

Health & Safety Information Placard

Policy

Experience has demonstrated that occasional incidents of flooding and chemical spills at HKU could have been dealt with more expeditiously if relevant information was readily available. A pilot trial was recently carried out in the Department of Chemistry, and arrangements

have since been extended to cover all departments that contain hazards indicated on the placard legend. The Fire Services Department and Occupational Safety and Health Inspectors also expect this type of hazard information to be provided.

Responsibilities

The Department Head must:

- arrange to be posted on the entrance door to each laboratory, workshop and any other area of potential hazard a laminated copy of the health and safety placard.
 - ensure all relevant data is included, especially contact numbers for staff in cases of emergency.
 - review the placard at least annually to ensure all information is correct and to date the placard annually to confirm it is up to date.
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Department Safety Representatives will:

- regularly review the hazards within the rooms and update the placard with any new hazard as it is introduced.

Prepared by: Safety Office	Approved by: Safety, Health & Environment Committee	Issue Date: Oct. 2006
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Guidance

Purpose

One purpose of the health and safety information placard is to inform anyone about to enter the room that hazards exist inside, what they are and whether some form of personal protection is required. This should be useful to warn non-regular entrants such as visitors, maintenance staff and contractors.

In addition, in the event of an emergency which could be life threatening or where equipment or possessions can be damaged the person present will immediately have some contact numbers to call for assistance. In such circumstances the person responsible for the room or laboratory may be the only person who knows the details of the room's contents and his/her knowledge could make a huge difference in how the incident is handled.

Finally, the attending emergency service will have immediate information to hand to indicate the possible hazards they are likely to face if they have to enter the room.

Placard Details

The placards, in **A3 size**, are to be posted on all laboratory and workshop doors, and doors of all other rooms which contain potentially hazardous substances or articles.

1. The placard is in **Excel format**. After [Downloading](#) to a hard disk or floppy, it can be customized with the Excel commands.
2. Complete the data fields and in particular ensure all the responsible persons details are included together with their emergency contact numbers.
3. To select appropriate warning and advisory labels refer to the attached explanatory notes.
4. The symbols and wordings can be highlighted, deleted or moved by drag and drop using the mouse.
5. Print in **A3 size**, laminate for durability and post securely on the outer door of the relevant room.
6. If only A4 colour printer is available, enlargements are available from the reproduction company in Room 420, Knowles Building.
7. The document is only any good if it kept up to date. Arrangements should be made to ensure the placard is reviewed on a 6-monthly basis, so please print review date on placard.

If you require any further information, please contact Mr. Peter Yeung of Safety Office at 2859 2402.

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