








Appendix E. Safe Work Procedure Template

Safe Work Procedure				
Title (Name of the task/activity/plant)	Anatomy Laboratories Teaching, Research & Dissection (During Covid)		Date	9/03/2021
			Version	1.1
Associated Risk Assessment (RA) Name & Number	Anatomy Laboratories Teaching & Research (During COVID19) RA_ANUMS_007		Top Residual Risk identified by RA	
			Medium (12)	
Hazards identified by the RA	<ul style="list-style-type: none"> <li>• Biological risk - Spread of COVID19 to participants during</li> <li>• Repetitive movements, repetitive sustained forces, sustained awkward postures</li> <li>• Use of sharps</li> <li>• Biological exposure to embalmed human cadaveric tissue and fluid</li> <li>• Potential poor lighting</li> <li>• Wet and slippery surfaces, slip, trip or fall</li> <li>• Use of surgical power tools</li> </ul>			
SWP Authors	Name:	Meagan Mason – WHS Officer	Ph	02) 6125 5268
	Name:	Hannah Lewis – Anatomical Services Specialist	Ph	02) 6125 9613
	Name:	Timothy Borough – Operations Manager	Ph	02) 6125 0631
	Name:		Ph	
	Name:		Ph	
Personal Protective Equipment (Choose from Table 1)				
	Safety Glasses		Face Mask	
				
	Fully enclosed shoes		Laboratory Gown	
Hazardous Chemicals (Choose from Table 1 – GHS Pictograms)				
Identify Energy Source of Plant Equipment, if this	Nil			



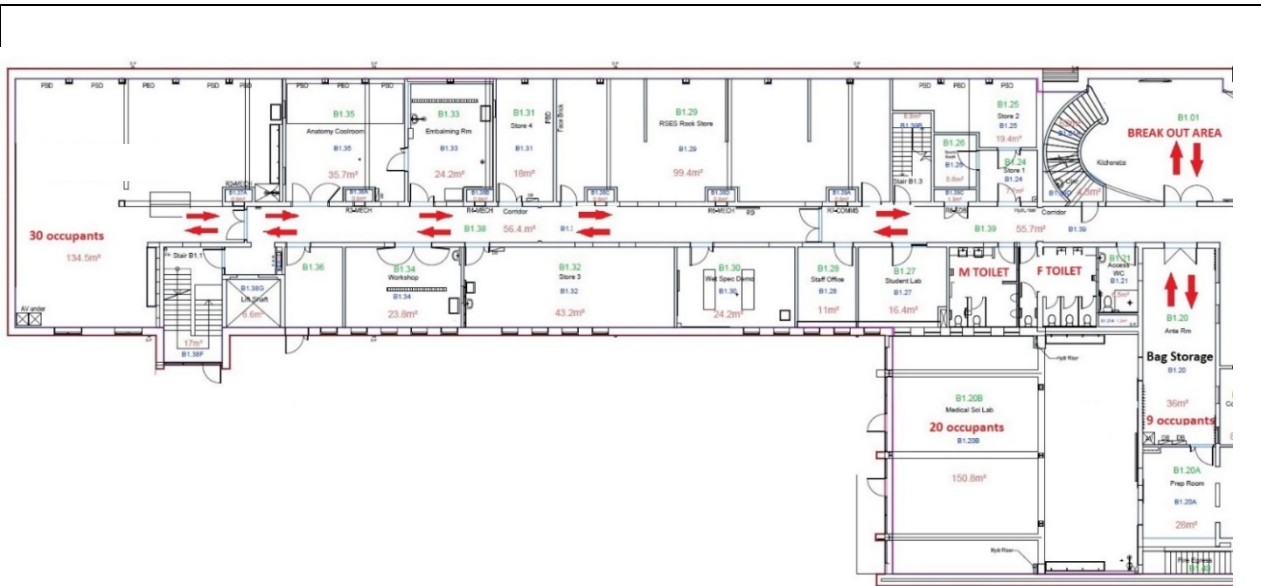
SWP involves the use of a Plant/Equipment

Describe, in detail and in sequence, the steps involved to safely complete the activity/task or operate the plant/equipment

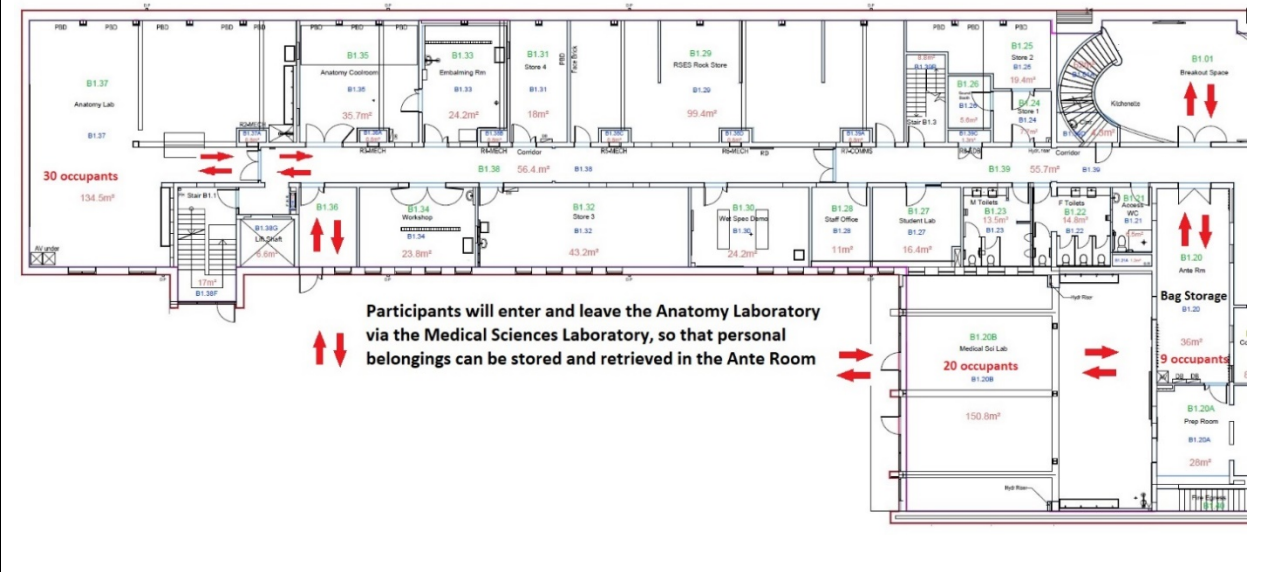
**Pre-operational Procedure**

Before the teaching session

- Prior to entering the Florey building, all participants are required to complete the COVID-19 Infection Control Training/have the government app, to read the Anatomy Laboratories Code of Conduct, associated risk assessment and safe work procedure and to have signed the declaration relating to all of these items. All participants are required to wear fully enclosed, non-porous shoes when entering the laboratory space, without which, entry will be denied. All cuts, abrasion or skin lesions must be covered with a waterproof dressing before undertaking any activity in the anatomical laboratory space.
- Participants should not attend any sessions or enter the Florey building if they have the following symptoms: fever, runny nose, sore throat or cough or are suspected to be COVID-19 infected.
- The Break Out area and all corridors associated with the Anatomy Laboratories will have 1.5 m spaced X's to indicate the required spatial distancing.
- Attendees are requested to enter the building from the front entrance, and proceed immediately down the spiral staircase (on the right of the foyer) to wait in the Break Out area (carpeted area at the base of the stairs). Masks will be available on a trolley in this area. Attendees must don a mask as soon as one is available. Attendees must maintain 1.5m distancing from one another at all times and avoid loitering behaviour.
- All spaces within the Laboratories environment are limited by the governmental restrictions of persons per square metre. Capacity per room is indicated on each door within the Facility. Participants are asked to be mindful of the capacity of each room and follow directions of technical staff as to when to proceed between spaces.
- Participants will be guided by technical staff to enter the Ante-room to store their personal possessions in pigeon holes, they will be asked to proceed down the corridor, enter the double doors labelled "Wing A, Anatomy Laboratories", and proceed to the end of the corridor to enter the space in which the workshop will be conducted. Where PPE has not already been distributed, a PPE trolley will be located along the wall of the Wing A corridor for participants to don PPE prior to entering the teaching room.
- Practical attendees must don the following PPE to participate:
  - 1 x Long sleeved gown
  - Nitrile gloves (single pair for anatomical teaching, double pair for dissection)
  - 1 x Surgical mask
  - Anti-fog safety glasses OR Over specs safety glasses
  - Plastic sleeve protectors (dissection only)
  - Long hair tied back
- Please see the diagram below for details including the location of rest rooms on the building floor level.



- Alternatively, if student numbers are high, participants will be guided by technical staff to enter the Ante-room to store their personal possessions, then enter the Medical Science laboratory where they will don PPE before proceeding out of the rear door of this laboratory, down a path outside and into the Anatomy Laboratories via the rear entrance. This is to ensure the appropriate spatial distancing is maintained at all times. Please see the diagram below for details.



**Operation – List steps to complete the activity from start to finish**

- During the teaching session
- There will be a briefing at the beginning of the session that cover relevant information and to remind all participants of key safety points.



## 1. Health and Safety

- No food or drink is to be consumed within the Anatomy Laboratories.
- Participants should not attend any sessions if they feel ill, and in particular they experience the following symptoms: fever, chills, cough, sore throat, runny nose.
- Once entering the Anatomy Laboratory, participants will be asked to seat themselves at a workstation (including teaching resources and associated cleaning station) and will be encouraged to limit movement among their peers once in the laboratory environment.
- Should a participant need to leave the workshop session to use the bathroom, they can do so via the Anatomy Laboratory corridor. The bathrooms are located on the right, after the Anatomy Laboratory double front entrance doors. These doors will be unlocked. Participants are encouraged to open the door of amenities with paper towel following the use of amenities.
- Spatial distancing in the Anatomy Laboratories corridor may not be sustainable. Persons passing in the corridor should do so back to back, even if wearing a mask.
- Participants are encouraged to open door handles with the paper towel stations provided or utilise hand sanitizer after touching door handles.

## 2. Handling of sharps

- Where the use of sharps is required within the Anatomy Laboratories, a safety briefing will be given in person to outline the correct behaviours, handling and disposal.
- Always handle blades with care, practise safe blade handling around others, always cut away from your body and away from others.
- If not being used, sharps must be placed in a safe position and orientation so as to avoid possible accidental injury to others. Green kidney dishes will be provided for this use.
- Place used sharps directly into a sharps bin for disposal. Do not overfill sharps bins. Two types of sharps bin will be provided; automatic Qlicksmart BladeFlask scalpel blade remover and standard yellow biological sharps waste container.
- All blades will be offered in blade holders. When a blade needs to be changed, please ensure that the provided Qlicksmart BladeFlask scalpel blade remover is used and prioritised over manual removal of blade with forceps. Where a student is not confident to change their own blade, they should always ask an academic or technician to assist them.
- Participants should be aware that while dissecting or prosecting, that instruments may become slippery due to the human fat. Where this occurs, paper towel can be used to provide additional grip or to wipe down some of the excess fat (while maintaining mindfulness of the blade location). It is also encouraged to change particularly fatty outer gloves prior to changing the blade on a scalpel.
- Participants of dissection or prosection workshops when working in pairs or teams must ensure clear and constant communication is maintained at all times during the dissection/prosection process. This is to ensure that both or all parties are aware of the changing risk at all times (use of sharps or use of spray chemicals).

A First Aider will be on hand in the event of an injury. ALL injuries, no matter how minor should be treated and reported through the Figtree Incident reporting system. Cuts caused by sharps should be treated immediately. In the event of sustaining a wound: Protocol from TCH Blood Borne Virus: Occupational Risk Exposure Management should be followed (3.1 Immediate First Aid).



### 3. Cadaver safety and confidentiality

- Participants are encouraged to take care with cadaveric tissues and fluids to ensure splashing or contamination does not occur. Hydrating fluids should be regularly used to prevent dehydration of the specimens. Fluid-soaked covers should be used when dissection is paused for any lengths of time to preserve the condition of the cadavers.
- Any **cadaveric human waste generated from dissection or prosection procedures must be retained in the vicinity of the body it was separated from**. Buckets will be provided for the collection of this waste to reunite it with the cadaver in the cremation process. These buckets will be identified with the cadaver ID number (CID).
- Participants are not permitted to take photos or videos or use any other imaging methods. No photography or recording of the cadavers will be permitted due to confidentiality agreements. Images, used in reports, teaching or research resources can only be taken by or under the supervision of ANUMS Anatomy Staff, using official ANU Medical School media equipment.
- Care should be taken within the laboratory space to minimise the risk of slips, trips and falls due to wet or slippery surfaces. These are an inherent risk of the environment and activity and cannot be completely prevented.
- At no time should the cadaver ID number be removed from a specimen. If one accidentally is removed or lost, efforts must be made immediately to identify the specimen and label it appropriately.

### 4. Chemical Safety

- Where the use of spray chemicals is required within the Anatomy Laboratories, a safety briefing will be given in person to outline the correct behaviours, handling and disposal.
- Chemical sprays in the laboratory teaching environment are either topical preservative (for cadavers) or viraclean (disinfectant for cleaning).
- The participant must be aware of what they are spraying, where it should be utilised and how to spray the chemicals in a safe manner (away from other persons, and where other people are in close range, with a hand covering for over-spray). Where participants are working in pairs or teams, it is a requirement for clear and constant communication to ensure that both or all parties are aware of the changing risk at all times.

#### After the teaching session

- All models or anatomical resources must be reassembled and wiped down with provided viraclean and cloth by persons using the model for study. Participants will also be required to wipe down horizontal workstations they utilise before exiting the room.
- Doff all PPE into the appropriate bins (participants will be asked to keep their masks on until they have left high-traffic building spaces).
- Wash their hands thoroughly as per the hand washing guides above each hand washing station.
- Collect their belongings from the Ante-room
- Proceed out of the building via the original entry

<b>Transport method</b> for hazardous substances, biological, animal or radioactive materials or plant equipment
Not Applicable

<b>Waste Disposal</b>
<ul style="list-style-type: none"> <li>All paper towel and general waste items used for all activities not relating to cadavers must be disposed of in the <b>regular waste bins</b>.</li> <li>All items for disposal that have come into contact with cadavers are to be placed in the <b>yellow biological waste bins</b>.</li> <li>All disposable PPE must be disposed of in the <b>yellow biological waste bins</b>.</li> </ul> <p>All non-disposable laboratory gowns will be placed in the laundry baskets provided, to be laundered by a professional linen service after the term of use.</p>

<b>Completion of Work</b> – List steps to make area safe (including clean up, any waste disposal & service/maintenance requirements)
<ul style="list-style-type: none"> <li>All frequently touched surfaces in the laboratory are cleaned several times per day with viraclean. This includes viraclean bottles touched by students, door handles, door edges, all trolley edges, door access badges, pigeon holes in Ante-room.</li> <li>All horizontal surfaces and models will be cleaned following the teaching session a second time by laboratory technical staff.</li> </ul>

<b>Emergency Procedures</b> – List emergency and spill handling, storage requirements (where relevant), first aid/medical assistance contact details
<ul style="list-style-type: none"> <li>Follow the current Florey Building 54 Emergency Procedure. In the event of an emergency evacuation please follow your Demonstrator, Lead Academic or Technical Professional Staff and exit the building in an orderly fashion. All persons should assemble on the grass knoll opposite the Florey Building and stay clear of any emergency vehicles that may arrive. Please ensure social distancing at all times.</li> </ul>

<b>First Aid Procedures</b> – Include first aid procedures relating to the process, task, plant equipment here
<ul style="list-style-type: none"> <li>In the event that you require first aid, please ask your Demonstrator, Lead Academic or Technical Professional Staff for assistance. There is a first aid kit located in the main Anatomy Teaching room adjacent to the AV podium and indicated by the large first aid sign on the wall above the kit.</li> </ul>

<b>How to report an incident</b>
<ul style="list-style-type: none"> <li>All incidents relating to this activity/task/plant must be reported to <b>Name: Ms Hannah Lewis Ph: 02 6125 9613</b> immediately after occurring once you and others have been removed from the immediate danger. The incident is then required to be reported into Figtree within 48 hours.</li> </ul>

<b>Who are affected by this SWP? (List names)</b>	<b>Who are consulted on this SWP? (List names of workers or persons consulted on this SWP)</b>



### Approval

Supervisor of the activity must authorise before this SWP can be used as a control. DO NOT AUTHORISE if you are not completely satisfied with the quality of the SWP.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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



Table 1. PPE and Chemical Hazards Selection Table

PPE and Chemical Hazard Logo Selection Table	
<p>Select PPE logo from this Table and Add to relevant section on first page of this document</p>	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"> Safety glasses</div> <div style="text-align: center;"> Face Shield</div> <div style="text-align: center;"> Lab Coat or Gowns</div> <div style="text-align: center;"> Gloves</div> <div style="text-align: center;"> Safety Boots</div> <div style="text-align: center;"> Fully enclosed shoes</div> <div style="text-align: center;"> Respirator or breathing apparatus</div> <div style="text-align: center;"> Masks</div> <div style="text-align: center;"> Harness</div> <div style="text-align: center;"> Hearing Protections</div> </div> <p>Others: <span style="background-color: yellow;">[Please add]</span></p>
<p>Select GHS Pictogram or Dangerous Goods (DG) Diamond or HazMat symbols from this Table and Add to relevant section on first page of this document</p>	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> </div> <div style="text-align: center; margin-top: 10px;"> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  EXPLOSIVE 1         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  FLAMMABLE GAS 2         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  NON-FLAMMABLE NON-TOXIC GAS 3         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  OXIDIZING GAS 2         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  TOXIC GAS 2         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  FLAMMABLE LIQUID 3         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  DANGEROUS WHEN WET 4         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  FLAMMABLE SOLID 4         </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  SPONTANEOUSLY COMBUSTIBLE 4         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  OXIDIZING AGENT 5.1         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  ORGANIC PEROXIDE 5.2         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  INFECTIOUS SUBSTANCE 6         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  TOXIC 6         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  CORROSIVE 8         </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;">  MISCELLANEOUS DANGEROUS GOODS 9         </div>

This SWP can be used:

- To provide written instruction for workers and students to safely work on the specified task, activity or plant/equipment if it is not one requiring Tier 3 Proficiency Training; or
- As assessment criteria for Tier 3 Work Safety Proficiency Training if the activity is in a category as specified in WHSMS Handbook Chapter 3.2.



**When used to provide written instruction**, workers and students must read and completely understand the SWP before can be allowed to work on the activity/task/plant under appropriate supervision. By signing below, it **DOES NOT** replace the supervision requirements specified in Chapter 3.2.

As a worker or student, I confirm that I have read and fully and completely understand the instruction provided in this SWP. I will follow the SWP closely when performing tasks/activities for Australian National University.		
Name	Signature	Date

**When used as assessment for Tier 3 Proficiency Training**, the trainer of the activity must be completely satisfied that workers and students can perform the task/activity or operate the plant/equipment safely and independently in accordance with this SWP in a proficient manner before signing them off on the Tier 3 Proficiency Training Record Booklet. See Chapter 3.2 for detailed requirements.