

**SCHOOL OF HEALTH SCIENCES  
LAB POLICIES and PROCEDURES (APPLYING TO ALL LABS)  
2007/2008**

**The following policies and procedures apply to all School of Health Sciences labs. It is the student's responsibility to know and follow all lab policies and procedures. Specific lab policies and procedures directly related to a particular lab may be found in course outlines associated to labs, in each lab location, in lab manuals, and/or on the School website. The Computer Lab policies apply to all labs with computers.**

*Please note: Specific labs within the School may have further requirements to follow.*

- Only registered Humber (School of Health Sciences) students are allowed in the lab. Confirmation of your student status may be required (i.e. student photo identification card, "Admit to Class" form, "After Hours Admittance" form, name tag, etc.). Lack of confirmation by students may mean denied access.
- Access to labs is under the direct supervision of faculty or lab staff. Staff are required to open the lab and be present in the lab during use unless otherwise approved with the appropriate forms signed and available. Access to labs is by prox card or key.
- Occupational Health and Safety Act, WHMIS Regulations and Universal Sanitary Precautions will be followed at all times without exception in all labs.
- At no time can a lab be left open and unattended. Doors must never be propped open at any time due to fire code and safety regulations.
- Only learning materials for the specific or related labs are allowed within the labs. Appropriate clothing should be worn. Outwear (coats, etc.) and backpacks or briefcases are not allowed in the lab for safety, sanitary and fire code (space) reasons.
- No food, beverages or smoking is allowed in the lab at any time.
- Washing hands prior to entering the lab, returning from the washroom, and/or after using equipment to prevent transmission of illness is required. Use sanitary practices – make sure that the lab area and materials are left clean, tidy and in an orderly fashion.
- If you hear a fire alarm, leave the lab quickly and calmly – the last person leaving the lab should make sure that the lab doors are secure.

- Report broken equipment, concerns for safety, unusual incidents or circumstances to faculty or lab staff. If not available, contact the Associate Dean and/or if an emergency situation, inform Security. See the Contact Personnel Sheet posted in the laboratory and/or below.
- In case of emergency, contact Security at ext 4000. For non-emergency situations, contact Security at ext 4214.
- Lab materials and equipment are expensive and hard to replace, and must be handled appropriately and for the use in which their design was intended.

### SCHOOL OF HEALTH SCIENCES CONTACT INFORMATION:

School of Health Sciences Lab	Location	Lab Extension	Contact Staff	Associate Dean
Human Anatomy	H424/5/7	4209	<a href="mailto:greg.hesketh@humber.ca">greg.hesketh@humber.ca</a> MH427, ext 4209 <a href="mailto:ronald.stewart@humber.ca">ronald.stewart@humber.ca</a> M324, ext 4954	<a href="mailto:blair.carter@humber.ca">blair.carter@humber.ca</a> M120, ext 4099
Bioscience	H424/5/7	4209	<a href="mailto:greg.hesketh@humber.ca">greg.hesketh@humber.ca</a> MH427, ext 4209 <a href="mailto:ronald.stewart@humber.ca">ronald.stewart@humber.ca</a> M324, ext 4954	<a href="mailto:blair.carter@humber.ca">blair.carter@humber.ca</a> M120, ext 4099
Clinical Simulation	E438 E439 E445 E455 E458	5514 5511 5512 5513 5515	<a href="mailto:pamela.richardson@humber.ca">pamela.richardson@humber.ca</a> M312, ext 4637	<a href="mailto:cindy.hunt@humber.ca">cindy.hunt@humber.ca</a> M208, ext 4327 <a href="mailto:rosemary.watkins@humber.ca">rosemary.watkins@humber.ca</a> M219, ext 4647
Computer	D240 H426	4137 4071	<a href="mailto:david.ding@humber.ca">david.ding@humber.ca</a> M201, ext 4314	<a href="mailto:john.sousa@humber.ca">john.sousa@humber.ca</a> M302, ext 4452
Early Childhood Education	E301A	NA	<a href="mailto:pina.leo@humber.ca">pina.leo@humber.ca</a> M213, ext 4119	<a href="mailto:blair.carter@humber.ca">blair.carter@humber.ca</a> M120, ext 4099
Funeral Service Education	JF119	5054	<a href="mailto:jeff.caldwell@humber.ca">jeff.caldwell@humber.ca</a> M304A, ext 4260	<a href="mailto:john.sousa@humber.ca">john.sousa@humber.ca</a> M302, ext 4452
Paramedic	E451, E446, E450	4665	<a href="mailto:lynne.urszenyi@humber.ca">lynne.urszenyi@humber.ca</a> M317, ext 4978	<a href="mailto:john.sousa@humber.ca">john.sousa@humber.ca</a> M302, ext 4452
Pharmacy Technician	E415, E416, E420	4960	<a href="mailto:sharon.lee@humber.ca">sharon.lee@humber.ca</a> M321, ext 4221	<a href="mailto:john.sousa@humber.ca">john.sousa@humber.ca</a> M302, ext 4452

**In addition to the above policies and procedures, each specific lab area may have additional regulations and required practices that may be posted within the lab area, within course outlines or lab manuals, and/or be specific for the actual daily lab activity. Overall, the following policies/procedures are specific to these labs and function as required directions:**

### **HUMAN ANATOMY and BIOSCIENCE LABS (H424, H425, H427)**

- All users of the Human Anatomy Lab must sign and follow the Human Anatomy Lab Code of Behavior.
- No frivolity or acts which could be construed as disrespectful to human cadavers will be tolerated.
- No photography or videotaping of the cadavers or any cadaveric material is permitted in the lab.
- Under no circumstances are students or visitors to use cell phones in the lab. Cell phones must be turned off or put on silent vibration at all times. Students must leave the lab if they wish to check or answer cell phone messages.
- No student below a grade nine level will be permitted to view any cadaveric material.
- Request for visits to the Human Anatomy Lab must be made in writing. Only persons from relevant disciplines will be given permission to visit the Human Anatomy Lab.
- For direct contact with human cadavers, a clean white lab coat and gloves must be worn. Chemicals used in the embalming process can cause a skin reaction in sensitive individuals.
- The cadavers should at all times be moist and should be sprayed, wrapped and stored properly.
- When cadavers are being dissected, all discarded tissue must be stored in appropriate, labelled containers.
- All policies and procedures as specified in the overall School of Health Sciences Lab Policies and Procedures must be followed without exception.

## CLINICAL SIMULATION LAB (E438, E439, E445, E455, E458)

- All users of the Clinical Simulation Lab must sign and follow the Clinical Simulation Lab Code of Behavior.
- Manikins are to be treated at all times as if they were real patients. Handle them with care and respect.
- Gloves are to be worn before coming in contact with the manikins. Students are responsible for provision of gloves. Gloves will be purchased as part of the Clinical Practicum Lab Kits which students are required to purchase.
- Do not use ball point pens or permanent or non permanent markers near the manikins.
- Staff supervision is required to access the labs and to engage in ALL simulation activities.
- Ensure that all manikin parts are returned to the proper storage place prior to leaving the lab.
- Report any missing or damaged equipment to the staff supervisor immediately. If you fail to notify the staff supervisor, you will be held accountable for loss or damage that has occurred during your lab time.
- Use sanitary practices while handling manikins. Use only appropriate cleaning products, according to manufacturer's instructions, on the manikins. If in doubt, consult the staff supervisor.
- Never prop the door open or leave the area without securing it properly for any reason.
- At **NO** time can the lab be left open and unattended.
- All policies and procedures as specified in the overall School of Health Sciences Lab Policies and procedures must be followed without exception.

## **COMPUTER LABS (D240, H426)**

- Inappropriate use of the College computer system/network is prohibited and in violation of the **Criminal Code**.
- Only software registered and provided in this lab may be used (no additional software or programs are allowed in the lab).
- Copying of licensed materials without proper licenses or the expressed written consent of the owner is prohibited.
- Use of a “User I.D.” and/or password other than your own is a **Criminal Code offense**.
- Pornographic or other discriminatory material may not be accessed from this public facility.
- These facilities and/or services may not be used for commercial purposes.
- Playing computer games is prohibited.
- Demonstrate respect for other users and the equipment provided. Report any problems immediately to the staff monitor (if not present, use the “Hardware Service Report” form provided in the area).
- Please vacate your station for scheduled classes if requested. Times for non-scheduled class use will be posted outside of the two computer areas.
- Please document any system problems/failure and consult with staff monitors.

## **EARLY CHILDHOOD EDUCATION (E301A) and PARAMEDIC LABS (E451, E446, E450)**

These labs are designed for access to materials, equipment and/or computer software. They have specific user requirements as specified within the lab area.

## **FUNERAL SERVICE EDUCATION LAB (JF119)**

- Only Funeral Service Education students will be allowed in the preparation room when there is a subject in the preparation room. Students are responsible for engaging the “IN USE” indicators on the lab door. Subjects are to be treated at all times with respect. Students are to conduct themselves to reflect respect for subjects. Subjects will be protected from undue exposure at all times.
- All information available on a subject being prepared is to be held in strict confidence. Students are responsible for maintenance of orderliness and cleanliness of the preparation room.
- Students involved with subject preparation will wear protective coverings (gloves, gown/apron) at all times. Students must remove all jewelry, including piercings.
- Facial hair must be trimmed to a length which will be covered by a facial mask (1/2 inch).
- Long hair must be pulled away from the face and secured up off the neck (tucked inside hair net).
- Proper clothing and footwear is required (No shorts, skirts or sandals).
- No gum chewing.

## **PHARMACY TECHNICIAN LAB (E415, E416, E420)**

- Only Pharmacy Technician students will be allowed in the lab. Confirmation of status will be required.
- Additional Computer Requirements for Pharmacy Technician Labs: Only software registered and provided in this lab (only pharmacy software) may be used (no additional software or programs are allowed in the lab). Copying of licensed materials without proper licenses or the express written consent of the owner is prohibited. These facilities and/or services within the lab may not be used for commercial purposes. Playing computer games is prohibited. Printing of materials unrelated to the pharmacy software is prohibited in E415. Document any system problems/failures and consult with staff.

### **For E416 and E420 – The Dispensing, Compounding Lab:**

- Students must be on time. Instructions are given only at the beginning of the lab session.

- Workbook and lab coat is required. A lab coat and nametag must be worn at all times. Only students with a lab coat will be admitted to the lab.
- When working with hot plates and steam vents, students must work safely following all procedures correctly.
- Additional Sanitary Maintenance and Care: Handle all equipment with care. Report breakages to the lab staff. Clean all equipment before each use. Wipe counting trays and clean other equipment if needed. The lab counter must be remain neat and organized during the lab period. Keep sinks clean. Do not put solid matter in the sinks. Waste buckets are for solids, sinks for liquids. There is a special container for broken glassware. The biohazard disposal containers are provided for use – follow guidelines given by staff for disposal of all lab products.