

Departmental Safety Representatives



The University of Hong Kong

Libraries

Caring Collaborative Creative
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4 March 2010



Outline

1. Background information
2. Safety management system
3. Experience sharing
4. Challenges and satisfaction
5. Support given and needed



Premises



Scattered in 8 buildings of 5 locations

- ✿ Pokfulam Road Campus: Main Library, Education Library, Law Library and Music Library
- ✿ Sassoon Road Campus: Medical Library
- ✿ Prince Philip Dental Hospital: Dental Library
- ✿ Kennedy Town Centre: Technical services office on 8/F, 9/F & 10/F
- ✿ Hing Wai Centre: Bindery and remote storage on 14/F and 31/F

Total floor size: 24,363 sq. m.

Organization and Jobs

☀ Staffing: Around 240 staff FTE; many are temporary part-time staff

☀ 16 divisions organized under 6 teams

☀ Job nature:

- Computer work; hardware & software maintenance

- Manual handling of library materials, furniture and equipment; cleaning, etc.

- Book binding and preservation involving heavy machinery



Challenges

- ❖ Scattered work locations
- ❖ Wide variety of jobs and equipment
- ❖ Library user and contractors
- ❖ Aging premises and equipment
- ❖ Lack of storage
- ❖ Staff turnover
- ❖ Inertia and fears to change
- ❖ Heavy workload and tight schedule

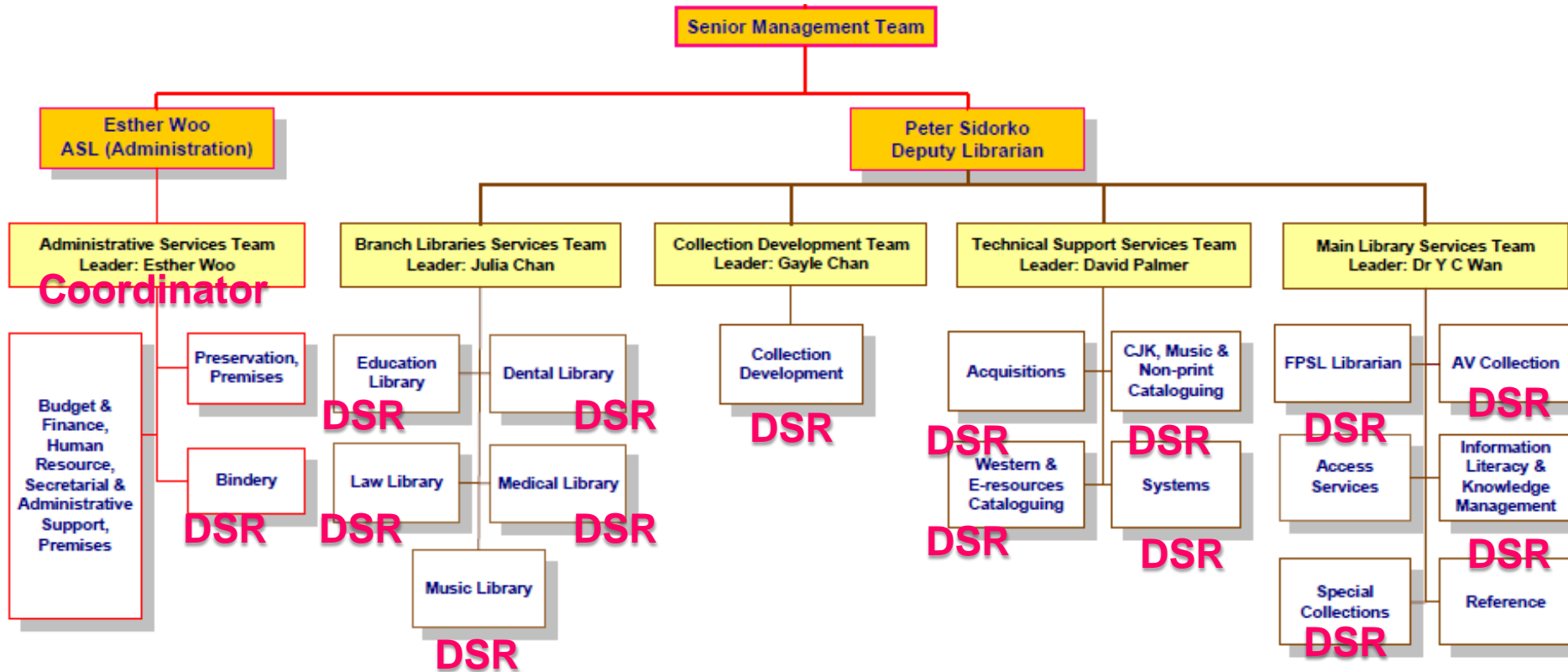


Safety Management System

Distributed responsibilities

- **1 Departmental coordinator** (Administrative Services Team Leader with the assistance of administration staff)
 - Convene meetings and identify library-wide issues
 - Liaison with DSRs, library management , Director of Safety and Director of UHS
 - Documentation and records
- **15 DSRs** for divisions and branches
 - Education and promotion
 - Monitoring, reporting
 - Recommendation for improvement

Dr. Anthony Ferguson Librarian



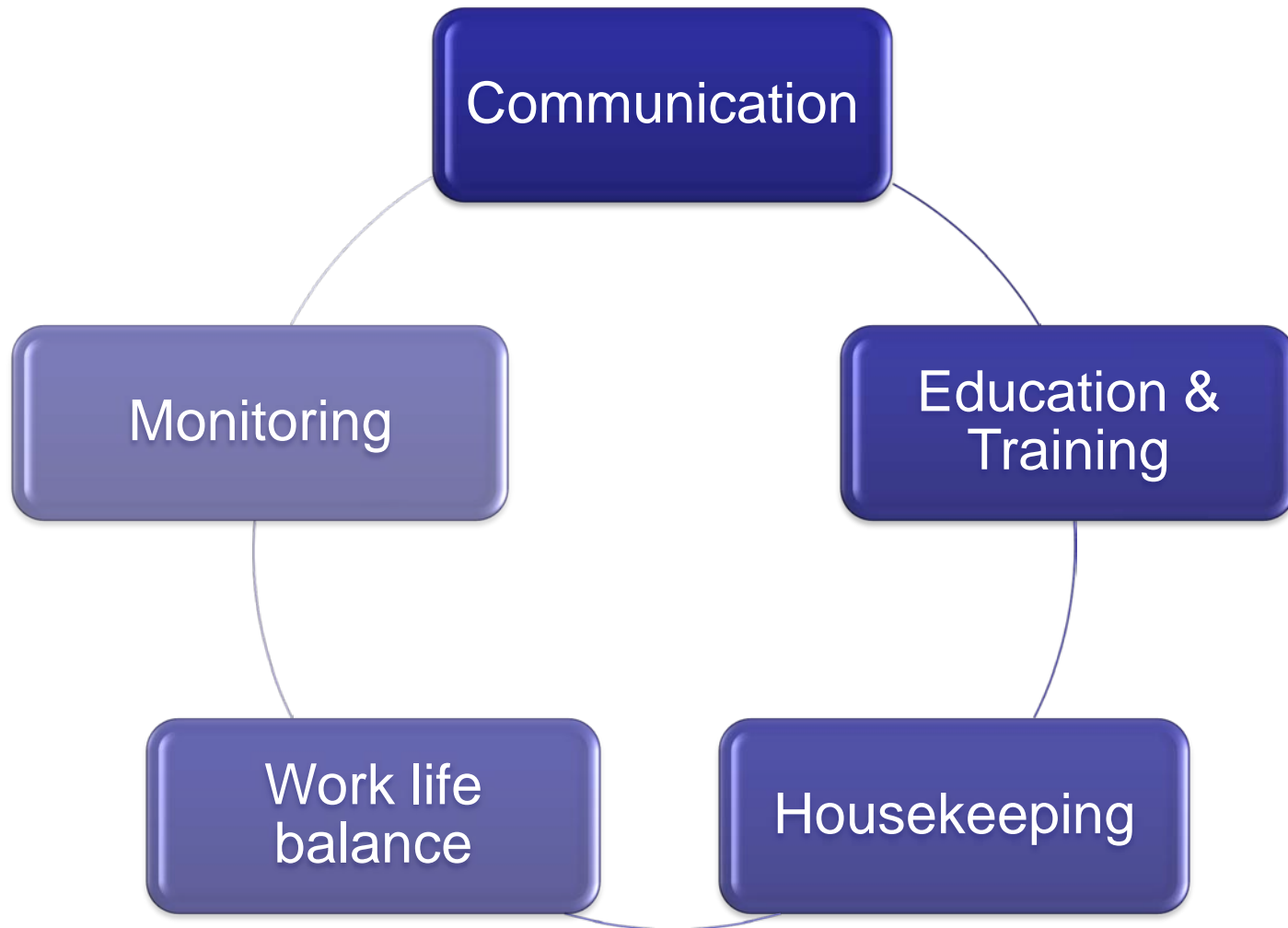
Safety Management System

Documentation and records

- Library intranet webpage – policy; guidelines; useful internet links; directories of DSRs, first aiders, risk assessors, fire wardens,
- Minutes of DSR annual meetings
- Health & safety checklists
- Risk assessment reports
- Accident reports
- Training information and materials
- Correspondence to staff , SO, UHS and other relevant parties



Approach



Communication

- ❖ Annual meetings of DSRs
 - Review accident statistics and brainstorm preventive measures
 - Identify and discuss departmental health & safety issues
 - Update annual improvement programs
 - Share experience and good practices
- ❖ Handbooks, guidelines, circulars and emails to staff
- ❖ Directories of DSRs, risk assessors, first aiders & fire wardens
- ❖ Publicity in workplace
 - Posters
 - Notices
 - Labels



Monitoring and Housekeeping

- Annual checklists for DSRs
- Statistics and investigation of workplace accidents

➔ Identify problems and areas for improvement

- Regular spot check
- 5S
 - Sort (Seiri)整理
 - Set (Seiton)整頓
 - Shine (Seiso)清掃
 - Standardize (Seiketsu)清潔(制度化)
 - Sustain (Shitsuke)教養

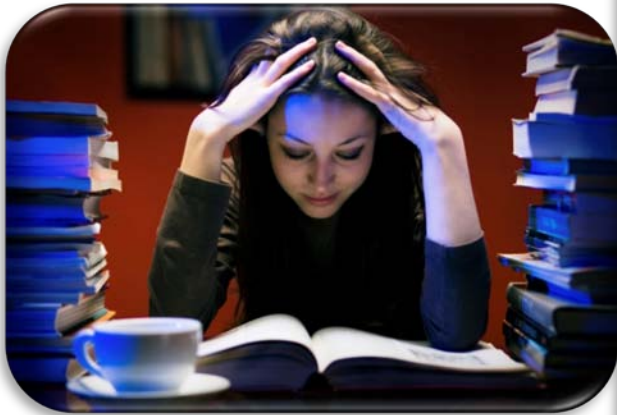


Training

- ✿ Orientation and induction to new library staff
 - Contacts of DSRs & risk assessors
 - Fire safety
 - Workstation arrangement
 - Proper manual handling
- ✿ Workshops organized by Safety Office for risk assessors, first aiders, DSRs, fire wardens, manual workers, cleaners
- ✿ Activities organized by the Staff Development Committee of the Libraries
 - Workshops by UHS on manual handling and computer ergonomics
 - First aid for general staff
 - Briefing before fire drills

Work Life Balance

- ✿ Work break exercise
- ✿ Flexible work schedule
- ✿ Stress management



Satisfaction

- ✿ Raised self awareness of staff to occupational safety and health
- ✿ Less accidents and less sick leave
- ✿ More organized environment and higher efficiency
- ✿ Participation of staff in continuous improvement of workplace
- ✿ Better working relationship



Where to get support?

☀ Safety Office

- Fire Safety
- Working environment and practice
- Construction safety



☀ UHS

- Training – Stress management, manual handling and DSE user, etc.
- Mental health

☀ Estates Office

- Building maintenance (air-con, lighting, noise, etc.)

☀ Library management

More support needed

- ✿ Training for DSRs
- ✿ Motivation for staff to participate in occupational safety and health training
- ✿ Advice or education for staff involved in accidents
- ✿ Introduction of safety concepts to new staff

