



COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

Title: Nursing Safety Program

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Implementing Procedure For Policy 8.05

Effective Date: 01/07/04

Division: Instructional Affairs

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1.1 PURPOSE:

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

1.2 PROCEDURE:

Safety Training

Safety Training information is embedded within the various classes of the Nursing curriculum. Subjects covered within the curriculum include but are not limited to the following:

- Infection control
- Blood borne pathogens
- Age related safety factors
- Risks related to alcohol and drug abuse
- Isolation techniques
- Turning, lifting, positioning patients
- Patient transfers and ambulation
- Restraints
- Safe handling, use, and disposal of sharp objects
- Safety factors related to medication administration
- Identification and elimination of fall hazards
- Care of violent patients
- Safe application of heat and cold
- Preventing electrical hazards
- Prevention and treatment of poisoning
- Preventing and treatment of smoke inhalation, carbon monoxide poisoning, and burn injury
- Prevention and treatment of overexertion and dehydration
- Safe oxygen administration

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

GENERAL SAFETY PRACTICES

BODY MECHANICS

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people should carry long pieces of equipment.
9. Do not lift heavy loads above shoulder level.

PERSONAL PROTECTION

1. Confine long hair so that it is not exposed and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide respirators or dust masks for use where harmful dusts or fumes exist.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Where noise levels are excessive over long periods of time, ear protection should be worn.
6. Provisions are made for cleaning and sterilizing of all equipment.

FACILITY CONDITION

1. Aisles, machines, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel know the procedures for notification of fire and evacuation of premises.
10. Workplaces should be free of excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

HOUSEKEEPING PRACTICES

1. Provide for the storage and daily removal of all waste materials.
2. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
3. Employ a standard procedure to keep floors free of oil, water, and foreign material.
4. Provide for the cleaning of equipment and facilities after each use.
5. Provide regular custodial service in addition to end of class cleanup.
6. Keep walkways and work areas free of all obstructions.
7. Floor surfaces must be maintained in a "nonskid" condition.

EQUIPMENT

1. All equipment should be operated in accordance with specifications as stated in the owner's manual.

2. Machines and apparatus should be arranged so that operators are protected from hazards of other machines or passing individuals.
3. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
4. Proper cleaning equipment should be used (avoid air for cleaning purposes).
5. Nonskid areas should be maintained around dangerous equipment.
6. A preventive maintenance program should be established for all equipment.
7. Equipment cords and adapters should be maintained in a safe working condition.
8. Adjustment and repair of any machine should be restricted to experienced persons.
9. Ladders should be maintained and stored properly.

OXYGEN

This gas is in a class by itself. It will combine with many common materials and under the right conditions will cause these materials to burn violently or to explode. Oxygen under high pressure can cause oils to explode. **NEVER USE OIL ON ANY OXYGEN VALVE OR REGULATOR EQUIPMENT!** If you change cylinders, always have the instructor check your work before opening the valve.

RECORDKEEPING

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

1.3 RESPONSIBILITY

It is the responsibility of each instructor to insure that a safe environment is maintained in their area and that this policy is adhered to.

Vice President, Instructional Affairs

Date

Approved by President

Date

