The Hong Kong University of Science and Technology
Section of Marine Ecology and Biotechnology (MEB)
Division of Life Science
“Safety Management Program”

Safety Policy Statement

“It is the policy of the HKUST to provide for the protection of its personnel, attending students, visitors, facilities and surrounding environment through the development and implementation of a comprehensive safety and environmental protection program. The MEB shares the same commitment of the University. All activities in MEB must be conducted in such a way as to ensure the health and safety of all members. Every member of the MEB must know the potential hazards associated with their duties and follow all applicable practices and procedures.”

Professor Karl Tsim, Section Head of the MEB

Table of Contents:

1.0 Responsibility for Safety
1.1 Section Head
1.2 Section Safety Committee
1.3 Faculty Supervisors
1.4 Researchers and Other Members of the Section
1.5 SEPO
2.0 Safety Related Training, Information and Proactive Measures
2.1 Initial Training
2.2 Additional Safety Information
2.3 Proactive Safety Measures
3.0 Procedures Upon Completion of Employment or Studies
4.0 Emergency Procedures
4.1 Procedures for Reporting Accidents and Potential Hazards
4.2 Multiple Parallel Notifications
5.0 Key Safety Contact Personnel in the Section
5.1 Staff Qualified in First Aid
6.0 List of Safety Related Documents Maintained by the Section
7.0 Safety Related Forms / Links
1.0 Roles and Responsibility for Safety:

1.1 Section Head

The Section Head of MEB has ultimate responsibility for safety in the Section. He/She:

• Appoints the members of the safety committee to manage safety issues in the Section.
• Enforces compliance with University and Section Safety policies and procedures.
• Provides the necessary personnel and financial supports for the work of the committee.

1.2 MEB Section Safety Committee

• Establish and oversee administrative procedures designed to ensure that all faculty, staff and students receive adequate training to perform all facets of their work safely.
• Act as a liaison between the Section and SEPO.
• Establish new safety policies for the Section of MEB as the need arises (in consultation with the Section Head and SEPO).

Chair of the Safety Committee:
The committee is chaired by one academic faculty member, who is appointed by the Head of Section as Section Safety Officer (DSO). The DSO carries the authority of the Head in dealing with Sectional Safety issues.

1.3 Faculty Supervisors

Each Faculty Member is directly responsible for:

• Compliance of the members of his/her laboratory or work unit with Section and University policies and procedures.
• Providing “hands-on” instruction on how to perform hazardous operations.
• Ensuring a safe work environment in his/her laboratory or work unit by identifying and limiting potential hazards.
• Ensuring his/her supervisees are aware of the potential hazards associated with their operations and are familiar with the required safety controls and emergency procedures.
1.4 Researchers (Students, Postdoctoral Fellows and Visitors)

Researchers are responsible for:

- Completing the Safety training required by the Section.
- Compliance with the safety policies and procedures of the Section and University.
- Proper planning and risk management of their experimental work. When uncertain, researchers are responsible for contacting their faculty supervisors for assistance.

1.5 Safety and Environmental Protection Office (SEPO)

SEPO performs the following functions for the Section of MEB:

- Assists in setting safety polices and procedures.
- Assists facility and operational planning to address safety concerns.
- Advises on safety measures and the selection of appropriate personal protective equipment.
- Provides general safety training.
- Conducts periodic announced and unannounced safety inspections.
- Monitors exposure to hazardous materials and assesses environmental parameters to ensure compliance.
- Stops operations that are imminently dangerous or involve repeated safety violations.
- Supplies Section Head and DSO with monthly accident and incident summaries.
- Provides feedback on safety performance to Section Head and DSO for follow-up action.

2.0 Information and Training:

2.1 Initial Training

- Safety Clearance Forms

ALL STAFF and visitors in the MEB Section are required to complete this form as soon as possible after arrival in the Section. In order to ensure forms are completed in a timely manner the Section Safety technician will distribute Safety Clearance Forms each month to new personnel and will ensure that they are completed.
2.2 Additional Safety Information

In addition to completion of the Safety Clearance form, all staff are required to view the Safety Practices Video as well as complete courses in one or more of the following courses: Radiation Safety, Biological Safety and Chemical Safety offered by SEPO.

2.3 Proactive Safety Measures

- Laboratory Self Inspection Checklists Annually, Faculty are required to complete and return the checklist to the DSO. Noncompliance items must be corrected and verified in writing to the DSO.
- Periodic Laboratory Inspections by Sectional Safety Committee

Periodic announced and unannounced inspections will be conducted by Members of the MEB Safety Committee (~ once every 12 months). Faculty will be notified of the results by email. If appropriate action is warranted faculty are required to verify such action in writing (to the DSO) and periodic re-inspections will be carried to ensure such remedial action has been taken.

3.0 Procedures for Completion of Employment or Studies:

- All personnel must complete and return the Safety Clearance Forms “HKUST Student Safety Clearance at Graduation” or “HKUST Staff Safety Clearance at Termination” as appropriate.
- This form must be signed by the Faculty Supervisor and a copy forwarded to the DSO and SEPO.

4.0 Emergency Procedures:

4.1 Procedures for Reporting Accidents and Potential Hazards

- Report all on-the-job injuries and illnesses to your supervisor.
- Use the HKUST incident / accident report form (see 7.0).
- Fill out the appropriate section of the incident / accident report form within 24 hours of the injury, illness or incident and give it to your supervisor.
4.2 Multiple Parallel Notifications

- The laboratories in the Section of MEB have engineering controls designed to alert the Security Office automatically when a sprinkler is activated, or if the fire alarm or emergency ventilation buttons have been depressed.
- However to provide backup in the event that the automatic notification system fails you must always call the Security Office (x 8999) in parallel with activating the alarm system.
- In addition the nature of the hazard must be quickly communicated to all those who might be affected by it. Therefore, if it is safe to do so, notify all personnel in the neighboring laboratories.

5.0 Key Safety Contact Personnel in the Section of MEB:

**Head of Section:** Prof. Karl Tsim (botsim@ust.hk) Tel: 2358 7332

**Safety Officer:** Prof. Wen-Xiong Wang (wwang@ust.hk) Tel: 2358 7346 Rm: 5447

**Senior Technician:** Mr. Wai-Pang Lam (bopang@ust.hk) Tel: 2358 7327 Rm: 6214

**General Office:** Ms. Dora Wong (bopldora@ust.hk) Tel: 2358 7255 Rm: 5464

5.1 Staff Qualified in First Aid

Mr. Wai-Pang Lam (bopang@ust.hk) Tel: 2358 7327 Rm: 6214

Mr. Simon Lau (bosimon@ust.hk) Tel: 2358 7325 Rm: 6217
6.0 List of Safety Records Maintained by the Section of MEB:

- Safety Clearance Forms
- Radiation Swipe Test Results
- Accident Reports
- Chemical Waste Storage Checklists
- Laboratory Self-Inspection Checklists
- Records of Safety Course Attendance
- Records of MEB Section Safety Committee Laboratory Inspections
- Minutes of Safety Committee Meetings

7.0 Safety Related Forms / Links:

To register for safety related courses

- Safety and Environmental Protection Office (SEPO) To download the following safety-related forms go to "http://www.ust.hk/~webbo/"

- HKUST safety clearance form for students, visitors and staff
- HKUST UG student safety clearance form
- Checklist for chemical waste management
- Laboratory safety self-survey checklist
- Accident report form
- HKUST Student Safety Clearance at Graduation
- HKUST Staff Safety Clearance at Termination