

**FLORIDA GULF COAST UNIVERSITY**  
**Marieb College of Health & Human Services**  
**Operational Procedures for the**  
**Department of Rehabilitation Sciences Labs**

**Purpose:**

This policy establishes general requirements for use and operation of The Department of Rehabilitation Sciences Laboratories that are located in Marieb Hall (101, 103, 110, 111, 109, 105) and Ben Hill Griffin (170) and is applicable to all faculty and students with direct or potential access to Department of Rehabilitation Sciences Laboratories and their equipment. Henceforth in this document, the Department of Rehabilitation Sciences Laboratories will be referred to as the “Labs”.

**Room Reservations and Scheduling/Access**

**Housekeeping & Equipment Maintenance**

**Equipment Loan**

**Biohazard Disposal**

**Practice Parameters**

**Emergency & Safety Procedures**

**Room Reservations and Scheduling/Access:**

Use of the Labs are scheduled through the Dept of Rehabilitation Sciences. Priority for scheduling shall be given to academic classes.

For additional time needed for academic courses in department Labs or for scheduling of non-course activities, faculty should contact the individual responsible for the lab or their designee. Schedules for department labs can be viewed by faculty/staff via Outlook Calendars. Access to Labs are by reservation only. Individual faculty and staff needing access to the room can access individual Labs by using their FGCU issued key cards when program to do so.

**Housekeeping & Equipment Maintenance:**

All equipment and work surfaces will be cleaned by the users according to manufacturer instructions and following University Policy outlined in the Environmental Health and Safety Manual located at <http://www.fgcu.edu/EHS/LaboratorySafety.html>. If there are any questions on the cleaning steps, please contact the appropriate faculty member responsible for the lab.

To ensure compliance with FDA and OSHA guidelines, the Department of Rehabilitation Sciences at Florida Gulf Coast University has established minimum requirements for the safety of faculty/students/staff (See [www.fda.gov](http://www.fda.gov) or [www.osha.gov](http://www.osha.gov) for guidelines).

This policy establishes minimum requirements for the safe use of electrical equipment owned or utilized in the Department of Rehabilitation Sciences Labs. It is applicable to all faculty/staff and students using such equipment.

All equipment utilized by faculty/staff/students shall be inspected and cleaned in accordance with manufacturer's guidelines, prior to and following use and on a monthly basis. Guidelines and instructions for operation, maintenance and cleaning of equipment are kept on file in the Department of Rehabilitation Sciences and/or on the Department share drive.

All electrical equipment utilized for practice and instruction and located in the LABs will be inspected for safety on a yearly basis by a Certified Electrical Technician. After inspection each item will have a certification sticker placed on it identifying the date of inspection. Documentation of inspection shall be kept on file in the Department of Rehabilitation Sciences.

All lab equipment should be stored in its appropriate storage space at the end of each class session. If appropriate, the equipment should also be secured (i.e. locked) at the end of each class session. At the conclusion of each session, faculty utilizing the equipment are responsible for ensuring that the equipment is cleaned, disinfected, and stored in the appropriate location(s). Any equipment that is damaged should be immediately reported to the appropriate faculty member responsible for the lab where the damaged equipment is located.

Appropriate gloves and cleaning solutions (e.g. disinfectant) are provided in the Labs. Individual faculty should notify the respective lab manager when supplies need to be replenished.

Absolutely no eating or drinking is allowed in the labs. 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.

### **Linens:**

Linens for use in the labs are provided in each of the department labs. Dirty linens should be placed in the appropriate receptacle provided in each department lab.

### **Equipment Loan:**

Equipment from Department Labs may be available for use by students with prior permission from the appropriate faculty member responsible for the lab where the equipment is located. All equipment borrowed for use in locations other than in the specific lab where the equipment is located will need to be authorized by the faculty member responsible for the lab where the equipment is kept. A form for equipment checkout is available in each lab and must be completed and placed where identified in the lab or with the department prior to removing equipment from the labs.

### **Biohazard Disposal:**

Policy and procedures outlined by the Environmental Health and Safety Committee regarding the handling of Biohazards materials and Exposure will be followed. See

<https://www2.fgcu.edu/EHS/BioHazardousWaste.html>

### **Practice Parameters:**

- Students are **NOT** allowed in the Department Labs without program approval.
- Students are responsible to make prior arrangements for direct and indirect supervision for lab practice (open lab).

- Students are not permitted to practice invasive procedures or skills on individuals who would require a licensed or properly credentialed designee unless direct supervision from an appropriately licensed professional or properly credentialed designee is present.

### **Emergency & Safety Procedures:**

Emergency Contact #: 1911 (on campus)

First aid supplies are available in the Department Labs with appropriate labeling.

An AED is available in HP labs located in Marieb and Ben Hill Griffin Halls.