



1 BACKGROUND

Campus Development and Management Office (CDMO) is responsible for overseeing all health and safety matters of the University, e.g., to formulate and implement related procedures and guidelines that comply with relevant statutory requirements and other appropriate standards. One Safety Ambassador from each Department/Office on main campus and each college of HSUHK Jockey Club Residential Colleges (RC) are appointed from the Heads of each Department/Office and RC Master respectively. Safety Ambassadors are required to attend training(s) by CDMO to provide assistance during fire drill(s) and any emergency of fire, e.g., to report to the Senior Officer (Fire, Health and Safety) at the designated assembly points.

To pursue the mission and vision as stated in the Health and Safety Policy (hereafter, “the Policy”), the University is committed to developing, maintaining and enhancing a healthy and safe environment for all users of the campus including visitors and contractors. The University will take all reasonable measures to:

- 1.1 comply with relevant statutory requirements and other appropriate standards relating to fire safety, occupational health & safety;
- 1.2 maintain a safe workplace, including means of access and egress;
- 1.3 ensure the buildings, structures, facilities and systems are safe and with good risk management;
- 1.4 provide appropriate tools, plants, equipment and machineries which are safe for use;
- 1.5 provide health and safety information, instructions, training and supervision; and
- 1.6 provide adequate personal protective equipment when necessary.

2 OBJECTIVE

Everyone in the University shall observe the University safety rules, guidelines and procedures and to take reasonable care for the health and safety of himself/herself and of others who may be affected by his/her acts or omissions.

The Policy identifies the health and safety roles and responsibilities of individuals during the implementation of the Policy.

3 SCOPE

The Policy applies to all University operations on campus.



4 SHARED HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

The University will dedicate all reasonable resources and effort possible to maintain a healthy and safe campus environment as well as to mitigate operational risks. The Health and Safety Policy shall be reviewed and reported to the Space Allocation and Facilities Management Committee (SAFMC) and Risk Management Group on annual basis.

University members will assume responsibility for assuring their own safety by complying with the health and safety programme and following any additional management instructions. It is also the responsibility of individuals to recognise potential hazards related to their work, to learn and implement safety procedures and to seek assistance in managing these hazards as needed.

4.1 The President or his/her delegated Vice-President

- 4.1.1 Has overall responsibility for a healthy and safe environment of the University;
- 4.1.2 Has the authority to suspend or prohibit any operation that could give rise to imminent risk of serious injury or ill health; and
- 4.1.3 Ensure sufficient resources for the implementation of the Policy.

4.2 Space Allocation and Facilities Management Committee (SAFMC)

- 4.2.1 Endorse/approve the policies, standards and guidelines for adoption by the University;
- 4.2.2 Monitor the general health, safety and fire protection aspects within the University;
- 4.2.3 Review incident and accident statistics so as to recommend improvements to prevent recurrences; and
- 4.2.4 Review the effectiveness of implementation of the Health and Safety Policy and procedures.

4.3 Campus Development and Management Office (CDMO)

- 4.3.1 Ensure compliance with relevant statutory requirements and other appropriate standards relating to health & safety;
- 4.3.2 Advise and keep the SAFMC be informed on matters of health, safety and fire protection;
- 4.3.3 Formulate and recommend policies, standards and guidelines for the University;
- 4.3.4 Implement, evaluate and monitor the health, safety and fire protection practices within the University;
- 4.3.5 Organise and provide training in enhancing health, safety and fire protection;
- 4.3.6 Investigate and analyse incident / accident to prevent recurrences;
- 4.3.7 Evaluate the effectiveness of health, safety and environmental standards of practice;
- 4.3.8 Maintain proper records related to the health and safety incidents; and
- 4.3.9 Develop effective communication channel among staff and students to promote health, safety and fire protection.



4.4 Academic Units – Deans of Schools and Heads of Departments

- 4.4.1 Ensure the implementation of the Health and Safety Policy and procedures
- 4.4.2 Appoint Safety Ambassador for the School / Department / Programme and ensure he/she will fulfill the duties and attend the training with respect to health and safety regularly; and
- 4.4.3 Take reasonable steps to ensure the statutory requirements and the University health, safety and fire protection policies, standards and procedures are understood at all levels.

4.5 Administrative & Supporting Units – Heads of Offices

- 4.5.1 Ensure the implementation of the Health and Safety Policy and procedures;
- 4.5.2 Appoint Safety Ambassador for the Office and ensure he/she will fulfill the duties and attend the training with respect to health and safety regularly;
- 4.5.3 Take reasonable steps to ensure the statutory requirements and the University health, safety and fire protection policies, standards and procedures are understood at all levels;
- 4.5.4 Report incident and accident to CDMO for record and investigation and consult CDMO when necessary;
- 4.5.5 Report incident and accident to Finance Office for reporting to the insurance company for injury/property claims, if applicable; and
- 4.5.6 Report incident and accident to Human Resources Office (HRO) for reporting to the Labour Department for bodily injury cases, if applicable.

4.6 Residential Colleges (RCs) – Manager, Masters, Associate Masters and Tutors

- 4.6.1 Advise and keep the Vice-President (Organisational Development) informed on matters of health, safety and fire protection;
- 4.6.2 Coordinate with CDMO to formulate relevant policies, standards and procedures for the RCs;
- 4.6.3 Implement, evaluate and monitor the health, safety and fire protection practices within the RCs;
- 4.6.4 Appoint Safety Ambassadors for the RCs and ensure he/she will fulfill the duties and attend the training with respect to fire safety regularly; and
- 4.6.5 Take reasonable steps to ensure the statutory requirements and the University health, safety and fire protection policies, standards and procedures are understood at all levels.

4.7 Safety Ambassador

- 4.7.1 Familiarise with and conform to the health, safety and fire protection policies, standards and procedures;
- 4.7.2 Maintain liaison with CDMO and RC Unit on the fire drills and evacuations;
- 4.7.3 Report deficiency of the fire services to CDMO; and
- 4.7.4 Safety Ambassadors report to the Senior Officer (Fire, Health and Safety) at the assembly point about the evacuation status.

4.8 Staff of all Units



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- 4.8.1 Familiarise with and conform to the health, safety and fire protection policies, standards and procedures;
- 4.8.2 Inform their supervisors and HRO of any known workplace hazard;
- 4.8.3 Consult CDMO's advice on health, safety and fire protection issues;
- 4.8.4 Report incident and accident to their supervisors and HRO; and
- 4.8.5 Be aware of their personal safety and persons under their supervision.

4.9 Students

- 4.9.1 Familiarise with and conform to the health, safety and fire protection policies, standards and procedures;
- 4.9.2 Inform academic staff concerned and/or Student Affairs Office (SAO) and/or relevant office/unit of any known hazard;
- 4.9.3 Consult CDMO's advice on health, safety and fire protection issues;
- 4.9.4 Report incident and accident to academic staff concerned and/or SAO and/or relevant office/unit; and
- 4.9.5 Be responsible for their personal safety and all other persons who may be affected by their acts.

4.10 Guest/Event Hosting Departments / Offices

- 4.10.1 Convey the requirements of Health and Safety Policy and procedures to contractor / vendor / visitor as far as practicable;
- 4.10.2 Liaise with CDMO for clarification on the health and safety procedures if in doubt;
- 4.10.3 Keep out of areas which are closed to unauthorised persons; and
- 4.10.4 Report incident and accident to CDMO for record and investigation.

4.11 Works Contractors

- 4.11.1 Familiarise with and conform to the health, safety and fire protection policies, standards and procedures;
- 4.11.2 Submit method statement and risk assessment to CDMO and carry out relative control measures;
- 4.11.3 Appoint safety representative to liaise with CDMO on workplace safety issues;
- 4.11.4 Provide instructions and training and monitor the plant, material, equipment and work to be carried out in the University; and
- 4.11.5 Take reasonable steps to ensure the statutory requirements and the University health, safety and fire protection policies, standards and procedures are understood.

5 EMERGENCY PROCEDURES FOR STAFF & STUDENTS

(Please refer to the Annex for details.)



Annex 1 - Emergency Procedures for Staff & Students

Emergency Procedures

In order to maintain the safety of staff and students, to reduce the happening of incidents as well as to enhance the efficiency of emergency handling, Emergency Procedures were issued by Campus Development and Management Office, and subject to review and amendment when necessary.

1. Main principles of the procedures

In case of emergency when lives or University facilities are under danger, it is critical to minimise injury as well as loss of property. It is necessary to follow these principles when you come across emergency:

- a. Ensure personal safety of all users
- b. Protect University facilities
- c. Maintain the operation of academic programmes

Please contact our staff for assistance through 3963 5166 (24hr Security) located at 3/F Academic and Administration Building (Block M), or security guard posts located at the following locations:

- G/F of S H HO Academic Building (A);
- G/F of Lee Shau Kee Complex (B);
- G/F and 1/F of LEE Quo Wei Academic Building (D); and
- G/F of Academic and Administration Building (Block N).

More details being provided to our staff concerning the case would be very useful, including the location of incident, people and facility involved, if any.

Our security staff will come to the scene to provide assistance. They may contact Police, Fire Services or Ambulance when necessary.



2. Fire

If you come across fire:

- a. Stay calm. Warn others around you.
- b. Activate the break glass in the corridor to sound the fire alarm bell.
- c. Do not use any lift, always use the stairs. Close the doors when you are leaving.
- d. Contact our staff for assistance through 3963 5166 (24hr Security). More details being provided to our staff concerning the case would be very useful, including the location of incident, people and facility involved, if any.
- e. Dial 999 as well if you see someone lost consciousness, or being hurt and bleeding heavily. Please inform our security afterwards.
- f. If you have left the building, do not return until it is confirmed safe by the Fire Services Department.

If you hear fire alarm:

- a. Stay calm. Warn others around you.
- b. Do not use any lift, always use the stairs. Close the doors when you are leaving.
- c. Dial 999 as well if you see someone lost consciousness, or being hurt and bleeding heavily. Please inform our security afterwards.
- d. If you have left the building, do not return until it is confirmed safe by the Fire Services Department.



3. Injury

a. If you come across minor injury, contact our staff for assistance through 3963 5166 (24hr Security), or you may come to our Security Control located at 3/F of Academic and Administration Building (Block M), or security guard posts located at the following locations:

- G/F of S H HO Academic Building (A);
- G/F of Lee Shau Kee Complex (B);
- G/F and 1/F of LEE Quo Wei Academic Building (D); and
- G/F of Academic and Administration Building (Block N).

In case there is no first aider, please contact Physical Education Unit of Student Affairs Office through 3963 5366.

b. You may also refer to the following locations of First Aid Boxes and apply first aid:

Building	Locations
A	G/F Library G/F Security (St John Ambulance First Aid Box) 1/F Library 2/F Library 4/F Pantry R/F Printing Room
B	G/F Service Counter (St John Ambulance First Aid Box) G/F Pool Office (St John Ambulance First Aid Box) 2/F Fitness Room Counter (St John Ambulance First Aid Box)
D	G/F (St John Ambulance First Aid Box) 7/F Pantry 8/F Pantry
M	2/F Building Services Unit 2/F Campus Development and Management Office 3/F Security (St John Ambulance First Aid Box) 4/F Printing Room 5/F Pantry M614 Pantry M805 IT Services Centre M1103 Meeting Room
Old Hall	1/F Pantry 1/F Workshop 2/F Staff Pantry 2/F Hostel Pantry
N	N101 Registry Office



Contents of St. John First Aid Kit:

Hints on First Aid	Alcohol
First Aid at a glance	Oral Thermometer
Triangular Bandage	Eye irrigation lotion
Crepe Bandage 2", & 3"	Dressing Scissors
Adhesive Dressing	Tweezers
Sterile Eye Pad	Kidney Dish
Sterile Gauze 2" x 2", & 3" x 3"	Torch
Sterile Wound Dressing - Medium size (No. 14), & - Small Size (No. 13)	Safety Pins
Absorbent Cotton Cool	Cold Pack
Plaster Adhesive	Ball Pen
Resusci Face Shield	Note Book
Disposable Plastic Glove	Disposable Surgical Face Mask
Antiseptics	

Contents of General First Aid Kit:

Hints on First Aid	Alcohol
Triangular Bandage	Oral Thermometer
Crepe Bandage 2", & 3"	Eye irrigation lotion
Adhesive Dressing	Dressing Scissors
Sterile Eye Pad	Tweezers
Sterile Gauze 2" x 2", & 3" x 3"	Safety Pins
Absorbent Cotton Cool	Cold Pack
Plaster Adhesive	Note Book
Disposable Plastic Glove	Disposable Surgical Face Mask
Antiseptics	

- c. For serious injury, you may contact our staff for assistance through 3963 5166 (24hr Security), or you may come to our Security Control located at 3/F of Academic and Administration Building (Block M), or security guard posts located at the following locations:
- G/F of S H HO Academic Building (A);
 - G/F of Lee Shau Kee Complex (B);
 - G/F and 1/F of LEE Quo Wei Academic Building (D); and
 - G/F of Academic and Administration Building (Block N).

In case there is no first aider, please contact Physical Education Unit of Student Affairs Office through 3963 5366.



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- d. Dial 999 as well if you see someone lost consciousness, or being hurt and bleeding heavily. Please inform our security afterwards.
- e. Moving the injured person is not recommended unless under dangerous environment.
- f. Make sure you are safe while waiting for assistance.

4. Illness

- a. In case of illness or if you see someone in illness, you may contact our staff for assistance through 3963 5166 (24hr Security), or you may come to our Security Control located at 3/F of Academic and Administration Building (Block M), or security guard posts located at the following locations:

- G/F of S H HO Academic Building (A);
- G/F of Lee Shau Kee Complex (B);
- G/F and 1/F of LEE Quo Wei Academic Building (D); and
- G/F of Academic and Administration Building (Block N).

In case there is no first aider, please contact Physical Education Unit of Student Affairs Office through 3963 5366.

- b. Dial 999 as well if you see someone lost consciousness, or being hurt and bleeding heavily. Please inform our security afterwards.
- c. Our staff will assist to relocate the involved person with wheel chair when possible.

5. Lift Trap

- a. If you notice someone being trapped inside the lifts, contact our staff for assistance through 3963 5166 (24hr Security), or you may come to our Security Control located at 3/F of Academic and Administration Building (Block M), or security guard posts located at the following locations:

- G/F of S H HO Academic Building (A);
- G/F of Lee Shau Kee Complex (B);
- G/F and 1/F of LEE Quo Wei Academic Building (D); and
- G/F of Academic and Administration Building (Block N).

- i. Inform the persons inside the lift that you have contacted the Security. This helps to calm the persons inside.
 - ii. Do not try to force open the lift doors, tell the persons not to do so either since it may make things worse.
- b. If you are trapped inside the lift, push the alarm button to inform our staff.
 - i. When our security staff answers the intercom, tell them where you are.
 - ii. While waiting for assistance, do not try to force open the lift doors.
 - iii. If you feel uncomfortable, inform our staff immediately and we will seek assistance from Fire Services Department and Ambulance.
 - iv. While the lift doors are being opened, stay away to avoid any potential danger. Afterwards, you may leave the lift as informed.

6. Crimes

- a. If you observe any crime including but not limited to theft, burglary, vandalism, assault, etc, contact our staff for assistance through 3963 5166 (24hr Security), or you may come to our



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Security Control located at 3/F of Academic and Administration Building (Block M), or security guard posts located at the following locations:

- G/F of S H HO Academic Building (A);
 - G/F of Lee Shau Kee Complex (B);
 - G/F and 1/F of LEE Quo Wei Academic Building (D); and
 - G/F of Academic and Administration Building (Block N).
- b. Be cautious and make sure you are safe. Dial 999 as well if you see someone lost consciousness, or being hurt during the crime. Please inform our security afterwards.



7. Useful Contacts

Contacts information for emergency

The following list of contacts will be useful in case of emergency:

Emergency Contacts	
a. HSUHK Campus Security (24hrs)	3963 5166
b. Campus Development and Management Office Help Desk (office hours)	3963 5100
c. Emergency	999
d. HKSAR Customer Service Hotline	1823
e. Contact for Ambulance	2735 3459
f. Fire Services Inquiry Hotline	2723 2233
g. Siu Lek Yuen Fire Station	2647 7515
h. Siu Lek Yuen Police Station	2636 8214
i. Home Affairs Department	2551 0111
j. Water Services Department	2824 5000
k. Drainage Services Department	2300 1110
l. Food and Hygiene Department (Sha Tin)	2634 0112
m. Weather Report	1878 200
n. Hong Kong Observatory Inquiry	2926 8200 / 2926 8476
o. China Light and Power	2728 8333
p. Towngas Company (24hrs)	2880 6988 / 2880 6999
q. Pest Control Unit (FEHD)	2606 5653
r. Agriculture, Fisheries and Conservation Department	2733 2235