

# School of Anatomy Compliance Process

## Audit Checklist and Evaluation Tool 4.2



*Transplantation and Anatomy Act 1979*

Transplantation and Anatomy Regulation 2017

**Period under review: 1 July 2019 to 30 June 2020**

<b>Name of school</b>	
<b>Person in charge of school/the custodian</b>	<i>The custodian is the 'person in charge of a school of anatomy' responsible for the management and operations of the facility for which this Audit Checklist and Evaluation Tool relates.</i>
<b>Gross anatomy facility manager(s)</b>	
<b>Technicians</b>	
<b>Other support staff</b>	

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Appendix 1: References to relevant Australian Standards (page 27)

Appendix 2: Documents referenced (page 30)

Appendix 3: *Best Practice Guideline for schools of anatomy* in the disposal of human remains, Version 2 Department of Health 2020 (page 31)

Type of school of anatomy and activities	Comments
This School of Anatomy (SoA) is <input type="checkbox"/> an accepting school <input type="checkbox"/> a lending school <input type="checkbox"/> a borrowing school.  <i>Tick all that apply</i>	
<b>If an accepting school:</b> How long has a Body Donation Program (BDP) been operating?	
How many bodies were accepted through the BDP for the reporting period?	
Please identify all other sources of bodies/body parts.	
How many bodies were obtained from other sources?	
How many body parts were obtained from other sources?	

Type of school of anatomy and activities	Comments
<p><b>If a lending school:</b></p> <p>Were any bodies loaned to other schools of anatomy?  <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, please provide details of numbers.</i></p> <p>Were any body parts loaned to other schools of anatomy, institutions or persons?  <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, please provide details of numbers.</i></p>	
<p>To which schools of anatomy were these bodies/body parts loaned?</p>	
<p>Was there any other lending of bodies or body parts to other institutions or persons?  <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, please provide details of numbers and institutions/persons to which lending occurred.</i></p>	
<p><b>If a borrowing school:</b></p> <p>How many bodies did you borrow in the reporting period?</p>	
<p>How many body parts did you borrow in the reporting period?</p>	
<p>From where were these bodies/body parts sourced?</p>	
<p><b>How are bodies/body parts used in this school of anatomy?</b> <i>Please tick all that apply:</i>  <i>Consider: <b>Transplantation and Anatomy Act 1979 (T&amp;A Act) s 31(1)(b), s32(1), s35, s36 and s48(1)(f)</b></i></p>	

Type of school of anatomy and activities	Comments
<ol style="list-style-type: none"><li>1. Anatomical examinations</li><li>2. Study of the anatomy of the human body</li><li>3. Teaching of the anatomy of the human body</li><li>4. Training courses (e.g. surgical techniques)</li><li>5. Other (e.g. Widening Participation Programs)</li></ol> <p><i>Please specify:</i></p>	

## A. Governance arrangements and operational policies

Note: A review of the submitted **Audit checklist and evaluation tool** may include a discussion with the person in charge of school/ the custodian who is responsible for overseeing the functions of the School. Table reference

### Induction, complaints management, formal borrowing and lending arrangements

Item No	Assessment Criteria	Yes	No	N/A	Comments
1.1	<p>Are there documented policies and procedures that address?</p> <p>a) an <b>induction process</b> that includes:</p> <ul style="list-style-type: none"> <li>documentation for staff and students that is readily accessible (available on-line or in hard copy)</li> <li>a guided face-to-face process for staff and students new to the SoA laboratory, outlining the ethical code of conduct (or equivalent), Workplace Health and Safety (WH&amp;S) requirements and security arrangements.</li> <li>a record of those who have completed the induction.</li> </ul> <p>b) the physical environment being set up and managed in such a way that all anatomical examinations will be undertaken in a <b>quiet, orderly and decent manner [T&amp;A Act s36(2)]</b></p> <p>c) a <b>complaints management</b> process in relation to the SoA, with mechanisms to record those complaints and outcomes (e.g. a complaints log).</p>				

Item No	Assessment Criteria	Yes	No	N/A	Comments
1.2	<p>a) Is there a documented policy that addresses <b>formal borrowing and lending arrangements</b>, both with intrastate and interstate SoAs, covering?</p> <ul style="list-style-type: none"> <li>• transportation requirements</li> <li>• body identity and donor consent requirements, and</li> <li>• mechanisms to ensure the chain of custody of bodies/body parts.</li> </ul> <p>b) If yes, is this policy regularly reviewed?</p>				
1.3	Are the above policies endorsed by an authorised delegate within the university?				<i>If yes, please specify name/position</i>
1.4	<p>If an <b>accepting school</b>, does the SOA charge an amount that covers only the reasonable costs incurred to loan the body or body parts to another SoA? <b>(T&amp;A Act s42B)</b></p> <p><i>Such costs include those to receive, embalm, store, maintain or dispose of a body or body part.</i></p>				

**B. Ethical framework**

Item No	Assessment Criteria	Yes	No	N/A	Comments
2.1	<p>Is there an <b>ethics committee</b> overseeing <b>all aspects relating to human tissue</b>, including?</p> <p>a) <b>an ethical code of conduct or equivalent for staff and students</b> which:</p> <ul style="list-style-type: none"> <li>• emphasises the altruistic and generous nature of the donation of bodies for teaching and research purposes</li> <li>• emphasises that the bodies of deceased persons are at all times to be handled with respect and prohibits the improper and disrespectful use of bodies and body parts</li> <li>• prohibits the use of donated bodies/body parts for entertainment, profit, and personal purposes and being the subject of unauthorised photography, electronic imaging and use on social media (including banning mobile phones or any other recording devices from the laboratory)</li> <li>• refers to disciplinary procedures if there is a breach in ethical or orderly conduct.</li> </ul> <p>b) <b>consent</b> procedures (see Item 13)</p> <p>c) practices relating to the <b>acceptance and movement of bodies/body parts</b> to and from the school of anatomy</p> <p>d) <b>all uses of bodies and tissues</b>, including teaching and training for students, doctors and other professionals (whether they are from the school of anatomy or elsewhere)</p> <p>e) <b>the disposal of human tissue /remains (see section H)</b></p>				

Item No	Assessment Criteria	Yes	No	N/A	Comments
2.2	<p><i>Note: In relation to the following, these are not requirements but in keeping with the National Statement on Ethical Conduct in Human Research (2007) (updated 2018).</i></p> <p>a) Is the human tissue ethics committee approved by the National Health and Medical Research Council (NHMRC)?</p> <p>If not,</p> <p>b) Does the ethics committee have at least one third of its members external to the university?</p> <p>c) Does the ethics committee have expertise in the legislation and ethics applying to donated bodies at schools of anatomy or mechanisms to access this expertise to guide its overseeing role?</p>				



### C. General facilities

Refer to: AS/NZS 2982:2010 Australian and New Zealand Standard: Laboratory design and construction  
AS/NZS 2243:3: 2010 Australian and New Zealand: Safety in laboratories (Section 5.3)

#### a) Construction and maintenance of facility

Item No	Assessment Criteria	Yes	No	N/A	Comments
3.1	Does the university comply with the appropriate building code and standards, addressing at a minimum: <ul style="list-style-type: none"><li>walls, floors, ceilings, lighting, ventilation, cold rooms, hand washing facilities, tables, alarms, insulation, storage, emergency back-up, air extraction, purge systems?</li></ul> <i>See Appendix 1 for links to relevant Australian Standards</i>				
3.2	Have any changes to the above occurred during the last twelve months?				<i>Please specify and attach relevant documentation, if available.</i>

**b) Waste disposal (not human tissue)**

Consider: *Guideline: Clinical and related waste, version 3.00, effective 1 July 2018* Department of Environment and Science, and the *Waste Reduction and Recycling Regulation 2011*. Please note: the '*Guideline: Clinical and related waste*' has been updated and for later years, waste disposal should consider the updated version 4.01, Effective: 8 October 2019.

Item No	Assessment Criteria	Yes	No	N/A	Comments
4.1	<p>Do clinical waste disposal procedures and facilities comply with the requirements of the relevant environmental legislation?</p> <p><b>Note:</b> The <i>Best Practice Guideline for schools of anatomy in the disposal of human remains</i> (Appendix 3) indicates that 'residual human waste', as defined in that document, may be disposed of in accordance with the requirements for the disposal of untreated clinical waste.</p>				
4.2	Have any changes to the above occurred during the last twelve months?				<i>Please specify and attach relevant documentation, if available.</i>

**c) Workplace Health and Safety (WH&S) – Anatomy rooms**

*Consider: AS/NZS 4146:2000 Australian and New Zealand Standard: Laundry Practice*

Item No	Assessment Criteria	Yes	No	N/A	Comments
5.1	<p>Are there documented Workplace Health and Safety policies/procedures for the activities being undertaken at the SOA, which cover at a minimum:</p> <ul style="list-style-type: none"> <li>• appropriate attire and Personal Protective Equipment (PPE) being available (e.g. gowns, gloves, masks, glasses)</li> <li>• appropriate laundering</li> <li>• access to emergency showers and eyewash stations</li> <li>• wet /slip hazards</li> <li>• fire awareness</li> <li>• first aid training</li> <li>• chemical safety</li> <li>• evacuation procedures?</li> </ul>				
5.2	<p>Have any changes to the above occurred during the last twelve months, including implementation of relevant COVID-19 requirements?</p>				<i>Please specify and attach relevant documentation, if available.</i>

**d) Infection Prevention and Control (IPC)**

Consider: NHMRC Australian Guidelines for the Prevention and Control of Infection in Healthcare Commonwealth of Australia (2019)

Item No	Assessment Criteria	Yes	No	N/A	Comments
6.1	<p><b>For accepting and borrowing schools</b>, are there documented IPC procedures/guidelines in place, addressing at a minimum:</p> <ul style="list-style-type: none"> <li>• appropriate screening of bodies (see 9.1)</li> <li>• appropriate IPC measures for differing specimens (fresh vs embalmed)</li> <li>• how students and staff are instructed about these IPC procedures/guidelines</li> <li>• whether IPC guidelines are readily accessible to students and staff.</li> </ul>				
6.2	Have any changes to the above occurred during the last twelve months, including implementation of relevant COVID-19 requirements?				<i>Please specify and attach relevant documentation, if available.</i>

**e) Management of chemicals**

Consider: Safe Work Australia: Workplace Exposure Standards for Airborne Contaminants (2019)

Item No	Assessment Criteria	Yes	No	N/A	Comments
7.1	Are there documented policies/procedures regarding the appropriate storage of chemicals?				
7.2	<p>In relation to this SOA:</p> <ul style="list-style-type: none"> <li>• appropriate mechanical ventilation systems are in place and</li> <li>• personal exposure air monitoring is being conducted to evaluate the continued efficiency of chemical ventilation systems.</li> </ul>				
7.3	Have any permits/licences been issued for any restricted chemicals?				<i>If yes, please specify</i>

f) Security

Item No	Assessment Criteria	Yes	No	N/A	Comments
8.1	<p>Are there documented security policies/procedures that address, at a minimum:</p> <ul style="list-style-type: none"> <li>• a process for detecting, managing and documenting authorised access only to the SoA</li> <li>• who has responsibility for ensuring that all people entering the facility are authorised</li> <li>• access being granted only to bona fide/authorised personnel</li> <li>• out-of-hours entry to the facility</li> <li>• the facility being locked when unattended</li> <li>• visitors being supervised at all times</li> <li>• random audits being conducted of student identification</li> <li>• any consequences for student transgressions?</li> </ul>				
8.2	Are all bodies and body parts securely stored when not in use?				
8.3	Does the physical arrangements/design of laboratories, dissecting rooms, storage rooms and museums ensure that access to these facilities is private and restricted?				
8.4	If students are accessing in-house educational teaching aids (e.g. videos, tutorials with photos), what security measures are in place to mitigate any risks of this material being incorrectly used or disseminated?	<i>Please specify</i>			

**D. Admission/Receiving of bodies/Body parts**

**a) Checking the Suitability of a body/Body part for acceptance**

Item No	Assessment Criteria	Yes	No	N/A	Comments
9.1	<p><b>For accepting schools,</b> is there a documented policy/procedure for assessing whether a body or body part is suitable for acceptance to the SoA, which includes the following criteria:</p> <ul style="list-style-type: none"> <li>infection screening</li> <li>checking the scope of consent (e.g. use, retention period) (see 13.1)</li> <li>if radiation is a risk (e.g. radioactive beads in patients with prostate cancer)</li> <li>presence of implanted defibrillators (risk of electrical shock) versus pacemakers (little or no risk)</li> <li>presence of disease (e.g. organs extensively involved in widespread cancer deposits)</li> <li>morbid obesity (to the extent that storage and movement of the body is unsafe)/difficult, interferes with anatomical dissection or display)?</li> </ul>				
9.2	What infection screening is done (e.g. HIV, Hepatitis B, and TB)?	<i>Please specify</i>			
9.3	Are any other issues considered in assessing the suitability of bodies or body parts?	<i>If yes, please specify</i>			

**b) Admission arrangement for accepting bodies**

Item No	Assessment Criteria	Yes	No	N/A	Comments
10.1	Are vehicle reception areas screened from public view?				
10.2	Are reception areas and all facilities where bodies and body parts are handled and used, screened from public view?				

c) Registration procedures

Item No	Assessment Criteria	Yes	No	N/A	Comments
11.1	<p>If an <b>accepting school</b>, is there a procedure for accepting a human body, including the recording of the following particulars on a register?</p> <p>Minimum requirements of register <b>[T&amp;A Reg s8(2)(a)-(p)]</b>:</p> <ul style="list-style-type: none"> <li>a) Name, age, sex and last address of person</li> <li>b) Day and place of death of person</li> <li>c) Day and time body was received at the accepting school</li> <li>d) Name of person from whom the body was received</li> <li>e) Name of individual who delivered the body to the accepting school for the person mentioned in paragraph (d)</li> <li>f) Type of authority for the donation of the body</li> <li>g) Name of person who obtained authorising documents for the body</li> <li>h) Name of person at the accepting school who received the body</li> <li>i) The school’s unique identification of the body, including, for example, a number or code</li> <li>j) If the body is authorised to be retained for a certain period—the period</li> <li>k) If the person has given written instructions about the disposal of the person’s body—a summary of the instructions</li> <li>l) Day and time the body was removed from the accepting school for disposal</li> <li>m) Name of the person at the accepting school who allowed the removal of the body for disposal</li> <li>n) Name of the person who removed the body for disposal</li> <li>o) Name of the individual who removed the body for the person mentioned in paragraph (n)</li> <li>p) Day, place and method of disposal of the body and</li> <li>q) If the accepting school lends the body to a borrowing school, the register must also include the particulars of lending (see 11.2)</li> </ul>				



Item No	Assessment Criteria	Yes	No	N/A	Comments
11.2	<p>If an <b>accepting school</b>, is there a procedure for lending a body to a borrowing school, including the recording of the following particulars on a register?</p> <p>Minimum requirements of register <b>[T&amp;A Reg s8(3)(a)-(h)]</b>:</p> <ul style="list-style-type: none"> <li>a) Name of the borrowing school</li> <li>b) Day and time the body was removed from the accepting school for the loan</li> <li>c) Name of person from the accepting school who allowed the removal of the body</li> <li>d) Day and time body was received by the borrowing school</li> <li>e) Name of person from the borrowing school who received the body</li> <li>f) Day and time the body was returned to the accepting school</li> <li>g) Name of person from the borrowing school who allowed the return of the body to the accepting school</li> <li>h) Name of person from the accepting school who received the body.</li> </ul>				

Item No	Assessment Criteria	Yes	No	N/A	Comments
11.3	<p>Does the SoA have a procedure for <b>borrowing</b> a human body, including the recording of the following particulars on a register:</p> <p>Minimum requirements of register <b>[T&amp;A Reg s9(1)(a)-(h)]</b>:</p> <ul style="list-style-type: none"> <li>a) Name of the lending school for the body</li> <li>b) The lending school's unique identification for the body</li> <li>c) Name of person from the lending school who allowed the removal of the body</li> <li>d) Name of the person from the borrowing school who received the body</li> <li>e) Day and time the body was received by borrowing school</li> <li>f) Day and time the body was returned to lending school</li> <li>g) Name of person from borrowing school who allowed the return of the body to the lending school</li> <li>h) Name of person from lending school who received the body.</li> </ul>				

**d) Labelling**

Item No	Assessment Criteria	Yes	No	N/A	Comments
12.1	Are sufficient systems in place for the ideally permanent unique non-identifying labelling of bodies, body parts and specimens?				
12.2	Are sufficient systems in place to track all bodies, body parts and specimens within a register?				

**E. Consent - use**

Item No	Assessment Criteria	Yes	No	N/A	Comments
13.1	Are anatomical examinations conducted with the written authority and consent of the deceased, or if the deceased did not consent during their lifetime, the written consent of a senior available next of kin? <b>[T&amp;A Act s31(1), s32(1)]</b>				
13.2	Can it be demonstrated that all bodies/ body parts are used for the authorised retention period, including permanent retention?				
13.3	Can it be demonstrated that the wishes of the deceased or next of kin relating to the disposal of bodies and/or human tissue are followed, where reasonably practicable?				
13.4	Does the SoA have a system for readily identifying the retention period and types of use for bodies or body parts as per consent?				<i>If yes, please specify</i>

## F. Plastinated specimens

Item No	Assessment Criteria	Yes	No	N/A	Comments
14.1	<p>Are there plastinated specimens in the anatomy collection?</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>Are they being manufactured in-house?</li> <li>Were they plastinated elsewhere?</li> </ul>				<i>If yes, please specify where</i>
14.2	<p>Is there a register of plastinated specimens at this SoA?</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>How are plastinated specimens, for which death certificates are available, differentiated from those obtained for which death certificates are not available?</li> </ul>				<i>If yes, please specify</i>
14.3	Are all plastinated specimens clearly and permanently labelled e.g. with a barcode, microchip or other?				
14.4	<p>If the SoA has purchased plastinated specimens, does it have a Ministerial permit for this purchase of human tissue? <b>(T&amp;A Act s40)</b></p> <p><i>Information about applying for a permit can be obtained by emailing <a href="mailto:blood@health.qld.gov.au">blood@health.qld.gov.au</a></i></p>				

**G. Transfer of bodies and body parts between accepting, lending and borrowing schools**

**a) Procedures**

Item No	Assessment Criteria	Yes	No	N/A	Comments
15.1	Can it be demonstrated that when a body or body part is transferred from one institution to another, it is not contrary to the authority given by the deceased or next of kin? (consider Item 1.2)				
15.2	Can it be demonstrated that when bodies or body parts are transferred, the minimum details required by the Regulation are entered onto a register? (consider Item 11.1-11.3) <b>[T&amp;A Reg s8 and s9]</b>				
15.3	Can it be demonstrated that bodies/body parts in the SoA's possession are only transferred to another SoA or equivalent?				

**b) Transportation**

Item No	Assessment Criteria	Yes	No	N/A	Comments
16.1	Are there documented policies/procedures in place for the transportation of bodies and body parts to/from the SoA?				
16.2	Are all bodies/body parts for transport fully labelled, including a description and identifier that can be linked to the lending SoA?				
16.3	Can it be demonstrated that the chain of custody of bodies/body parts being transported is preserved and documented?				

## H. Disposal of human tissue/Human remains

Consider: Best Practice Guideline for schools of anatomy in the disposal of human remains (Guideline) (Appendix 3)

Item No	Assessment Criteria	Yes	No	N/A	Comments
17.1	<p>If an <b>accepting school</b>, does the school ensure that the disposal of a body complies with statutory requirements, including:</p> <ul style="list-style-type: none"> <li>• Disposal of the body as soon as possible after any <i>authorised retention period</i>, including making arrangements for the cremation or burial of the body <b>[T&amp;A Reg s6(1) and s6(2)]</b></li> <li>• Otherwise, disposal of the body as soon as possible after the body has been used for <i>the purpose</i> for which it was retained, including making arrangements for cremation or burial of the body <b>[T&amp;A Reg s6(1)(b)]</b></li> <li>• Disposal of the body according to the deceased person's written instructions to the extent that it is reasonably practicable <b>[T&amp;A Reg s6(4)]</b></li> <li>• A register is kept of details of arrangements for and disposal of the body? <b>[T&amp;A Reg s8(2)(l)-(p)]</b></li> </ul>				
17.2	<p>For accepting schools:</p> <ul style="list-style-type: none"> <li>• Does the Donor Consent Form cover all matters in <b>6.5 of the Guideline</b> and request the nomination of a next of kin or other contact?</li> <li>• Upon the death of a potential donor, is contact made with the next of kin about matters <b>in 6.6 of the Guideline</b>, and are next of kin's wishes followed, including those relating to <b>6.23 of the Guideline</b>?</li> </ul>				

Item No	Assessment Criteria	Yes	No	N/A	Comments
17.3	<ul style="list-style-type: none"> <li>• Are there documented policies and procedures about disposal practices, consistent with the T&amp;A Act, T&amp;A Reg and other relevant legislation, which are subject to regular compliance monitoring and review as per <b>6.2 of the Guideline?</b></li> <li>• Do all persons involved in activities regarding disposal receive training and supervision about complying with relevant policies and procedures as per <b>6.2 of the Guideline?</b></li> <li>• Are body parts disposed of separately from a body only where there is a compelling reason, as per <b>6.11 of the Guideline?</b></li> <li>• If parts of bodies are cremated separately from bodies, are there documented policies and procedures as per <b>6.19 of the Guideline?</b></li> <li>• If parts of bodies are cremated separately from bodies, are efforts made to cremate them on a donor-identified basis?</li> <li>• If parts of bodies have been cremated separately from bodies on a donor-unidentified basis, has the approval of the person in charge/custodian of the School of Anatomy been obtained prior to each release for cremation, as required in <b>6.20 of the Guideline?</b></li> <li>• If parts of bodies have been cremated separately from bodies on a donor-unidentified basis, is a report submitted with the school of anatomy's response to this Audit Checklist and Evaluation Tool that records, in relation to each such cremation for the reporting period: (1) the date of release for cremation; (2) the school of anatomy's unique identifier of the donor from whose body the part was removed (if available); and (3) the reason for cremation on an unidentified basis, as referred to in 6.21 of the Guideline?</li> </ul>				
17.4	Please advise the number of body parts that were disposed of separately				

I. Human tissue of uncertain origin/Unknown provenance

Item No	Assessment Criteria	Yes	No	N/A	Comments
18.1	Can the SoA demonstrate that human tissue of <i>unknown origin</i> (including bone) is identified as such? What procedures are adopted for accepting and rejecting human tissue of uncertain origin? Consider reportable death requirements under the Coroners Act 2003.				
18.2	Are there processes in place to ensure that human tissue of unknown origin is not mixed or confused with specimens of known origin?				



# Declaration

This Audit Checklist and Evaluation Tool (Tool) has been completed by the following persons.  
All information stated on this Tool is true, correct and complete.

Name and Signature	Manager, Gross Anatomy Facility Manager (or equivalent)	Date
Name and Signature	Person in charge of school/custodian	Date

# Certificate of Compliance

To be completed Vice Chancellor/ Chief Executive Officer (University's Authorising Officer)

***Transplantation and Anatomy Act (1979)***  
**Transplantation and Anatomy Regulation (2017)**

**CERTIFICATE OF COMPLIANCE**

I am the Vice Chancellor / Chief Executive Officer of .....  
**(Strike out whichever is not applicable.)** (Insert name of organisation)

I certify that an audit of compliance with the requirements of the Transplantation and Anatomy Act 1979 and of the Transplantation and Anatomy Regulation 2017 by this organisation was carried out on ..... for the financial year 2019/2020.

I further certify that all requirements of the Act and Regulation have been complied with, as specified in the Audit Checklist and Evaluation Tool attached.

Name	Signature	Date
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# APPENDIX 1

## References to relevant Australian Standards

<b>General facilities – construction of facility</b> See also requirements for PC2 laboratories Section 5.3 AS/NZS 2243: 3: 2010 Australian and New Zealand: Safety in laboratories	<b>Section</b>
<ul style="list-style-type: none"> <li>• Walls – suitably constructed and in good repair</li> <li>• Floors – suitably constructed and in good repair</li> <li>• Ceilings – suitably constructed and in good repair</li> </ul>	<ul style="list-style-type: none"> <li>• Section 2: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>
<ul style="list-style-type: none"> <li>• Lighting – suitable, appropriate and functional for each task</li> </ul>	<ul style="list-style-type: none"> <li>• Section 4: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>
<ul style="list-style-type: none"> <li>• Ventilation – suitable, appropriate and functional for each task</li> </ul>	<ul style="list-style-type: none"> <li>• Section 5: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>
<ul style="list-style-type: none"> <li>• Cool rooms are appropriately constructed and maintained to provide suitable and adequate storage and to facilitate cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Sections 3.6 and 3.7 <i>Requirements for the Facilities and Operation of Mortuaries</i> (Third Edition 2013)</li> <li>• National Pathology and Accreditation Advisory Council</li> </ul>
<ul style="list-style-type: none"> <li>• Appropriate hand-washing facilities are available</li> </ul>	<ul style="list-style-type: none"> <li>• Section 6: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>

<b>General facilities – construction of facility</b> See also requirements for PC2 laboratories Section 5.3 AS/NZS 2243: 3: 2010 Australian and New Zealand: Safety in laboratories	<b>Section</b>
<ul style="list-style-type: none"> <li>• Tables, fittings and fixtures in good repair</li> </ul>	<ul style="list-style-type: none"> <li>• Section 2: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>
<ul style="list-style-type: none"> <li>• Adequate sinks with hot and cold water for cleaning equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Section 6: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> </ul>
<ul style="list-style-type: none"> <li>• Enhanced thermal insulation for the avoidance of condensation. For smaller labs, may use fume hoods and formaldehyde pipes if adequate to reduce condensation and mould.</li> </ul>	
<ul style="list-style-type: none"> <li>• Storage facilities fitted with alarms – activated when the temperature exceeds a predetermined level. If no alarms, must have an appropriate procedure to identify issues and alert staff.</li> <li>• Cold room is fitted with temperature gauge with temperature monitored. May not be required for smaller labs with no fresh/frozen bodies and therefore no cold room</li> <li>• Automatic emergency back-up system for the power supply for refrigeration and high priority equipment for larger accepting schools with fresh/frozen bodies rather than embalmed or plastinated.</li> </ul>	<ul style="list-style-type: none"> <li>• Sections 3.6 and 3.7: Requirements for the Facilities and Operation of Mortuaries (Third Edition 2013)</li> <li>• National Pathology Accreditation Advisory Council</li> </ul>
<ul style="list-style-type: none"> <li>• Enhanced vapour seal via air lock doors, sealed light fittings, plasterboard ceilings etc. If smaller lab, adequate fittings to ensure that any odours are sealed with the lab and don't seep into neighbouring teaching spaces e.g. fume hood with formaldehyde filter</li> <li>• Low level air extraction to ensure chemical levels (e.g. formaldehyde) and noxious odours remain within acceptable workplace health and safety level. May include a fume hood for smaller labs.</li> <li>• Purge system within cold room to prevent chemical exposure – for larger accepting schools</li> </ul>	<ul style="list-style-type: none"> <li>• Section 5: AS/NZS 2982:2010 Australian and New Zealand Standard: <i>Laboratory design and construction</i></li> <li>• Safe Work Australia: <i>Workplace Exposure Standards for Airborne Contaminants</i> (2019)</li> </ul>

# APPENDIX 2

## Documents referenced

- AS/NZS 2982:2010 Australian and New Zealand Standard: *Laboratory design and construction*
- AS/NZS 2243:3:2010 Australian and New Zealand Standard: *Safety in laboratories* (Section 5.3)
- *National Statement on Ethical Conduct in Human Research* 2007 (Updated 2018). The National Health and Research Council, The Australian Research Council and the Australian Vice-Chancellor's Committee. Commonwealth of Australia, Canberra
- *Requirements for the Facilities and Operation of Mortuaries* (Third Edition 2013) National Pathology Accreditation Advisory Council
- *Guideline: Clinical and related waste* version 4.01, 8 October 2019 Department of Environment and Science
- Safe Work Australia: *Workplace Exposure Standards for Airborne Contaminants* (2019)
- *Information Privacy Act 2009*
- *Coroners Act 2003*
- *Waste Reduction and Recycling Regulation 2011*
- *NHMRC Australian Guidelines for the Prevention and Control of Infection in Healthcare*. Commonwealth of Australia (2019)
- AS/NZS 4146:2000 Australian and New Zealand Standard: *Laundry Practice*

## APPENDIX 3

### Best Practice Guideline for schools of anatomy in the disposal of human remains, version 2.0 Department of Health, 2020

The Guideline that is Appendix 3 is located on Queensland Health website

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0030/692274/best-practice-disposal.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0030/692274/best-practice-disposal.pdf)