



THE UNIVERSITY OF HONG KONG

DEPARTMENT OF CHEMISTRY

Occupational Safety and Health Policy And Management System

Departmental Safety Handbook

2026.7 Edition

INTRODUCTION

Many chemical reactions are potentially hazardous or violent. In many cases, hazardous and violent reactions can be predicted, and proper precautions should be taken. Past experience has shown that almost invariably, personal injuries have been directly or indirectly caused by carelessness or negligence. Thus, it is important that all chemical workers are keenly aware of the potential hazards in the chemical laboratory and work in a safe and responsible manner.

The policy of the Department of Chemistry of the University of Hong Kong is to seek to attain and to maintain the highest standards of safety within the working environment, to protect you and those working around you. This safety handbook is published as a documentation of the Department's commitment.

Part I of this handbook comprises the Department's policy statement and management system. Part II deals with procedures in case of emergencies and fires. Part III covers the laboratory code of safety practice and specific procedures. The Appendices give details of the safety management system and responsibilities.

All Chemistry Department employees, including postgraduate students, research associates and assistants, and laboratory technicians and assistants are required to read this handbook before conducting any experiments. New staff will receive an induction briefing from a staff member of the Departmental Safety Committee as soon as possible after the commencement of their employment.

Academic members of staff will draw the attention of their undergraduate students to the relevant sections of this handbook at the beginning of each academic session and prior to any work in the laboratory.

Revised in July 2026

Head

Department of Chemistry

<u>CONTENTS</u>	Page
Introduction	i
Contents	ii
I Statement of Occupational Safety and Health Policy	1
II Actions in Emergency Situations	3
1. Fire Alarm and Evacuation Procedure	3
2. Emergency Alarm and Action-Chemical and Mercury Spills	5
3. Elevator Emergencies	6
4. Accident Reports	6
5. Safety Equipment and Procedures	6
III-A Laboratory Code Of Safe Practice	7
1. Food and drink	7
2. Smoking	7
3. Undergraduate Experiments	7
4. Eye Protection	7
5. Additional Protective Clothing and Gear	8
6. Eye Washes and Safety Showers	8
7. Laser Safety	8
8. Flammable Chemicals and Solvents	8
9. Fume Cupboards	9
10. Classical Column Chromatography	11
11. Disposal of Chemical and Other Wastes	11
12. Housekeeping	12
13. Returning of Chemicals to the Chemical Store	12
14. High Energy Radiation	12
15. Precautions for Handling Cryogenics	13
16. Working with Glass Apparatus	13
17. Special Equipment Needing Licensing and/or Maintenance	14
18. Roof Laboratories	14
19. Chemical Store, Mechanical/Electronics, Glassblowing Workshops	14
20. Project Completion	15
21. Visitors	15
22. Maintenance Workers	15
23. Code of practice during typhoons and rainstorms	15
III-B Transport Of Chemicals	16
III-C Unattended Experiments	16
III-D Working Outside Normal Working Hours	17
III-E Chemical Hazards	17
III-F Radiation-producing Equipment and Radioactive Isotopes	21
III-G Gas Cylinders	22
III-H Electrical Power	23
III-J Biosafety and biohazards	24
Appendices	
A. Occupational Safety and Health Management System	25
B. Specific Responsibilities for Occupational Safety and Health within the Department	29
C. Reference Materials	34
D. Project Completion Form (Sample)	35
E. Lab Safety Checklists	36
Safety and Emergency Telephone Numbers	47

I. STATEMENT OF OCCUPATIONAL SAFETY AND HEALTH POLICY

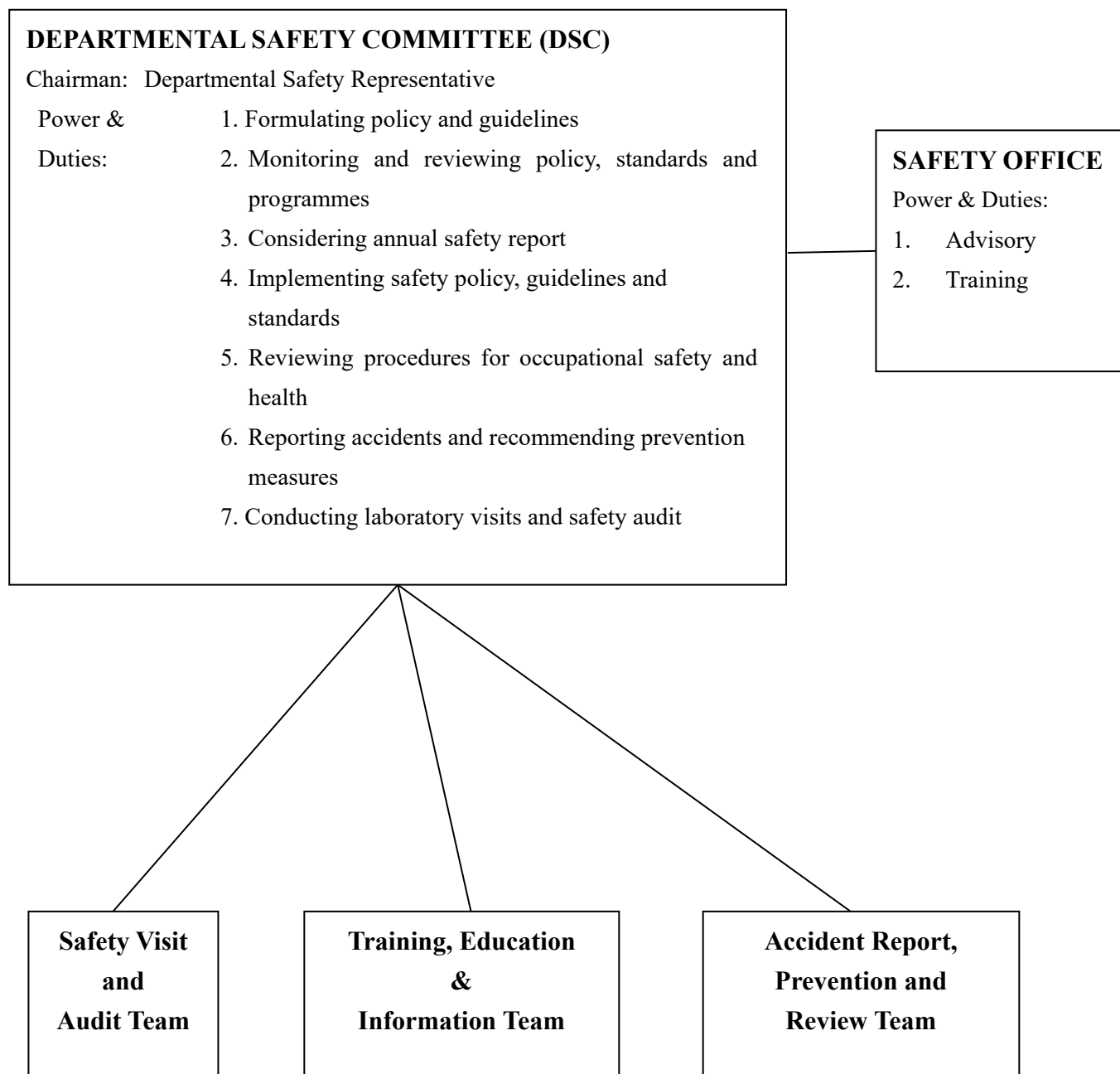
General Policy and Responsibility

1. The Department of Chemistry at the University of Hong Kong is committed to ensuring the safety and health of all its employees, students and visitors.

In pursuit of this goal the Department will comply with all local laws and as far as is reasonably practicable, provide accepted international standards of environmental and occupational safety and health.

2. The Department will take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision of:-
 - a) A safe and healthy environment for work and study.
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances; and information, supervision, instruction and training designed to enable all Chemistry Department staff and students to avoid hazards and contribute positively to their own safety and health at work.
3. Achievement of environmental/occupational safety and health requires a positive commitment from all Chemistry Department 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 and/or others. Each individual has the responsibility to take all reasonable steps to protect himself/herself and others from any foreseeable risks associated with their activities at work.
4. This statement will be brought to the attention of employees, postgraduate and undergraduate students. It will be reviewed periodically and may be supplemented in appropriate areas by further statements relating to the work of particular fields.

ORGANISATION CHART FOR OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM



II. ACTIONS IN EMERGENCY SITUATIONS

FIRES, ACCIDENTS AND EMERGENCIES

The signal of the **fire alarm** is a **continuous** ringing that can be heard over all parts of the building. You must evacuate the building on hearing the fire alarm.

1. FIRE ALARM AND EVACUATION PROCEDURES

The fire alarm buttons are located adjacent to the fire-hose boxes at both ends of each floor near the staircases. To activate the alarm, **break** the small glass window. Breakage should be complete as only then will the activation button pop up and sound the alarm and activate the flashing lights.

The fire alarm is to be activated for all emergency situations requiring the evacuation of the building, including fires, toxic gas release, or other chemical accidents and **emergencies**. Activation of the alarm will **automatically** inform the Fire Services Department to send the fire brigade to our location.

When you hear a fire alarm and/or see the visible fire alarm (flashing lights), evacuate the building as follows:

- | | |
|------------|--|
| SWITCH OFF | gas and oxygen taps and electrical equipment that do not require continuous operation; |
| PULL DOWN | the sash of the fume cupboard; |
| WALK OUT | in a quick but orderly manner using the stairs via the nearest exit, and go to the assembly point at the Yuet Ming Fountain in front of the building at G-Level. Remain at the assembly point and obey instructions given by staff from the Chemistry Department and/or Safety Office; |
| KEEP CLEAR | from the building until an “all clear” announcement to re-enter the building has been given. |

Do not go back to collect your belongings, and do not use the elevators.

In the event of an evacuation, *Departmental Fire Wardens* of each building/floor will help direct the evacuation.

IN CASE OF DISCOVERING A FIRE

Attend to people-- **save lives first**.

If you see a person on fire, smother the flames with a fire blanket or get the person to a safety shower, whichever is easier and faster.

Alert those in the vicinity.

Activate the fire alarm.

Tackle the fire with the appropriate fire extinguisher or hose-reel.

Do not take personal risks.

Close doors/windows if possible.

Follow the evacuation procedure to leave the premises.

If you are a witness to the incident, identify yourself to the *Safety Officers* and/or firefighters, and give the location and any other pertinent information concerning the fire.

In the very rare instance should the fire alarm fail to sound after activation, call the *Technical Manager*, and call Emergency at 999.

CLASSIFICATION OF FIRES

Class A - Fire involving ordinary combustible solid materials such as wood, paper and rubber.

Class B - Fires involving flammable liquids such as organic solvents and gasoline.

Class C - Fires involving electrical equipment

Class D - Fires involving metals.

FIRE FIGHTING EQUIPMENT

- a) FOAM extinguisher– for classes A or B fires.
- b) CARBON DIOXIDE extinguisher– for classes B or C fires (this is the most common kind in the Chemistry Bldg)
- c) POWDER extinguisher– for **any** class of fires; in particular it is the only one suitable for class D fires.
- d) HOSE-REEL – for large class A fire.
- e) FIRE BLANKET and SAND are handy firefighting materials to smother flames.

FIRE PREVENTION

1. Obey the University's policy of **NO SMOKING** on all university premises. If you detect signs of people smoking, call HKU Security 3917-2882.
2. Use caution when using any open flames, considering the flammability of any adjacent apparatus and experiment.
3. Heat flammable solvents only on electrically heated water/oil baths or heating mantles and ensure that solvent vapours are well vented and not trapped around electrical appliances.
4. Check all electrical equipment before use. Watch for frayed cords and wrong Live and Neutral wiring.
5. Do not overload electrical sockets.
6. Do not keep an excess of flammable solvents and chemicals in the laboratory.
7. Experiments using flammable chemicals should be conducted inside the fumehood. The handling of all flammables should also be done as much as possible inside the fumehood.
8. Switch off all unnecessary electrical equipment before leaving the laboratory.
9. Dispose of waste solvents in the waste solvent container.

10. Keep corridors, fire exits, passageways, safety showers, eye wash stations and fire extinguishers easily accessible and free from obstruction.
11. Keep the smoke lobby doors closed to protect a potential fire from spreading to the smoke lobby and fire escape route.
12. Keep your work area clean and tidy.

2. EMERGENCY ALARM AND ACTION

The emergency alarm is to be activated in the event of a chemical spillage, traumatic injury, splash in eyes, and other emergencies. The signal of the emergency alarm is a local siren and sounds only in the location of the respective emergency buttons. It alerts research personnel in laboratories on that same floor to warn them against entering this vicinity. It does not yet signal a full building evacuation.

If you are involved in a localized accident/incident, or if you discover a localized emergency situation, raise the emergency alarm immediately. Do not try to rectify an emergency situation **unless** it is within your competence to do so and you do not put your life at risk.

The Emergency Alarm buttons are located in the doorway of each laboratory exit, outside the laboratory. To activate the emergency alarm, push the red button. To deactivate the alarm, turn the button in clockwise fashion (as indicated on the button).

In the event of fire or other major emergencies, or should the dangers of the localized incident grow, the fire alarm should be activated. The emergency alarm will act as an early warning and precursor to the fire alarm, and it will also serve as a location indicator for attending emergency service personnel.

IN CASE OF A CHEMICAL SPILL

Alert people in the vicinity immediately. Vacate the immediate area.

If the spill is inside the fume cupboard, press the emergency button, switch off all electrical equipment, and pull down the sash.

If the spill is on the open ground, and if it is not large, confine it by covering the spill with adsorbent while wearing appropriate protective gear (both are found in the Spill Control Stations in the corridors), if it is safe to do so. Turn off all nearby electrical equipment. The area should be ventilated by opening the windows and nearby fume cupboards. Collect the spent adsorbent in a polyethylene bag and attach a waste label to identify its contents. Call the Safety Office, Dangerous Good Management (3917-2402) to dispose of the spill waste.

If the spill is on the open ground, and if it is very large quantity of flammables/or if it is a toxic, noxious, hazardous or highly volatile chemical, activate the emergency alarm. If it is safe to do so, confine the spill as above, turn off the electrical equipment and open windows. If it is not safe to treat the spill, evacuate the room immediately and close the door of the laboratory. Call to inform the *Technical Manager* and/or *Safety Office* (3917-2400).

When you hear an emergency alarm, note its location, do not enter that laboratory/room and make sure that the doors are closed. If necessary, prevent others from entering the room also.

If the spill poses a threat that cannot be contained in the one room, activate the fire alarm to evacuate the entire building.

If you are a witness to the incident, identify yourself to the *Safety Officers* and/or firefighters, and give the location and any other pertinent information concerning the spill.

If it is a mercury spill, such as from a broken thermometer, the Safety Office has published guidelines on how to deal with it: <http://www.hku.hk/safety/pdf/CSL.pdf>, Section 12.3. Mercury is toxic and volatile and such spills should be cleaned up immediately. Sprinkling sulfur on it only temporarily coats the surface, and the spill should never be left in this state. Instead, use a Hg Absorb Sponge to amalgamate mercury droplets onto the sponge, so that the resultant amalgam would not emit mercury vapors. The used sponges should be collected into a polyethylene bag, sealed, labelled, and the Safety Office should be informed (3917-2402) to collect the special waste. Hg Absorb Sponges are available from the Chemical Spillage Kit / Spill Control Station installed in the corridor or the Safety Office.

Adsorbents which have been used for treating a chemical spill **must** be reported to the *Technical Manager* so that the Chemical Spillage Kit will be replenished.

3. ELEVATOR EMERGENCIES

If you become trapped in an elevator, remain calm. Activate the yellow emergency alarm inside the lift, which would alert people nearby, and also call HKU Security (3917-2882), tell them your location, and whether you are hurt. Do not try to force open the elevator door. Stay inside and wait for help to arrive. You will be assisted as soon as possible.

If you hear the lift alarm and discover that someone is trapped in the lift, you should help to call HKU Security, in case the person inside cannot call. Do not try to force open the elevator doors. Ask if he/she needs medical assistance. You should also inform the Technical Manager, Donald, if you discover the incident.

4. ACCIDENT REPORTS

All accidents and incidents of dangerous occurrences (fires, chemical spills, injuries) **must** be reported to the *Technical Manager* and a *Departmental Safety Representative* at the **first** possible opportunity. The *Technical Manager* will direct you to complete the correct forms to document the incident. The *Departmental Safety Representative* will study the incident and make appropriate safety recommendations to prevent recurrence.

5. SAFETY EQUIPMENT AND PROCEDURES

All personnel working in the Department **must** familiarize themselves with the **locations** of:

- First aid boxes;
- Chemical spillage kit;

All exit routes;
Fire extinguishers: CO₂, foam, powder, sand buckets, hose-reels;
Fire blankets;
Emergency showers;
Eye wash stations;
Emergency alarms;
Fire alarms.

Fire extinguishers, and sand which have been used for fire-fighting **must** be reported to the *Technical Manager* so that they can be replenished or replaced immediately by the Safety Office.

III A LABORATORY CODE OF SAFE PRACTICE

Safe lab practices are outlined in the following paragraphs and also in point form in the Lab Safety Checklists (Appendix E). The Checklists will be used in lab safety inspections.

1. Food and drink

Eating, drinking and the application of cosmetics in laboratories is potentially hazardous to health and are prohibited, as is the storage of food in laboratory refrigerators.

2. Smoking

Smoking is strictly prohibited on all premises of the University of Hong Kong. Please refer to the University Smoking Policy (1995). If you detect signs of people smoking, call HKU Security 3917-2882.

3. Undergraduate Experiments

Undergraduate students should only engage in authorized experiments within the scheduled laboratory period in the presence of supervisory staff. They are required to keep to the guidelines laid down in individual experiments (e.g. working in a fume cupboard) and not to deviate from these instructions unless the matter has been approved by an *Academic Staff Member* or a *Demonstrator* on duty. A student must inform his/her demonstrator when his/her experiment is temporarily unattended.

Demonstrators teaching undergraduate laboratory courses must themselves exemplify safe laboratory behaviour and practices and ensure the safety of students conducting experiments under their supervision.

4. Eye protection

Undergraduate and postgraduate students, and staff members working in laboratories **MUST** wear safety goggles or safety glasses.

The lab goggles should be worn **at all times while you are inside the laboratory**, and not only while you are conducting experiments. This is because even if you have not started working with chemicals yourself, once you are inside a lab, others around you may already be handling and transporting chemicals, and their accidents can injure you. If a new research student or

worker does not have a pair of safety goggles/glasses, the Department/Store will supply him/her with a pair.

No contact lenses should be worn at anytime when you are working in the laboratory.

5. Additional Protective Clothing and Gear

Lab coats provide protection against chemicals spills and fires and should be worn while doing experiments. In addition to lab coats, long pants and closed-toe shoes should be worn for protection while working in the laboratory. Long hair should be tied back.

Gloves made of the appropriate materials should be worn to protect against heat, corrosive chemicals, or solvents.

In order to not contaminate the outside premises, lab coats and gloves should not be worn outside the laboratory.

6. Eye Washes and Safety Showers

Eye washes and safety showers are installed in the laboratories of the Chong Yuet Ming Chemistry Building, Hui Oi Chow Science Building, and in the corridors of the Kadoorie Biological Sciences Building. Use these freely if needed, irrespective of local flooding. This equipment are regularly checked and maintained by the Department. Problems and malfunctions should be reported to the Department's *Technical Manager*.

7. Laser Safety

Please refer to and follow the University's code of safety for the use of high-power lasers:

<http://www.hku.hk/safety/pdf/LCOP.pdf>

Also, refer to Appendix E, Lab Safety Checklist F.

Laser goggles for the specific wavelength range and laser power must be **WORN** in laboratories with exposed laser beams.

Simple Perspex shields can be built around laser beams to reduce the hazard and obviate the need to wear laser goggles. However, the shields **must** be checked (with a laser power meter) to ensure that no laser light leaks from the walls or seams.

Any reflective object, such as a spatula, can be a potential hazard near laser beam. No apparatus except for the required optics should be placed on the laser table or in the laser beam.

8. Flammable Chemicals and Solvents

The allowable amounts of flammables and chemicals in each laboratory have been posted at the entrance to each laboratory. To reduce the fire risk from flammable liquids, the quantity of such solvents stored in individual laboratories should be kept as **LOW** as reasonably practicable. Place orders for flammable solvents more frequently and in quantities appropriate for the laboratory. Solvent bottles must be **KEPT OFF THE FLOOR**. Flammables should not be stored in the corridors. Only spark-free refrigerators are to be used for storing low flash point

flammable liquids.

Never use open beakers or dishes for holding or storing flammable solvents, except temporarily for controlled small-scale experiments. Transfer of solvent from bulk container to solvent bottle/apparatus must be carried out inside a fume cupboard. All solvents must be returned to the **designated yellow fire-resistant and vented cupboards** in laboratories after use.

Many flammable solvents are now dried and dispensed from the drying column apparatus in Room of the Chemistry building. If additional solvent or gas drying is needed, the research worker must consider modern, and in particular, physical methods of removing moisture. **The use of sodium metal for large-scale drying of solvents is prohibited.**

Procedures of chemical methods for drying of solvents **must** be approved by your *Research Supervisor*. A list of solvent drying methods is also kept with the *Technical Manager* for reference.

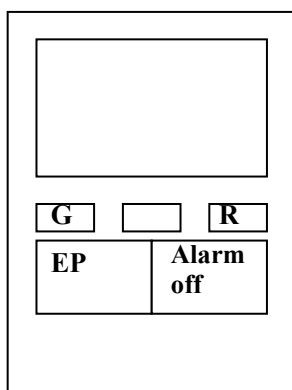
9. Fume Cupboards (FC)

All experiments involving reactive and flammable chemicals should be performed inside the fume cupboards (FC). When not being used, the sash of the FC should be pulled down. If you are working in the FC, the maximum working sash height is marked on each fume cupboard. Do not use the FC with the sash opening above this mark. If you are carrying out a prolonged reaction in the FC, you should lower the sash to about 50mm.

There are several types of FC in the Department. The normal ducted ones are installed in most research laboratories. The ductless recirculating FC are installed in teaching laboratories and a few research laboratories. Biological Safety Cabinet (BSC) are installed in CYMB and KBSB. You should consult the separate description by the Safety Office on the "Use of the Secutromb auxiliary air fume cupboard", a copy of which is kept with the *Technical Manager*.

a. The following is a summary on the indication and signal of the control system.

FC Indicator Panel



The normal status of the FC is indicated by the **GREEN (G)** light. This indicates that the exhaust fan system is functioning.

When the Exhaust fan fails, the green (G) light goes off, the **RED (R)** light will be illuminated and the **alarm (beeping)** will be activated.

The illumination of the **RED (R)** light indicates that the FC is running in the emergency mode or there is something wrong with the exhaust system.

Stop the use of the FC when the green (G) light goes off and report the situation to the *Technical Manager*.

When there is a spillage of reagents or if you are handling a particularly toxic chemical inside of the FC, you should manually press the **Emergency Purge (EP)** to initiate emergency operation. In this mode, there is **maximum** evacuation of air out of the FC. In the mean time, you should clean up the spill inside the FC or finish using then contain the

toxic chemical

The **Alarm off** key is used to temporarily turn off the alarm, such as when you are working in the hood and need to have the sash above the maximum sash height temporarily.

In order to check that the FC is operating correctly, adhere a thin strip of tissue paper to the lower edge of the sash. If the FC is functioning normally, the tissue will be drawn into the FC. If not, it is not functioning properly and you **MUST** report this to the relevant *Laboratory Technician* or *Technical Manager* who will begin the process of having the fault repaired by contractor. All malfunctioning FC's **must** have an "Out of Action" label clearly displayed over the window and should not be used.

It is the responsibility of all research workers to keep the FC's clean and free of unnecessary chemicals and debris. Before repairs, the FC's should be clean and cleared of chemicals so that FC Maintenance Staff are not subjected to unnecessary risks when fixing and working on the FC.

b. Ductless Recirculating Fume Cupboard

These ductless recirculating FC are installed to meet the increasing need of FC in teaching / research laboratories where ducting could not be installed. There are two layers of adsorbent cartridges and a chemical sensor installed in between them. Lower layer of cartridge will remove the chemical vapours in air containing by adsorption. When the first (lower) layer of adsorbent was saturated. It would be sensed by the sensor and give off the alarm. The lower cartridge may then be replaced by the upper cartridge, and a new one to the upper deck. The emergency button will only cut off the power supply to the sockets of the ductless recirculating hoods, but allow the fan to continue to operate. High temperature reaction is not recommended to be done in these hoods. Since only limited number of chemicals have been tested by the manufacturer, it is not for research use where unknown chemicals and hazard may result. User should check out the QR code on the right or the website below for a complete list of compatible chemicals that can be used before using these fume hoods:



https://chemistry.hku.hk/download/safety/Ductless_Fumehood_Chemical_List.PDF

c. Biological Safety Cabinets (BSC)

BSC are designed to contain any aerosols generated providing protection for both the worker and the environment. The air in these cabinets is filtered through a High Efficiency Particulate Air (HEPA) filters and depending on the design type some of the air may be re-circulated. HEPA filters are effective at trapping particulates and infectious agents but not at capturing volatile chemicals or gases. In our Department, Class II BSC are installed with UV lamps.

The cabinets must be decontaminated before they are moved, before any internal repair, or

when filters are to be replaced. Regular decontamination and inspection of BSC by Certified party is recommended.

10. Classical Column Chromatography

Research workers are requested to use the fume cupboard for column chromatographic separations and not to perform this operation on the bench. If one is compelled to do the separation on the bench, all effort must be made to contain the solvents and cover the collection flasks.

11. Disposal of Chemical and Other Wastes

The Hong Kong Government regulations **prohibit** the following from being poured down the drain: organic solvents, mineral oil, heavy metals, strong acids and alkalis.

These materials must be disposed of by placing them in the appropriate waste containers supplied by the Safety Office. The waste containers are stored in the designated cabinets in the laboratory for collection. Halogenated solvent wastes must not be placed in the non-halogenated solvents wastes. Some alkalis and acids can be properly diluted and disposed of via the drain.

Filter paper containing residues of catalysts must **NOT** be discarded in the waste bin. The catalyst must be properly destroyed or deactivated before disposal.

All hazardous chemicals and residues should be safely rendered innocuous before merging with the regular chemical wastes for disposal. For example, it is the responsibility of research workers emptying bottles of sodium-dried solvents to quench the residual sodium wire by reacting it with 2-propanol.

If you are uncertain of how to dispose of certain toxic chemicals or how to safely quench particular reactive chemicals, you should consult your *Research Supervisor* for recommendations and proper procedures.

Insoluble solids, filter paper, etc. must not be washed down the sinks; they must be disposed of in waste bins.

However, broken glass and sharp objects such as syringe needles should be placed inside an alternative waste labelled for “glass and sharps”, and should not be discarded into the usual waste bins. Capillaries for thin layer chromatography (TLC) should be properly disposed into the “glass and sharps” waste bin to avoid injuries to others, especially our cleaning staffs.

12. Housekeeping

A hiatus from experimental work should be regularly scheduled, in order to take time to perform lab maintenance and housekeeping.

All desks, bench tops, fume cupboards and working areas should be kept neat and tidy. All reagent bottles must be sealed with **parafilm** and stored in their proper places. All chemicals should be clearly labelled. The conditions of chemical labels should be regularly inspected. Old and fading labels should be replaced. Toxic chemicals should carry special warning labels.

Unused chemicals should be considered for returning to the Chemical Stores.

As a habit, the stopper or lid of a bottle must be replaced immediately after use, and not left open. No glass rod or other foreign object should be introduced into any reagent bottle.

Inactive equipment should be arranged to be stored at the Aberdeen storage facility. Broken or obsolete equipment should be reported to the *Technical Manager* for arrangement for disposal.

Fume cupboards, bench and table tops should be cleaned and wiped down regularly to maintain good hygiene.

All corridors are to be kept clear at all times. Permission to temporarily keep items in the corridor should be obtained from the *Technical Manager*. Such items should be clearly labelled as to the ownership and the date of removal.

13. Returning of Chemicals to the Chemical Store

To prevent the storage of excess amounts of chemicals and flammables in the laboratory, the return of excess chemicals to the Chemical Store is encouraged.

However, chemicals must be returned in tightly capped bottles and must be clearly labelled as to their exact contents as well as the researcher handling the return. The Chemical Store provides a form for this purpose. Improperly packaged chemicals, mixtures, wastes, or unidentified chemicals will not be accepted.

14. High Energy Radiation

Only authorized persons are allowed to enter the rooms containing X-ray diffraction equipment, and to use such equipment. Further details are available in the University Radiation Policy pamphlet, <http://www.safety.hku.hk/homepage/pdf/RSafety.pdf>.

Refer to Appendix E, Lab Safety Checklists J, K.

15. Precautions for Handling Cryogenics (dry ice, dry ice/solvent mixtures, liquid nitrogen)

Information on Precautions for Cryogenic Gases published by the Safety Office should also be consulted: <http://www.hku.hk/safety/pdf/CSL.pdf> (page 7)

Avoid direct contact with cryogenics, especially with wet hands. Do not touch un-insulated piping.

When handling cryogenics, wear loose-fitting thermal gloves (leather or CRYOGLOVES), but **NEVER** cotton gloves. Also wear goggles and /or face shield, and closed-toe shoes to guard against splashing.

Work in a well ventilated area because liquefied gas can rapidly expand, e.g. nitrogen expands almost 700-fold, suffocation may occur in confined area.

Never attempt to prevent vapours from escaping from cylinders of liquefied, cryogenic gases. Since they are not at thermal equilibrium, vapour is produced as the liquid boils and, if not vented to the atmosphere, could produce excessive pressures resulting in explosions.

Use only the special (usually metal) tubing designed for use with these gases. Do not improvise with plastic or rubber tubing.

Be aware that oxygen enrichment and a fire hazard can result from the condensation of oxygen (boiling pt -183°C) from the air onto liquid nitrogen (boiling pt -196°C).

If a glass dewar flask is used as a container of small quantities of liquid nitrogen, the exposed glass part of the flask should be taped to minimize the flying glass hazards in case of implosion or explosion. If a domestic thermos flask is used, the integrity of the plastic sealing ring of the thermos should be checked regularly to ensure that no liquid nitrogen can get into the space between the thermos and the outside container. In addition, holes should be drilled into the base plate to allow any trapped liquid nitrogen to escape.

When charging a warm container or when inserting objects into the cryogenics, perform the operation slowly to minimize boiling and splashing.

If skin contacts liquefied cryogenic gases, thaw the burned area slowly in cold water. Do not rub.

Liquid nitrogen and dry ice should not be transported using the passenger elevator; use only the freight lift. However, for the labs in CYM(P) that must use the passenger lift for moving large liquid nitrogen dewars, the transport must be executed by two persons. One person should wait for any empty lift, load the liquid nitrogen tank inside, chain off the lift entrance with the “No entry” sign to prevent any passengers from entering the lift carrying the cargo, and press the elevator button to send the lift to the receiving floor. The other person should be on the receiving floor to get the liquid nitrogen, and remove the sign.

16. Working with Glass Apparatus

When attaching rubber hoses to glass tubes or rods, care must be taken not to apply lateral pressure on the glass tubes to avoid breakage. Pressure should be applied gently, close to the connection point.

When picking up glass, take care that you do not burn yourself—hot glass and cold glass looks exactly the same.

17. Special Equipment Needing Licensing/Registration and/or Maintenance/Calibration

a. Air compressors: All compressors need licensing under “Boilers and Pressure Vessels Ordinance”, administered by the HKSAR Labour Department. They must be registered with the Labour Department and regularly checked by an appointed examiner. Inspection certificates should be sent to the Technical Manager and the Safety Office for records. Some air compressors also require a Noise Emission Label from HKSAR Environmental Protection Department.

b. Autoclaves: Autoclaves are regulated under the “Boilers and Pressure Vessels Ordinance”, administered by the HKSAR Labour Department. All autoclaves must be registered with the Labour Department, examined and issued a Certificate of Fitness. Periodic examinations by an appointed examiner are also required. Inspection certificates should be

sent to the Technical Manager and the Safety Office for records. Autoclaves must be operated only by persons possessing the relevant certificates of competency. The Labour Department has a program to perform spot checks on these equipment.

c. Carbon monoxide detectors: Detectors should be registered with the Technical Manager. Detectors should have a program and record of regular calibration, according to the Manufacturer's guidelines.

d. Ultracentrifuges: Ultracentrifuges should be annually checked and serviced by competent service provider.

18. Roof laboratories

When conducting chemical experiments with possible explosion hazards or working with pressure generating equipment, such work is best done in the roof laboratories. If these laboratories are used, at least two persons must be present.

19. Chemical Store and Mechanical/Electronics Workshop

The designated members of the technical staff in charge of the Chemical Store and workshop will ensure that so far as is reasonable and practical, the following code is adhered to by all persons using the facilities.

The stores, workshops associated areas, and machines are kept in a tidy state and that good workshop practices are kept by all persons using these machine tools.

Protective goggles and machine tool guards are supplied and must be used by staff at times whilst the relevant equipment is being operated.

No student or untrained person will be permitted to use any machine tool except under the strict supervision of a competent person.

Before dismantling any power-driven machine or equipment, it will be isolated from the source of power (be it electrical, pneumatic or hydraulic).

Refer to Appendix E, Lab Safety Checklist E.

20. Project Completion

Before research students or research / academic staff leave the Chemistry Department, they should ensure that their working area has been left in a clean and organized state. All reactive chemicals should either be labelled and transfer the ownership to other via Chemical Tracking System, or quenched and disposed of.

All research students and staff must submit the Chemical and lab space clearance form, (Appendix D) duly signed by the corresponding *Research Supervisor* to the Department prior to their departure, indicating that they have cleaned up their work area and have properly dealt with all of their chemicals. Failure to submit this form to the Chemistry General Office would result in the Department withholding the submission of the Leaving Form to the University.

21. Visitors

Chemically-competent persons who are Honorary Research Associates carrying out collaborative work in the chemistry Department must be fully informed on all pertinent safety matters by the staff member responsible for their visit.

Socialising with non-chemically-qualified people within any risk areas of the Chemistry Department is **strictly forbidden**. Every person must leave the laboratory to communicate with a friend. Undergraduate students who are not assigned to a specific laboratory class **may not** enter the laboratory in order to talk to a person inside. Postgraduate students may not use a friend to assist in their work unless written authority has been obtained from the Head of Department.

To ensure the safety of children, persons under the age of 18 are not permitted to visit the Chemistry Department. Staff members who must bring children to the Department for social purposes or brief visits should accompany them at all times, place their children under close supervision, and should not allow them to enter laboratories.

22. Maintenance Workers

All maintenance workers from outside the Department intending to carry out any servicing or repair work must report to the *Technical Manager* to receive special instructions and precautions before any work can commence.

23. Code of practice during typhoons and rainstorms

The Department follows the University's Code of Practice regarding typhoon and rainstorm arrangements.

Academic staff: <https://uis.hku.hk/uis/shbpro/pdf/typhoon.pdf>

Non-academic staff: https://uis.hku.hk/uis/staffman/tos2/typhoons_gen.pdf

Students: http://www.exam.hku.hk/A_4.htm

III-B TRANSPORT OF CHEMICALS

Chemicals will be issued by the Chemical Store only if you are properly equipped to transport them back to your workplace.

General-purpose chemicals or glass must be carried in red baskets, and dangerous chemicals must be carried in white winchester polyethylene bottle container with a cover. Carriers must be used for transporting Winchester bottles.

The Store will supply the requested amount of chemicals. In the case of air-sensitive, corrosive or chemicals with a stench, the user is required to take the whole bottle to the workplace. Any excess amount must be returned to the store as soon as possible to minimize the over-storage of these chemicals in the laboratories.

An appropriate trolley with heavy-duty storage compartments should be used to transport three or more Winchester bottles at one time. The number of Winchester bottles is limited to eight in any single transportation by researchers.

Transporting of chemicals should be done only in the freight lift. Transporting flammable solvents in the freight lift is especially dangerous and for this reason passengers are discouraged to take the freight lift while solvents are being delivered by the Chemical Store personnel.

There is a bucket of sand, a packet of absorbent material, a packet of active carbon and an emergency spillage kit on each floor at the exit of the freight lift to deal with any spills occurring in the lift and in the lift lobby.

III-C UNATTENDED EXPERIMENTS

In the academic year except Public Holidays, the Chemistry Building will be closed after 18:00, Mondays to Fridays, and 12:00 on Saturdays.

Any experiments left running outside these office hours (eg. overnight experiments) which are either (1) reactions using flammable/reactive chemicals >10 mL total and heating/cooling; or (2) reactions using flammable/reactive chemicals ≥ 500 mL should be clearly labelled by completing an Unattended Experiments Form. This form should be completed on-line at the following site: <http://147.8.148.141:8085/unattended.aspx> After completion, press "PRINT". This action will automatically send the information to the Chemistry General Office and print out one hard copy which you should file at the door of your laboratory. The light in the fume cupboard and the laboratory in which this unattended experiment is running should be kept on. Apparatus to be left on permanently, such as thermostats and vacuum systems, should be labelled, with the authority of a member of staff attached.

Particular attention should be paid to hazards of flooding. Cooling water connections for apparatus running overnight or over the weekend should be duly secured (e.g. hose clamp or copper wire tied over flexible tubing). The use of chillers instead of running water for such experiments, to limit the amount of water that could be leaked, are highly recommended.

III-D WORKING OUTSIDE NORMAL WORKING HOURS

Refer to the University Safety Office guidelines on this issue for students, researchers and supervisors: <http://www.hku.hk/safety/pdf/WONWH.pdf>

While working after office hours is a personal risk which must be accepted if the facilities of the building are to be sensibly utilised, everyone should minimize this risk by limiting their experimental work to 'relatively safe' operations and by taking sensible precautions. Other experimental work must be carried out only if there are at least one other person working in the vicinity. In any case, any 'wet chemistry' experiments may only be undertaken if at least one other person is present. The University Safety Office particularly names RPG students as a high risk group and their laboratory safety must be duly monitored.

III-E CHEMICAL HAZARDS

Information on Chemical Safety published by the Safety Office should also be consulted: <http://www.hku.hk/safety/pdf/CSL.pdf>

Also, refer to Appendix E, Lab Safety Checklists A and B.

Many chemicals are toxic and hazardous, and it is important to know the potential risks when handling chemicals. For this reason, it is essential to read the Materials Safety Data Sheets (MSDS) on all reagents and solvents used and be familiar with this information prior to handling these chemicals. **MSDS on chemicals are freely available from the internet or from the MSDS database in the University Library.** See the Appendix C in this Handbook for some resources.

In conducting experiments, you should take every precaution to plan ahead, think carefully and to work defensively. Before beginning any experiment, you should think and be aware of the worst that **could** happen to this experimental setup, how to deal with such a situation should it arise, and how you should work to prevent this worst case scenario.

If you are unsure of how to conduct a particular experiment safely, or how to handle a particular toxic or reactive chemical, you should consult with and receive proper training from senior members of your laboratory and/or your Supervisor before commencing your experiments.

In addition, no chemicals, solvents or reagents are to be taken out of the lab, for personal use or other purposes, without the prior authorization from your Supervisor.

1. Toxic and Obnoxious Chemicals

All operations (e.g. weighing, handling and reactions) with these compounds must be carried out in a fume cupboard; and every attempt must be made to reduce the amount of material escaping from the fume cupboard by the use of chemical or physical traps, etc.

Supervisors and research workers must familiarize themselves with the toxic properties of, and the antidotes for, the compounds with which they and their staff are working. It is advised that the University Health Service should be notified before work on very toxic materials (e.g. HCN, concentrated HF) commences so that appropriate medical treatment could be on hand and quickly provided in case of emergency.

The University Safety Office has published a list of chemicals with toxic hazards: <http://www.hku.hk/safety/pdf/CSL.pdf> , Table 2. A non-exhaustive list of particularly hazardous substances (including carcinogens) is available at the following site:

<https://www.labour.gov.hk/eng/public/os/A/DSR.pdf>

<https://www.labour.gov.hk/eng/public/os/C/GN-FL.pdf>

<https://www.law.cornell.edu/cfr/text/40/302.4>

2. Carcinogenic Chemicals

The following list of chemicals are regarded by the British Drug House as either carcinogenic or suspected carcinogens for man, and all of these chemicals are available in our Chemical Store. Bottles containing carcinogenic chemicals should carry a special warning label. These chemicals should be handled with special care.

Information on these chemicals are found in “Information on Chemical Carcinogens” <http://www.hku.hk/safety/pdf/CarInf.pdf>, published by the Safety Office.

Guidelines for users of such substances are found in the University's code of practice, "Carcinogens", <http://www.hku.hk/safety/pdf/Car.pdf>, published by the Safety Office.

A. Carcinogenic Chemicals

Acrylonitrile
Benzene
Benzidine
2,3-Diaminotoluene(Toluene-2,3-diamine)
o-Dianisidine
Diazomethane
1,2-Dibromoethane
Dimethyl sulphate
Dimethyl yellow (Methyl yellow)
2,4-Dinitro-1-fluorobenzene
Ethyl carbamate (Urethane)
Ethyleneimine
Formaldehyde
Hexamethyl phosphoramide (HMPA)
Methyl chloromethyl ether (MOMCl)
2-Naphthylamine
1- Naphthylamine
Propyleneimine
Sudan IV
o-tolidine
Vinyl bromide
Vinyl chloride

B. Chemicals suspected of having carcinogenic potential for man

Antimony trioxide
Cadmium oxide
Cadmium
Tetrachloromethane (Carbon tetrachloride)
Trichloromethane (Chloroform)
Chromates of lead and zinc
Dichloromethane
Diethylsulphate
1,1-Dimethylhydrazine
1-Chloro-2,3-Epoxypropane (Epichlorhydrin)
Ethylene oxide
Hexachloro-1,3-butadiene
Hydrazine
Iodomethane (methyl iodide)
Monomethyl hydrazine
2-Nitropropane

Oxides of Arsenic – acids and salts

N-Phenyl-2-naphthylamine

Phenacetin

Orange “G”

Rhodamine “B”

3. **Perchloric Acid**

The explosion hazards associated with perchloric acid is well-known. Supervisors and research students involved in projects using perchloric acid and its salts should be familiar with the hazards associated with these compounds. Synthesis of inorganic and organic perchlorates should only be undertaken when safer alternatives do not exist, and by an experienced investigator or under close supervision.

Fume cupboards and exhaust fans should be labelled to warn maintenance personnel of the use of handling perchloric acid or its salts. Before any maintenance/repair work of these appliances is to be carried out, the accumulation of perchlorates should be checked by the person in charge of the laboratory; and maintenance workers are to commence work only after the person-in-charge has given a clearance.

4. **Hydrofluoric Acid**

This acid causes wounds on the skin which do not heal easily. Experiments with HF may only be conducted in the fume cupboard. When working with this acid, protective gear made from polyvinyl chloride (PVC) must be worn. Full length PVC coveralls with sleeves to the wrist or a full-length PVC apron with sleeve protectors, a face shield, rubber boots, and safety goggles should be worn. When small amounts of HF are handled in the fume cupboard, mid-arm length PVC gloves must be worn.

5. **Dimethyl Mercury**

Dimethyl mercury is extremely poisonous and must be handled in the fume cupboard. When working with this compound or related organomercury compounds, NEOPRENE gloves with long cuffs must be worn during the experiments and frequent blood and urine tests should be conducted.

6. ***tert*-Butyllithium**

Tert-butyllithium is itself pyrophoric and typically supplied as a solution in pentane which is also highly flammable. You must be properly instructed before you handle this chemical. The solution should be transferred using good syringe techniques and preferably a gas-tight syringe or a syringe with a luer lock. Large quantities should not be transferred by syringes but by the use of cannula techniques.

7. **Unstable and Peroxide-forming chemicals**

Special precautions should be paid in the handling of unstable chemicals such as metal acetylides, azo and diazo compounds, organic peroxides which can explode if heated or subjected to mechanical shock.

In particular, peroxides can be formed by peroxidizable compounds stored in the presence of oxygen over long periods of time. Such compounds that have developed peroxides can also explode unexpectedly. These peroxide-forming compounds include: sodium amide, isopropyl ether, diethyl ether, tetrahydrofuran, furan, dioxane, cyclohexene, cyclopentene, dicyclopentadiene.

If there is suspicion of peroxide present, do not open the container or disturb its contents. Call the Safety Office, Dangerous Good Management (2859-2402) for special disposal. For chemicals that are peroxide-formers, peroxides should be detected using KI or peroxide test strips and removed prior to use. Refer to the University Safety Office guidelines, <http://www.hku.hk/safety/pdf/CSL.pdf>, Section 8.3.1 and 8.3.2, for the Detection and Removal of Peroxides.

8. Corrosive chemicals

Concentrated mineral acids, including phosphoric, hydrochloric, nitric, sulfuric, and perchloric acid should be handled carefully wearing proper gloves and chemically resistant clothing. Beware and prevent the hazards of dropping or breaking a Winchester of such corrosives. Skin contact results in serious burns. Concentrated mineral acids can be very reactive, even with each other. Concentrated acids can even react vigorously with dilute solutions of the same acid, if mixed together rapidly. For example: concentrated sulfuric acid mixed quickly with 1 M sulfuric acid will generate a lot of heat. Always add concentrated acid slowly **TO** water to make up a dilute acid, never mix them the other way around.

Corrosive and concentrated acids must be stored in a cabinet designed for corrosive acids, made of non-metallic parts and containing bins to contain any accidental spillage. Bottles should be stored below eye level.

Corrosive bases (eg. NaOH, KOH) causes burns to the skin and should be handled with gloves. Beware of the dust from these bases. Acids and bases should be stored segregated.

Beware of chemicals and solutions that generate corrosive gases and vapors such as ammonia, hydrogen chloride, sulfur dioxide.

9. Incompatible Chemicals

Some chemicals are incompatible and react with violent generation of heat and/or gases. Refer to a **List of Incompatible Chemicals**, Appendix I, Table 1 of the University Safety Office Guidelines: <http://www.hku.hk/safety/pdf/CSL.pdf>;

and a **Chemical Incompatibility Chart**:

https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/chemical_waste_chemical_compatibility_chart.pdf

<https://ehs.princeton.edu/sites/ehs/files/Chemical%20Incompatibility%20Chart.pdf>

You are strongly encouraged to study these lists to see if you are working with any of these reactive chemicals and take the necessary precautions. One particular incompatible mixture to

highlight is acetone (which the Department uses so much of) and oxidizers such as bromine, nitric acid, or hydrogen peroxide.

10. Carbon Monoxide

Carbon monoxide is a colourless, odorless, tasteless, toxic gas. It is produced by the incomplete combustion of fuels but also used in chemistry, dispensed from a cylinder, as a reagent in many organic and organometallic reactions. Early symptoms of carbon monoxide poisoning are headaches, nausea and fatigue. In high enough concentrations and prolonged exposure, carbon monoxide poisoning results brain damage and death.

Virtually undetectable by our senses, the only way to know whether there is a leak or a dangerous build up of this gas is by using carbon monoxide detectors or sensors which give both a visual and an audible warning. All researchers using carbon monoxide must perform the experiments inside ventilated fume hoods which are working well. Carbon monoxide detectors must be installed outside of the hood and inside the laboratory housing the experiment. All carbon monoxide detectors must be registered with the *Technical Manager* and regularly serviced and calibrated (according to the Manufacturer's guidelines) to make sure they are working properly. Both the cylinder and the gas piping for dispensing carbon monoxide should also be tested regularly for leaks.

III-F RADIATION PRODUCING INSTRUMENTS AND RADIOACTIVE ISOTOPES

Work with radioactive substances and radiation-producing equipment comes under close scrutiny by the HKSAR Radiation Board (Department of Health). Licences are required to be renewed annually to enable users to continue with work where they may be exposed to ionizing radiation. The University's policy and guidelines on Radiation Safety is found here:

<http://www.hku.hk/safety/RadWkr.html>

<http://www.hku.hk/safety/pdf/RSafety.pdf>

Also, refer to Appendix E, Lab Safety Checklists G, H, J, K.

Researchers using irradiating instruments (eg. X-ray diffractometers, X-ray fluorescence instruments) and radioactive isotopes (eg. tritium, phosphorus-32) must apply for and be approved for Designated Radiation User/Worker (DRU/DRW) status, which involves attending the Radiation Protection Course offered by the Safety Office, passing the course exam, being issued with a dosimeter, and undergoing a health check by the UHS. To terminate the DRU/DRW status, one must also make application.

Researchers purchasing reagents containing radiation isotopes must contact the Departmental Radiation Safety Representative to fill in a special purchase form. The usage of these reagents must be logged. There are special regulations and procedures for the disposal of such wastes.

For questions and detailed information and regulations regarding the acquisition, storage, usage and disposal of irradiating instruments or radiating isotopes, please consult with the Departmental Radiation Safety Representative.

III-G GAS CYLINDERS

Information on handling compressed gases, published by the Safety Office should also be consulted: <http://www.hku.hk/safety/pdf/CSL.pdf>

Also, refer to Appendix E, Lab Safety Checklist D.

Compressed gas cylinders may constitute one of the most serious hazards in the laboratory. The gas cylinder itself is highly pressurized and is capable of becoming a torpedo if damaged. The following precautions should be taken:

1. Transporting:

All gas cylinders should be transported on a trolley. The pressure regulator must be **REMOVED** before moving the cylinder.

Gas cylinders should not be transported using the passenger elevator--use only the freight lift.

However, for the labs in CYM(P) that must use the passenger lift for moving non-empty gas cylinders, the transport must be executed by two persons. One person should wait for any empty lift, load the cylinder(s) inside, chain off the lift entrance with the "No entry" sign to prevent any passengers from entering the lift carrying the cargo, and press the elevator button to send the lift to the receiving floor. The other person should be on the receiving floor to get the gas cylinder and remove the sign.

2. Securing:

Each individual gas cylinders in the laboratory should be **TIGHTLY** secured at more than one point of attachment to a wall or other solid objects with a metal chain. No cylinder should be left freely standing.

3. Pressure Regulator:

Gases must not be let out from a cylinder unless an appropriate pressure regulator is in place. When not in use, the cylinder valve must be turned off and the applied pressure knob at the pressure regulator released.

The fitting between the pressure regulator and the cylinder has a CGA number and the corresponding specification. Gas cylinders supplied by Hong Kong Oxygen Co. Ltd. sometimes have old, non-CGA specifications. Generally right hand screw fittings are used for non-combustible gas cylinders and left hand screw fittings are for combustible gases. The regulator must be the correct one for the type of gas in the cylinder.

4. Storage:

Gas cylinders stored in any area must be properly secured by metal chains and marked empty or full as the case may be. Caps covering the main valve, if available, must always be in place during storage and transportation.

All lecture bottles and cylinders of corrosive gases not in use must be returned to the Store and must not be stored in laboratories.

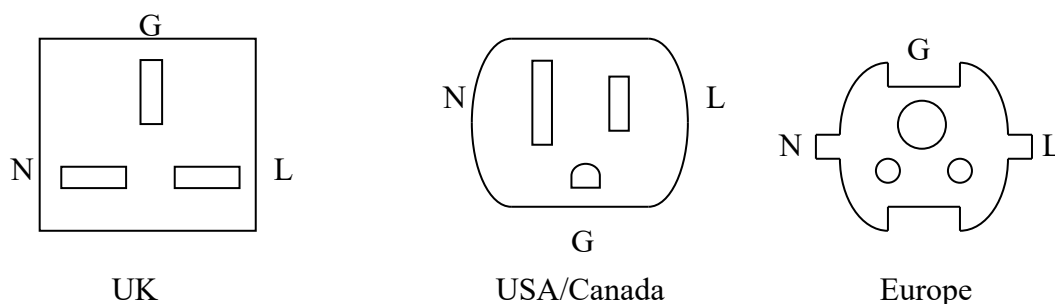
5. Corrosion of the container:

A number of gases can be very corrosive to their containers, and such gases are particularly dangerous if they are toxic or explosive. Caution should be exercised to ensure that containers do not become corroded to the extent of causing a leakage of the gas. Manufacturer's instructions as to storage time should be strictly followed. Cylinders which have developed stiff or locked valves should be returned to the Store with a note of the fault attached. Both the cylinder and the gas piping for dispensing corrosive gases should be tested regularly for leaks.

III-H ELECTRICAL POWER

Sockets Pins and Wire Colour

Power delivered to the bench top socket is 50 Hz single phase ac at 220V rms. UK standard sockets are used in this building. However, instruments and apparatus used in the Department may come from various countries. It is important to know what each pin of the socket delivers in order to ensure that the chassis of the instrument or apparatus is at most at neutral potential.



*G: Ground; N: Neutral; L: Live

The above are schematics of UK, US/Canada and European sockets most commonly encountered. It is important to note that the US/Canada ground pin is the lowest one.

The following table gives the characteristic of each pin and the colour code of the wire that is connected to it:

	Live	Neutral	Ground
Voltage	~220 V rms	~0 V	~0 V
Current Europe	Brown	Blue	Green-yellow
Old UK	Red	Black	Green
US/Canada	Black	White	Green-yellow
Japan/Korea	White	Black	Green

Where practical, all plugs should be 5, 13 or 15 Amp plugs with 3 pins and made to British Standard BS546 or BS1363.

Phase

Power delivered to the building is in 3 phases, 120° apart and coded red, blue and yellow, and

distributed to laboratories in single phases. In larger laboratories, more than one phase is supplied. Most of the time during a cycle, there is a potential difference between the LIVE wires of 2 different phases. It is important that two or more pieces of connected instrument or apparatus (e.g. a chromatograph and a potentiometric recorder) should be supplied from the same phase.

Also, refer to Appendix E, Lab Safety Checklist A.

III-J BIOSAFETY AND BIOHAZARDS

Please refer to and follow the University's biological safety policy and guidance document:

<http://www.hku.hk/safety/pdf/HKUBSP.pdf>

Also, refer to Appendix E, Lab Safety Checklist C.

All research supervisors/research groups working with biological materials and organisms must assess the level of risk (Risk Group 1, 2, 3, 4, as classified by the World Health Organization) of their work, and adhere rigorously to the safe practices, including containment, self-protection, disinfection and waste management and disposal of that Risk Group. Work with infective organisms (Risk Group 2 and above) will need to apply and be approved by the Biosafety Committee prior to beginning the work, and the facilities in which this work is done should be appropriately labelled at the point of entry.

All researchers with biological materials and organisms should be adequately trained and aware of the infective risks and safe practices before starting work. The lab in which the handling, storage and use of these materials is carried out should be suitably equipped for the work.

APPENDIX A

OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM

1. Safety Policy: As described in Safety Handbook

2. Management structure

2.1 Departmental Safety Committee (DSC)

2.1.1 Powers and Duties

- i. To formulate and determine policy and guidelines on the administration of occupational safety and health in the Department of Chemistry.
- ii. To monitor and review safety policy, standards and programme implemented by the Department Safety Committee.
- iii. To consider the annual report from the Department Safety Committee.

2.1.2 Membership

- i. Chairman: *Departmental Safety Representative*
- ii. Additional co-opted Member(s).

To establish, promote and implement the safety policy, guidelines, procedures and standards formulated by the Departmental Occupational Safety and Health Policy Committee.

To regular review procedures for environmental health and safety at work and issue amendments to, or revisions of statement when necessary.

To conduct regular safety visits and audit of laboratories, following by a report with recommendations and to implement follow-up actions.

To make provisions for and arrange for all levels of staff to receive adequate and appropriate training on safety and health matters.

To report accidents and non-compliance of safety procedures and practices, to recommend and implement follow-up actions, and to propose accident prevention measures to the DOSHPC.

To appoint the following team leaders and safety personnel:

- a. Safety Visit and Audit Team
- b. Training, Education and Information Team.
- c. Accident Report, Prevention and Review Team
- d. The Departmental Fire Wardens.

3. Training, Education and Information

3.1 Staff members and postgraduate students

- i. Safety talks are given periodically.
- ii. Alerts are given to staff and students for accidents occurred in the Department and in other university laboratories; and procedures for handling hazardous chemicals.
- iii. Reading and understanding the information and practicing the code as written in Safety Handbook is mandatory and expected.

3.2 Undergraduate students

- i. Safety talk and demonstration for fighting fires are given by the Safety Office to first year students.
- ii. Reading and understanding the information in Safety Handbook is encouraged.

3.3 Safety Information

- i. Basic safety information is given in the Safety Handbook
- ii. A list of solvent drying methods and procedures for operation of the fume cupboards is available from the *Technical Manager*.
- iii. Safety related documents and reference materials are available from the University Safety Office website: <http://hku.hk/safety/>
Safety Office Safety Manual: <http://hku.hk/safety/manual.htm>
- iv. Safety related information on specific chemicals (MSDS) is available from the internet from chemical suppliers; and from the University of Hong Kong library.

3.4 Training record

A training record will be submitted annually to the DSC by the Training, Education and Information Team.

4. Preventive Safety Measures

- i. Wearing eye-protection in all teaching and research laboratories
- ii. Carrying solvents in specified container.
- iii. Reading, understanding and practising the departmental safety policy, standards and procedures.
- iv. Involvement of students and front-line staff members in matters related to safety concern, such as the appointment of a postgraduate student as a member of the DSC and appointment of Laboratory Safety Representatives from each lab from postgraduate students/research

personnel.

- v. Signs for mandatory measures are posted in teaching laboratories, chemical stores, laboratories and lifts.

5. Chemical and Safety Hazard Control Programme

Procedures for emergency procedures, chemical safety and control, and laboratory code of safe practice are given in the Safety Handbook.

6. Laboratory Visit and Safety Audit

- i. The Safety Visit and Audit Team will conduct laboratory visit periodically.
- ii. The Safety Visit and Audit Team will issue a Visit Report and make recommendations for improvement to the laboratories after each visit.
- iii. Follow-up action will be undertaken by the DSC.

7. Report of Accident and Potential Hazards.

- i. Accident, potential hazards and other matters of concern related to occupational safety and health should be reported to the *Technical Manager* and *Departmental Safety Representative*.
- ii. Accident investigation will be carried out by the Accident Report, Prevention and Review Team. The accident report together with the recommendations will be submitted to the DSC for discussion and action.

8. Recommendations and Actions

- i. General recommendations will be issued by DSC after yearly review on matters related to occupational safety and health.
- ii. Recommendations after specific accidents will be given by the DSC after submission of Accident Report and discussion in the DSC meeting.
- iii. Follow-up action by *Departmental Safety Representative*.

9. Drills for Fire and Chemical Spillage

With the assistance of the Safety Office, drills for fire and chemical spillage will be carried out periodically to check system performance in case of accidents.

10. Control of Contractors and Visitors

- i. Contractors qualified by the University for their safety record will be used preferentially for work done in the Department.
- ii. Contractors will only be working in designated areas in the department under supervision of qualified staff members. Before a contract work is carried out, departmental personnel working at the proposed site of work will be informed in advance about the time and nature

of work to be carried out.

- iii. Only staff members, students and official visitors will be allowed to work in the department. Other visitors are only allowed to enter laboratories and the chemical store under supervision of qualified academic staff members.

11. Review of Safety Documents and Measures

The safety measures, information and related documents will be reviewed every year by the DSC.

12. Suggestions and Complaints

Suggestions and complaints can be directed to the DSC by writing to the Head of the Department.

APPENDIX B

SPECIFIC RESPONSIBILITIES FOR OCCUPATIONAL SAFETY AND HEALTH WITHIN THE DEPARTMENT

1. Responsibilities of the Head of Department:

- (a) To draw up a detailed statement of policy reflecting and amplifying the University's statement of policy as it pertains to the department, and to establish, promote and administer safety procedures and standards. The statement of procedures and standards shall be submitted through the Departmental Safety Committee to the University Council for approval.
- (b) To regularly review procedures for environmental health and safety at work and issue amendments to, or revisions of statements when necessary.
- (c) To provide and maintain: -
 - i. Machinery, equipment, appliances and other plant; and
 - ii. Systems of work
- (d) Make provisions for and arrange for all levels of staff to receive adequate and appropriate training on safety and health matters.
- (e) To maintain a safety programme pertinent to the personnel and facilities under his/her direction.
- (f) To appoint from senior full-time appointees within the department, *Departmental Safety Representative(s)* and to define his/her duties.

2. Responsibilities of the Departmental Safety Representative(s):

- (a) To inform the *Head of Department* and the *Safety Office* of any special hazards in, or new hazards about to be introduced into, the department.
- (b) To inform new members of the department, including students of the University's safety policy, as well as departmental safety policy, standards and procedures.
- (c) To conduct activities for stimulating and maintaining interest in the safety of personnel in the department.
- (d) To ensure that means exist for all machinery and equipment to be maintained and used in a safe condition.
- (e) To ensure with assistance of the *Safety Office* that the first aid and safety facilities are properly maintained.
- (f) In consultation with the *Safety Office*, to promote, plan, and direct a regular programme of safety inspections.

- (g) To ensure that accidents are reported promptly in accordance with University procedures and to investigate and report any case of non-compliance to the *Head* of Department.
- (h) To maintain liaison with the *Safety Office* and the *Director* of University Health Service.
- (i) To recommend accident prevention measures to the *Head* of Department as and when necessary.

3. *Responsibilities of the Technical Manager:*

- (a) To inform *the Department Safety Representative* of any hazards in, or new hazards about to be introduced into, the department.
- (b) To ensure that means exist for all machinery and equipment to be maintained and used in a safe condition.
- (c) To ensure with assistance of the Safety Office that the safety facilities are properly maintained.
- (d) In consultation with the Safety Office, to promote, plan, and direct a regular programme of safety inspections.
- (e) To recommend accident prevention measures to the *Departmental Safety Representative* as and when necessary
- (f) To conduct regular checks on eye wash stations, safety showers, emergency alarm system, and chemical spillage kits and to maintain these safety installations.

4. *Responsibilities of the Departmental Fire Wardens*

- (a) To leave his/her place of work immediately and encourage others to evacuate upon hearing the fire alarm.
- (b) To check rooms within previously agreed area to ensure that all people have left.
- (c) To spur people on to leave their place of work and to direct them to the appropriate exit; if in case some people are unwilling or unable to leave, do not delay but continue to evacuate other rooms.
- (d) To note which rooms were not checked due to smoke/fires, and inform fire services personnel.
- (e) To encourage people to move quickly down the stairwell and out of the building.
- (f) To move people away from building exits to the assembly point.
- (g) To report any problems (missing persons, non-evacuated staff, etc.) to the Fire Services Department Fire Officer in charge of the operation directly and without delay.
- (h) To identify key holders should the Fire Services wish to enter locked rooms.
- (i) To complete and submit an Evacuation Report to a *Departmental Safety Representative*

after every evacuation incident.

5. *Responsibilities of the Departmental Radiation Safety Representative:*

- (a) To be responsible for the issue and proper use of radiation monitoring devices.
- (b) To ensure that records are kept of the usage of radioactive substances.
- (c) To supervise the preparation of radioactive waste for collection.
- (d) To provide advice to the *Head of Department* on departmental radiation hazards and to liaise with the *University Radiation Protection Officer (URPO)*.
- (e) To arrange annual leak tests for sealed radioactive sources and functional tests for radiation monitors as appropriate.
- (f) To inform the *URPO* of any changes of *Designated Radiation Workers (DRWs)* or *Designated Radiation Users (DRUs)*.
- (g) To inform all staff and students within the Department of departmental radiation matters.
- (h) To maintain Departmental Radiation safety according to Appendix E, Checklist ss

6. *Responsibilities of the Departmental Chemical Waste Manager:*

- (a) To direct and coordinate the handling of chemical wastes.
- (b) To ensure each waste pail has an accompanying log sheet that was filled.

7. *Responsibilities of Faculty, Administrative and Technical Staff:*

- (a) Each level of supervisory staff has responsibilities for the health and safety of their own particular workers, co-workers and students. This responsibility applies equally to academic, administrative and technical staff.
- (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.

8. *Responsibilities of all Faculty, Administrative and Technical Staff, and Students in the Department:*

- (a) To make themselves familiar with, and conform to, University and Departmental safety policies at all times.
- (b) To observe all safety rules at all times.
- (c) To wear appropriate safety equipment and use appropriate safety devices in accordance with rules and procedures.
- (d) To conform to all instructions issued by the appropriate authorities.
- (e) To refrain from working alone in the laboratory.
- (f) To report all incidents of accidents and damage of property to their Supervisor and/or

Technical Manager and Departmental Safety Representative.

- (g) To make appropriate suggestions to improve health and safety to their Supervisor and/or *Departmental Safety Representative*.
- (h) To inform their Supervisor and/or *Departmental Safety Representative* of any hazard that may be introduced as a result of their work.
- (i) To seek additional instruction or consultation should there be any question about how to execute an experiment or how to handle a toxic or reactive chemical safely.
- (j) To be responsible for their personal safety.
- (k) To inform the Head or the *Departmental Safety Representative* if they feel they are unable to conform to or carry out any part of the Departmental safety policy or code.

9. *Responsibilities of Laboratory Technicians (Technicians Responsible for Laboratories):*

- (a) To ensure that each fume cupboard is functioning efficiently at all times; and if not they should immediately inform the *Technical Manager* or the Safety Office and place a clearly visible “Out of Action” sign on the sash-window.
- (b) To check that all the safety equipment in the laboratories are functioning properly and to report to the *Technical Managers* of any malfunctions or need for repairs.
- (c) To remove waste solvents by placing them in the waste containers, the transferring to be done in a fume cupboard.
- (d) To clean the fume cupboard side-screens when necessary.
- (e) To ensure fume cupboards are not over cluttered with reagents/chemicals.
- (f) To report any hazardous practices to the *Lab Course Coordinator*, or *Supervisor* in-charge.
- (g) To maintain lab safety according to Appendix E, Lab Safety Checklists.

8. *Responsibilities of Research Supervisors and Lab Course Coordinators*

- (a) To provide adequate education and training to the students and researchers under his/her supervision to perform experiments safely.
- (b) To enforce the laboratory code of safe practice as detailed in the Departmental Safety Handbook in their laboratories.
- (c) To be fully aware of the safety practices and status of their laboratories.
- (d) To implement and maintain lab safety according to Appendix E, Lab Safety Checklists.

9. *Responsibilities of Lab Safety Representatives*

- (a) To inform occupants of their Labs of proper safety practices
- (b) To maintain good safety practices and housekeeping inside the laboratory

- (c) To report all incidents of accidents and damage of property to their Supervisor, *Technical Manager* and *Departmental Safety Representative*.
- (d) To make appropriate suggestions to improve health and safety to their Supervisor and/or *Departmental Safety Representative*.
- (e) To inform their Supervisor and *Departmental Safety Representative* of any new hazards in the laboratory.
- (f) To initiate repairs of failed equipment, safety equipment or lab infrastructure to the *Technical Manager* or University Estates directly.
- (g) To maintain an up-to-date chemical list for the lab to submit to the *Technical Manager* regularly
- (h) To ensure that the first aid kit(s) inside the laboratory are properly stocked.
- (i) To implement and maintain lab safety according to Appendix E, Lab Safety Checklists.

10. *Responsibilities of Lab Demonstrators:*

- (a) To observe all safety rules during the teaching laboratory
- (b) To wear appropriate safety equipment and use appropriate safety devices in accordance with rules and procedures.
- (c) To teach and enforce the laboratory code of safe practice as detailed in the Departmental Safety Handbook in the teaching laboratories
- (d) To report all incidents of accidents and damage of property to their *Lab Course Coordinator* and/or *Technical Manager* and *Departmental Safety Representative*.
- (e) To make appropriate suggestions to improve health and safety to their *Lab Course Coordinator* and/or *Departmental Safety Representative*.

APPENDIX C

REFERENCE MATERIALS

1. **The University Safety Office** has posted information relating to environmental health, safety including Government Ordinances and Regulations on their website, and all researchers are encouraged to consult and refer to these materials for reference.

University Safety Office Website: <http://hku.hk/safety/>

Safety Office Safety Manual: <http://www.safety.hku.hk/homepage/manual.html>

Area-specific guidelines:

Biological Safety: <http://www.hku.hk/safety/pdf/BSPG.pdf>

Chemical Safety: <http://www.hku.hk/safety/pdf/CSL.pdf>

Chemical Waste Disposal: <http://www.hku.hk/safety/pdf/CHWD.pdf>

Laser Safety: <http://www.hku.hk/safety/pdf/LCOP.pdf>

Radiation Safety: <http://www.hku.hk/safety/pdf/RSafety.pdf>

2. The University has acquired a **Material Safety Data Sheets (MSDS)** database as an electronic resource, lodged in the library. It is available for searching on-line.

HKU Library Material Safety Data Sheets: <http://library.hku.hk/record=b2226270>

All chemical suppliers are required by law to provide MSDS for all the chemicals they sell. Thus the websites of chemical suppliers are also sources of MSDS information. A few are listed below. While all the links below are active at the time of the preparation of this handbook, note that some site addresses/links and details could be changed or updated or deactivated over time.

Sigma-Aldrich: <https://www.sigmaaldrich.com/safety-center.html>

Acros Organics: <https://www.fishersci.com/us/en/catalog/search/sdshome.html>

Alfa Aesar: <https://www.alfa.com/en/catalog/sds/H51712/>

TCI: <https://www.tcichemicals.com/US/en/documentSearch>

APPENDIX D. Chemicals and lab space clearance form

Chemicals and lab space clearance form, Department of Chemistry, HKU

Complete this form at least **10 working days** before departure. Submit to the General Office.

SECTION 1: STAFF/RPG DECLARATION

I, _____: Staff/Student No. _____, confirm the following before leaving the department on _____:

1. CHEMICALS & HAZARDOUS MATERIALS:

All chemicals under my ownership have been:

☐ Properly disposed/Transferred.

☐ No unknown or hazardous substances remain in my workspace.

2. WORKSPACE:

☐ Bench/desk/locker is cleared of personal belongings.

3. DATA & DOCUMENTS:

☐ Electronic/physical project data submitted to supervisor

Contact After Departure:

Email: _____ Phone: _____

Signature: _____ Date: _____

SECTION 2: SUPERVISOR VERIFICATION

I, _____: Staff No. _____

confirm, Staff/RPG's workspace and chemical inventory (Section 1) have been physically verified.

Supervisor's Signature: _____ Date: _____

SECTION 3: SENIOR SAFETY OFFICER VERIFICATION

Chemical Tracking System (CTS) updated to reflect disposal/transfer.

Safety Officer's Signature: _____ Date: _____

SECTION 4: GENERAL OFFICE ACKNOWLEDGMENT

Updated the information to ChemPortal

Clearance Completed On: _____

GO Representative: _____ Date: _____

APPENDIX E. Lab Safety Checklists

A. General Safety

LAB/ROOM: **INSPECTED BY:** **DATE:**

Item	Subject	Yes, No, N.A.	Comment
A1	Exits are not obstructed, fastened or locked with keys		
A2	EXIT signs, if installed are clear and illuminated		
A3	Fire extinguishers and fire blankets have not expired		
A4	A clear space of at least 0.5m is kept below ceiling fire sprinklers		
A5	Passageways are not obstructed and kept tidy and free from slipping and tripping hazards		
A6	The floor is dry and in good condition		
A7	The First Aid box is designated and labeled with at least two staff responsible for it		
A8	First Aid materials are in date		
A9	Risk assessments are carried out for manual handling operations which may create safety and health risks and records are kept		
A10	Risk assessments are carried out for personnel who are legally defined as display screen equipment users and records are kept		
A11	Electric sockets are not overloaded		
A12	Standard sockets (e.g. 13A type) are used on adaptors or extension chords		
A13	There are no burnt electrical connections		
A14	Electric wirings are not left loose across passageways		
A15	Electric extension boards are not placed near a water source or location that is prone to water splash		
A16	Cold/warm room or other enclosed environment chamber has a safety device to prevent anyone being locked inside		
A17	Ventilated system of cool/warm room or other closed environment chamber is working properly		
A18	Toxic, volatile, flammable chemicals are not used in cool/warm room or other enclosed environmental chamber		
A19	Is the health and safety information on laboratory entry doors clear and up-to-date?		
A20	Other		

B. Chemical Safety

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment
B1	Chemical cabinets are properly labeled		
B2	Flammable, corrosive & oxidizing compounds are store separately		
B3	Flammable chemicals are stored in safety cabinets or spark-proof refrigerators which are designed for flammable chemicals		
B4	Flammable chemicals are not adjacent to heating sources or electric sockets		
B5	Chemicals are stored according to the manufacturers instructions (e.g. low temperature)		
B6	All bottles are labeled clearly		
B7	All diluted, prepared & in-use reagents are labeled properly and clearly		
B8	No chemical containers are left on the floor		
B9	There are no expired peroxide containing chemicals (e.g. THF) stored in the laboratory		
B10	No food (except for use in experiments) is left in fridges that contain chemicals		
B11	All hazardous chemicals are kept below eye level		
B12	Chemical bottles do not hang over the edge of shelves		
B13	Empty chemical containers are rinsed before disposal		
B14	All chemicals are covered when not in use		
B15	Material Safety Data Sheets (soft or hard copy) of in-use chemicals are available for reference within the laboratory		
B16	Chemical bottle carriers are available for transport of chemicals out of the laboratory		
B17	There are no traces of chemicals left on benches, the floor or any other surfaces		
B18	All chemical waste containers are placed on an external tray		
B19	The waste containers for temporary use are clearly labeled with the type of waste stored		
B20	The chemical waste storage area is labeled and fenced off.		
B21	Flammable chemical waste containers are separated from oxidizing waste containers.		

Item	Subject	Yes, No, NA	Comment
B22	Halo-solvents and non-halo solvents are disposed of separately.		
B23	Nitric Acid is disposed of separately from other acids		
B24	All fume cupboards are functioning properly		
B25	Periodic air flow measurements are made and results are known to laboratory personnel		
B26	No chemicals are permanently stored in a fume cupboard unless used daily		
B27	No electric extension board is placed within a fume cupboard		
B28	Sinks in fume cupboards are not clogged or leaking		
B29	A chemical spill kit is readily available for use.		
B30	A mercury spill kit is available where metallic mercury is used		
B31	A safety shower and eyewash if installed can be reached easily and have been tested within the last year		
B32	Chemical goggles are available to everyone in the laboratory and are well maintained.		
B33	Chemical resistant gloves are used for handling chemicals		
B34	Specific hydrofluoric acid resistant gloves are available for use if this chemical is used		
B35	Face shields are available in case they are required		
B36	Explosion shields are available for use where minor chemical explosions cannot be ruled out.		
B37	Other		

C. Good Microbiological Practice

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No N.A.	Comment
C1	Is the laboratory easy to clean?		
C2	Are bench surfaces impervious to water and resistant to chemicals and disinfectants?		
C3	Are benches clean and uncluttered?		
C4	Is the laboratory door closed when work is in progress?		
C5	Are procedures performed so as to minimise the production of aerosols?		
C6	Are personnel trained appropriately?		
C7	Is a local code of practice available?		
C8	Are standard operating procedures available?		
C9	Are biohazard signs displayed appropriately?		
C10	Are hands washed after handling viable materials and also before leaving the laboratory?		
C11	Are effective disinfectants available for immediate use in the event of a spillage?		
C12	Are bench tops cleaned after use?		
C13	Are used laboratory glassware and other materials awaiting disinfection stored in a safe manner?		e.g. pipettes totally immersed
C14	Is the use of sharps avoided?		
C15	Are contaminated syringes and sharps disposed of in a "sharps bin"?		
C16	Are materials for disposal transported in robust and leakproof containers?		
C17	Is eating, drinking, applying cosmetics etc allowed in the laboratory? Does anyone mouth pipette?		
C18	Are laboratory coats or gowns worn in the laboratory and removed when leaving ?		
C19	Is personal protective equipment (PPE), including protective clothing, - stored in a well defined place? - checked and cleaned at suitable intervals?		
C20	Are all accidents and incidents reported immediately to and recorded by the person responsible for the work or other delegated person?		
C21	Is there a written, widely available, policy on access to the laboratory?		
C22	Are risk assessments for the work freely available and have they been read?		

D. Compressed gas safety

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
D1	Compressed gas cylinders are properly secured		
D2	The number of compressed gas cylinders is within the exemption quantity		
D3	Gas cylinders are located away from heat sources such as direct exposure to sunlight, ovens etc		
D4	Oxidising and flammable gases are located away from electric sockets and switches		
D5	Any local exhaust system for toxic gas is functioning properly		
D6	Gas cylinder trucks are available for transporting cylinders		
D7	Flashback arrestors are installed for gas cylinders used to produce naked flames		
D8	Proper keys are available to open the main valves of gas cylinders		
D9	Cryogenic gloves and aprons, if required, are available for handling cryogenic materials		
D10	Privately owned gas cylinders are pressure-tested every 5 years		
D11	Other		

E. Mechanical Safety

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment/ specify remedy
E1	Are pressure vessels (compressed air receivers, compressed air drums, steam receivers, boilers and autoclaves) registered with the Labour Department; examined and inspected according to the Boilers and Pressure Vessels ordinance?		
E2	Boilers, steam receivers (and autoclaves) are operated by Competent Persons unless otherwise being exempted by the registration		
E3	Lifting appliances (cranes, pulley blocks, etc) and lifting gears (chains, wires, ropes, shackles, etc) are tested and examined regularly by Competent Examiners		
E4	Abrasive wheels are mounted by trained and experienced persons appointed by the department in writing		
E5	Abrasive wheels have guards and work rests provided and fixed		
E6	Suitable guarding is fixed for dangerous machine parts (rotating parts, pulley, belt, roller, reciprocating part)		
E7	Eye protectors are provided for work using drills, lathes, grinders, abrasive wheels, milling machines, welding gear, molten metal etc		
E8	Load shifting machines (fork-lift trucks, bulldozers etc) are operated by persons holding relevant valid certificates		
E9	Other		

F. High Power Laser (Class 3b and/or 4)

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
F1	Proper laser hazard warning sign is posted at the entrance.		
F2	Laser warning light is installed at the entrance and functions.		
F3	The room is accessible to authorized users only.		
F4	The laser is affixed with laser warning label(s)		
F5	Standard operating procedures / guidelines or safety rules displayed in the room.		
F6	The laser is situated or mounted in its original position.		
F7	The laser beam is directed away from users or other occupiers of the room.		
F8	No flammable substances are placed close to the laser.		
F9	The laser beam is not directing at the human eye level.		
F10	The key for switching on/off the laser is properly kept when not in use.		
F11	The protective housing or enclosure of the laser is intact.		
F12	Interlock of the protective housing or enclosure functions.		
F13	Interlock of the room door functions.		
F14	There are sufficient beam stops, screens or barriers available for use.		
F15	Reflective surfaces in the vicinity not related to the work removed or covered.		
F16	There is sufficient lighting in the room.		
F17	There is sufficient local exhaust ventilation associated with the laser operation.		
F18	An appropriate fire extinguisher is available in the room containing a class 4 laser.		
F19	Suitable laser eye protectors are available for use.		
F20	Laser eye protectors are kept in good conditions and without observable defects.		
F21	Other		

G. Unsealed Radioactive Substances

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
G1	Radiation hazard warning sign is posted at the entrance.		
G2	The room is accessible to authorized users only.		
G3	Copy of the valid Radioactive Substance License is displayed in the room.		
G4	Standard operating procedures / guidelines or safety rules displayed in the room.		
G5	Calibrated radiation survey meter is readily available.		
G6	Working area is lined with absorbent paper or drip tray is used.		
G7	The radioisotope fume hood functions.		
G8	All containers of radioactive substances/ waste and the storage areas are labeled with radiation hazard warning.		
G9	Suitable personal protective equipment are provided for users.		
G10	Spill control kit is readily available.		
G11	Proper and sufficient shielding is used.		
G12	Radioactive substances kept in double containers and properly stored.		
G13	Radioactive wastes of different radionuclides are segregated in different containers properly with double containments.		
G14	The room is clean and tidy.		
G15	The radioactive substance inventory is up-to-date and readily available for checking.		
G16	The radioactive substance use log sheet is up-to-date and readily available for checking.		
G17	The radioactive waste log sheet is up-to-date and readily available for checking.		
G18	Others		

H. Sealed Radioactive Substances

LAB/ROOM: **INSPECTED BY:** **DATE:**

Item	Subject	Yes, No, N.A.	Comment
H1	Radiation hazard warning sign is posted at the entrance.		
H2	The room is accessible to authorized users only.		
H3	Copy of the valid Radioactive Substance License is displayed in the room.		
H4	Proper and sufficient shielding is used.		
H5	Radiation hazard warning labels are affixed on the equipment, containers or storage cabinets bearing the radioactive substances.		
H6	The room is clean and tidy.		
H7	The radioactive substance inventory is up-to-date and readily available for checking.		
H8	Radiation survey meter, if available, has been calibrated within the past year.		
H9	Others		

J. Closed Beam X-ray Machine

LAB/ROOM:

INSPECTED BY:

DATE:

Item	Subject	Yes, No, N.A.	Comment
J1	Radiation hazard warning sign is posted at the entrance.		
J2	The room is accessible to authorized users only.		
J3	Copy of the valid Irradiating Apparatus Licence is displayed in the room.		
J4	Standard operating procedures / guidelines or safety rules displayed in the room.		
J5	Chamber enclosing the X-ray tube housing, sample and detector are intact.		
J6	Interlock of the chamber (to prevent X-ray exposure when the chamber doors are opened) functions.		
J7	There is visible signal on the machine to indicate the X-ray (tube) is on and this signal light functions.		
J8	There is visible signal on the machine to indicate the shutter is open and this signal light functions.		
J9	Other		

K. Open Beam X-ray Machine

LAB/ROOM: INSPECTED BY: DATE:

Item	Subject	Yes, No, N.A.	Comment
K1	Radiation hazard warning sign is posted at the entrance.		
K2	Warning light is installed at the entrance and functions.		
K3	The room is accessible to authorized users only.		
K4	Copy of the valid Irradiating Apparatus Licence is displayed in the room.		
K5	Standard operating procedures / guidelines or safety rules displayed in the room.		
K6	There is visible signal on the machine to indicate the X-ray (tube) is on and this signal light functions.		
K7	There is visible signal on the machine to indicate the shutter is open and this signal light functions.		
K8	Primary beam is directed away from the operator, the entrance and walkways.		
K9	The machine is operated by remote means.		
K10	No flammable substances are placed close to the machine.		
K11	Suitable protective clothing/equipment is provided for the operators.		
K12	Radiation survey meter, if available, has been calibrated within the past year.		
K13	Other		

SAFETY RELEVANT & EMERGENCY TELEPHONE NUMBERS

DEPARTMENTAL TECHNICAL MANAGER: Mr. Donald MAK

Office hours: 3917-2151

Out of office hours: 6150-1247

SAFETY OFFICE (UNIVERSITY)

Office hours: Mon-Fri. 9 am. – 1 pm; 2 pm – 5 pm; closed Saturday and Sundays

Emergencies and Enquiries (office hours): 3917-2400

(Out of office hours): 3917-2882

Responsibilities

Director of Safety

Assistant Director of Safety

Biological Safety

Chemical Safety/Hazardous Wastes

Occupational Hygienist

Radiation Protection Officer

Safety Officer

Dr. Paul HUNT

Dr. Arthur LEUNG

Dr. Paul HUNT

Ms Mabel LAU

Ms. Florence LAM

Dr. Charles CHAN

EMERGENCY TELEPHONE NUMBERS:

UNIVERSITY HEALTH SERVICE, EMERGENCY (Office hours): 3917-1999.

(Out of office hours): **call 999**

UNIVERSITY SECURITY Hotline (24 hours): 3917-2882

FIRE, AMBULANCE, POLICE: use lab phone: **999** or use mobile: **999**.