



**School of Fashion and Textiles  
The Hong Kong Polytechnic University**

**Applications for Using SFT Laboratory And Smart-card Access**

**Applicant's Name:** \_\_\_\_\_ **Prog/**  
**(Surname first)** **Post:** \_\_\_\_\_

**Student/Staff Number :** \_\_\_\_\_ **Staff Net ID:** \_\_\_\_\_

**Programme and year of** **Email:** \_\_\_\_\_  
**study (if applicable)** **Mobile:** \_\_\_\_\_

**Laboratory:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

**Period:**  Jan to Mar  Jul to Sep  
 Apr to June  Oct to Dec **Time:** \_\_\_\_\_

**Project Title/Work Type:** \_\_\_\_\_

**Risk Assessment**

*(To be circled by the supervisor)*

1 = low risk    2 = moderate    3 = high risk

- |  |          |      |     |     |
|--|----------|------|-----|-----|
| [1] The equipment used   | Category | 1 ○  | 2 ○ | 3 ○ |
| [2] The process/materials generated  | Category | 1 ○  | 2 ○ | 3 ○ |
| [3] Answer the following if chemicals are used.  |          |      |     |     |
| • This researcher knows he/she needs to read the material safety data sheets of the chemicals to be used, their hazards, and how to handle them. | Yes ○    | No ○ |     |     |
| • This researcher will use some chemicals which should only be used in a fumehood.   | Yes ○    | No ○ |     |     |
| [4] This researcher is a competent person to handle the above activities.  | Yes ○    | No ○ |     |     |
| [5] This researcher needs briefing before commencing the laboratory.   | Yes ○    | No ○ |     |     |

*Undergraduate students are forbidden to work after office hours!*

**Name of supervisor** \_\_\_\_\_ **Signature of supervisor** \_\_\_\_\_

**Date of application** \_\_\_\_\_ **Signature of applicant** \_\_\_\_\_

## Risk Assessment Guidelines

To help in selecting which risk category an activity fits in, the following qualitative risk rating system should be considered:

### Category 1 - Activities of Low Risk

- Definition: There is no potentially hazardous conditions involved in the activity.
- Example: Reading, writing, use of room for conference purpose, use of computer terminals, etc.
- Supervision: No need for a second person to be within call distance. The department may use a logbook to keep track on those working outside the normal working hours of the general office.
- The availability of a telephone set on site would be suggested.

### Category 2 - Activities of Moderate Risk

- Definition: The activity involved hazards that could cause serious injury/illness or resulting in temporary disability and the likelihood is there.
- Example: Work in a slippery area, certain sports activities, operation of moderate to high power lasers, work in laboratories/workshops/studios etc. that would not involve the use of hazardous chemicals, equipment or machinery.
- Supervision: It is desirable for a second person to be present where reasonably practicable to take emergency action. Use of CCTV or routine check by designated staff might serve the purpose.

### Category 3 - Activities of High Risk

- Definition: The activity involves hazards that could cause permanent disability, loss of life or body part and the likelihood is high if proper control measures are not installed.
- Example: Work with exposed electrical equipment at dangerous voltages,  
The use of extremely high power lasers;  
The use of dangerous chemicals;  
The use of dangerous machine tools and equipment; and  
Work within a confined space.
- Supervision: Whenever work falling into this category is carried out, a second person should remain within call distance whenever these acute hazards are present. Other emergency materials should be ready for use.
- Undergraduates would not normally be allowed to work on activities of this category unless adequate and immediate supervision is provided.
- Postgraduate students and research assistants have to be assessed by their supervisors on a case by case basis whether they could work on activities of this category without immediate supervision. A second person should remain within call distance when laboratory work of this category is in progress.
- The risk assessment should be performed by the Department Head or his delegate e.g. project leaders, Laboratory/workshop managers. The Health and Safety Office and the Departmental Health and Safety Officer would play an advisory role in this matter.

Competency of the personnel to carry out the activity, ie, training and experience, together with the provision of control measures on site should be considered before deciding the appropriate risk category of a particular activity.

### Postgraduate Students and Research Personnel

This is an identified high-risk group. Their desire to finish a project in time may compete with their commitment to work in a safe manner. The supervisor needs to arouse their safety awareness and monitor their work closely. On the other hand, postgraduate students and research personnel should discuss with their supervisors the work proposed and the safety precautions to be taken.

### Academic Staff, Technical staff, Supervisors and Second Persons

Before commencing any laboratory or workshop based activities for students, the responsible academic staff, technical staff, supervisor, or his/her nominee, must either:

1. brief the student and ensure that the student is competent to handle the particular experiment or task;  
OR
2. receive a declaration written by a member of the academic staff ensuring that the student is competent enough to handle the experiment or task.

For the risk under the category 2 and 3, academic or technical staff or second persons must always be within call distance.

(Last updated in June 2022)



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(B) Applicant Name: \_\_\_\_\_ Prog/  
(Surname first) Post: \_\_\_\_\_

Student/Staff No.: \_\_\_\_\_ Net ID: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Laboratory: \_\_\_\_\_ Location: \_\_\_\_\_

Equipment: \_\_\_\_\_

Period:  Jan to Mar  Jul to Sep  
 Apr to June  Oct to Dec Time: \_\_\_\_\_

The following are for RPs and RSs who need to use the laboratory in non-office hours.

Project title/Work type: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of second person: \_\_\_\_\_ Prog/  
(Surname first) Post: \_\_\_\_\_

Net ID: \_\_\_\_\_ Student/Staff No.: \_\_\_\_\_

**Section 1 (To be completed by Laboratory)**

Processed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 (To be completed by General Office)**

Registered by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

- (1) 1-3 working days are required for the processing of smart-card registration before granting the access to the laboratories.
- (2) When typhoon signal No. 8 or above and Black Rain is hoisted, all laboratory work should not be performed, and nobody is allowed to enter the laboratories.
- (3) Applicants should send this Part (B) form to SFT General Office (Room QT715) for the processing of smart-card registration.