

**SOUTHPORT CAMPUS**

**School Of Anatomy Laboratory Rules**

PLEASE TICK THE BOX WHEN YOU HAVE READ & UNDERSTOOD THE RULE.

Fill in the bottom of the form after you have ticked all of the boxes.

*Further explanation for these rules will be provided to you in an induction session prior to commencement of your first anatomy lab class.*

**Workplace Health and Safety**

1. All Workplace Health and Safety responsibilities and obligations as described in the WH&S information session (during Orientation week) apply in the Anatomy Laboratory.	<input type="checkbox"/>
2. Students must notify their course convener of any existing medical conditions or any change in medical status, recognizing that these conditions may affect their safety in the anatomy laboratory (e.g. asthma, epilepsy, pregnancy).	<input type="checkbox"/>
3. In an emergency situation, students must evacuate the anatomy facility, breaking the fire glass beside the doors to open emergency exits if required.	<input type="checkbox"/>
4. The School of Anatomy recommends that all students should be vaccinated for Tetanus and Hepatitis B.	<input type="checkbox"/>
5. Wash hands in hand washing area before entering and on leaving the lab. Used hand paper towels to be placed in bins situated in hand washing areas.	<input type="checkbox"/>
6. No food or drink of any kind (including chewing gum) is permitted in the anatomy laboratory.	<input type="checkbox"/>
7. All accidents / incidents must be reported to the person in charge of the lab at the time. I agree to complete an Incident Report Form if and when required.	<input type="checkbox"/>
<b><u>Access to the Anatomy Facility</u></b>	
8. I understand that the anatomy lab entrances are monitored by closed circuit television.	<input type="checkbox"/>
9. Student ID must be carried at all times while in the anatomy facilities. Unsupervised student entry into the anatomy facility is not permitted without written approval of the Head, School of Anatomy. Students must wait outside until requested to enter the labs.	<input type="checkbox"/>
10. All bags and backpacks must be left in the bag area provided outside the anatomy labs. No items are to be left on floor. <i>Security of student personal effects is the student's responsibility.</i>	<input type="checkbox"/>
11. Mobile phones and pagers must be switched off before entering the anatomy facility. The recording of images, including digital still, photographic or video recordings is not permitted in or around the Anatomy Facility, without written approval from the Head, School of Anatomy	<input type="checkbox"/>

<u>Anatomy Laboratory Attire</u>	
12. Long-sleeved, knee-length lab coats must be put on <b>before</b> entering the anatomy lab and remain buttoned up whilst in the anatomy facility. Sleeves must not be rolled up.	<input type="checkbox"/>
13. Long hair must be tied back and sunglasses and hats must be removed before entering the lab. Hats or scarves cannot be used in place of hair ties/bands to control hair.	<input type="checkbox"/>
14. Enclosed footwear that covers the entire foot (including instep, toes and heel) must be worn in the anatomy lab.	<input type="checkbox"/>
15. Gloves must be worn when handling wet material and discarded in the clinical waste bins provided in labs.	<input type="checkbox"/>
16. Contact lenses should not be worn when working with embalmed material. Doing so may place eyes at increased risk of exposure to harmful chemicals.	<input type="checkbox"/>
<u>Care and Use of Anatomy Laboratory Resources</u>	
17. All resources must be handled with care.	<input type="checkbox"/>
18. Labels and tags must not be removed from specimens or models.	<input type="checkbox"/>
19. Only pointers provided by the School of Anatomy may be used. Pointers must not be used to poke, desiccate or destroy material.	<input type="checkbox"/>
20. Wet specimens must remain covered when not in use and kept moist with wetting solution as required.	<input type="checkbox"/>
21. Plastinated specimens must not come in contact with wet specimens or contaminated gloves.	<input type="checkbox"/>

I have read and understand the 'Anatomy Laboratory Staff and Student Code of Conduct'.

I understand that academics, supervisors and laboratory staff can exclude me from the anatomy facility for inappropriate handling of material or behaviour.

Name: (please print) \_\_\_\_\_

Student number: \_\_\_\_\_

Subject code: \_\_\_\_\_

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

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