



“We-Safety” is a newsletter aimed at providing PolyU staff and students with safety information and news about how the University is working to keep our community safe.

May **We** work together to achieve **Safety** on campus.

## Reporting A Near Miss

### What is “Near Miss”?

When “near miss” occurs, there are potential to cause damage or injury easily, given a slight shift in time or position.

Regarding the definition of Occupational Safety & Health Act (OSHA) of United States, “near miss” is an incident in which there is no property or environmental damage and no personal injury was sustained. According to the Health and Safety Executive (HSE) of the United Kingdom, “near miss” is an event that not causes harm, but it has the potential to cause injury or ill health.

Therefore, “near miss” may also be referred as “near accidents” or “injury-free events”.

### Incident VS Accident

In order to conduct safety management and risk assessment properly, it is necessary to understand the difference between incident and accident.

As mentioned, incident of near miss is an unplanned event occurred but not causing harm. There is also incident of undesired circumstances, different with “near miss”, it is any unplanned event that does not result in personal injury, but may result in property/ environmental damage. You may refer to the examples below to have a clearer picture:



*Incident of Near Miss*



*Incident of Undesired Circumstances*

For accident, OSHA defines it as an unplanned event that result in personal injury and/or property/environmental damage.

	Unplanned event occurred	Property damage	Personal injury
Incident (near miss)	✓	✗	✗
Incident (others)	✓	✓	✗
Accident	✓	✓	✓

## Report a Near Miss

Although near miss does not result in an injury or damage, it has potential to hurt/damage someone/property. The most important point is that something happened and it may happen again in the coming future if we just ignore the “near miss”.



Near miss reporting is vitally important to preventing serious incidents and even accidents. Once a near miss is reported, relevant safety personnel would review the existing control measures and risk assessment areas, identify the risk, work on the plan to prevent the near miss form happening again and improve the risk control in specific areas on campus in the future.

According to Dr Danielle Ofri, an associate professor of School of Medicine of New York University, a “near miss” is often an error, with harm prevented by other considerations and circumstances. A near miss, like any error, is an opportunity to examine how mistakes are made and what changes might prevent them.

If you found any near miss around, please report to your supervisors, Departmental Health & Safety Officers (DHSOs) or Campus Control Centre at 2766 7666.

You may visit HSEO’s website and Instagram to have more details on near missing reporting:

- ❖ Video: <https://polyu.hk/sgkit>
- ❖ Instagram: (@polyuhseo) <https://www.instagram.com/polyuhseo/?hl=zh-hk>

## Reference

Aaron, & \*, N. (2020, December 14). Difference Between Accident and Incident in the Workplace: Conserve. Retrieved January 29, 2021, from <https://conserve.com.au/difference-between-accident-and-incident/>

Health and Safety Executive (2004). Investigating Accidents and Incidents: A Workbook for Employers, Unions, Safety Representatives and Safety Professionals

Ofri, D. (2013, May 28). My Near Miss. *The New York Times*.



## We – Update

### Outstanding Safety Performance Recognized



**Mr Andy Tong, Vice-President (Campus Development and Facilities) (Right) and Mr H.S. Loo, Head (Health, Safety & Environment)**

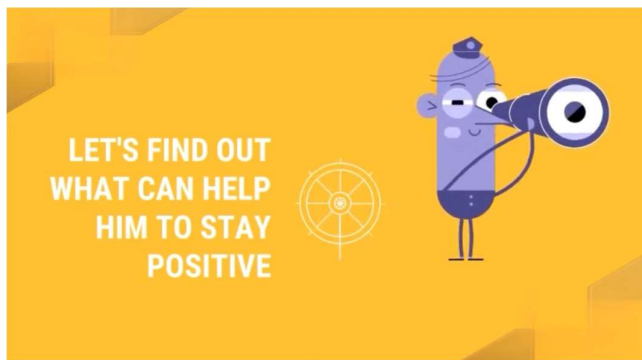
PolyU was bestowed a “Safety Performance Award (other industries category) – Outstanding” by Occupational Safety & Health Council (OSHC). at its 19th Occupational Safety & Health Award for the fifth consecutive year.

The University’s dedicated efforts in developing occupational health and safety management systems, maintaining inspection mechanism, improving safety awareness and its excellent track record in safety and comprehensive measures conducive to a safe and healthy workplace are recognized by OSHC with this Award .

### Students’ Creative Videos to Promote Health Messages

“One-minute Video Competition – In Times of Facing Pandemic” (拍「片」防疫：一分鐘短片比賽) was closed in October 2020. A judging panel, chaired by Mr H.S. Loo, Head (Health, Safety & Environment) with both Dr Eric Tam, Associate Dean of Students and Dr H.C. Wong, Director of University Health Service as members, decided the following two winning videos for honourable mentions:

- ❖ “Tips on How to Stay Positive during Pandemic” by Assem Ospan, School of Hotel and Tourism Management (SHTM)
- ❖ “Rainbow Hands (七色彩虹手)” by Lorelei Ip and Carrie Ng, School of Nursing



**Tips on How to Stay Positive during Pandemic**



**Rainbow Hands (七色彩虹手)**

Since December 2020, the winning videos have been delivered for University community via the following channels:

- ❖ University-wide Campus Digital Display System
- ❖ HSEO’s Instagram
- ❖ HSEO’s display screen on 4/F, Block Z

## We – People

The winning videos of “One-minute Video Competition – In Times of Facing Pandemic” are now broadcasting on campus and via HSEO’s Instagram. In this and the coming issues, we have the two groups of students who created the videos to share with us the objective of their production and their experience of facing pandemic.

### Assem Ospan, School of Hotel and Tourism Management

As a year 3 SHTM student, Assem created a video of “Tips on How to Stay Positive during Pandemic” to share message with ways to embrace positivity during epidemic period, it is also a lesson learnt from her own experience. “At the beginning of the pandemic, I had a problem of staying positive and not sure how to motivate myself. I believe that pandemic have also changed life rhythm of other people. So I made this video hoping it will help others who are struggling to adjust to the change mentally,” Assem said.

People are finding ways to stay positive mentally everyday in times of pandemic, Assem lets us know that it would be a good idea to start from physical activity. “It is my experience and I learnt that physical activity is good not only for my physical health, but for my mood and mental health well.



*Ms Assem Ospan (Right) and Mr H. S. Loo*

Although the physical fitness room and other sports facilities were closed, I chose to do dance workouts in my room. It boosts my energy for the day,” Assem shared.

Assem is a non-local student from Kazakhstan and came Hong Kong alone for studying. But in the past one-year pandemic journey, peers’ support was the key and made her know that she was not alone. “With my peers we often talked about the fact we are facing, it is okay to ask for help and it is okay ‘to be not okay’. We have to accept the fact that pandemic messed up all our plans, but we still need to face the fact that we cannot stay in that place of disappointment for too long, we need to let it go and move on. In the process, peers’ support is the key”. Assem added. Assem also sent the winning video to her family in the hometown and hope her family members could pay attention and take care of their mental health.

“In this pandemic year 2020, another great lesson that I learnt is **‘being thankful’**. It helps to have a positive outlook on life, that is why I started a journal where I write down things that I am thankful for,” Assem smiled.

## We – Listen

*We value your opinions and **We** always Listen.*

### Quiz Game on Health & Safety Tips at Instagram @polyuhseo

HSEO holds quiz game on health and safety tips at Instagram occasionally. The first round was held in December 2020 around the Christmas vacation. Staff and students may participate the quiz game by checking out the Instagram post. The coming round of quiz game to be held before the Lunar New Year, please stay tuned for the game post.



## Further Electronic Platform to facilitate the Works of Safety Personnel

With support of Information Technology Services Office, an e-platform was developed in late-2020 for accident/incident reporting. DHSOs may report accident/incident with e-form namely “Accident/Incident Report Form” (HSE e-Form 2) instead of the previous “Form 2” in hard or soft copy. With HSE e-Form 2, DHSOs may report accidents/incidents more efficiently with in a standardized format and 100% paper-free.

With effective from 6 January 2021, DHSOs and Heads of Department may access to this e-platform (<https://www.polyu.edu.hk/hseo/staff-student-corner/hse-forms/>) for accident/ incident reporting and approval respectively.

## We – Learn

In 2020, most of the routine classroom training courses have been suspended due to the pandemic. Some of the courses have been conducted on small-group basis, with social distancing arrangement, upon request from department. In order to continue the provision of safety training for the university community, some of the traditional classroom training courses have been conducted in mixed mode or online mode. For example, “Display Screen Equipment Assessor Online Training” has been conducted in mixed mode with e-learning session and practical session whereas “Fire Safety and Fire Warden Arrangement Training” has been conducted via online platform. From the first quarter of 2021, the “Fire Safety and Fire Warden Arrangement Training” will have bilingual version available.

With the e-learning course, University community can enrol the safety training courses anywhere and anytime. Staff members may take a look on our “HSE Training Catalog” ([https://www.polyu.edu.hk/hseo/web/hse\\_training\\_catalog/](https://www.polyu.edu.hk/hseo/web/hse_training_catalog/)) to understand the routine HSE training courses currently HSEO is providing. There are links to the e-learning materials or the enrolment page.



In addition to the safety training courses of our Office, OSHC will hold some online open seminars in February 2021 on the following topics:

- ❖ Chinese New Year Healthy Eating and Household Cleaning (新春健康飲食及家居清潔)
- ❖ Occupational Health for Office Workers (辦公室僱員的職業健康)
- ❖ Mental Health and Resiliency Amid COVID-19 Crisis (「2019 冠狀病毒病」下的精神健康與適應方式)

Health and safety experts and members from the Labour Department are invited to deliver the relevant messages and answer participants’ concerns on the above said topics. The online seminars are free of charge and you are welcome to participate. Please visit the OSHC website at <https://sms.oshc.hk/portal/enrollment/activitiesE.aspx> for seminar registration and check out the latest details.

### Contact Us

HEALTH, SAFETY & ENVIRONMENT OFFICE

Office Address:  
Room Z402, 4/F, Block Z  
The Hong Kong Polytechnic University

Tel:  
3400 8396

Fax:  
2764 0421

Email:  
hosafety@polyu.edu.hk