are there written standard operating procedures for the use of respirators?

Are respirators checked for proper fit?

Is foot protection worn to prevent injuries in the clinical laboratory?

Are gloves worn according to policy and Standard Precautions?

Are all people provided with high quality eye protection equipment, including safety glasses, as required by Massachusetts General Law Chapter 71 Section 55C?

Is lighting good for the work being performed?

Are eyewash stations provided and are they easily accessible?