

HEALTH AND SAFETY TRAINING POLICY

1. Preamble

According to Section 6 of the Occupational Safety and Health Ordinance (CAP 509), the University as an employer is responsible for the health and safety of employees at work. In particular, it states that the employer should provide the employees with such information, instruction, training and supervision as may be necessary to ensure, where practicable, health and safety at work. The University has committed to this legal obligation and agrees to cover our students and others of concern.

2 Policy Statement

The University is committed to provide adequate and appropriate information and training as is necessary to ensure the health and safety of its staff and students.

It is also our aim to provide health and safety education to students so that they leave the University with a positive and responsible attitude towards such matters.

This policy should be read in conjunction with relevant legislative requirements, international standards, codes of practice and guidelines.

3 Duties and Responsibilities

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

Heads of Departments should ensure that their staff, students and workers of contractors (including those hired for installing equipment or providing services) are competent to perform their job in a safe manner and to make health and safety training an indispensable element of teaching at all levels.

3.2 Departmental Health, Safety and Environmental Committee (DHSC)

Parts of the terms of reference of the DHSC are:

- (a) to promote correct health, safety and environmental attitudes of staff and students in all academic departments;
- (b) to make health, safety and environmental considerations an integral part of the curriculum.

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3.3 Departmental Health and Safety Officer (DHSO)

The DHSO is to ensure that new members of the department, staff and students are briefed on health and safety information, arrangements, procedures and related requirements. He/She is to arrange relevant staff training on health and safety and to ensure supervisors carry out their health and safety duties properly.

3.4 Supervisors

A supervisor is responsible for ensuring that every staff member in the department under his/her control has been properly trained so that they can carry out their duties safely without endangering themselves or others. He/She has a responsibility to identify the training needs of all persons in the department under his/her control.

3.5 Contractors

All appointed contractors should comply with the relevant legal requirements on safety training and to achieve exemplary health and safety standards in line with the University health, safety and environmental policies.

3.6 Staff and Students

Employees have a duty and responsibility to seek adequate information and training on tasks assigned. They must attend and participate in any training courses arranged for them by their department. Both staff and students are responsible for conducting their work in accordance with directions and must be aware of their own actions in the workplace which may affect the safety and health of others.

3.7 Health, Safety and Environment Office (HSEO)

HSEO is to coordinate, develop and deliver, when necessary, health, safety and environmental training programs. Specifically speaking, the office is to provide strategic advice on fire safety education. The office shall monitor effectiveness of the action offices on implementation of the policy.

4. Arrangements

4.1 Staff with specific health and safety duties should be competent in managing health and safety of their own business

Staff in a managerial position should be familiar with their health and safety duties and obligations. They may require additional briefing/training to adequately fulfil their responsibilities. Therefore, all new heads of Departments/Schools/Institute/Offices/Centres/Units and their appointed Departmental Health and Safety Officers (DHSO) should be briefed on health and safety issues by HSEO within 30 days of their appointment.

Staff in a supervisory role or having managerial responsibilities like DHSO, laboratory in-charge or workshop managers may require additional training to adequately fulfil their responsibilities.

4.2 All staff members should be trained on basic health and safety when they join the University

In principle, all levels of university employees require some degree of occupational health and safety information and training. This ranges from an induction on health and safety for all staff to certification of competency as required by law for particular tasks. An induction on health and safety is compulsory for all new starters and should be conducted by their supervising department. New staff includes the new employees and those who have encountered a change in job conditions or work environment. The reason behind this is that new staff member is known to be more likely to have accidents than those who have had time to recognize the hazards of the workplace. Provision of information, instruction, training and supervision is important to minimize such accidents from happening. The “New Employee Safety Induction Guideline” can be consulted for further information.

4.3 Assess H&S Training Needs of Staff and Students

Supervisors or other responsible staff in the department should identify the training needs of their subordinates based on the risk of the activities and legal requirements (Please refer to Appendix A on specific training needs required by law and by the University). Before a supervisor allows any untrained or partially trained staff or student to carry out any task, he/she must ensure the staff/student is adequately supervised by a competent person. Once gaps in training/competency are identified, instruction and supervision must be provided and followed up with appropriate training.

The departments should consider the on going health and safety training needs of their staff as a critical issue of staff development in the Annual Development and Performance Review (ADPR).

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The findings should be summarised as a safety training need assessment plan (see Appendix B) for implementation. Similarly, research project in-charges should identify safety training needs of their research associates and assistants. The departments may also identify their H&S training needs through a review of their accident/incident data or job safety analysis record.

For specific fire safety, FMO will assess the safety training needs of the concerned staff and inform HSEO as well as the department on the training needed.

4.4 Student Health and Safety Education

The best way to provide health and safety education to students is to integrate health and safety with their study. The departmental health and safety committee or its alternative means should discuss integrating health and safety into the curriculum and advise the head of the department on their recommendations.

4.5 Competency of Contractor's Employees

Department in-charge of the contractor should set contractual requirements on health and safety aspects for the job and to see that they comply with the requirements. The department may seek assistance from FO on adding appropriate clauses related to this issue in the tender documents. For health and safety competency of contractor's employees, the department may request the contractor to list any relevant communication or training methods used during the works in relation to safety, for example weekly toolbox meetings or safe procedure training as part of the tender submission. The contractor is required to produce evidence that their employees are up to required competence and that the contractor had fulfilled the contractual requirement. If there is a need for employees of the contractor to be informed and instructed on health and safety rules and practice of PolyU so as to make them work safely on campus, the department should arrange for such provisions.

4.6 Provision of Training

For specific operation with health and safety concern, the department should integrate health and safety into the job and student training. The departments may consult HSEO on the provision of general health and safety training and related issues. HSEO will from time to time organize health and safety seminars and training courses. The office may arrange specific training course for individual departments upon request.

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4.7 Record Keeping

To assist in fulfilling the legal requirements as well as health and safety audits, it is essential to maintain accurate training needs assessment plans, details of the training course and training records. The records should be readily accessible and retrievable for inspection and audit. Each department should maintain its own related records on personal base. The HSEO should maintain an updated record on personnel trained on their courses.

4.8 Limitations of Training

Training not only provides an individual with the necessary knowledge and/or skills, but can also improve their attitude towards safety. However, training does not necessarily produce an improvement in performance or the physical conditions directly. To achieve that, we need the co-operation of all staff and students to put what they have learned into practice.

Appendix A: Specific H&S Training Requirements

1. Compulsory Training required by Law

The following operations should be conducted by a Competent Person required by law.

- (a) Abrasive wheel mounting
- (b) Asbestos works
- (c) Autoclaves, boilers and steam receivers operation
- (d) Cartridge-operated fixing tools
- (e) Operation and examination of cranes, hoists and lifting appliances
- (f) Electricity work
- (g) Provision of First Aid
- (h) Operation of irradiating apparatus
- (i) Manual handling assessment and operation
- (j) Usage of Display Screen Equipment and workstation
- (k) Usage of Radioactive isotopes
- (l) Usage of Self-contained Breathing Apparatus
- (m) Confined space work assessment and operator
- (n) Gas welding and flame cutting work
- (o) Operation of load shifting machine or forklift truck

2. Mandatory Training required by the University

Mandatory health and safety training is required for people having special safety supervisory duties or operating hazardous operations:

- (a) Laser Safety - Laser operators working on Class 3B or above
- (b) Laboratory Safety - Staff and Research Students working in chemical and/or biological laboratory
- (c) Dangerous Goods Handling - Staff and Research Students handling Dangerous Goods
- (d) Chemical Waste and Wastewater Management - All staff working in laboratories where chemical wastes and wastewater are produced
- (e) Health and Safety Management Training for Departmental Health and Safety Personnel - All staff assigned by Head of Department holding health and safety responsibilities e.g. DHSOs, laboratory supervisors and workshop managers

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Appendix B: Safety Training Need Assessment Plan

Department:	Staff preparing the plan (1):
Area/Section covered:	Date:

Please prepare the plan based on findings obtained in the ADPR, the induction training, accident investigation and risk assessment of the particular job.

Job category: Staff, students, etc. (1)	Type of training required (2)	Provider of training (3)	Number of staff requiring training	Date of training scheduled	Date training completed	Training record located

Notes:

- (1) The plan could be used by a supervisor of a particular area to review the safety training needs of the subordinates or the DHSO to identify the supervisors and their training needs on behalf of the Head.
- (2) Please refer to Appendix A: Specific H&S Training Requirements on job category that has specific training needs. For a particular type of job, the concerned members may need more than one type of training; therefore, all types should be listed.
- (3) Check with the training provider, e.g. HSEO, FMO, etc. on the provision of training and the time table.