

Occupational Health and Safety Induction

Policy

All new members of staff, research workers and students need some induction on health and safety matters on joining the University.

The extent of the induction process and the information and training that needs to be given will be highly dependant on the activity the new person is about to undertake. The Occupational Safety and Health Ordinance (Cap 509 s. 6(2))

indicates that it is a requirement for all employees to receive such information, instruction, training and supervision as may be necessary to ensure their safety and health whilst in employment.

To assist Department Heads the attached induction sheet has been prepared.

Responsibilities

Department Heads must:

- as soon as possible on the arrival of new staff or postgraduate students and researchers must ensure the supervisor works through the checklist so the new staff member has an appreciation of the health and safety requirements of the University and department.
- ensure that the check list has been completed and forwarded to appropriate staff.
- arrange, where the checklist identifies a training need, appropriate training.

Safety Representatives should:

- maintain a register of all staff and keep the induction forms for record keeping and to check all matters have been addressed.

Guidance

The checklist is attached. The procedure is simple such that on completion the document should be checked by the safety representative

and a copy filed in the personal file of the individual.

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

Occupational Safety & Health Induction

Dear Colleague,

Welcome to the University of Hong Kong. This checklist is provided as an indication of some of the actions or issues which should be covered as you are introduced to your duties in your School or Department. It will also act as a reminder to your colleagues of what should happen, or what you should be told as you join them.

Please tick off [✓] each aspect when it has been covered, or when you have been given the required information. (This checklist relates to health & safety issues only. For other issue please contact your Head of Department or appropriate Administrative Department.)

1. Reception

- Introduction to supervisor/manager
- Introduction to colleagues/co-workers
- Introduction to Head of Department
- Introduction to Departmental Safety Representative

2. Departmental Layout

- Tour of department
- Entrances and Exits (including Emergency Exits and Assembly Points)
- First Aid and First Aiders
- Personal workplace and storage of personal belongings
- Location of toilets and washing facilities
- Pantry & dining facilities

3. Departmental Safety

- Local safety organization
- Local safety rules and procedures
- Fire drill and alarm procedures
- Fire extinguishers: location and use
- Local safety hazards
- Health & Safety Legislation
- Your health & safety responsibilities
- University Safety Policy
- Safety training
- Emergency Procedures
- Typhoon & Rainstorm Signals
- RGC Grant Application safety issues
- Environmental issues
- Others

Please sign below to confirm that all the appropriate items from the above list have been addressed in your introduction to your workplace:

Name: Position:

Department:

Signature: Date:.....

Supervisor or Departmental Safety Representative's Name:

Signature:

Please send copies of the completed form to your departmental safety representatives, department head and Director of Safety via email safety@hku.hk Thank you.