

**Purpose:**

The purpose of this policy is to provide staff and clients with the understanding and processes in relation to the usage of the Clinical Laboratory and equipment.

**Policy Outline:**

The Clinical Lab and associated equipment are available for student use during supervised training sessions only.

No equipment is to be removed without prior Skills Training Australia authorisation and must keep with the Code of Conduct and OH&S standards. No equipment is to be deliberately misused or mishandled.

**Policy Detail:**

Skills Training Australia is committed to ensuring the highest level of safety, health and welfare in accordance with the relevant OH&S legislation. All staff, trainers/assessors and students have a responsibility to cooperate within these OHS guidelines.

All students must adhere to the accepted classroom and clinical laboratory behaviour; no dysfunctional behaviour will be tolerated.

If a student deliberately misuses an item of equipment the student may receive a caution. If the student continues to do so he/she may be asked to leave the training session and/or course.

Misuse of an equipment item can be but not limited to:

- Taking an item out of the Clinical Laboratory or off the premises
- Taking photographs of an item
- Misuse or inappropriate use of an item that may cause risk or harm to the student or others

**Approval Authority:**

This Policy is approved by the General Manager as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

**Documents Referenced:**

- *Occupational Health and Safety Act 2004*
- P020 Code of Conduct