



January 31, 2012

To: List "C"

Annual Workshop for Departmental Safety Representatives
29th February 2012

As we did in the past, the Safety Office will be holding our annual workshop for Departmental Safety Representatives (DSR) again this year. The details are as follows:

Date: 29th February 2012 (Wednesday)
Time: 2:00 p.m. – 5:00 p.m.
Venue: Wang Gungwu Theatre Hall, Graduate House

Following from last year's theme on "Accident Management", we would make "Proactive Monitoring" the theme of this year's Workshop. In the Workshop, DSRs will have an officer of the HK Labour Department, colleagues of the Safety Office and an invited DSR speak to them on different levels of proactive monitoring. DSRs will also be updated on the latest health and safety developments in the University.

May I ask you to nominate your DSRs or other relevant staff to attend this Workshop by filling in and returning the attached reply slip to the Safety Office as soon as possible and not later than 17 February 2012.

Thank you.

Yours sincerely,

Dr Edmund Hau
Director of Safety

EH/ii
Encl.

c.c. Prof. J.G. Malpas – Vice Chancellor's Office
All Safety Representatives (by email)



Annual Workshop for Departmental Safety Representatives, 2012
Reply Slip

Date: _____

To: Director of Safety (fax: 2858 7159) or email safety@hku.hk

From: _____ (Dean/Head)

Faculty/Department/Office: _____

Date: 29th February 2012 (Wednesday)

Time: 2:00 p.m. – 5:00 p.m.

Venue: Wang Gungwu Theatre Hall, Graduate House

Name of DSR (or other staff)	Post	Email	Phone Number

Please email safety@hku.hk or fax (2858 7159) this reply slip to the Safety Office as soon as possible.