

# Anatomy Facility Code of Conduct

All users of UWS Anatomy Facilities are required to comply with this Anatomy Facility Code of Conduct. By entering a UWS Anatomy Facility users agree to adhere to this Code.

The University may remove users from its anatomy facilities and/or initiate disciplinary action against any user who fails to comply with this Code. Refer to the University's Anatomy Policy for detailed information regarding acceptable and authorised use of the University's anatomy facilities and related legislative requirements. The policy can be accessed via: <https://policies.westernsydney.edu.au/masterlist.php>

## Rules

Users of the Anatomy Facility are responsible for ensuring that their use is ethical and lawful.

### 1 Access

Access to the Anatomy Facilities is conditional to the following:

- Access to anatomy facilities is available for teaching or research purposes, and for other specifically authorised activities.
- Each user must complete induction requirement relevant to their use of the facility.
- Users may use only those facilities to which they have been given specific access by the University and to the extent and in the manner that they are authorised to use them.
- No non-key holding user is permitted in an anatomy facility unless a key holding staff member is present.
- Users are not to assist any unauthorised person to gain access to an anatomy facility.
- Students are to enter the Anatomy Laboratory via the bag store where they are to leave their bags in the shelves provided.

### 2 Non-permitted Uses

The following uses and/or activities are not permitted:

- Smoking, eating or drinking.
- Removal of bodies, human tissues, human bones or anatomical models.
- Intentionally damaging resources or removing identifications tags from specimens.
- Touching bones or models with soiled gloves.
- The use of cameras, mobile phones or other image recording devices without prior written permission from the Professor of Anatomy or delegated authority.
- Activities that impact adversely on the University's reputation.

### 3 Usage Requirements

While using anatomy facilities, users must adhere to the following requirements:

- All scratches, abrasions and open skin lesions to be covered completely when in the lab.
- Any scratches or cuts sustained in the laboratory must be treated immediately. A First Aid Officer is available if further treatment is required. All accidents should be reported to the Laboratory Manager and an incident report form should be filled out.
- Users handling wet specimens must wear disposable gloves, a laboratory coat and fully enclosed shoes.
- Lab coats are to be removed upon exit of the facilities.
- Used gloves are to be placed in the yellow, contaminated waste bags only.
- Hands are to be washed thoroughly before leaving the Anatomy Laboratory.

### 4 Resources

The use of the Anatomy Facility is conditional to the following:

- Textbooks, CD ROMs, anatomical charts and models must be kept clean and returned to exactly where they came from.
- Specimens must be handled carefully and gently. If an identification tag becomes detached from the specimen, laboratory staff must be informed.