Safety Orientation Check List Form

*This form is to be completed by all research staff and students in Chemical and Biological Engineering Department (CBE) before they can start working in CBE regardless of the length or level of the appointment. This form will be kept in the Office of CBE and will be part of the individual’s permanent record. All members are reminded of their obligation to take the additional safety courses required in future expanded research topics and have this form updated and submitted to CBE accordingly.*

# **Personnel Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Person you wish to contact in case of emergency **(Optional)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Basic Lab Safety Orientation given when you first arrived in the supervisor’s laboratory.**

1. **Emergency fire safety awareness:**
* Location of the fire alarm button
* Preferred path for emergency evacuation from the lab and have been shown the location of the location of the designated gathering place
* Locations of the fire extinguisher, fire sand bucket and fire blanket in every room and have been instructed how and when to use these items
1. **Emergency chemical safety and spill awareness:**
* Location and use of chemical spills kits
* Locations of the eyewash and safety shower
* Location of emergency ventilation (EV) button
1. **In case of accidents:**
* Location of lab phone, call security center, x8999/ 2358-8999 (save in mobile) emergency
* Location of HKUST medical clinic: LG1, take Lift no.4 next to the Bank of East Asia
1. **Waste management:**
* Location of different types of chemical waste containers
* Location of broken glass container
* Location of sharp needles/blades container
* Disposal of empty chemical plastic bottles
* Disposal of empty chemical glass bottles
* Disposal of Biohazard waste
1. **Personal Safety protection:**
* Location of First-aid box
* Obtained Personal protection equipment (PPE): Lab coat, safety glasses and safety gloves
* Wear PPE and tie your long hair during experiments
* Good housekeeping in the laboratory to prevent accidents
* Never eat or drink in the laboratory
* Never work alone in laboratory
* Never wear shorts/ skirts/ sandals/ contact lens in laboratory
* Make sure your working status in the lab is insurance-covered
* UG students must work only during office hour under the presence of PG students or research staff
1. **Before starting any experimental work:**
* Read through the lab safety information in our department website:

[*https://cbe.ust.hk/safety/index.html*](https://cbe.ust.hk/safety/index.html)

* Preparation of CBE work plan:

[*https://cbe.ust.hk/safety/workplanDetails.html*](https://cbe.ust.hk/safety/workplanDetails.html)

* Basic mandatory safety courses

*http://www.ab.ust.hk/hseo/sub-menu/training.htm*

* Chemical Safety or Laboratory Users (Chemical Safety I, MC07)
* Hazardous Waste Management (Chemical Safety II, MC03)
* Fire Safety course (if provided by HSEO)
* Other safety courses if needed, e.g., Biological, high-pressure, laser, UV etc.
* Health-check: If your project involves infectious agents (risk group (biosafety level) 2, human specimen, recombinant DNA or animals)/ laser/ radiation/ respirator, you need to enroll the *Occupational Health Assessment and Medical Surveillance* under HESO.[www.ab.ust.hk/hseo/require.htm#Forms](http://www.ab.ust.hk/hseo/require.htm#Forms)
1. **For Non-Experimental Work ONLY:**
* I hereby state that my work in the laboratories of Department of CBE will involve computer simulation or theoretical work ONLY
* I am not allowed to conduct any experimental work in the department
* If I sit in the laboratory, the departmental safety policy requires me to attend two mandatory safety courses Chemical Safety or Laboratory Users (Chemical Safety I, MC07), Hazardous Waste Management (Chemical Safety II, MC03) and Fire Safety course (if provided by HSEO)
1. **Declaration of having read and understood:**
* “Safety and Environmental Protection Manual” in HSEO, [*http://www.ab.ust.hk/hseo/sm06/*](http://www.ab.ust.hk/hseo/sm06/)
* Lab Safety Policy in CBE website, [*https://cbe.ust.hk/safety/safety.html*](https://cbe.ust.hk/safety/safety.html)

Appointee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Lab representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Technical officer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_