Training for Departmental Safety Representatives

Presented by the HKU Safety Office
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Part 1

Policy and Arrangements

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This part covers

- How Health and Safety is managed – Safety Management System
- HKU’s Safety and Health Policy
- Safety Organisation and Implementation
- Duties of Departmental Safety Representatives
- Roles of the Safety Office
Imagine that a colleague of yours was electrocuted in a laboratory when working at the water bath. He received an electric shock from the bath due to a damaged electrical cable as it entered the equipment. A “repair” using adhesive tape had been made at this location some months prior to the accident.
Who Is Responsible?

- The victim himself?
- Colleagues in same research group?
- Lab. Technician?
- Research supervisor (P.I.)?
- Department head?
- Safety representative?
- Safety office?

- Dean?
- Pro Vice Chancellor?
- Vice Chancellor?
- Council?
H&S Management System

- No difference from other types of management systems
- Many theories and approaches
- A good system has to be tailor-made to suit particular situation
Health and Safety Management

- Review status
- Set policy and assign responsibilities
- Allocate resources
- Organise people
- Assess risk; plan for control arrangement
- Implement the plan/arrangement
- Monitor outcomes
- Review the program
Matrix of Risk Assessment

<table>
<thead>
<tr>
<th>Minor consequences</th>
<th>Tolerable Risk</th>
<th>Intolerable Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low chance of accident</td>
<td></td>
<td></td>
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<tr>
<td>High chance of accident</td>
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Risk = consequence of hazard $\times$ chance
What is the risk?
Safety and Health Policy – Policy Statement

HKU is committed to ensuring the safety and health of all its employees, students and visitors

- Both on and off campus
- Legal compliance
- Promotes international safety standards
- Identify hazards, assess and manage risks
- Ensure employees and students, etc. receive training
- Deans, Heads of Departments and other budget holders are primarily responsible
- All individuals have responsibility to take reasonable steps to protect themselves and others from foreseeable risks.
Organization and Arrangements

- The University Council
- The Vice-Chancellor
- The Safety, Health and Environment Committee (SHEC)
- The Safety Office
- The University Health Service
- Estates Office
- Deans of Faculties
- Heads of Departments
- Supervisory Staff
- Departmental Safety Representatives
- All staff and students
Responsibilities of Heads

All budget holders are responsible for ensuring that any risks to safety and health within their area of responsibility are properly identified and controlled.

- Develop departmental safety policy and codes
- Assess and control risks
- Maintain safe work place
- Appoints safety representative and fire warden
- Make supervisors aware of their safety responsibility
- Safety training
- Report and investigate accidents and incidents
Responsibilities of DSR

Each department should appoint at least one safety representative whose responsibilities are to assist the Heads in fulfilling their safety responsibilities and can include:

- Inform Head of Department and the Director of Safety of special hazards;
- Ensure that new members are informed of safety policy and procedures;
- Identifying safety training needs;
- Ensure machinery and equipment maintained and used in a safe condition;
- Ensure that first aid, personal protective equipment and safety facilities are provided and properly maintained;
- Consult with the Director of Safety, to promote, plan, and direct a safety inspection programme;
- Ensure that accidents are reported promptly;
- Report non-compliance to the Head;
- Maintaining liaison with the Director of Safety and the Director of University Health Service; and
- Investigate accidents and incidents.
**DSR – Why me?**

- You are not on your own
- Safety Office is here to help and support, as your working partner
- Ultimate goal is to ensure people in your department work and study in a safety manner, and in a safety environment
- Remember – the Head of Department is ultimately responsible
Responsibility of the Safety Office

The Safety Office assists the SHEC in fulfilling its responsibilities. It also assists Faculties, Departments and others to meet their obligations. Its duties include:

- ..... 
- ..... 
- assisting Departmental Safety Representatives in implementing safety and health policies with respect to standards and procedures; 
- ..... 

A working Partner with DSR
Safety Office

- Fire/general industrial safety - **Mr Rheo Lam**
- Biological Safety and Laboratory Safety - **Dr Mike Mackett**
- Radiation Safety - **Dr John Leung**
- Chemical Safety/ hazardous wastes – **Mr Peter Yeung**
- Environmental and Occupational Hygiene – **Ms Winnie Tam**
- Construction safety and workshop safety – **Mr Edward Kwok**
- Policy matters and overall responsibility – **Dr Edmund Hau**

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End of Part 1

Thank you