

THE HONG KONG POLYTECHNIC UNIVERSITY

HEALTH AND SAFETY POLICY

PART 1: GENERAL STATEMENT OF THE POLICY

- 1.1** It is the policy of the University to ensure, as far as is reasonably practicable, the health and safety of all its staff at work, of students in the course of study and of the general public using University premises. The measures taken as part of this commitment are designed to achieve high health and safety standards over and above compliance with relevant statutory requirements.
- 1.2** More specifically, and within the general policy stated above, it is the University's intention to:
- (a) provide and maintain plants and systems of work that are safe and without risks to health;
 - (b) identify any hazards that may exist in University activities, eliminate these wherever possible and devise procedures to minimise the risks to health and safety that may arise;
 - (c) provide and maintain premises and working environments for all staff and students, including means of access to and egress from such places, that are safe and without risks to health;
 - (d) require the use of protective clothing and equipment necessary to ensure the health and safety of its staff and students;
 - (e) provide such information, instruction, training and supervision as are necessary to ensure the health and safety of its staff and students;
 - (f) provide health and safety education to students so that they leave the University with a positive and responsible attitude towards such matters;
 - (g) conduct University activities in such a way as to ensure that members of the public are not exposed to risks to their health and safety;
 - (h) implement effective measures to monitor the concerted efforts of all parties concerned to ensure the health and safety of staff and students as well as of the general public using University premises; and
 - (i) take any other actions that may be considered necessary in the interests of health and safety.
- 1.3** All responsible personnel, including staff, students, and contractors, are required to support and actively participate in the implementing of this Policy.

PART 2: RESPONSIBILITIES FOR HEALTH AND SAFETY

2.1 President

It is the responsibility of the President and the senior staff member whom he designates as being responsible for health and safety matters to:

- (a) ensure that there is an effective policy on health and safety at work within the University;
- (b) ensure that there are appropriate mechanisms in place to evaluate the effectiveness of the Policy periodically and implement any changes that may be necessary; and
- (c) ensure that there are adequate resources to meet the requirements of the Policy.

2.2 Health, Safety and Environmental Committee

As a committee of the President, the terms of reference of the Health, Safety and Environmental Committee are:

- (a) to advise the President, via the Vice President overseeing the Health, Safety and Environment Office, on health, safety and environmental policies;
- (b) to oversee the implementation of health, safety and environmental policies approved by the Senate;
- (c) to promote safe practices and awareness of environmental health issues within the University;
- (d) to promote and establish environmental protection culture within the University; and
- (e) to keep health, safety and environmental policies under periodic review.

2.3 Heads of Departments/Schools/Institute/Offices/Centres/Units

Responsibility for health and safety in departments rests ultimately with the Heads of Departments/Schools/Institute/Offices/Centres/Units. Their health, safety and environmental responsibilities are to:

- (a) implement the University health, safety and environmental policies through practical departmental arrangements;
- (b) assess the risk inherent in the work of their departments and put controls in place;
- (c) appoint a departmental health and safety officer to carry out duties as assigned;
- (d) provide clearly defined chains of responsibility and lines of communication for health and safety in all areas within their control;
- (e) establish departmental health, safety and environmental committee or alternative means of safety organization;

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- (f) provide the necessary information, instruction and training to enable staff to perform their job in a safe manner;
 - (g) make health and safety training an indispensable element of teaching at all levels;
 - (h) allocate appropriate staff time and resources to meet the requirement of the health, safety and environmental policies;
 - (i) ensure that staff having roles as supervisors carry out their health and safety duties properly;
 - (j) ensure that safety and environmental protection enjoys high priority when contractors and suppliers are selected and controlled
 - (k) ensure appropriate records are kept;
 - (l) ensure the proper supervision of students;
 - (m) suspend or stop any departmental activity that is dangerous or not carried out within departmental health, safety and environmental arrangements; and
 - (n) monitor health and safety performance actively.

2.4 Staff and Students

It is the responsibility of all staff and students:

- (a) to be actively involved in implementing the Health and Safety Policy;
- (b) to take reasonable care at work for their health and safety and all other persons who may be affected by their acts or omissions;
- (c) not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety; and
- (d) to report problems relating to health and safety matters.

2.5 Contractors

It is the responsibility of all appointed contractors to comply with all legal requirements, University health, safety and environmental policies and related requirements. The University requires all contractors to have exemplary health and safety standards.

2.6 Suppliers

Suppliers are required to submit to the University all necessary information about the hazards from and the safety precautions for the use of supplied items such as tools, plants, equipment, materials, substances, etc.

2.7 Affiliate and subsidiary companies of PolyU

It is the responsibility of the board of directors:

- (a) to follow the spirit and practice of the University Health and Safety Policy to develop and maintain their own health and safety management system; and
- (b) to ensure the health and safety management system is audited/reviewed annually.

PART 3: DUTIES AND RESPONSIBILITIES OF HEALTH, SAFETY AND ENVIRONMENT OFFICE

3.1 Duties and responsibilities of Health, Safety and Environment Office are:

- (a) Advising the management of the University/Departments/Schools/Institute/Offices/Centres/Units on the formulation and implementation of the health, safety and environmental policies and the associated programmes.
- (b) Monitoring/auditing the implementation of all health, safety and environmental programmes.

3.2 In order to execute the above duties, the main tasks of Head, Health, Safety and Environment are to:

- (a) advise the University Health, Safety and Environmental Committee on the need to prepare and revise policies and programmes for prevention of workplace injury, occupational disease and environmental contamination;
- (b) prepare draft policies and programmes for prevention of workplace injury, occupational disease and environmental contamination under the direction of the University Health, Safety and Environmental Committee;
- (c) establish an auditing system for health, safety and environmental management systems/programmes;
- (d) advise on breaches or potential breaches of health, safety and environmental legislation;
- (e) advise on occupational safety, occupational health and environmental protection issues;

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- (f) advise on public health issues in conjunction with University Health Services, School of Nursing, Facilities Management Office and other related parties;
 - (g) advise on the selection and control of suppliers and contractors with regard to health, safety and environmental issues;
 - (h) advise on health, safety and environmental related insurance issues;
 - (i) check on laboratory safety and specific hazards like chemical, physical, biological & radiation hazards;
 - (j) investigate accidents and maintain an accident reporting system;
 - (k) monitor chemical hazards, biological hazards and hazardous facilities;
 - (l) conduct hygiene surveys & evaluate the results of monitoring;
 - (m) evaluate the safety of research studies;
 - (n) inspect workplace and assist in the identification of dangerous workplace conditions and the development of control methods;
 - (o) advise on emergency response planning and assist with decontamination of dangerous substances, biological agents and radioactive substances;
 - (p) coordinate, develop and deliver, when necessary, health, safety and environmental training programs;
 - (q) critically examine reports, research and other technical data relating to health, safety and the environment;
 - (r) develop & maintain health, safety and environmental guidance, procedures and codes of practice;
 - (s) conduct and review assessments of risky activities and areas;
 - (t) conduct and review assessments of workstation design and other ergonomic issues;
 - (u) disseminate information on hazard management;
 - (v) advise on the establishment of the health, safety and environmental management systems & audit their effectiveness;
 - (w) liaise with government departments, student unions, staff associations, clubs and user departments on health, safety and environmental issues;
 - (x) develop recording & reporting systems and monitor their maintenance at departmental level; and
 - (y) prepare and issue University environmental reports.

3.3 The Health, Safety and Environment Office shall have the immediate right of inspection of those departmental areas, facilities, installations or apparatus which the Office thinks dangerous.

Appendix 1: Area of Responsibility

The responsibilities for health and safety in various areas of the University are as follows:

Location	Responsible Person
(a) All allocated areas under the Departments, Schools, Institute, Offices, Centre and Units	The Heads of Departments, Schools, Institute, Offices, Centre, Units as the case may be
(b) Library	The University Librarian
(c) Sports facilities Student hostels	Director of Student Affairs
(d) Building fabric, plant rooms, ducts and toilets All open grounds including access road, roof, podium and lawn All car parking areas on campus All circulation routes inside and outside the premises Fong Shu Chuen Hall University staff quarter Dangerous Goods Stores Radioactive waste stores Chemical waste stores Waste water treatment plants Solid waste collection stations Construction sites managed by FMO All unoccupied areas	Head, Facilities Management
(e) Jockey Club Auditorium Chiang Chen Studio Theatre	Head, Culture Promotion and Event Office
(f) Construction sites of capital projects and other projects managed by CDO	Head, Campus Development
(g) Premises managed by HKPUSU	President of HKPUSU
(h) Premises managed by PolyUPA	President of PolyUPA
(i) Staff and student canteens/restaurants, Coffee Lounge, Theatre Lounge & the High Table	Chairman, Catering Committee
(j) Others (places or units not stated in this list)	The person to whom the centre, place or unit is assigned.

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