Building Technology Laboratory (QT004)
General Safety Regulations

Don’t
• work alone in the laboratory
• wear slippers in the laboratory
• leave powered machine running unattended
• use powered machine without adequate training and laboratory staff supervision
• enter the laboratory machine workshop without permission from the laboratory staff
• smoke or eat in this laboratory

Do
• keep the laboratory clean and tidy
• wear suitable personal protection equipment
• stay within the orange line boundary marked on the floor
• use the lifting table and trolley when moving heavy loads
• use the on-line Health & Safety information to get the most updated safety information: www.bre.polyu.edu.hk/dept/DHSEC/index_safety.htm

EMERGENCY PROCEDURE
If there is an accident, fire or chemical spillage in the laboratory
– Dial 2766 7999 to inform PolyU Campus Security Control Centre
– Alert other people nearby
– inform laboratory staff immediately

2. In case of fire
– Dial 2766 7999 to inform PolyU Campus Security Control Centre
– Alert other students or staff by shouting “Fire! Fire! Fire!”
– Only tackle minor fire with laboratory fire extinguisher at the door
– Leave the laboratory through the EXIT in case of any laboratory danger

Important Telephone Numbers
The PolyU Campus Security Control Centre (2766 7999 or 2766 7666)
Dr. Michael Yam, Chair of Departmental HSE committee (2766 4380)
Mr. Chan Iat-Keong, Departmental Health & Safety Officer (DHSO) (2766 5793)
Mr. Kenneth Lai, Departmental Environmental Coordinator (2766 5793)