

Anatomy Teaching Laboratory Rules

Health and Safety Rules for Students in the Anatomy Teaching Laboratory

There are some rules that are enforced for the safety of the staff and students, while others are concerned with the need for care and respect of the prosection material.

General courtesy

- Students are required to attend **each lecture and the assigned tutorial/laboratory class** unless given special permission. Applications for Special Consideration should be submitted online to Student Central.
- You may **enter** and **view** specimens in the Anatomy Teaching Laboratories **only** in the presence of your tutor and/or during your designated tutorial/laboratory class hours. You are **not permitted** to take visitors into the Anatomy Teaching Laboratories.

Health and Safety Rules

Safety Hazard posters are located next to the entrance doors of Anatomy Teaching Laboratories 07 and 08A (Level 1, Biosciences Building).

When in the Anatomy Teaching Laboratory, you are required to:

- **always put on your laboratory coat** when you enter the lab. If you have forgotten to bring your lab coat, purchase a disposable coat from the vending machine on ground floor of the Biosciences Building. Lab coats must **not** be worn in the hall or anywhere outside the laboratories.
- **wear covered shoes with enclosed heels**, never thongs or sandals.
- **wear protective eyewear**, such as safety glasses or goggles.
- **wear gloves** when touching wet specimens (gloves are provided in the laboratory).
- **never eat or drink.**
- **never put anything in your mouth.** For example, pens or pencils that you may have picked up from the table.
- **avoid inhaling** preservative solutions for prolonged periods. If you feel in need of fresh air, ask permission to leave the laboratory for a few minutes.
- **report all accidents** or incidents immediately to a staff member for assessment without exception.

With the new COVID-19 rules, all staff and students must:

- **wear disposable surgical masks** in the laboratories.
- **scan the QR code** at entry (hand sanitisers are provided).

- follow the correct entry and exit signs into and out of the laboratories and maintain social distancing as much as possible.

At the end of your laboratory class:

- **cover wet specimens** with the towels provided. Make sure that towels do not hang over the edge of the table, because this allows fluid to drip onto the floor. Fluids on the floor are a major safety hazard and should be reported to staff immediately.
- **replace stools** under the tables (if applicable).
- **remove your gloves** and dispose in the yellow biowaste bins provided.
- **wash your hands** thoroughly with the soap and dry with the paper towels provided.
- **remove your laboratory coat** when you leave.

Preservative solution

There are 2 main chemicals used as preservation fluids:

phenoxyethanol (2% in solution) and/or **methylated spirits** (10%).

The Materials Safety Data Sheet (MSDS) for these chemicals are located in the Anatomy Lab Support Office. All anatomy specimens used for teaching in the laboratories are stored in 2% phenoxyethanol or 10% methylated spirits, which are classified as relatively non-toxic. You should always wear gloves when handling the specimens and must avoid ingestion of these chemicals and contact with your eyes or skin.

Formalin is not used as a preservation fluid in the Anatomy Teaching Laboratories and is only used for embalming in the Anatomy Mortuary. Formalin (**formaldehyde** solution) is a suspected human reproductive and developmental toxin, as well as a human carcinogen. The potential for adverse health effects, however, is markedly minimised through the embalming and storage processes. Once the specimens are dissected, ready for teaching, they are stored in 2% phenoxyethanol (without any formalin).

First Aid

The First Aider or laboratory staff can provide First Aid during office hours (a list of other safety personnel is located beside the building lifts or fire stairs). First Aid Kits (portable and green) are located in Anatomy Teaching Laboratories 07 and 08A. The main First Aid Kit is on the wall opposite the Dissecting Laboratory. All incidents must be reported immediately.

Emergency evacuation

In the case of a fire or other emergency, the evacuation alarm will sound. When it sounds for the first time (beep), this indicates that everyone should get prepared in case it is necessary to evacuate. When it sounds for the second time (whoop), an evacuation announcement will be made over the speaker system – **follow these instructions**.

Fire Wardens and laboratory staff will be on hand to supervise any evacuation via the emergency exit (there are fire stairs on either side of Labs 07 and 08A), **do not use the lifts**.

The evacuation assembly area is the landscaped space immediately to the east of the Chancellery and adjacent to the Clancy Auditorium. **Do not assemble anywhere else** and do not leave this area until instructed.

Additional Safety Information

If additional safety information is required, you can ask the Course Convenor or the laboratory staff. The latest safety information is always available from the SOMS H&S website: <http://medicalsciences.med.unsw.edu.au/staff/health-safety>.

Care and respect of prosected material

You are learning from human material prepared from people who have generously donated their bodies for the benefit of science and medicine. Skilled staff members have dissected the specimens to allow you, the student, to see anatomical structures in fine detail. Apart from caring for the specimens, it is important for all students learning Anatomy to have and show **utmost respect** for the specimens at all times, in the Anatomy Teaching Laboratories and in the Anatomy Museum (G09, Wallace Wurth Building). **Great care** should always be exercised when handling specimens, in order to preserve their delicate structure.

Some specific points:

- **Always use only blunt forceps** to handle specimens and **probes** to point to structures, i.e. **never pull** at any parts of the specimen.
- It is **illegal** for any anatomical material to be removed from the premises of the Department of Anatomy for any purpose whatsoever (except of course, for the funeral). All anatomy specimens are microchipped for identification and record keeping and tracking and verification purposes.
- **Photography and video recording** are **not permitted** in the Anatomy Teaching Laboratories, or in the Anatomy Museum. Electronic devices such as smart phones and tablets are only to be used with the permission of an academic staff.
- **CCTV** will be recording in the Anatomy Teaching Laboratories.

It is your responsibility to make sure that you read and sign the **Student Risk Assessment** form on the next page before you attend your first practical class in the Anatomy Teaching Laboratory (this form is also included in your practical manual). Keep the signed form in your practical manual and bring it to classes with you. It is not necessary to give it to your tutor or Course Convenor.

Hazards	Risks	Controls
<p>Physical Cold temperature (16°C) Sharp bone/plastic</p> <p>Biological Fungi, bacteria (tetanus), hepatitis B and C</p> <p>Chemical Formaldehyde Methylated spirits 2-phenoxyethanol</p>	<p>Cold</p> <p>Penetrating wound of foot</p> <p>Infection</p> <p>Corrosive/Flammable Flammable Irritant</p>	<ul style="list-style-type: none"> • Wear laboratory coat over appropriate warm clothing • Wear enclosed shoes with full coverage of the dorsum of the foot • Wear protective eyewear • Wear face mask (if required) • Have appropriate immunisation • Do not eat, drink or smoke in the Anatomy Lab • Do not place anything (e.g. pens, pencils) into your mouth • Use disposable gloves when handling wet specimens and do not cross-contaminate models or bones with wet specimens • Use disinfectant and wipes for cleaning models • Always wash hands with liquid soap and dry thoroughly with disposable paper towel before leaving (hand sanitisers also available) • Low concentrations of chemicals used • Chemicals used in well ventilated area • Safety Data Sheets for chemicals available

Personal Protective Equipment required

				
Lab. Coat	Closed in footwear	Safety Glasses	Gloves	Mask

Emergency Procedures

In the event of an alarm sounding, stop the practical class and wait for confirmation to evacuate from demonstrators. Then wash your hands and pack up your bags. Follow the instructions of the demonstrators (and/or fire wardens) regarding exits and assembly points.

Clean up and waste disposal

- Cover wet specimens with the towels provided. Make sure that towels do not hang over the edge of the table, because this allows fluid to drip onto the floor. Fluids on the floor are a major safety hazard and should be reported to staff immediately.
- Replace stools under the tables (if applicable).
- Remove your gloves and dispose in the biowaste bins provided.
- Wash your hands and instruments thoroughly with the soap and dry your hands with paper towel.
- Remove your laboratory coat when you leave the Anatomy Lab.

Ethics Approval

This type of practical has been previously considered and approved by the UNSW Human Research Ethics Advisory Panel (HC180115).

Declaration

I have read and understand the safety requirements for this practical class, and I will observe these requirements.

Signature: Date:
Student number: