

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF MECHANICAL ENGINEERING

POSTER ON LABORATORY SAFETY REGULATIONS

1. Hazard(s) in the laboratory are identified on the Health & Safety Information Placard posted outside the laboratory door. The laboratory regulations in this poster should not be treated as exhaustive. More comprehensive regulations can be viewed at <http://www.mech.hku.hk/safety/Main.html>
2. All personnel in this laboratory **MUST** understand and follow the applicable safety regulations at **ALL** times. Violation of these regulations is sufficient ground to revoke user's laboratory privilege by the technical staff-in-charge who is responsible to uphold the regulations. If the act of upholding the regulations fails, the technical staff-in-charge should report the incident to the DSR as soon as possible.
3. Unauthorized experiments, are strictly prohibited.
4. Hazardous areas in the laboratory are identified by yellow/black hazard warning tape. Never perform experiment within these areas alone or use any items inside these areas alone. Eating and drinking within these areas are also prohibited. Operating any equipment with exposed high speed moving/rotating part(s) after drug that may cause drowsiness is strictly prohibited.
5. Long hair **MUST** be tied. Loosened clothes, shorts and open-toed shoes, such as slippers, pumps and sandals, must **NOT** be worn. Shoes **MUST** provide adequate protection of your feet and **MUST** cover the whole feet. Proper protective gear(s) **MUST** be worn when working in designated areas.
6. All chemicals must be treated as poisons and properly labelled. Work with chemicals only when you are familiar with their properties: flammability, reactivity, corrosiveness, toxicity, etc. The endorsement from the technical staff-in-charge must be obtained if you intend to bring any chemical into the laboratory. Unknown chemicals will be expropriated without notice. All waste organic solvents must be disposed in specially marked containers ("WASTE SOLVENTS"). Disposal of organic solvents into the drains is strictly prohibited. Please refer to the material safety data sheets in the laboratory.
7. All chemicals must be kept safely in their proper place. Spills must be cleaned up immediately and properly. Safety Office should be consulted in disposal of unidentified chemicals.
8. Any work involving combustibles, volatile organic compounds, toxic gases, airborne particulates and unpleasant odours must be conducted in ventilating hoods. For maximum protection, the sash should be kept as low as practicable. If no one is working with a ventilating hood, the sash should be shut.
9. Be aware of the location of the first aid materials/facilities, chemical spill kits, fire-fighting equipment and the fire escape route.
10. In an emergency, the technical staff and the fire warden have **TOTAL** authority to evacuate the laboratory. Evacuation orders **MUST** be followed. If fire alarm is on, unless it is on testing intermittent mode, all personnel in the laboratory must evacuate immediately.
11. Report all accidents, injuries (no matter how minor), near-misses and repeated violations of safety regulations to the staff listed in the Health & Safety Information Placard and the Departmental Safety Representatives as soon as possible. (See Section 9 & Section 10)
12. Be sensible and be alert at all time. The life you save may be yours.

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DEPARTMENT OF MECHANICAL ENGINEERING

POSTER ON MACHINE SHOP SAFETY REGULATIONS

1. The hazard(s) in the machine shop is(are) identified on the Health & Safety Information Placard posted outside the door. The applicable regulations and checklists can be viewed via www.hku.hk/mech/safety/Main.html. The regulations in this poster should not be treated as exhaustive.
2. All personnel in machine shop must understand and follow the applicable safety regulations at all times. Violation of these regulations is sufficient ground to revoke user's privilege by the technician who is responsible to uphold the regulations. If the act of upholding the regulations fails, the technician should report the incident to the Departmental Safety Representatives as soon as possible.
3. Unauthorized use of machinery, unauthorized experiments, eating and drinking are strictly prohibited. Operation of any machinery after drug that may cause drowsiness is strictly prohibited.
4. The entire machine shop is regarded as a hazardous area. All works to be done should be approved by the technician-in-charge. Never operate any machinery, perform experiment or work alone in this area. At least one licensed operator should be present in the machine shop while the other licensed operator is operating a machinery. The list of licensed operators is kept by the technician-in-charge. Unlicensed operators can only operate an machinery under the close supervision of a technician.
5. All licensed operators must know how to use the emergency stops of all machineries and the safety precautions of the handheld tools. If necessary, contact technician-in-charge for any details.
6. Long hair **MUST** be tied. Loosened clothes, shorts and open toed shoes, such as slippers, pumps and sandals, must **NOT** be worn. Shoes **MUST** provide adequate protection of the feet and **MUST** cover the whole feet. Proper protective gear(s) **MUST** be worn when working in machine shop.
7. Be aware of the location of the first aid materials/facilities, fire-fighting equipment and the fire escape route.
8. In an emergency, the technician and the fire warden have **TOTAL** authority to evacuate the laboratory. Evacuation orders **MUST** be followed. If fire alarm is on, unless it is on testing mode, all personnel in the laboratory must evacuate immediately.
9. Report all accidents, injuries (no matter how minor), near-misses and repeated violations of safety regulations listed in the Health & Safety Information Placard to the technician-in-charge or the Departmental Safety Representatives as soon as possible.
10. Everything should be kept neat and tidy to reduce the risk of accident. Be sensible and be alert at all time. The life you save may be yours.