



Occupational Therapy Student Lab & Safety Policy  
Manual  
Occupational Therapy Department  
Salem State College

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# Safety Rules for Occupational Therapy Laboratory

## *General Rules*

### **Safety Policies and Procedures**

Students will use a range of media in the laboratory courses, and therefore are responsible for familiarizing themselves with the MSDS and other safety information about all supplies and equipment used in the course. Additionally, each student is responsible for maintaining safe work areas in the lab and follow all posted safety procedures (i.e. lab safety rules, project safety rules, etc). Students will receive specific learning activities related to these policies in each laboratory course. Students will read this manual and sign the student policy page, and return it to the course instructor.

### **ADA Statement**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Salem State College to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the Office for Students with Disabilities Center, at 978 542-6217. After meeting with the Coordinator, students are encouraged to meet with their course instructors to discuss any needs, and if applicable, any lab safety concerns related to their disability.

### **Dress**

1. Each student should dress comfortably to participate in occupation-based activities.
2. Students may be asked to remove rings, watches and other jewelry as they can scratch or injure others.
3. Do not wear open-toed shoes or sandals.
4. If you have long hair you may want to bring something to tie it back.

### **Medical Alert**

Students will use a wide range of media in the laboratory courses, and therefore are responsible for informing their instructor of any special medical conditions or allergies before beginning any laboratory class work.

### **Restricted Access to Laboratories**

1. Only those students who are registered in an OT laboratory course are allowed in the lab during scheduled times. Because of the risk of injury, visitors and children must have permission to be in the lab.
2. Students may only work in the laboratory when supervised by a lab instructor. Exceptions are sometimes made for students in advance courses when they have the permission of the instructor.

# First Aide Instructions

## First Aid Kits

1. First aid kits are locate in the cabinet above the sink (Cabinet has a sign labeled First Aid Kit) in the kitchen section of the laboratory. These kits are to be used for the immediate response to minor injuries, such as cuts or minor burns. All injury victims have the option of obtaining medical treatment or consultation.
2. Minor injuries requiring first aid shall always be reported to the course instructor who will fill out an incident report. This incident report will be kept on file in the Occupational Therapy Department and a copy will be given to the Student Health Service as indicated. A minor injury may indicate a hazardous situation which should be corrected to prevent a more serious injury.
3. The location and phone number of emergency services and the Massachusetts Poison Control Center (1-800-522-4611) are clearly posted on the cabinet door.
4. The OT secretary Christina Patuleia is responsible for monitoring and maintaining the first aid kit(s). A log is attached to the kit indicating the last inspection date.
5. First aid kit contents should include items such as Band-aids®, sterile gauze pads, bandages, scissors, antiseptic wipes or ointments, and a first aid card. All kits should also contain examination gloves for response to emergencies in which blood is present.

## MSDS Laboratory Safety Information

Safety information (e.g. contents, manufacture, precautions, cleaning requirements) regarding all supplies and equipment is located in the clearly labeled MSDS Manual on the kitchen counter next to the sink in the OT Lab. Information is kept updated regarding any new supplies or equipment brought into the laboratory by the OT secretary.

# EMERGENCY EVACUATION PROCEDURES

## Evacuation of Disabled Students or Faculty:

**1. This section provides general guidelines of evacuation procedures for:** persons with disabilities who may have difficulty exiting during fire and other building emergencies. Some of the guidelines may not apply in every circumstance.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

### **2. After an Evacuation Has Been Ordered:**

Evacuate people with disabilities if possible.

**DO NOT USE ELEVATORS**, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake. If the situation is life threatening, call 9-1-1.

Check on people with special needs during an evacuation. A “buddy System,” where people with disabilities arrange for volunteers (coworkers/neighbors) alert them and assist them in an emergency is a good method.

Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. Always **ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

### **3. Specific Guidelines for Unique Circumstances Blindness or Visual Impairment**

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.

**DO NOT** grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exist, especially if there is debris or a crowd.

Give other verbal instructions or information (i.e. elevators cannot be used).

## **After an Evacuation Has Been Ordered (Continued)**

### **Deafness or Hearing Loss**

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### **Mobility Impairment**

Bomb Threat, Fire, Hazardous Materials Releases:

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

If people with mobility impairments cannot exit, they should move to a safer area. Check your specific building's Rescue Area on our web site. [www.salemstate.edu/eeop](http://www.salemstate.edu/eeop)

Notify police or fire personnel immediately about any people remaining in the building and their locations.

Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safer to override the rule against using elevators.

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

### **Power Outages:**

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Facility Department personnel should be notified so they can advise emergency personnel.

If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call the Campus Police at extension 6111 from a campus telephone to request evacuation assistance.

## **CLASSROOMS EMERGENCY PROCEDURES**

The faculty member is usually seen as an authority figure for the student, and can influence how the student responds in an emergency. Remaining calm and providing clear directions will have a calming effect on the students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe evacuations.

## **Faculty and Adjuncts are Expected to:**

Provide their classes or audiences with general information relating to emergency evacuation procedures. This information should be shared during the first week of class or at the start of a seminar.

Know how to report an emergency from the classroom being used.

Assure that persons with unique needs have the information they need. The faculty member should be familiar with the procedures for individuals with mobility impairments and be able to direct visitors with different needs.

Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

## **Emergency Response Guide**

The College has a written emergency response guide for personnel to follow in case of an emergency. These plans will cover events such as fire, power outage, bomb threat, severe weather etc.

## **Evacuation Routes**

The College is in the process of posting floor plans on building walls showing specific evacuation routes.

## **Emergency Assembly Points**

After the class leaves the alarmed building or area, it is important for them to proceed away from the building where the emergency is occurring. Additionally, please instruct the students not to interfere with responding emergency services or place themselves at risk of injury from the emergency.

Once the evacuated group of faculty, staff, and students have reached their designated Emergency Assembly Area (EAA) the faculty and/or supervisor should take a head count of his or her group. The faculty member should report to Campus Police or other emergency personnel if someone from their class has not evacuated the building.

## **EMERGENCY RESPONSE GUIDE**

A complete guide has been developed and approved by the Emergency Preparedness Committee over the past year. The guide contains emergency instructions in the event of a Critical Incident that occurs on or affects the Salem State College community or its members. Additional guides are available from the Office of Public Safety – 978-542-6542, or on our web site @ [www.salemstate.edu/ecop](http://www.salemstate.edu/ecop).

## **EVACUATION ASSEMBLY AREAS (EAA)**

### **Building Evacuation Procedures**

When a building alarm sounds, or when notified by Campus Police, or their identified designees.

When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.

## **DO NOT USE THE ELEVATOR**

Once outside, maintain a safe distance from the affected building, keep walkways, fire lanes, hydrant areas clear for emergency vehicles and personnel. Know your EVACUATION ASSEMBLY AREA.

**DO NOT RETURN** to an evacuated building unless told to do so by a college official.

Persons with disabilities needing assistance should notify their instructor or supervisor.

The EAA is a designated place for the building occupants to gather after a disaster to organize rescue and provide first aid if needed.

Every site is BUILDING SPECIFIC: The Harrington Building site is directly outside of the Bates Student complex.

Visit the College web site <http://www.salemstate.edu/eeop> for more detailed information on Evacuation Assembly Areas.

## **FIRE SAFETY PROCEDURES**

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify **the Public Safety Department by dialing 6111**.

### **IMMEDIATE ACTION**

#### **For the person discovering the fire:**

Extinguish only if you can do so safely and quickly. Activate an alarm.  
After the fire is extinguished, call Public Safety - Dial 542 6111.

If the fire cannot be extinguished:

**Confine** the fire by closing the doors.

**Pull** the nearest fire alarm, if there is one.

**Call** the Public Safety Department - DIAL 6111.

**Alert** others.

**Meet** the Fire Department when they arrive.

#### **II. For occupants of the building:**

Close the doors to your immediate area.

EVACUATE the building via the nearest exit. Assist others in exiting the building.

DO NOT use elevators.

Avoid smoke filled areas.

### **III. For persons evacuating from the immediate fire area:**

Feel door from top to bottom. If it is hot DO NOT proceed; go back.

If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.

If no smoke is present, exit the building via the nearest stairwell or exit.

If you encounter heavy smoke in a stairwell, go back and try another stairwell.

### **DECISION**

The responding Fire Department will control and make decisions at the scene of the fire. The Fire Department

will decide when to turn control of the scene back to the Public Safety Department. The Public Safety Department will decide in collaboration with Facilities when to turn control of the scene back to the facility tenant(s).

## **HAZARDOUS MATERIALS INCIDENT**

### **The Occupational Therapy Laboratory does not contain any hazardous materials such as radioactive or biological materials.**

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the city Fire Department or Hazardous Material (HAZMAT) Team. The College does not have a fire department or HAZMAT Team.

#### **Simple Spill**

Does not spread rapidly.

Does not endanger people.

Does not endanger environment.

Trained individual can clean up.

#### **Major Spill or Emergency**

Spreads rapidly.

Endangers people.

Endangers environment.

**Must call 6111.**

### **IMMEDIATE ACTION**

Simple spills should be cleaned up by the person causing the spill.

#### **Major spills or emergencies Dial 6111**

Evacuate, assemble at a safe distance – upwind.

Account for individuals. Wait for and provide information to responders

### **III. Notifications and Reporting**

If the incident involves any radioactive materials, or is a major spill of hazardous materials, notify the Safety Officer at 978 542 7115 during business hours (week days 8am-12 and 1-5 p.m.), or the Public Safety Department at 542-6111 during non-business hours.

If the incident involves an oil spill, or a release of hazardous material to the environment or beyond college boundaries, immediately notify the Department of Public Safety.

## EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

### IMMEDIATE ACTION

**Get out of the building as quickly and calmly as possible. Call 6111.**

If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.

Assist others in exiting the building and move to designated evacuation areas.

Keep streets and walkways clear for emergency vehicles and crews. Untrained persons should not attempt to rescue people who are inside a collapsed building.

Wait for emergency personnel to arrive.

- DO NOT use elevators. Persons with mobility concerns should go to an area of safety and await emergency rescue teams.

## VIOLENT INCIDENT

Violent incidents including but not limited to acts of terrorism, assaults, and incidents of workplace violence can occur on the College campus with little or no warning. It should be noted that the following instructions are intended for incidents that are of an emergency nature (i.e., imminent or having just occurred).

### IMMEDIATE ACTION

**I. Emergency situations should be reported to law enforcement by dialing 6111 or 911 (if off campus).**

When 911 is dialed, the City of Salem Department will receive and transfer the call to the College Department of Public Safety (DPS) using a dedicated line between the two departments if the incident is located on College property. The 911 call will also appear on a computer screen in the DPS communications center.

**II. When you dial 6111 or 911, be prepared to provide as much information as possible, such as the following:**

what is happening

the location

who is involved

type of weapon(s) involved, if any

your name and address

III. Taking the time to provide such information will not delay law enforcement response.

Complete information may allow them to handle the matter more effectively.

### DECISION MAKER(S)

The decision to call in additional law enforcement agencies will be made by the Director of Public Safety or designee.

## Universal Precautions for the School Setting

"Universal precautions," as defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens." (CDC, 1996).

Universal precautions refer to the usual and ordinary steps all school staff and students need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as Hepatitis B virus). They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or a student is known to be HIV-infected. They are precautions because they require foresight and planning and should be integrated into existing safety guidelines. Appropriate equipment (mops, bucket, bleach, hot water, hand soap, disposable towels, and gloves) are readily available to the staff member (the instructor) who is responsible for the clean-up of body fluid spills.

- Treat human blood spills with caution (Make Instructor aware immediately)
- Blood spill should be properly cleaned up by the designated staff member (Instructor)
- Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, and contact instructor to clean up spill.
- Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
- Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body. Be especially careful not to touch your eyes before washing up. Soap and water will kill HIV.
- Clean up other body fluid spills (urine, vomit, feces) unless grossly contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

## Specific Modalities/Supplies Safety Policies and Procedures

All equipment utilized by faculty/staff/students shall be inspected and cleaned in accordance with manufacturer's guidelines, prior to and following use. Guidelines and instructions for maintenance and cleaning are kept on file in the Occupational Therapy Department.

All electrical equipment utilized for the practice and instruction are located in the laboratories will be inspected for safety and certified on a yearly basis by a Certified Electrical Technician. Each item shall have a sticker with date of inspection. Documentation of inspection shall be kept on file in the Occupational Therapy Department. All equipment is stored in the appropriate cabinet or closet at the end of each class session. All cabinet and closet doors must be closed and locked at the end of each class session. Any equipment that is damaged should be tagged as such and reported to one of the faculty. At the end of each session, faculty are responsible for ensuring that equipment is cleaned, disinfected, and stored in the appropriate location(s).

Paper towels, gloves, and disinfectant, are provided in the practice area. Food and drink will not be kept in refrigerators/freezers, on shelves, in cabinets or on countertops. The countertops will be kept free of debris.

The Mat table attached to the wall when not in use should be folded up with chain lock in place for safety. The other Mat table will only be used for demonstration/practice; they are not to be used as "chairs". All surfaces and equipment should be disinfected using available supplies.

### Specific Guidelines

#### Paraffin Machine

All modality devices are not used daily. The therapeutic modalities are used in the summer during OCT 412 and OCT 413. When the modalities are in use the following procedures are followed:

**Paraffin and hydroculator** temperature is monitored daily:

**Paraffin** - 125-130 degrees

**Moist Heat (hydroculator)** - 160-175 degrees

**Cold Pack** - 23 degrees

#### **Cleaning:**

Paraffin - weekly according to manufactures instructions

Hydroculator - monthly

Dispose of hotpacks/coldpacks with tears or leaks.

#### **Estim/ Ultrasound/ Tens Units**

All electrically operated modalities such as estim, ultrasound, and short wave diathermy are annually inspected and calibrated by a College technician. These inspections are document in a logbook and any type of work performed is indicated.

Be sure to avoid spills into the equipment and keep all electrical cords are intact and grounded and safely placed out of the way of walking path. Unplug ultrasound and estim when not in use.

OK to leave paraffin and hydroculator plugged in.

# Specific Modalities/Supplies Safety Policies and Procedures

## *Swings*

A variety of swings, bolster, platform and disc, are used to demonstrate pediatric and sensory based treatments.

### *Hazards Associated with Swings*

1. Back, neck and shoulder injury due to poor body mechanics or awkward movements
2. Potential dizziness, nausea or vomiting due to movement
3. Injury to client falling off swing or losing balance
4. Injury to people in path of swing

### *Safety Precautions When Using Swings*

The following safety precautions shall be followed when using swings

1. Ensure protective padding on floor under swings and cushioning surrounding potential nearby hazards
2. Ensure appropriate set up of swings before proceeding with activity
3. Provide proper support to participant on swing
4. Identify a clear safety area for observing use of swing, while staying out of swing path

## **Craft Supplies**

### *Water-Based Paints*

Water-based paints include watercolor, acrylic and tempera. Water is used for thinning and cleanup.

### *Hazards Associated with Water-Based Paints*

Acrylic paints contain a small amount of ammonia. Some sensitive people may experience eye, nose and throat irritation from the ammonia. Acrylics contain a very small amount of formaldehyde as a preservative. People already sensitized to formaldehyde may experience allergic reactions from the trace amount of formaldehyde found in acrylics.

### *Safety Precautions When Working with Water-Based Paints*

The following safety precautions shall be followed when working with water-based paints:

1. Open a window while using acrylic paints;
2. Never use lips to point the end of the paintbrush; and
3. Eating, smoking and drinking are prohibited in the lab while art materials are being used;

## ***Dry Drawing Media***

This includes dust-creating media such as charcoal and pastels and media such as crayons and oil pastels which do not create dust.

### ***Hazards Associated with Dry Drawing Media***

Charcoal is considered a nuisance dust. Inhalation of large amounts of charcoal dust can create chronic lung problems through a mechanical irritation and clogging effect. A major source of charcoal inhalation is from the habit of blowing excess charcoal dust off the drawing. Colored chalks are also considered nuisance dusts. Some chalks are dustier than others. Individuals who have asthma sometimes have problems with dusty chalks. Pastel sticks and pencils consist of pigments bound into solid form by a resin. Inhalation of pastel dusts is the major hazard. Blowing excess pastel dust off the drawing is one major source of inhalation of pastel pigments. Some pastels are dustier than others. Pastels may contain toxic pigments such as chrome yellow (lead chromate), which can cause lung cancer, and cadmium pigments which can cause kidney and lung damage and are suspect human carcinogens

### ***Safety Precautions When Working with Dry Drawing Media***

The following safety precautions shall be followed when working with dry drawing media:

1. Use the least dusty types of pastels, chalks, and pencils. Switch to oil pastels or similar non-dusty media when possible.
2. Do not blow off excess pastel or charcoal dust with your mouth. Instead, tap off the built up dust so it falls to the floor;
3. Wet-mop and wet-wipe all surfaces clean of dusts; and
4. A mask can be worn for protection from inhalation of dusts.

## ***Glue***

A variety of glues are used for joining wood. These include white glue and the wood glue.

### ***Hazards Associated with Gluing Wood***

Water-based glues, white glue (polyvinyl acetate) and other water-based adhesives are slightly toxic through skin contact and only slightly toxic through inhalation or ingestion.

### ***Safety Precautions When Gluing Wood***

The following safety precautions shall be followed when gluing wood:

1. Use water-based glues for craft projects; and
2. Provide window ventilation when large amounts of the glue is used

## Assessment Tool Library Policies

A large variety of assessment tools are located in the OT laboratory and are available as a resource for students. Students must have permission from an OT faculty member and then contact the OT secretary, Christina Patuleia at 978-542-6693 or by email at [c.patuleia@salemstate.edu](mailto:c.patuleia@salemstate.edu) to arrange to borrow an assessment tool.

## Student Resource Room

In addition to the comprehensive assessment tool library located in the OT Laboratory, students have access to a wide variety of books and journals available in the OT student resource room (room 325 on the third floor of the Harrington Building). Students must arrange to borrow books and journals with the OT secretary, Christina Patuleia at 978-542-6693 or by email at [c.patuleia@salemstate.edu](mailto:c.patuleia@salemstate.edu)

# Health Insurance Portability and Accountability Act of 1996 (HIPAA)

## PRIVACY STANDARDS FOR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

### Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established a federal floor of patient protections and industry standards to govern the health care marketplace. At the same time, HIPAA attempted to preserve the ability of states to create and enforce their own laws that exceed those federal boundaries.

### WHAT IS THE HIPAA PRIVACY RULE?

HIPAA directed the U.S. Department of Health and Human Services (HHS) to promulgate a regulation—the Privacy Rule—to protect and enhance the right of consumers to control how their personal health information is used and disclosed. Specifically, the Privacy Rule:

- stipulates the individual rights of consumers to control their personal health information, including guaranteed access to their medical records and a clear avenue of recourse if their medical privacy is compromised;
- outlines the procedures organizations must adopt to enable patients to exercise their privacy rights, including proper notification of how their personal health information is used and shared;
- establishes the conditions under which individuals or organizations may use and/or disclose personal health information;
- sets an industry standard for disclosing only the minimum amount of information necessary to satisfy an authorized request for patient information; and
- requires organizations to appoint a privacy officer to conduct privacy assessments, create policies to protect patient privacy, train staff, and establish an internal grievance process.

### WHO IS COVERED?

- **health plans**, which are individual or group plans (or programs) that provide health benefits directly, through insurance, or otherwise.
- **health care providers**, which are providers (or suppliers) of medical or other health services or any other person furnishing health care services or supplies, and who also conduct certain health-related administrative or financial transactions electronically; and
- **health information clearinghouses**, which are any public or private entities that process or facilitate processing of nonstandard health information into standard data elements.

**For additional information, visit: <http://www.nga.org/center/hipaa>**

## Student Policy Signature Page

Students are responsible for familiarizing themselves with policies and other safety information contained in this manual. Additionally, each student is responsible for maintaining safe work areas in the lab, and following all posted safety procedures (i.e. lab safety rules, project safety rules, etc).

I have read and understand the following safety information, policies and procedures described in the Student OT Laboratory Manual.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_