# **Building Technology Laboratory (QT004) General Safety Regulations**

### Don't

- Work alone in the laboratory
- Wear slippers in the laboratory
- Leave powered machine running unattended
- Use powered machine without adequate training and laboratory staff supervision
- Enter the laboratory machine workshop without permission from the laboratory staff
- Smoke or eat in this laboratory

## Do

- Keep the laboratory clean and tidy
- Wear suitable personal protection equipment
- Stay within the orange line boundary marked on the floor
- Use the lifting table and trolley when moving heavy loads
- Use the on-line Health & Safety information to get the most updated safety information:

http://www.bre.polyu.edu.hk/dept/DHSEC/index\_safety.htm

### EMERGENCY PROCEDURE

- 1. If there is an accident, fire or chemical spillage in the laboratory
- Dial 2766 7999 to inform PolyU Campus Security Control Centre
- Alert other people nearby
- inform laboratory staff immediately
- 2. In case of fire
- Dial 2766 7999 to inform PolyU Campus Security Control Centre
- Alert other students or staff by shouting "Fire! Fire! Fire!"
- Only tackle minor fire with laboratory fire extinguisher at the door
- Leave the laboratory through the EXIT in case of any laboratory danger

## Important Telephone Numbers

The PolyU Campus Security Control Centre (2766 7999 or 2766 7666)

Dr. Michael Yam, Chair of Departmental HSE committee (2766 4380)

Mr. Chan lat-Keong, Departmental Health & Safety Officer (DHSO) (2766 5793)

Mr. Fai Wong, Departmental Environmental Coordinator (2766 5793)

Mr. W.K. Kong, Chair of Technology Lab Management Committee (27665880)