Faculty of the Professions  
School of Rural Medicine  
Discipline of Anatomy

Induction Policy & Guidelines:  
The Human Anatomy Laboratory  
And Handling Cadaveric Material

All students and authorised lab users are required to acknowledge that they have received and read the attached documentation. If you have any queries or need for assistance, see your lecturer or Anatomy Lab staff.

Please sign and detach this cover page, and return it to Amanda Lang Technical Officer in the Anatomy Laboratory office.

Anatomy Lab Management

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I, ___________________________ have received,  

(PLEASE PRINT YOUR NAME CLEARLY)

read and understood the Induction Policy and Guidelines for using the Anatomy Laboratory and Handling Cadaveric Material.

Signed: ___________________________ Date: __________

Course: ________________ UNE Student/Staff ID: ________________  
or Company
USE OF HUMAN ANATOMY LABORATORY POLICY

The Human Anatomy Laboratory is a resource area for students and authorised users. The Head of the Discipline of Anatomy in the Faculty of the Professions at the University of New England has been issued a Licence to Conduct the Study and Practice of Anatomy under the guidelines of the Anatomy Act (1977), Human Tissue Act (1983), and Human Tissue and Anatomy Amendment Legislation Act (2003). All Anatomy Lab users including staff, students, and visitors must be aware of certain legal and moral obligations associated with the use of human bodies for anatomical examination.

Students and authorised users need to be aware that using such material may cause distress to some and/or raise issues of grief.

The Discipline of Anatomy has strict rules, which must be followed:

1. In order to use cadaveric material for study, students must be enrolled in courses that are serviced by the Discipline of Anatomy. Students are not permitted to bring friends in 'for a look'.
2. At no time can any skeletons, anatomical models, books, texts, CD-ROMS, histology slides or cadaveric material be removed from the Anatomy Laboratory. These resources are available for use within the laboratory. These must be kept clean and returned to exactly where they came from.
3. Check your immunisation status for tetanus, diphtheria, polio, measles, mumps and rubella and, if required, obtain a booster (or initial) vaccination. All students using the Anatomy Laboratory should be vaccinated for Hepatitis B and have a Mantoux test for Tuberculosis and BCG vaccination if necessary.
4. Students and authorised users must behave appropriately at all times. It is a privilege to be able to use the resources provided by our generous body donors. Accordingly, proper respect for human remains must be observed.
5. Students or authorised users may feel distressed when first encountering the cadaveric specimens. If this occurs, we encourage students or authorised user to discuss the matter with staff so we can offer assistance, and/or alternate resource material to enable learning to continue.
6. UNE students also have access to University counselling services. Student Assist Counselling can be contacted on x2987.
7. There is a slight risk that a student or authorised user may recognise a cadaver as a person they may have known prior to that person’s death (e.g. a relative, friend or neighbour). The staff of the Discipline of Anatomy are aware of the potential problems this may cause and wish to respond sympathetically and appropriately. To this end, the staff will enlist your assistance in reducing the likelihood of such an event occurring. Any student or authorised user who feels there may be a possibility that they have known a donor should inform a staff member so that steps can be taken to rectify the situation.
8. Students and authorised users are encouraged to inform staff if they feel there are any potential problems. We request that this be done as soon as there is any concern. All students’ and authorised users’ concerns will be treated confidentially.

* Please refer to the University of New England Human Anatomy Policy

Version 1:2008
FIRE AND EVACUATION PROCEDURE FOR STUDENTS

1. When the fire alarm is triggered all building occupants must stop what they are doing.
2. Walk quickly into the nearest fire exit located at either end of the lab. If the fire impedes the way, use an alternate exit.
3. Do not attempt to retrieve personal belongings.
4. Do not use the lifts.
5. Evacuate the building in a quick, orderly fashion to the emergency assembly area at the front entrance courtyard. Wait here until the building warden gives the all clear. Check that your colleagues are with you.
6. The Floor Wardens will assist disabled evacuees outside.
7. Floor wardens will check every room on their assigned floor. As each room is checked, all windows will be closed and doors shut (but not locked). Floor wardens (Amanda Lang and Peter Burr) will then join the other evacuees in the primary assembly area.

Students/authorised users should be aware of –

Fire extinguisher locations in Anatomy Laboratory area as per the evacuation plan.
Evacuation Floor Plans - located on notice boards and near fire doors throughout the building.

Staff members who can assist with any concerns are listed below:

• Fiona Stewart, Associate Professor of Anatomy, C13, 02 6773 2982,
• Amanda Lang, Anatomy Lab Technician’s Office, C13, 02 6773 3087, alangl3@une.edu.au
• Joanne McRae, Year 1 Manager, C13, 02 6773 2949, joanne.mcrae@une.edu.au
• Student Assist Counselling, C37 between Cafeteria and Newsagent, 02 6773 2897, www.une.edu.au/student-assist/
ANATOMY LABORATORY RULES

• No student or authorised user is permitted in the Anatomy Laboratory unless a member of staff is present.

• Staff, students, or authorised users will not be permitted to enter the Anatomy Laboratory unless they are wearing fully enclosed shoes.

• Personal Protective Equipment must be worn at all time when handling wet specimens: Fully Enclosed Shoes, Lab Coat/Gown/Apron, Disposable Gloves and Protective Glasses.

• Students are responsible for providing their own lab coat and wearing it in every practical session.

• Absolutely no food or drink is to be taken into the Anatomy Laboratory. This includes water bottles.

• Mobile Phones are not permitted in the lab.

• Cameras or any other image taking device are not allowed in the lab.*

• Students and authorised users must enter the Anatomy Laboratory via the hand washing area where they must leave their bags in the cubbies provided. Coat hooks are available for hanging bulky garments. Long hair should be tied back.

• Students and authorised users are to take whatever is necessary from their bags, obtain safety glasses and disposable examination gloves (which are provided) upon entering the Anatomy Laboratory.

HANDLING CADAVERIC MATERIAL/STUDENT PRACTICALS

• Specimens will be selected by staff and placed on examination tables. The specimens will be covered with wet towels to reduce the risk of drying. If students wish to see other specimens related to that topic, they need to ask a staff member to retrieve that particular specimen.

• Specimens must be handled carefully and gently. If an identification tag becomes detached from the specimen, please inform laboratory staff immediately.

• Be careful that the buckets (under the examination tables) containing drainage fluid from specimens are not knocked over. If that happens, the fluid must be mopped up immediately with the mop kept in the specimen storage room and the floor wiped over with towels to limit the risk of anyone slipping on the wet floor. If the area is not totally dry, a “wet floor” sign must be placed over the area.

• At the end of the practical, students must cover the specimens with the wet towels, return any reference books, charts, models, etc. to the appropriate area, and leave the Anatomy Laboratory clean and tidy.

• Dispose of used gloves in the yellow, contaminated waste bins only.

• Always wash your hands thoroughly before leaving the Anatomy Laboratory. Leave the laboratory by the same door you entered.

* Please refer to the University of New England Human Anatomy Policy
PRIVATE STUDY TIMES

Students and authorised users are encouraged to use the laboratory in their own time for private study and revision, provided a member of staff is present and there are no other classes using the lab. The Laboratory manager, Amanda Lang, is usually present in the laboratory during normal business hours. A notice of available open times will be posted at the front door and on BlackBoard. A maximum of 10 students/authorised users will be permitted in the lab at any one time outside of supervised classes.

- Students/authorised users must sign in before commencing open study. The sign-in book is situated where you enter the laboratory. Students/authorised users will follow all the guidelines as already noted.

- Staff members will retrieve specimens or supervise retrieval of prosection from specimen storage area.

- Those students/authorised users who, through their course, are required to handle nervous tissue (brain or spinal tissue), MUST wear two pairs of disposable gloves.

- If students/authorised users wish to leave the Anatomy Laboratory for a short time (a quick coffee or toilet break), intend to study the same specimen on their return, they must make sure the specimen is completely covered with wet towels soaked in water. Exposed specimens should be sprayed occasionally with wetting fluid (non-toxic) to prevent them from drying out.

- When study is finished, the specimen must be replaced in the same vat from which it came (all vats are clearly marked), or in the cadaver refrigerator. Before returning to the refrigerator, the specimen must be securely bagged. If replacing a specimen into a vat student/authorised user must wear plastic apron, goggles and neoprene gauntlet. Do not drop the specimen, as this will cause splashing.

- Students/authorised users must clean the examination table. Excess fluid must be wiped from the table. The table must then be spayed with disinfectant (Viraclean) (provided in spray bottles) and wiped dry. The fluid in the bucket under the table can be emptied back into the vat if it is clean, but if not, it should be emptied down the large sink in the dissecting room (with the tap running) and the bucket rinsed clean.

- Students/authorised users examining specimens stored in the small buckets and white tubs must keep the container with the specimen. This will help prevent the specimen being returned to the wrong container.

- Smaller specimens may be examined in the white, plastic trays. These trays must be rinsed and cleaned with disinfectant when finished.
CHEMICAL HAZARDS IN THE ANATOMY LABORATORY
PLEASE TAKE NOTE OF THE FOLLOWING

The vats in which the specimens are stored contain a solution that is made up of approximately 98% water, and 2% 2-phenoxyethanol. The embalming fluid that is used to preserve cadavers in the first instance contains, methylated spirits, phenol, glycerol and formaldehyde solution. There are risks involved with handling these chemicals, even when diluted, and students/authorised users MUST follow the guidelines for handling specimens as already outlined in this document. Failure to do this will result in those students/authorised users being banned from retrieving specimens for examination in their laboratory or study times. Material Safety Data Sheets for all chemicals used are kept in yellow lever arch folders in the Anatomy Laboratory Technician’s Office and Mortuary Prep Room.

FORMALDEHYDE SOLUTION is used for embalming and fixing tissue.
RISKS: Causes burns to eyes and skin.
      Toxic by ingestion and inhalation.
      Carcinogen.
      Evidence of reproductive effects through prolonged exposure.
      Can cause conjunctivitis, laryngitis, bronchitis or bronchial pneumonia through prolonged exposure.

METHYLATED SPIRITS is used for embalming.
RISKS: Irritating to eyes.
      Skin contact may result in irritation. Repeated or prolonged contact
      May lead to dermatitis
      Inhalation of vapour can result in headaches, dizziness and nausea.

PHENOL is an antifungal used for embalming specimens. Great care needs to be taken by those students who are undertaking a dissection. Protective eyewear must be worn while dissecting. Avoid splashing of embalming fluid on skin.
RISKS: Vapours are irritating to the eyes.
      Corrosive action on skin.
      Vapour and mist can irritate nose and throat.

2-PHENOXYETHANOL is used as a dilute solution (2%) in our vats as an antifungal and antibacterial agent.
RISKS: Harmful if swallowed, inhaled or absorbed through the skin.
      Severe irritant of eyes and skin.

STUDENTS/AUTHORISED USERS MUST FOLLOW THE OUTLINED PROCEDURES TO REDUCE THE RISK OF EXPOSURE TO THESE CHEMICALS.

It is absolutely essential that students/authorised users use PPE in the lab.

* FULLY ENCLOSED SHOES  * LAB COAT/ APRON/ GOWN
* DISPOSABLE GLOVES     * SAFETY GLASSES