

Safety Notice for Visitor Groups– Museum of Human Disease  
(and associated areas)  
**Ground floor Samuels Building**

- **Always** treat Museum equipment with care and respect. All specimens consist of generously donated tissue. **Never** take specimens out of the museum for any purpose
- Photography of specimens is **prohibited**.
- The specimens are preserved in toxic substances, including formalin. For this reason, **NEVER** take food or drink in the Museum. Eating or drinking is **NOT** permitted in the Museum or computer laboratories.

<b>Visitors eating or drinking will be asked to leave.</b>
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- To avoid specimen damage, **DO NOT** handle Museum specimens.
- All incidents (including pot breakages) **must** be reported. You will be asked to fill out the appropriate forms.
- If a specimen is leaking, **immediately** inform Mr Alan Mitchell (Museum Technical Officer) or a member of academic or museum staff.
- If a specimen is broken, **do not** attempt to wipe up the spillage. **Immediately** inform Mr Alan Mitchell or a member of academic or museum staff, who will use the kitty litter provided in the **SPILL KIT** in **BAY 21** to absorb the fumes.
- Specimen pots may leak. It is recommended that you *wash your hands* after leaving the Museum area.
- The Museum is alarmed with a swipe access system, which allows us to limit entry to authorized staff and students. **DO NOT** open the doors for anyone or leave doors wide open as this alerts security to a breach. Due to the increase in thefts of personal and other belongings, UNSW Security need to know who has swiped in and out of the Museum area at any one time.
- Catalogues are to be returned to their bays at all times.
- **Remember, the museum is here for your benefit – your cooperation in maintaining neatness and safety at all times is appreciated.**

# Safety Induction

(Samuels Building)



This document gives a basic introduction to the safety procedures, rules and information you require to work in the School of Medical Sciences. It is for staff, students, contractors and visitors. Further details are available in the OHS section of the School website: <http://somsohs.med.unsw.edu.au>.

## Safety within the School of Medical Sciences

Our aim is to develop and document OH&S programs, to coordinate training of staff and students and to oversee the implementation of OH&S procedures and policies in the School of Medical Sciences.

Our goal is to prevent injury, ill health or disease occurring to staff, students and visitors to the School, and to meet OH&S legislation standards.

## Emergency (fire, chemical spill, bomb threat, earthquake etc)

- Raise the alarm – operate the nearest break glass (in each corridor)
- Report to xn **56666** (SECURITY) and xn 51480 (Sector Emergency Control officer – SECO)
- Address the emergency if possible, but do not put your own safety at risk

## Evacuation Procedures

The School of Medical Sciences has an Emergency Warning & Intercommunication System (EWIS) and conducts practice evacuations at least twice per year.

- On sounding of the “Alert” (beep-beep) tone, stand by and await further directions from your wardens. A list of the floor evacuation team members is posted at each lift.
- On sounding of the “Evacuate” (whoop-whoop) tone, take your personal belongings and leave the building via the nearest EXIT. Follow your warden’s directions and all public address (P.A.) announcements.
- Do not use the lifts. Proceed to the assembly area. Remain there until dismissed by the SECO.

The assembly area for Samuels Building is the: **Michael Birt Lawn**

