

Clinic Student Safety Policy

Policy Code: CLI-016

Version: 6.0

Effective Date: 27 March 2023

Purpose

The purpose of this policy is to clarify the issues and responsibilities around student safety in the College clinics.

This policy **must** be read in conjunction with the relevant *Clinic Handbook*.

Scope

- All campuses
- All clinics
- All students

Policy Statement

The College takes the health and safety of students very seriously and trains students in safety procedures and precautions. All students must be aware and conscientious when performing any and all clinical procedures. This includes, but is not limited to, properly disposing of single use items and / or sharps, and cleaning and disinfecting the treatment room. Special care must be undertaken to avoid accidents.

It is vitally important that each student is familiar with the potential health risks in and around clinic facilities and the proper protocols for reducing those risks.

Work Health and Safety (WHS)

All clinic students should be given an overview WHS at the clinic operations induction at the start of semester. This is in addition to any specific WHS or Work Health and Safety guidelines and training in earlier subjects / units of study within their course.

Area of Practice

Students are responsible for knowing and adhering to any specific WHS guidelines that relate to their area of practice. These are generally included in the subject / unit of study materials and will be discussed by your trainer / lecturer.

Incidents and Accidents

Clinic Supervisors must be contacted immediately if an incident or accident occurs. The Supervisor must fill out the (electronic) *Incident/Accident Report Form* (through TechnologyOne) and forward this to the Work Health Safety Team, and immediately follow up with the local Clinic Manager.

Safety Equipment

Each Clinic is equipped with safety equipment relevant to the services provided such as First Aid Kits, body fluid spill kits, biohazard / sharps containers, contaminated waste bins and fire extinguishers. It is the responsibility of the Clinic Manager to ensure these are available and ready for use at all times. Further information on the use of the safety

equipment available within the Clinics can be accessed on the *Safe Work Procedure – Sharps and Bio-hazardous waste handling and disposal*.

Ergonomic Safety

Students are instructed in the proper use of equipment so as to prevent injury (such as when moving massage tables) and must follow the appropriate procedures at all times.

Infection Control / Communicable Diseases

In order to protect both students and clients from exposure to infectious diseases, the College implements a *Notifiable Diseases and Infection Control Policy*. The policy requires the declaration by students and clients of any infectious or notifiable diseases prior to participating in clinic practices. It is the responsibility of the Clinic Manager and Clinic Supervisor to manage instances of notifiable and infectious diseases in accordance with the Policy. College staff are not authorised to declare a notifiable disease. A suspected case to be referred to a GP or Emergency Dept.

Violent and Disruptive Behaviour

In the case of a client displaying violent or disruptive behaviour, the student must report the behaviour to the Clinic Supervisor and or the Clinic Manager immediately and the Clinic Supervisor must intercede appropriately. Refer to the *Clinic - Managing Disruptive Individuals Policy*.

The safety of all staff and students is paramount and it is not expected that a student is exposed to abusive behaviour

Definitions

College – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names / entities.

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Related Procedures

Safe Work Procedure – Sharps and Bio-hazardous waste handling and disposal

Further Information

Related Policies

Campus Visitor and Client Safety Policy

Clinic - Managing Disruptive Individuals Policy

Notifiable Diseases and Infection Control Policy

Work Health and Safety (WHS) Policy

Related Documents

Clinic Handbook

Incident/Accident Report Form (Service Central Online Form)

Guidelines

Notifiable and Infectious Diseases and Infection Control Management Guideline

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

Occupational Health and Safety Act 2004 (VIC) <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/037>

Work Health and Safety Act 2011 (NSW) <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010>

Work Health and Safety Act 2011 (QLD) <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018>

Work Health and Safety Act 2012 (SA)
<https://www.legislation.sa.gov.au/lz/path=%2Fc%2Fa%2Fwork%20health%20and%20safety%20act%202012>

Work Health and Safety Act 2020 (WA) https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147282.html

Review and Approval

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Contact

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Recommending Body

National WH&S Committee

Approval Body

College Council

Meeting date: 7 December 2012

Policy Status

Revised – updated for formatting only, no substantive changes (2023)

Responsibilities for Implementation

- Academic Clinic Coordinators
- Clinic Managers
- Clinic Supervisors
- Director of Clinic and Campus Operations

Key Stakeholders

- Academic Staff
- Clinic clients
- Director of Education
- National WH&S Committee
- Students