

# University Research Facility in Chemical and Environmental Analysis (UCEA) Safety Induction



University Research Facility  
in Chemical and  
Environmental Analysis  
化學和環境分析中心實驗室



# Safety Induction Checklist

## SAFETY INDUCTION CHECKLIST

(ABCT HS09/15)

<input type="checkbox"/> Health and Safety Policy of the University [ <a href="http://www.polyu.edu.hk/hseo/our-office/major-policy-statements">http://www.polyu.edu.hk/hseo/our-office/major-policy-statements</a> ] and the Department [ <a href="http://www.polyu.edu.hk/abct/en/research-health_and_safety.php">http://www.polyu.edu.hk/abct/en/research-health_and_safety.php</a> ]	
<input type="checkbox"/> Health and safety responsibilities of employees/research students	
<input type="checkbox"/> Possible assistance from Departmental Health and Safety Officer	
<input type="checkbox"/> General safety rules of the University and the Department, e.g. University Health & Safety Guide [ <a href="https://www2.polyu.edu.hk/hseo/health-safety-guide.php">https://www2.polyu.edu.hk/hseo/health-safety-guide.php</a> ] and Departmental Safety Procedures [ <a href="http://www.polyu.edu.hk/abct/en/research-health_and_safety.php">http://www.polyu.edu.hk/abct/en/research-health_and_safety.php</a> ].	
<input type="checkbox"/> Specific safety rules applicable to the Department (including special clean-up procedures for chemical spillage, biological spillage, etc. and the rationale behind the procedure)	
<input type="checkbox"/> Department tour and facilities introduction (discuss potential hazards)	
<input type="checkbox"/> Proper procedures in the event of an injury (including accident reporting procedures)	
<input type="checkbox"/> Proper procedures in the event of a non-injurious accident	
<input type="checkbox"/> Location of first aid facilities and related personnel, such as first aid box, eye wash, emergency shower, UHS and first aider	
<input type="checkbox"/> Location of emergency facilities, such as fire extinguishers, fire hose, fire exit(s), emergency telephone	
<input type="checkbox"/> Personal protective equipment (PPE) required/will be issued:	
<input type="checkbox"/> Procedures for obtaining, cleaning, repairing, replacing, keeping personal protective equipment	
<input type="checkbox"/> PolyU emergency number - Campus Security Control Room Emergency Line - Ext. 7999	
<input type="checkbox"/> Mandatory Health & Safety Training required for the employee: [Please ask the New employee to make use of on-line training and register with HSEO on-line]	
<input type="checkbox"/> General Laboratory Safety	<input type="checkbox"/> Radiation Safety (Irradiating Apparatus)
<input type="checkbox"/> Biological Safety	<input type="checkbox"/> Radiation Safety (Radioactive Substances)
<input type="checkbox"/> Chemical Safety	<input type="checkbox"/> Laser Safety
<input type="checkbox"/> Animal Lab Safety	<input type="checkbox"/> Others:
<input type="checkbox"/> Risk assessment for Display Screen Equipment User required (for DSE frequent users) [ <a href="https://www2.polyu.edu.hk/PolyU/hso/pubdoc/hsoform/hseform26.pdf">https://www2.polyu.edu.hk/PolyU/hso/pubdoc/hsoform/hseform26.pdf</a> ]	

Name of Employee/Student: \_\_\_\_\_ Induction carried out by: \_\_\_\_\_

Post: \_\_\_\_\_ Post: \_\_\_\_\_

Staff/Student I.D.: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Signature of Secretary-to-Head: \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

# Health, Safety and Environment Office



Health, Safety and Environment Office  
健康安全及環境事務處

- Home
- Our Office
- Environmental Publication
- Guidance & Documentation
- Safety Resources
- Training & News
- Safety Programmes
- Safety Organization
- Photo Gallery

## NEWS

17 Jan 2012  
[Environmental Newsletter- December 2011](#)

13 Jan 2012  
[HSEO Training Courses in February 2012](#)

20 Aug 2012  
[Briefing Session – New Online Safety Training](#)

## SAFETY QUOTE

Be alert--accidents hurt.



[Contact Us](#) | [Useful www links](#) | [Sitemap](#)

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<http://www.polyu.edu.hk/hseo/web/>

# Health and Safety Policy of the University

## Major Policy Statements

- It is the policy of the University to ensure, as far as is reasonably practicable, the health and safety of all its staff at work, of students in the course of study and of the general public using University premises. The measures taken as part of this commitment are designed to achieve high health and safety standards over and above compliance with relevant statutory requirements.
- More specifically, and within the general policy stated above, it is the University's intention to:
  - provide and maintain plants and systems of work that are safe and without risks to health;
  - identify any hazards that may exist in the University's activities, eliminate these wherever possible and devise procedures to minimise the risks to health and safety that may arise;
  - provide and maintain premises and working environments for all staff and students, including means of access to and egress from such places, that are safe and without risks to health;
  - require the use of such protective clothing and equipment as is necessary to ensure the health and safety of its staff and students;
  - provide such information, instruction, training and supervision as are necessary to ensure the health and safety of its staff and students;
  - provide health and safety education to students so that they leave the University with a positive and responsible attitude towards such matters;
  - conduct University activities in such a way as to ensure that members of the public are not exposed to risks to their health and safety;
  - implement effective measures to monitor the concerted efforts of all parties concerned to ensure the health and safety of staff and students as well as of the general public using University premises; and
  - take any other actions that may be considered necessary in the interests of health and safety.
- All responsible personnel, including staff, students, and contractors, are required to support and actively participate in the implementing of this Policy.
- <http://www.polyu.edu.hk/hseo/web/our-office/major-policy-statements>

# General safety rules of the University



The screenshot shows the website of the Health, Safety and Environment Office (HSEO) at The Hong Kong Polytechnic University. The page features a navigation menu with links to Home, Our Office, Environmental Publication, Guidance & Documentation, Safety Resources, Training & News, Safety Programmes, Safety Organization, and Photo Gallery. The main content area is titled "Health & Safety Guide" and contains a table listing various safety policies and guidelines. The table is organized into sections: Part I (Introduction), Part II (Guidelines, Codes of Practice & Other Related Policies), and Section A (Health & Safety Management). Each entry includes a section number, a title, a version number, and a date.

SECTION	TITLE	VERSION	DATE
	<b>Introduction</b>		
Part I	<a href="#">The Hong Kong Polytechnic University Health &amp; Safety Policy (Version 7)</a>	A100	Oct 2011
	<a href="#">Policy on Departmental Health, Safety and Environmental Committee (Version 1)</a>	A101	Jul 2004
	<a href="#">Policy on Departmental Health and Safety Officer (Version 1)</a>	A102	Jul 2004
	<a href="#">Fire Safety Policy (Version 1)</a>	A103	Jul 2004
	<a href="#">Construction Safety Management Policy (Version 1)</a>	A104	Jul 2004
	<a href="#">The Hong Kong Polytechnic University Environmental Policy (Version 1.2)</a>	A110	Apr 2004
Part II	<b>Guidelines, Codes of Practice &amp; Other Related Policies</b>		
Section A	<b>Health &amp; Safety Management</b>		
	<a href="#">Procedure for Health &amp; Safety Risk Management (Version 1)</a>	A201	Nov 2010
	<a href="#">Guideline on Managing Health and Safety Risks (Version 1)</a>	A202	Nov 2010
	<a href="#">Code of Practice for Working Alone (Version 2)</a>	A300	Oct 2011
	<a href="#">Accident/Incident Reporting and Investigation Procedure (Version 3)</a>	A400	Oct 2011
	<a href="#">Code of Practice for Working in Confined Spaces (Version 4)</a>	A500	Jan 2005
	<a href="#">Guidelines for Self-inspection (Version 2)</a>	A600	Dec 2005
	<a href="#">Health and Safety Training Policy (Version 2)</a>	A700	Nov 2004
	<a href="#">New Employee Safety Induction Guideline (Version 2)</a>	A710	Oct 2011

<https://www2.polyu.edu.hk/hseo/web/health-safety-guide.php>

# Health and Safety Policy of the Department

## General Policy Statement

- It is the policy of the Department to ensure the health and safety of all its staff, students and members of the general public using the Department's premises and facilities, in accordance with the relevant statutory requirements and the University's Health and Safety Policy.
- It is also the policy of the Department to provide a good environment for its staff and students, and to ensure that its activities are conducted in an environmentally responsible manner, in accordance with the University Environmental Policy.

# Health and safety responsibilities

## Academic staff / Teaching assistants / Demonstrators / Supervisors

It is the responsibility of personnel under this category to:

1. Provide health, safety and environmental information to people under their supervision;
2. Assess the specific risk(s) of the work or in the areas they are in charge of and to take necessary means to minimize the risk(s);
3. Conduct regular inspection of the areas under their control and rectify hazardous situations;
4. Assess health, safety and environmental training needs of those under their supervision and to arrange for the necessary training;
5. Report all accidents/incidents that happen to students or in areas under their supervision;
6. Implement a safety system of work;
7. Maintain up-to-date records of documents (e.g. training records, inspection records, radioisotope usage/stock record) required by legislation and University.
8. Carry out risk assessments and seek safety approval for proposed projects from HSEO.



# Health and safety responsibilities

## **Research Assistants / Research Students / Research Associates / Research Fellows who supervise other research personnel or undergraduate students**

It is the responsibility of personnel under this category to:

1. Provide health, safety and environmental information to people under their supervision;
2. Assess the specific risks of the work of which they are in charge;
3. Assess health, safety and environmental training needs of those under their supervision and to arrange for the necessary training;
4. Report accidents, or incidents to their supervisors and the Departmental Health, Safety and Environmental Officer;
5. Implement a safety system of work.



# Departmental Health and Safety Officer (DHSO)

- Name: Dr. Kenneth Yan
- Office: U003
- Phone number: 3400 8769
- E-mail: [kenneth.yan@polyu.edu.hk](mailto:kenneth.yan@polyu.edu.hk)

Any enquiry about Health and Safety issues in the Department may be addressed to DHSO

# Departmental Safety Procedures

- In addition to the university safety procedures as stipulated in the University Health and Safety Guide, staff, visitors, and students of UCEA are required to follow the following safety procedures wherever applicable:
  - Safety Induction Procedures
  - Housekeeping Procedures
  - Risk Assessment Procedures
  - Health and Safety Training Procedures
  - Accident and Incident Reporting Procedures
  - Emergency Procedures

# Departmental Emergency Procedures

- Personal injury
- Electric shock
- Fire
- Chemical spillage
- Biological spillage
- Accident / incident reporting

# Code of Practice for Working Alone

- Consult with your Principal Investigator/supervisor if planning to work alone

<http://www.polyu.edu.hk/abct/en/downloads/Code%20of%20Practice%20for%20Working%20Alone-v1.pdf>

# Laboratory Safety

- Guidelines for General Laboratory Safety
  - <https://www2.polyu.edu.hk/PolyU/hso/pubdoc/safety/pdf/B803v2.pdf>
- Guidelines for Laboratory Biological Safety
  - <https://www2.polyu.edu.hk/PolyU/hso/pubdoc/safety/pdf/B801v2.pdf>
- Guidelines for Laboratory Chemical Safety
  - <https://www2.polyu.edu.hk/PolyU/hso/pubdoc/safety/pdf/B802v1.pdf>

# Accident / Incident Report Form



The Hong Kong Polytechnic University  
Health, Safety and Environment Office  
香港理工大學  
健康安全及環境事務處

HSE Form 2 (01/2009)  
For HSEO Use  
Case No. \_\_\_\_\_



The Hong Kong Polytechnic University  
Health, Safety and Environment Office  
香港理工大學  
健康安全及環境事務處

## Accident/Incident Report Form 意外/事故報告表

Note: This report form should be completed and sent to the Health, Safety and Environment Office in sealed envelop through the Head of Department within 72 hours of the accident/incident. Please refer to Accident/Incident Reporting and Investigation Procedure (Section A400, Health and Safety Guide). The information provided herein will be used for investigation and compiling accident statistics.

In case of work-related accident to employee of the University which results in death or partial incapacity, the concerned department should complete HR Form 67 instead of this form. The HR Form 67 should be filed with the Human Resources Office immediately after such an accident is known and a copy of the form be sent to the Health, Safety and Environment Office.  
注意: 此表格須經部門主管於意外/事故發生後七十二小時內批注, 以密封函件轉交健康安全及環境事務處。本表格內容只供意外調查及統計之用。請參閱理工大學安全健康指引中A400號文件: 事故及意外之報告及調查程序。  
若高層員工因工運通意外而致死亡或喪失部份工作能力, 有關部門應填寫人力資源處表格HR Form 67, 並將副本送達健康安全及環境事務處。

### 1. General Information of Accident: 意外資料

Date 日期: \_\_\_\_\_ Time 時間: \_\_\_\_\_  
Location of Incident/Accident 事發地點: \_\_\_\_\_  
Department in charge of the location 事發地點所屬部門: \_\_\_\_\_

### 2. Nature of Incident: 事故性質

- i. Personal injury 個人損傷  
 ii. Damage to property/equipment 財物損失  
 iii. Spillage of chemicals 化學品洩漏  
 iv. Fire 火警  
 v. Incident of significant environmental impact 嚴重環境影響的事故  
 vi. Others (Please specify) 其他 (請詳述之)

### 3. Personal Data (Complete this section for each injured reporting person): 個人資料 (各傷者需個別填寫此格)

Name 姓名: \_\_\_\_\_ (English (Surname first) 英文 / Chinese 中文) Sex 性別: \_\_\_\_\_ Age 年齡: \_\_\_\_\_

Dept/Company 部門/公司: \_\_\_\_\_ \* Student / Staff / Visitor / Contractor

Contact Telephone: \_\_\_\_\_ \* Student / 職員 / 訪客 / 承建商

聯絡電話: \_\_\_\_\_ \* Staff / Student No. / 職員 / 學生編號

Nature of injury: \* Amputation / burn / contusion / fracture / laceration / sprain/ others (please specify)  
受傷性質: \* 切斷 / 燒傷 / 撞傷 / 折骨 / 割傷 / 扭傷 / 其他 (請詳述之)

Part of body injured: \* Hand / leg / head / eye / others (please specify)  
受傷部位: \* 手 / 腳 / 頭 / 眼 / 其他部位 (請詳述之)

Name of hospital/clinic where injured person received medical treatment:  
就醫醫院/診所名稱

University Clinic (UHS) 大學診所  Others 其他 \_\_\_\_\_ (Date 日期: \_\_\_\_\_)

(to be cont'd 續下頁)

Sick leave recommended: \_\_\_\_\_ days (from \_\_\_\_\_ to \_\_\_\_\_)  
建議病假: \_\_\_\_\_ 日 (由 \_\_\_\_\_ 至 \_\_\_\_\_)

### 4. Details on how the accident/damage occurred. Sketch on separate sheet, if applicable. 事故發生的詳細內容, 如有需要請附圖例。

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Causes of accident/incident 事故發生原因

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6. Recommendation for prevention of recurrence. 建議預防措施

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported by: \_\_\_\_\_ Endorsed by HoD: \_\_\_\_\_  
報告者 ( ) 部門主管批注 ( )

Date 日期: \_\_\_\_\_ Date 日期: \_\_\_\_\_

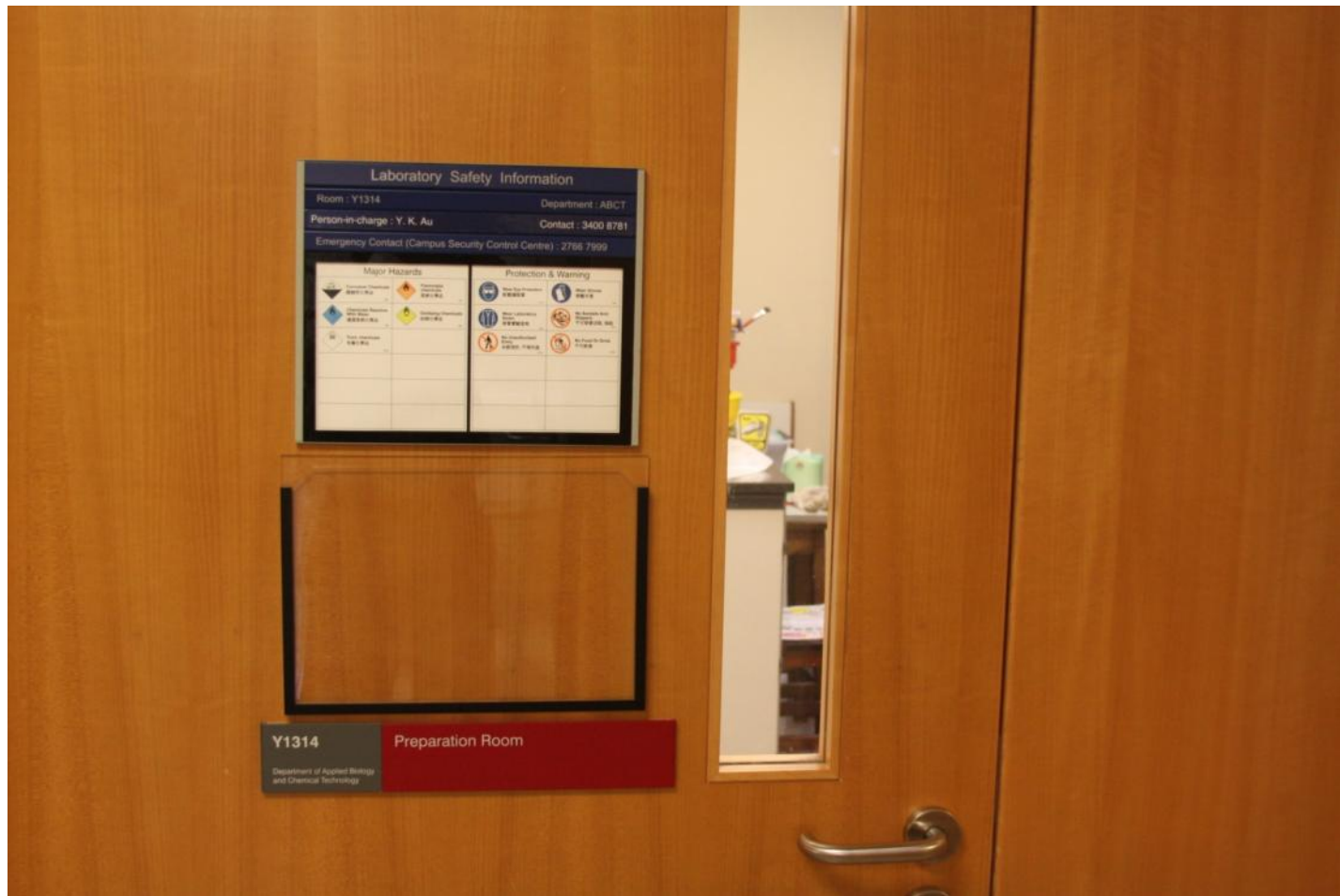
### For HSEO Use

Separate investigation report required  No  Yes report no. \_\_\_\_\_

\* Please delete as appropriate 請刪除時不適用



# Emergency / Safety Facilities
















# Emergency / Safety Facilities

**Laboratory Safety Information**

Room : Y1314 Department : ABCT

Person-in-charge : Y. K. Au Contact : 3400 8781

Emergency Contact (Campus Security Control Centre) : 2766 7999

Major Hazards		Protection & Warning	
 Corrosive Chemicals 腐蝕性化學品 P03	 Flammable chemicals 易燃化學品 P02	 Wear Eye Protection 配戴護眼罩 P01	 Wear Gloves 穿戴手套 P03
 Chemicals Reactive With Water 遇濕易燃化學品 P03	 Oxidizing Chemicals 助燃化學品 P03	 Wear Laboratory Gown 穿著實驗室袍 P03	 No Sandals And Slippers 不可穿著涼鞋、拖鞋 P01
 Toxic chemicals 有毒化學品 P01		 No Unauthorized Entry 未經准許，不得內進 P02	 No Food Or Drink 不可飲食 P14

# Emergency / Safety Facilities



Personal protective equipment (PPE)

# Emergency / Safety Facilities

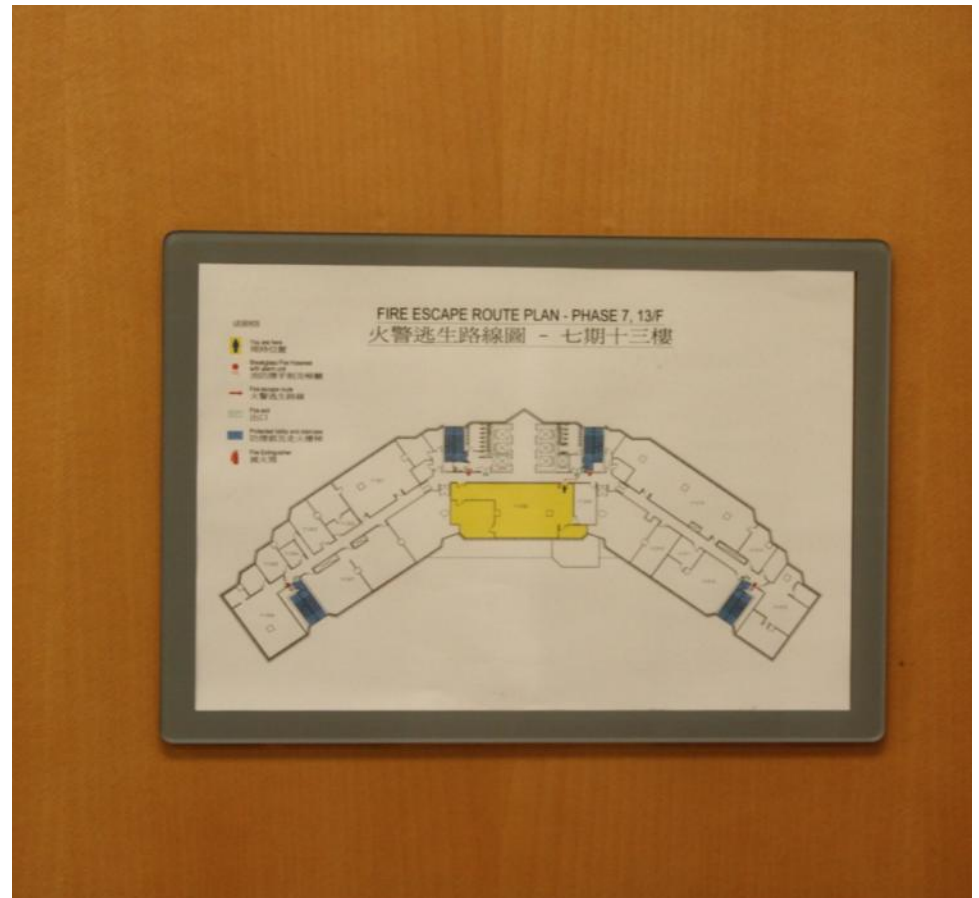


# Emergency / Safety Facilities

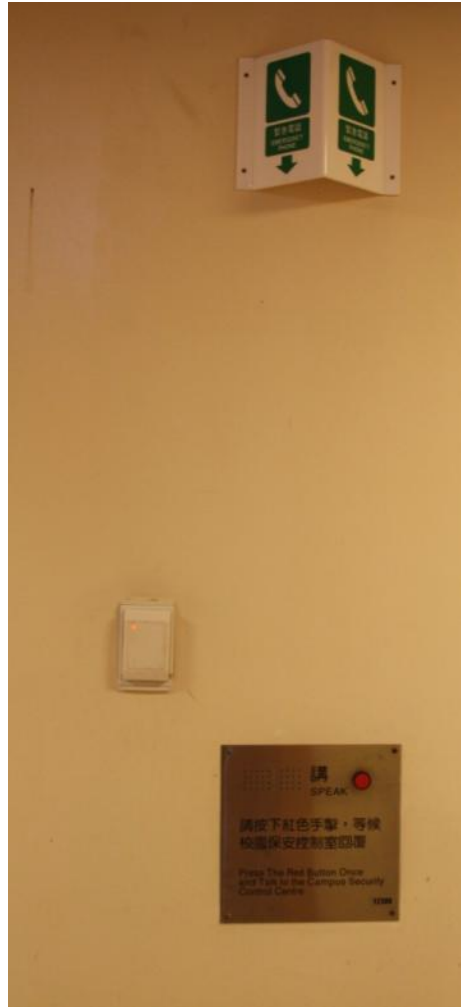




# Emergency / Safety Facilities



# Emergency / Safety Facilities



# Emergency Ventilation Alarm System

- In case of chemical spillage or other incidents that require emergency ventilation:
  - Press the break-glass unit (labeled with “Emergency Ventilation System” to activate the Laboratory Emergency Ventilation alarm System”
  - Alert others and evacuate laboratory immediately
  - Close the laboratory doors
  - Stay at nearly safe area and wait for emergency assistance
- DO NOT use this emergency ventilation system in case of a fire, spillage of radioactive substance or biological agents.



# Emergency Ventilation Alarm System



# Emergency Ventilation Alarm System



# Emergency Ventilation Alarm System



# Emergency Ventilation Alarm System



# Emergency Ventilation Alarm System



# PolyU Emergency Number

- Campus Security Control Room  
Emergency Line: 2766 7999
  
- Health, Safety and Environment Office  
Information hotline: 3400 8396 (within office hour)

# Online Safety Training & Registration System

- Experiments involving High Power Laser, Irradiation Apparatus or Radioactive Substances
  - Must attend appropriate training and register with HSEO as a registered user before he/she could start his/her laboratory work.
  - For details, please contact Senior Technician / Senior Technical Officer.
- Experiments involving Animals
  - Please contact CAF at 3400 8779 for details.



# Safety Database

Home

Our  
Office

Environmental  
Publication

Guidance &  
Documentation

Safety  
Resources

Training &  
News

Safety  
Programmes

Safety  
Organization

Photo  
Gallery

## Safety Resources

### Safety Database

Info on Automated External  
Defibrillator (AED)

Info to DHSO (for DHSO only)



## Safety Database

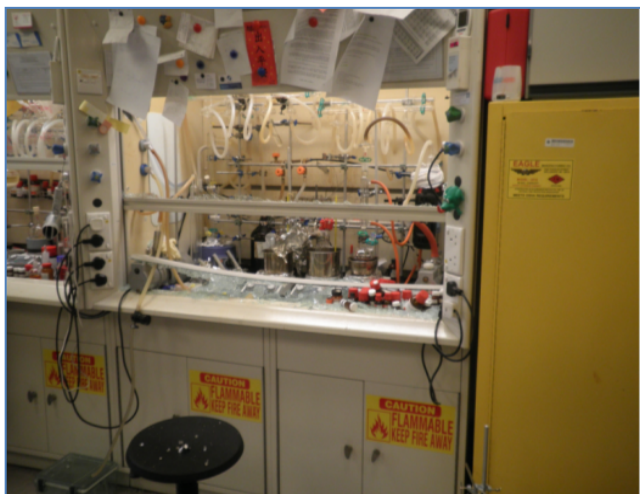
- [Chemwatch Database](#)  
(Web Access <http://jr.chemwatch.net/chemgold3/>)

- [Nuclide Safety Data Sheets \(NSDS\)](#)

Risk Group Classification for Infectious Agents

- [Risk Groups Database \(American Biological Safety Association\)](#)
- [The Approved List of Biological Agents \(HSE, UK\)](#)

# Laboratory accident - Lesson Learnt



<https://www2.polyu.edu.hk/hseo/lesson-learnt.php>

Thank you !

