

# Department of Mechanical Engineering, The University of Hong Kong

## Safety Awareness Declaration & Door Access Application Form (for Group Users)

**Important Note**

1. This form is to be used by UG and TPG project groups for their project, which will be carried out in laboratory or workshop in Department of Mechanical Engineering, The University of Hong Kong. Project group and the project supervisor should provide information about the project and declare that the use of hazardous substance or equipment has been covered by sufficient safety measures to control the risk to an acceptable level. Under the guidance of the Project Supervisor and technical staff-in-charge (TIC) of the premises, Group Leader will represent the groups to complete this form which is available in <http://me.hku.hk/eform/SADDAAForm-Group.pdf>. This form is to be endorsed by the Project Supervisor in Part III and the Premise Supervisor in Part VI. This form is not applicable for non-HKU members.
2. This form is only for **ONE** laboratory or workshop, as in Part II.
3. This should be duly completed before any group is allowed to work in the laboratory/workshop. No group members should be able to wipe their own student cards to enter the laboratory/workshop beforehand. Year 2 student member(s) in this form will only be allowed to work in the laboratory or workshop but he/she should NOT get his/her own access right because he/she is supposed to work with other senior members.
4. By default, members will only be allowed to work in the laboratory or workshop in the application during **office hours**, unless the TIC or the Project Supervisor is/are accompanying with the work. Non-office hour access is only permitted if no **complaint is recorded for any members after two months of the application**.
5. Premise Supervisor or Departmental Safety Representative (**DSR**) may request the group to make a declaration again if new hazard(s) appear(s) in the premise.
6. In case of an emergency, project group members should call for help from the Security Office (**39172882**) or dial **999** and inform Project Supervisor and TIC and Premise Supervisor / Department Safety Representative at the appropriate time.
7. The validity of the declaration and door access right will automatically expire on 31 August every year. Members in this group should make the declaration again for keeping the privilege of working in the laboratory/workshop.
8. TPG project group should lead by one RPG, who is the leader of the group. Another TPG can be the associate leader of the group. Their phone numbers should be provided in this application. Leaders should inform TIC and the premises supervisor if the numbers are changed.
9. Upon the endorsement by the Premise Supervisor in Part IV, this form should be filed by the TIC of the laboratory / workshop.
10. Normally, Part VI should be endorsed by the Premise Supervisor. If the Project Supervisor is the same as the Premise Supervisor, it should be endorsed by the **DSR** in Part VI.

**Part I: Particulars of the Project Group**

Project Title / Group Name: \_\_\_\_\_ Capstone Project number (if any): \_\_\_\_\_  
 Name of Project Supervisor: \_\_\_\_\_ School year: \_\_\_\_\_

Leader name: _____ Department: _____ UID: _____ Tel. No: _____ HKU Email: _____	Associate leader name: _____ Department: _____ UID: _____ Tel. No: _____ HKU Email: _____
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Member Name	UID	HKU Email.	Department	Year

**Part II: Information of the laboratory/workshop in which the project to be carried out**

Room Number: \_\_\_\_\_ Laboratory Name (if any): \_\_\_\_\_

Name of Premise Supervisor: \_\_\_\_\_

Name of TIC of the laboratory / workshop: \_\_\_\_\_

### Part III: Safety Awareness Declaration (to be completed by the Group Leaders):

- I, \_\_\_\_\_ hereby confirm to represent our group to make the declaration below.
- ✓ We have read the Regulations/Guidelines in <https://www.mech.hku.hk/safety>, <https://www.safety.hku.hk/> and “Poster on Laboratory / Machine-Shop Safety Regulations”.
  - ✓ We have consulted the placard on the laboratory/workshop door for the applicable hazard(s) and protective measure(s)
  - ✓ We have aware that our project involves the use of the following hazardous substances and/or equipment, (please tick relevant box(es) below):
    - Biological agent: \_\_\_\_\_
    - Chemicals: \_\_\_\_\_
    - Machinery / Electrical tools: \_\_\_\_\_
    - Ionizing / Non-ionizing Radiation: \_\_\_\_\_
    - Liquid Nitrogen: \_\_\_\_\_
    - High-Power Laser: \_\_\_\_\_
    - Fume Cupboards: \_\_\_\_\_
    - Engineering Nanomaterials/particles: \_\_\_\_\_
    - Other hazards (please specify): \_\_\_\_\_
  - ✓ Under the guidance of our project supervisor, we have assessed the risks and taken safety measures to carry out the project safely in the laboratory / workshop in Part II.
  - ✓ We know we should call for help from the Security Office (39172882) or dial 999 for emergency and inform group supervisor/ tech. staff-in-charge/DSR at the appropriate time.
  - ✓ We know that no food and drink is allowed in a laboratory or workshop.
  - ✓ We know that none of us should work alone in laboratory or workshop.
  - ✓ We are aware of the fire escape route, which has been shown in the laboratory or workshop.
  - ✓ We are aware of the location of first aid box, spillage kit & firefighting equipment.
  - ✓ We are aware of the use of personal protective equipment and how we can get it if necessary.
  - ✓ We understand that the consequence of violating any of these regulations is sufficient grounds to immediately revoke the privilege of our **GROUP** working in the laboratory/workshop.
  - ✓ Upon completion of the project, we will clear away sundry items and department can throw away the unclaimed sundry items in the laboratory/workshop.

Signature of the Group Leader: \_\_\_\_\_

Date: \_\_\_\_\_

### Part IV: Endorsement by the Project Supervisor

*I endorse the above safety declaration made by my project group and confirmed they have read the details of the application.*

\_\_\_\_\_  
Name and signature of Project Supervisor

\_\_\_\_\_  
Date

### Part V: Declaration by the Technical staff-in-charge (TIC) of the laboratory/workshop

*I have gone through the necessary safety measures in the laboratory/workshop with the group leader.*

\_\_\_\_\_  
Name and Signature of TIC  
of the laboratory/workshop

\_\_\_\_\_  
Date

### Part VI: Endorsement by the Premise Supervisor

*I endorse the right of the project group to work in the laboratory / workshop.*

\_\_\_\_\_  
Name & Signature of the Premise Supervisor

\_\_\_\_\_  
Date