



--	--	--	--	--	--

Laboratory, Clinical and Placement Rules School of Dentistry and Oral Health

Workplace Health and Safety

1. All relevant State and Federal Workplace Health and Safety responsibilities and obligations apply in the dental clinic, dental laboratories and off-campus placement facilities.
2. In an emergency situation, students must evacuate G40 in a calm and orderly fashion, through exits highlighted in your induction.
3. All accidents/incidents must be reported to the person in charge of the dental clinic, dental laboratory or placement facility at the time. An Incident Report Form must be completed by the student and person in charge via the G-Safe Health and Safety Website
4. Wash hands in hand-washing area when entering and exiting the dental clinic/dental laboratory. Used paper hand towel is to be placed in bins situated in hand washing areas.
5. No food or drink of any kind (including chewing gum) is permitted in the dental clinic, dental laboratories and off-campus placement facilities.

Dental Clinic and Dental Laboratory Use and Use of off-campus Facilities

6. ***School of Dentistry and Oral Health Dress code*** is adhered to including a clean, ironed blue coat with name tag visible at all times.
7. All bags and backpacks must be left in lockers provided. No items must be left on the floor as a trip hazard. ***Security of student personal effects and issued equipment is the student's responsibility.***
8. Unsupervised student entry into the dental clinic/dental laboratory is not permitted. Students must wait outside until requested to enter the facility.
9. Access requests to the Dental Clinic must be approved by Senior Dental Assistant, Dental Clinic Manager or the Deputy Head of School, Clinical Education. Access requests to the Dental Laboratories must be approved by the Lab Manager or Deputy Head of School, Clinical Education. All access requests must be approved in writing prior to using the facility.
10. Mobile phones are not permitted in the dental clinic, dental laboratory and off-campus placement facilities. Mobile phones brought into the G40 dental clinic and dental laboratory will be confiscated. Mobile phones brought into off-campus facilities must be switched off at all times.
11. Abide by the rules of a facility when on a placement, including appropriate dress and behaviour.

Care and Use of Dental Clinic Resources

12. All resources must be handled with care and used efficiently i.e. Equipment and Materials.
13. All Patient Models are to be labelled with Name and Date of Birth. Labels and tags must not be removed from models and instruments.
14. Models, instruments and equipment owned by the School remain the property of the School of Dentistry and Oral Health and must remain in the facility.
15. At the completion of all dental laboratory sessions, each station is to be cleaned to a professional standard (Refer to cleaning procedure).
16. Borrowing models, instruments and equipment must be pre-arranged with the Laboratory Manager.
17. All students will not be permitted into the dental clinic or dental laboratories (simulation and prosthetic) until completion of the orientation course provided in the first session of the semester.

Laboratory Attire

18. Lab coats must be put on **before** entering the Dental Laboratory and remain buttoned up whilst in the facility
 19. Long hair must be tied back and sunglasses and hats must be removed before entering the lab.
 20. Enclosed footwear that covers the entire foot (including instep, toes and heel) must be worn in the Dental Laboratory. **Canvas shoes are not suitable.**
 21. Face masks, gloves and safety glasses to be worn at appropriate times and as directed when operating equipment in the Dental Laboratory.
-

Care and Use of Dental Laboratory Equipment

22. Equipment and machinery can only be used if proper instruction has been received from your tutor, demonstrator or technical staff.
 23. All equipment signed for and utilised in a laboratory session must be returned to the dispensary room 5.22 where a technical staff member will receive the equipment, unless the equipment is required for ongoing assessment tasks, in which case it is the students responsibility to secure the equipment in a locked locker within the dental laboratory.
 24. Matters regarding course content to be referred to the relevant course convenor.
 25. General work area, benches and all equipment used during a Dental Laboratory session should be left in a clean state.
-

I (Name) _____ have read and understand the Laboratory, Clinical and Placement Rules of the School of Dentistry & Oral Health, and agree to abide by the rules.

Signature _____ **Date:** ___ / ___ / _____

PRIVACY STATEMENT: Griffith University collects, stores and uses personal information only for the purposes of administering duty of care to students, staff and patients. The information collected is confidential and will not be disclosed to third parties without a student's consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at <https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications/griffith-university-privacy-plan>