

Extract from The University of Hong Kong Safety Policy

Students attention is drawn to Section 2.5

SAFETY

STATEMENT OF ENVIRONMENTAL HEALTH AND SAFETY POLICY

1. *General Policy and Responsibilities*

- 1.1 The Council of the University of Hong Kong is committed to ensuring the health and safety of all its employees, students and visitors.

In pursuit of this goal the University will, as far as is reasonably practicable, apply, provide and promote international standards of occupational and environmental health, radiation protection, safety and fire precautions.

- 1.2 The University will take all reasonable steps within its power to meet this responsibility, paying particular attention to: -

- (a) the provision and maintenance of plant and systems of work which are safe and without risks to health;
- (b) the provision and maintenance of an environment which is safe and without risks to health and adequate as regard facilities and arrangements for the welfare of University employees and students;
- (c) the provision of a safe place of work, study and residence (where owned or rented by the University) and safe access to and egress from them;
- (d) safe arrangements for the use, handling, storage and transport of articles and substances;
- (e) the provision of information, instruction, training and supervision to enable University employees and students to minimise risk, reduce injuries and ill health and to contribute positively to their own safety and health.

- 1.3 Achievement in occupational and environmental health and safety requires a positive commitment from all University employees and students. Each individual has the responsibility to ensure that by his/her activities or behaviour he/she does not create risks for himself/herself or others and to take all reasonable steps to protect himself/herself and others from any foreseeable risks associated with their activities that are associated with the University.
 - 1.4 The statement will be brought to the attention of employees and students. It will be reviewed periodically and may be supplemented in appropriate areas by further statements relating to the work of particular departments.
 - 1.5 A library of publications relating to environmental health, radiation protection and safety, including Government Ordinances and Regulations is maintained by the Safety Office for reference by, or loan to, any member of the University.
2. *Specific Responsibility for Environmental Health and Safety within the University*
- 2.3 Responsibilities of Heads of Departments: -
 - (a) to draw up a detailed statement of policy reflecting and amplifying the University's statement of policy as it pertains to his/her department, and to establish and implement safety procedures and standards. The statement of procedures and standards shall be submitted through the Environmental Health and Safety Committee to the University Council for approval;
 - (b) to review his/her own departmental environmental health and safety at work procedures regularly and issue amendments to, or revisions of, their statements as necessary;
 - (c) to promote and maintain effective environmental health and safety practices and standards for the well-being of students, staff and visitors;
 - (d) to provide and maintain machinery, equipment, appliances and other plant and systems of work that are safe and without risk to health;

- (e) to be responsible for the radiation safety within his/her department with the assistance of an appointed Departmental Radiation Safety Representative, if necessary;
- (f) to make provisions for and arrange for all levels of staff to receive adequate and appropriate training on environmental health and safety matters;
- (g) to maintain a safety programme pertinent to the personnel and facilities under his/her direction;
- (h) to appoint from senior full-time appointees within the department a safety representative and to define his/her duties;
- (i) to investigate accidents and radiation incidents that happen in his/her department and to send a report to the Safety Office;
- (j) to provide annual leak tests for sealed radioactive sources and functional tests for radiation monitors as appropriate;
- (k) To supply prompt information to the Registry on employee accidents for the purpose of reporting to the Labour Department.

2.4 Responsibilities of Intermediate Staff: -

- (a) each member of supervisory staff is responsible for the health and safety of his own particular workers and students. This applies equally to academic and administrative staff as it does to technicians;
- (b) staff cannot delegate out of this responsibility and should endeavour to encourage and foster safe working practices in those over whom they have charge;

- (c) in those cases where health and safety guidelines have not been prepared at departmental or University level, supervisory staff should raise the issue with the Departmental Head to ensure local arrangements are made.

2.5 Responsibilities of all Employees and all Students of the University: -

- (a) to make themselves familiar with, and conform to, the safety policies at all times;
- (b) to observe all safety rules and University radiation safety regulations at all times;
- (c) to refrain from unauthorized radiation work and/or entry to Controlled Radiation Areas;
- (d) to wear appropriate safety equipment and use appropriate safety devices in accordance with rules and procedures;
- (e) to conform to all instructions issued by the appropriate authorities;
- (f) to report all accidents and damage of property to their supervisor and safety representative;
- (g) to report any potential hazard or near miss to their supervisor and safety representative;
- (h) to report all suspected radiation accidents and any irregularities in radiation protection services to the departmental or section head;
- (i) to suggest improvements for radiation safety to the University Radiation Protection Officer;
- (j) to make appropriate suggestions designed to improve health and safety to their supervisor and safety representative;
- (k) to inform their supervisor or safety representative of any hazard that may be introduced as a result of their work;
- (l) to be responsible for their personal safety.

FIELDWORK SAFETY

INTRODUCTION

Fieldwork safety is an extension of the normal everyday care that we exercise in going about our daily lives – attention to road safety, for example. However, a number of special situations may arise on fieldwork and the following sections outline some basic principles.

A : GENERAL

- Each student must behave responsibly during all aspects of fieldwork in order to reduce the risk of accidents.
- Each individual is primarily responsible for his/her own safety.
- Where provided safety equipment/clothing **MUST** be used.
- All instructions related to safe practices from a field course leader must be observed.
- Anyone acting contrary to safety requirements or instructions may be dismissed from the course.
- Always work in pairs (never go off alone).
- Stay with the party **EXCEPT BY CLEAR AGREEMENT** with the leaders.
- Always wear seat belts in vehicles when they are provided.
- Leave livestock and farm machinery alone.
- Report any injury or illness **AND** complete the questionnaire on relevant medical history before going on any field trip.