Full name: _____ Email: _____

Staff/student/visitor ID: _____ White card number: _____ (for visitors only)

Department: _____ (for PolyU members only)

Safety Briefing for Functional Laboratories					
Room Number	Safety Tests	Room Name / Equipment	Staff-in-charge	Signature by Staff-in-charge	Briefing Date (DD/MM/YY)
Y405	①②③	Zeiss Lightsheet Z.1 Microscope, Nikon SMZ1270i Stereomicroscope, Imaris Image Visualisation & Analysis Software	Michael Yuen		

HSEO online safety test requirements: ① Chemical safety   ② Biological safety   ③ Laser safety

Checked by:	Date:	Processed by:	Date:	Safety induction checklist ☐
For Official Use	Chemical safety ☐		Biological safety ☐	Laser safety ☐

Important notes:

1. This form is to be used by ULS users who have been trained to use the ULS equipment located in the above rooms.
2. Users should complete all the required online safety test(s) offered by the HSEO for the room(s) you need to access.
3. Please make appointment(s) with the staff-in-charge (see below for contact details) for safety briefing for the room(s) that you would like to access after you have completed the required safety tests.
4. Please print and submit this form during the safety briefing, and email a scanned copy of your staff, student or visitor card to the staff-in-charge for further processing. Do not submit any printed copies of your card or safety test results.
5. Room access is subject to the access policy of HTI. For non-HTI users, the access hours are from 9:00 to 18:00 on weekdays and 9:00 to 13:00 on Saturdays. Access is normally not allowed outside these hours or on Sundays and public holidays.
6. You are not allowed to use any other ULS or non-ULS equipment in the room(s) unless you are authorised to do so.

Contacts for staff-in-charge:

Name	Phone number	Email address
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