

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
SAFETY**

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Authority: Therapy Services Manager
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POLICY

All staff within the Therapy Center are responsible for the safety of their patients and other visitors and employees, consistent with hospital safety policies. Hospital Safety Manual is always available and located in the fax/file room by PT/OT departments.

PROCEDURE

1. Watch for wet floors, poorly arranged equipment, etc. that could be the cause of an accident. Employ corrective action or call for assistance as needed (example: Environmental Services, Maintenance, peer/co-workers).
2. Any potential or present problems are to be reported to the manager or lead therapist.
3. The department utilizes several pieces of potentially hazardous electrical equipment. All equipment should be updated/inspected by Biomedical or Non-medical Electrical Inspection.
4. For information relating to incident reports, see policy 5200/5300-1.008.
5. Signal bell will be utilized for patients in individual treatment areas to alert staff.

Hand washing is the single most important and effective means of preventing the spread of infection. All employees will follow hospital hand hygiene practices and utilize standard precautions as outlined in Safety Manual.