

Kettering College
Occupational Therapy Doctoral Program



**Appropriate Use of
Equipment and Supplies Manual**

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SPACE AND EQUIPMENT USE

Occupational Therapy Doctoral Students will have space available to use in various settings including the Kettering College Ollie Davis Center on Darst Road, Kettering College Main Campus on Southern Boulevard, and clinical settings. In these settings, students will have access to classrooms, labs, lounges, equipment, and study spaces according to a schedule posted each semester. This schedule may change unexpectedly. Conference Room OD 246 can be reserved in 2 hours blocks for student use when available. Equipment and assessments should be used according to the directions and in a safe manner. Students may use the refrigerator and microwave in the ADL lab. All student food and containers must be removed from the refrigerator by 1pm each Friday. Any food or containers left after 1pm on Fridays might be thrown away. Students are expected to leave equipment and spaces clean, organized, and in their original configuration. Failure to do so might result in disciplinary actions or restriction of use of spaces by students.

The College areas in the Kettering College Ollie Davis Center on Darst Road and the Kettering College Main Campus are within medical facilities. Students' behaviors are to be respectful at all times as patients may be present in any college area.

Students should enter and utilize only facility areas authorized for student use. In the Kettering College Ollie Davis Center, students are to enter and exit only through the front entrance; unless there is an emergency.

Students are to only park in areas designated for student parking. At the Kettering College Ollie Davis Center, student parking is in the rear of the building (section D on diagram below). If there are no spaces available in D, please park in area A by Darst Road. Patient parking is in front of the building in areas A and B. At the Main Campus, student parking is across the street from the Boonshoft building.



EQUIPMENT/BOOK USE AND CHECK-OUT

Specific equipment, assessments, OT lab supplies, and books are available to be checked out for student use. To check out items, students should contact an OTD office staff member or the appropriate faculty member. Students are required to sign a checkout sheet and leave collateral when borrowing an item. Select items must stay onsite. Students are responsible for the cost of replacing items damaged or not returned.

SAFETY POLICIES AND PROCEDURES

Please see the Kettering College Student Handbook for detailed information on:

- Occupational Exposure to Blood-Borne Pathogens
- HIV Infection and AIDS Policy
- EMERGENCY PROCEDURES

Medical Emergencies

In the event that someone needs serious medical attention, Dial 911 and then notify a Kettering College employee.

- An Automated External Defibrillator (AED) is located in the Student Lounge Instructions for use are in the AED case.
- First aid kits are located in the Student Lounge, (OD 215), and in the Faculty Lounge, (OD 233).
- Narcan is located in the Student Lounge, (OD 215), and in the Faculty Lounge, (OD 233).

ALLERGENS AND TOXIC FUMES

- Students with known allergic reactions or other medical conditions are responsible for informing the instructor before beginning any lab activity that could create a potential harmful reaction (e.g. dust, fumes, or material in contact with skin).
- All materials that require ventilation for use must be used outside the building.
- All combustible or otherwise environmentally hazardous materials are stored in a fire safe cabinet when not in use and will be brought to the classroom by the instructor only. Any waste will be disposed of only by the instructor according to KHN procedures.

INJURIES

- First aid kits are in cases with a red cross symbol located in the Student Lounge and the Faculty Lounge. The kits are available for minor injuries, such as cuts or minor burns.
- After using any of the supplies from a first aid kit it is the responsibility of the user to document the date of incident and note any supplies taken from the supply kit and to inform the Site Office Coordinator, so the kit can be re-supplied.
- Minor injuries that require first aid should always be reported to the instructor.
- If injury requires professional or medical treatment, dial 911 and report to the Site Office Coordinator.

EQUIPMENT, SUPPLIES, AND MATERIALS

Students will participate in laboratory experiences and at clinical locations involving a variety of equipment, supplies, and materials. It is important for each student to assume responsibility for understanding the proper use of such items before attempting to use them, and to be familiar with all safety information about them. If a student does not have knowledge regarding the equipment, he or she should consult the manufacturer's manual. When applicable, manufacturer's use and safety manuals or printed use and safety information sheets are located near the equipment.

If written information is not available for equipment, supplies, or materials and the student does not have prior knowledge of the proper use, he/she/they should seek assistance from the instructor before attempting to use it. Before using any power equipment, the student must receive instruction and approval from the course instructor.

SAFE PRACTICE POLICIES

All laboratory safety policies and procedures will be thoroughly reviewed during the first week of class.

Dress for Lab Classes:

Students should wear comfortable clothes to participate in occupation-based activities.

Unacceptable attire for lab includes:

- high heels or open-toes shoes or sandals
- loose sleeves
- dangling jewelry
- large rings on fingers
- Additionally, long hair should be tied back or placed in a bun when necessary to ensure safety.

Material Safety Data Sheet (MSDS)

Master MSDS for all chemical materials are located in the Department Lounge room 233.

All equipment is to be tested yearly by KH Clinical Engineering Department (BMET) 937-395-8804 EXT. 19818.

Workspace in Lab Classes

- Tables, desks, lab related equipment, mats, and non-essential items are to be removed from all classrooms during occupation-based activities. Sufficient space between students should be maintained to avoid injury to others.
- It is expected that all students will clean up work areas before leaving the space.
- It is expected that all students will clean mats and surfaces (therapy balls, bolsters) with disinfecting wipes or spray and cloths after each use (available in each of the occupational therapy classrooms).

EQUIPMENT SAFETY GUIDELINES

Use of the following equipment should always occur with instructors' supervision:

- Swing- SOUTHPAW Platform Swing- Used in OD 212.

Use of the swing needs to be under the supervision of the instructor. The instructor is responsible to verify the swing is properly attached to ceiling hook. The weight limit of 350lbs may not be exceeded. The swing must be clear of objects surrounding that might be hit when in motion. Mats must be under the swing when it is in use.

Students who experience queasiness or other symptoms of discomfort are advised to stop use immediately and report concerns to the instructor.

TEMPERATURE FOR EQUIPMENT

When in use, the following temperatures should be used for the equipment listed:

- Paraffin Bath – Temperature should be 126° F (within 5°). Located in OD 215.
- Hydrocollator – The temperature should be between 160°-165° F. Located in OD 215 (See pages 6-9 for manufacturer's information). Heat Pack – Do not place a HOT PACK directly on skin. Severe burns or skin irritation could result. Use a terry cloth cover and towels to protect skin. Do not add chlorine to the water.
- Forma-Splint Thermal Baths and electric skillets – The temperature should be 160°, +/- 10°, when in use. Located in OD 215.

ORTHOSIS FABRICATION MATERIALS

- Rolyan Self-Bonding Solvent - FLAMMABLE (Ethyl acetate). Use sparingly. Causes serious eye irritation, may be harmful if inhaled. May cause drowsiness or dizziness. Highly flammable liquid and vapor. Keep away from heat, sparks, open flames, and hot surfaces. No smoking. Keep the container tightly closed. Containers should be bonded and grounded for transfers to avoid static sparks. Use explosion-proof electrical ventilating/ lighting equipment. Use only non-sparking tools. Avoid breathing dust/fume/gas/mist/vapors/spray. Wash hands thoroughly after handling. Use only outdoors or in a well-ventilated area. Wear protective glasses/eye protection/face protection. If on skin or hair, wash off immediately with water. Immediately remove all contaminated clothing. If inhaled, remove the person to fresh air and keep comfortable for breathing. If in eyes; rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do, continue rinsing. Call a poison center 1(800-222-1222) or contact your physician if you feel unwell.
- MASTER-MITE- Caution- High temperature at nozzle. Run (on cold before turning off). Disconnect power cord prior to changing element nozzle.
- DREMEL 7300-Located in OD 215- Use in the presence of an instructor.

HYDROCOLLATOR INSTRUCTIONS

Moving
Rehabilitation
Forward™

Hydrocollator®

HEATING UNITS

User Manual

1,000 - 2,000 Watt Units



ENGLISH
DEUTSCH
FRANÇAIS
ESPAÑOL
ITALIANO
PORTUGUÊS
NEDERLANDS
DANSK
ČESKY
SVENSKA



 **chattanooga**
DVD is an ISO 14001 Certified Process

HYDROCOLLATOR SAFETY PRECAUTIONS

SAFETY PRECAUTIONS

Hydrocollator® Heating Units



CAUTION

- Read, understand, and practice the precautionary and operating instructions. Know the limitations associated with the Hydrocollator SS-2, M-2, SS, E-2, E-1, M-4 Heating Units. Observe the cautionary and operational decals installed on the unit.
- DO NOT operate this unit in an environment where other devices are being used that intentionally radiates electromagnetic energy in an unshielded manner. Portable and mobile RF communications equipment can affect Medical Electrical Equipment.
- The Hydrocollator Heating Unit generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to other devices in the vicinity. However, there is no guarantee that interference will not occur in a particular installation. Harmful interference to other devices can be determined by turning the Hydrocollator Heating Unit on and off. Try to correct the interference using one or more of the following: reorient or relocate the receiving device, increase the separation between the equipment, connect the equipment to an outlet on a different circuit from that which the other device(s) are connected and consult the DJQ, LLC Service Department for help.
- Do not use accessories other than those supplied with the Hydrocollator Heating Unit or recommended by DJQ, LLC. The safety of other products has not been established, and their use could result in injury to the patient.
- Never adjust the thermostat too high. The thermostat is extremely sensitive and the slightest adjustment will alter the temperature several degrees. The recommended operating temperature is 71° to 74° C (160° F to 165° F). The temperature of the water should be checked with a thermometer after every adjustment, before using the HotPac. Always allow sufficient time for the water temperature to stabilize.
- The Hydrocollator Heating Unit should not be installed above a surface that is susceptible to casual water damage.
- Always keep the water level over the top of the HotPacs to avoid burning or scorching of the packs.
- Never allow the HotPacs to dry after use.
- Check water level daily as it has a natural loss due to evaporation.
- Clean the tank periodically as described in the maintenance portion of this manual.
- Check unit periodically for signs of leaking and contact service if leaks are noted.
- Always replace Hydrocollator HotPacs as soon as they show signs of wear.
- If the unit is to be left unattended for a period of time, unplug the unit, remove the packs, empty the water, and clean the tank.
- Do not move the Hydrocollator while filled with heated water. Tipping over could result in burns to the user or others.
- Always unplug the Hydrocollator from the power source before attempting to empty water from unit.
- Always use factory authorized replacement parts.
- Always destroy and replace HotPacs which are exposed to contamination: hazardous or cleaning materials, bodily fluids, mold, etc.
- This unit should be operated, transported and stored in temperatures between -40° C to +70° C (-40° F to +158° F) and no requirements for atmospheric pressure, with relative humidity ranging 10% to 100%.
- Treatment time should not exceed 30 minutes.
- DO NOT retrieve HotPacs from tank or replace HotPacs in tank with unprotected hand.
- Avoid direct contact with mounting rack in tank.
- Always wrap HotPac with towel or terry cover before handling or applying to patient.
- Constantly monitor HotPac application to ensure that the skin is not becoming too hot.
- Damage to skin can occur from exposure to extreme heat or cold. Note instructions for proper use.
- DO NOT apply over insensitive skin or in the presence of poor circulation.
- Never lay or sit on top of the HotPac.
- DO NOT use HotPac directly over cuts, abrasions or wounds.
- Consult health care professional before using HotPacs on non-communicative individuals.
- Exercise extreme caution when using HotPacs on non-communicative individuals.

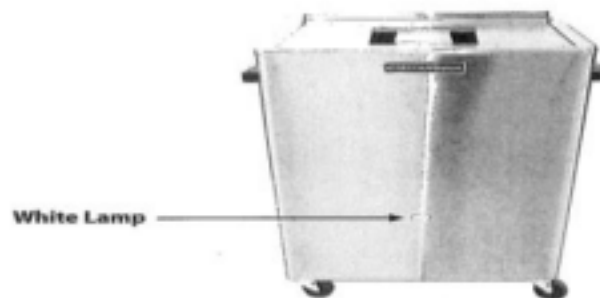
NOMENCLATURE

Hydrocollator® Heating Units

WHITE LAMP (*where applicable*), when illuminated, indicates that main power is connected, the switch is on and unit is operating.

RED LAMP (*where applicable*), when illuminated, warns of an overheat/low water condition. Action is necessary to correct the condition.

GREEN LAMP (*220/240 volt units*), when illuminated, indicates that main power is connected, the switch is on and unit is operating.



IMPORTANT: Some models are fitted with a thermal cut-out thermostat which acts as a "non self-resetting" thermal cut-out. In the unlikely event of a fault condition, this device is designed to open the power circuit between $88^{\circ}\text{C} \pm 8^{\circ}\text{C}$ ($190^{\circ}\text{F} \pm 14^{\circ}\text{F}$). It is not possible to alter its operating range. The operation of the unit may be restored by depressing the red button after the water/element temperatures have been allowed to cool. If the fault condition persists, please contact DJO, LLC or an authorized agent.

The hydrocollator, fluidotherapy machine, and splint pans are cleaned at the end of the semester in which PAMS and Orthotics is taught.

The fluidotherapy circulating media is changed out every two years.

**THIS FORM IS TO BE SIGNED AND SUBMITTED TO THE
OFFICE ASSISTANT AT THE FRONT DESK OF THE OCCUPATIONAL THERAPY
DEPARTMENT**

**Kettering College
Occupational Therapy Doctoral Program
Appropriate Use of Equipment and Supplies**

I, _____, have received electronic access to the Occupational Therapy Department's Appropriate Use of Equipment and Supplies Manual I understand I am responsible for knowing the information in this manual, as well as, information in the Kettering College Student Handbook I agree to adhere to the policies and procedures I also understand that these policies and procedures may change and I am responsible for reading and adhering to any updated information that will be given to me in writing

Signature: _____

Date: _____