

Health & Safety Office
The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong
Tel : 27665996
Fax : 27640421

健康及安全事務處
香港理工大學
香港 九龍 紅磡
電話 : 27665996
傳真 : 27640421

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Foreword 序言

Every year, thousands of people have accidents. Many recover quickly but too often an accident causes death or permanent disability.

每年都有很多人發生意外,有部份傷者會很快痊癒,但亦有因意外而導致死亡或永久性傷殘。

It is the policy of the University to ensure, as far as 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 the 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.

理工大學的政策,是務求在合理可行的情況下,保障所有校內及有關人士的健康和安全,包括在大學工作或學習的師生員工,及進入大學範圍內的一般民眾。所作的安排及承諾,應高於有關法例所要求的健康和水平。

This booklet is issued to all PolyU staff and students where precautions for common accidents are listed for information and action if necessary. If further advice is required, please contact the Health and Safety Office and we are willing to help you.

這小冊子是為大學的員工和學生而印製,並對於一些慣常會發生的意外列舉出來,以提高預防和警惕性。若雖要更詳細的提議或輔導,請聯絡健康及安全事務處,我們樂意效勞。

Read it carefully - Follow the advice
請詳細閱讀本冊子,並遵守安全規則

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KNOW ABOUT HEALTH AND SAFETY 認識健康及安全

What is the Health and Safety Policy of the University?

大學內的健康及安全政策是怎樣的?

It is the policy of the University to ensure, as far as 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 the 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.

(extracted from The Hong Kong Polytechnic University Health & Safety Policy)

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(節錄自香港理工大學健康及安全政策)

Under the policy, everyone has a duty to uphold certain standards of health and safety. Besides of those standards set by the Government, we have internal standards set in the Health and Safety Guide.

在這政策下,每人都有責任遵行一定的健康和水平指標。除了遵守政府所制訂的安全標準外,我們亦有一套校內的健康和安全指引。

Why should I know about the Health and Safety?

為何我要認識健康和安安全全？

It is the responsibility of all staff and students to :

所有師生員工所肩付的責任是：

1. be actively involved in implementing the Health and Safety Policy;
積極參與和履行健康和安安全全政策；
2. take reasonable care at work for their health and safety and all other persons who may be affected by their acts or omissions;
在工作時間內小心自身健康和安安全全，並要顧及他人因自己的行為或疏忽而受到的影響；
3. not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety; and
切不可故意地或魯莽地阻礙或不正當使用有關健康和安安全全的設施；及
4. report problems relating to health and safety matters.
報告任何與健康和安安全全有關的問題。

(extracted from The Hong Kong Polytechnic University Health & Safety Policy)

(節錄自香港理工大學的健康及安安全全政策)

The more you learn about health and safety, the best you can help in making the difference between a safe work environment and a hazardous one.

當你對健康和安安全全有更多的認識，你便能夠明辨出箇中的分別，從而營造一個安安全全的工作環境。

You and your supervisor are partners!
你和你的主管是夥伴!

Together, you can put the policy into practice where you work. And when you do, you'll help protect yourself and your colleagues.

你們在工作上是合力推行本校安全政策的夥伴。這樣,你既能保護自己,亦惠及你的同僚。

Remember! Accident is preventable!
切記!意外是可以避免的!

It's your duty to take reasonable care for the health and safety of yourself and others while working/studying. This means that you are responsible for:

你的責任是要在工作或學習時適當地照顧你和別人的健康和 safety,亦即是說你要考慮:

What you do - your actions, and	甚麼是你可做到的 - 你的行爲,和
What you don't do - your omissions.	甚麼是你沒有做到的 - 你的疏忽

Follow the basic safety rules listed in this handbook!
請遵行本書內列出的基本安全守則!

Accident is preventable
意外是可以避免的

SAFETY SIGNS 安全標誌

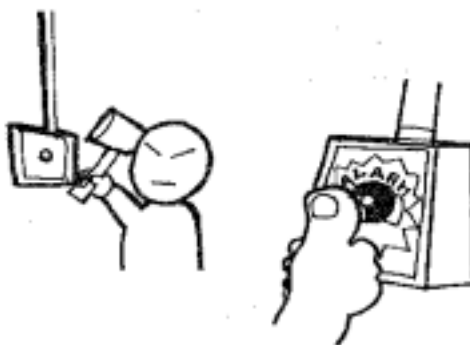
TYPE OF SIGN 標誌類別	MEANING OF SIGN 標誌所表示的	EXAMPLES 舉例
 <p>Prohibition 嚴禁</p>	<p>Prohibition signs indicate that certain behaviour is not allowed. They are red bordered circular signs with a red cross bar running from top left to bottom right.</p> <p>嚴禁標誌所指是某些行為是不能做的。它們是紅色邊的圓圈有一條紅色的橫條由左上而至右下橫過其中。</p>	<p>No smoking 嚴禁吸煙 No admittance 嚴禁內進 No naked flame 嚴禁點火</p>
 <p>Warning 警告</p>	<p>Warning signs give warning of a specified hazard. They are black bordered, triangular signs.</p> <p>警告標誌是對某種危害作出警告。它們是有黑色外邊的等邊三角形。</p>	<p>Danger, fire risk 危險, 容易著火 Danger, high voltage 危險, 高壓電力 Danger, highly inflammable 危險, 極度易燃物品</p>
 <p>Mandatory 規限</p>	<p>Mandatory signs indicate that a specific course of action is to be taken. They are circular with a blue background.</p> <p>規限標誌是泛指一定要依從執行的項目。它們是全藍底圓形的。</p>	<p>Eye protection 保護眼睛 Ear protection 保護聽覺 Head protection 保護頭部</p>
 <p>Safe condition 安全情況</p>	<p>Safe condition signs provide information about safe conditions. They are square or oblong with a green background.</p> <p>安全情況標誌是提供有關安全的信息。它們是全綠底的正方形或長方形圖案。</p>	<p>Fire exit 走火通道 Eye wash 清洗眼睛 First aid post 急救用</p>

FIRE SAFETY 防火安全

In case of fire:

一旦失火時:

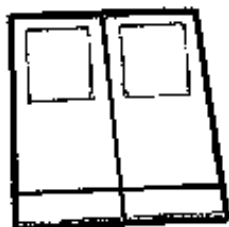
- Don't panic;
不要驚慌,保持鎮靜;
- Sound the fire alarm by activating the break-glass alarm switch in the corridor;
打破安置在走廊外的火警鐘擊動玻璃,發出警報;



- If time permits, phone the Campus Security Control Centre by dialing
若時間還來得及時,打電話到校園保安中心

**27667999 (Emergency line 緊急熱線) or 或
27667666 / 27667177 (24 hours 小時熱線)**

- Switch off power/fuel supply to machinery and plant;
關掉機械或工作地方的燃料供應掣;



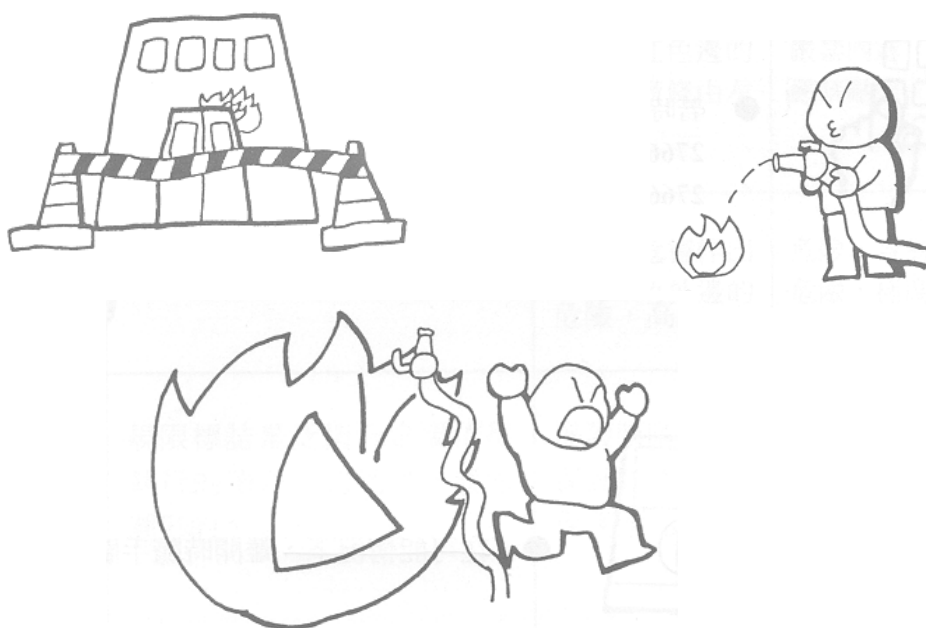
- Close doors;
在可能情況下,離開時隨手關閉房門;

- Don't use the lifts, use the stairs and leave the building as quickly possible;
切勿用電梯,利用樓梯走火警,並需儘快離開大廈火警場地;



- Don't return for valuables or for any reason until area is declared safe by firemen or the Senior Estates Officer (Security & Fire Protection).

在任何情況下未得消防員或物業處高級主任(保安及防火)發出安全訊息時,不得擅自返回火警場地。



Never take chances with fire - even a small one can spread quickly and smoke is often more deadly than flames.

切勿對火掉以輕心 - 小火會很快蔓延,而且煙比火更具奪命能力

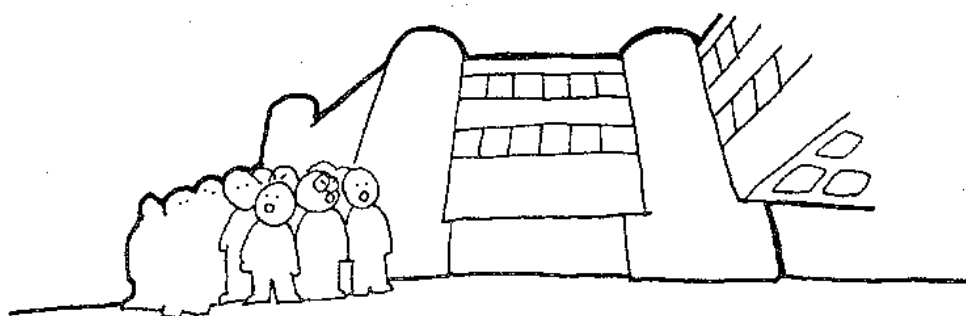
WHEN IN DOUBT - GET OUT

當有火的疑惑,快快走為上著

On hearing the fire alarm :

當聽到火警鐘鳴響：

- Leave the building as quickly as possible and go via the stairs to the ground level or to podium level and assemble in the open air;
儘快沿樓梯離開大廈到地面或平台空曠範圍集合；
- Urge and assist other people in the building to leave if necessary;
若可行時,通知和幫助其他人逃離現場；



Tackle the fire:

滅火須知：

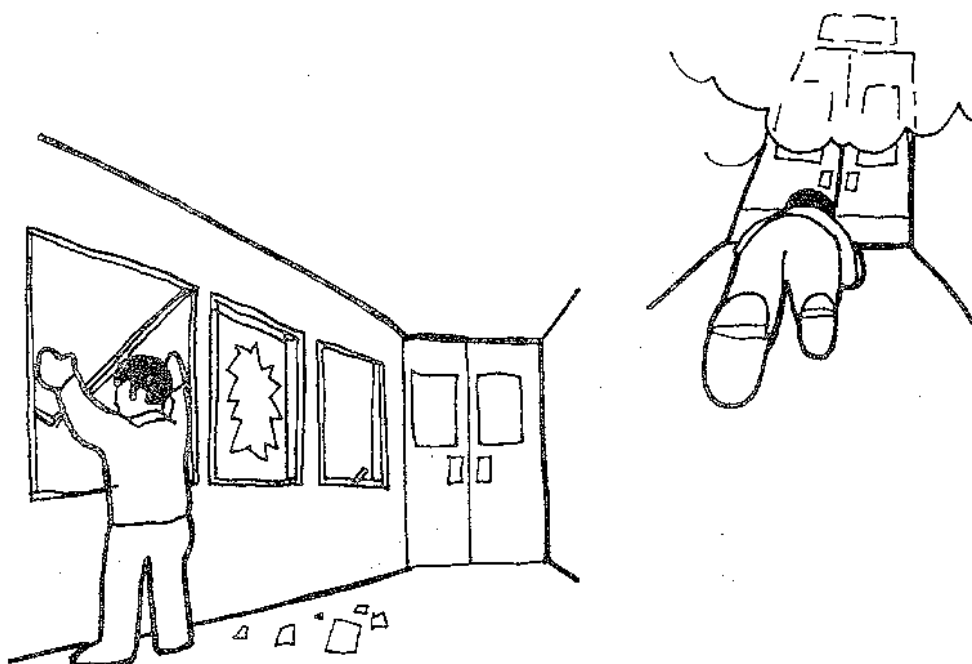
- Only tackle the fire if you are absolutely sure that danger is not imminent. Fire hose reels and/or portable fire extinguishers can usually be found in corridors or lobbies;
只在確實無任何即時危險的情況下,才可試圖滅火,滅火喉和/或手提式滅火筒可以在走廊或大堂處找到；
- Position yourself between the fire exit and the fire, so you can escape easily.
滅火時,要將自己面向火而背向走火通道,必要時可即時利用通道逃生。



Action on being caught in smoke:

當被濃煙所圍困時:

- If you are caught in smoke on your way out, crawl to escape. (The air is better near the floor).
若在逃離火場時遇到濃煙,要俯臥爬行逃離現場(因靠近地面的空氣會比較良好)。


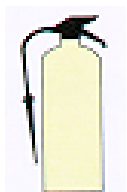


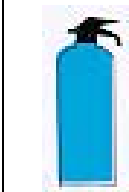


- If you can't get out and are trapped in a smoke-filled room:
若不倖被濃煙困房內而不能逃走:
 1. Close the door; 將房門關閉;
 2. Open windows or break sealed windows; 將窗門打開或打破封閉式窗門的玻璃片;
 3. Sit by the window; 坐近窗口旁;
 4. Call and signal for help, but **DON'T JUMP**. 向窗外大聲叫喊求救,但切不可試圖從窗門跳下逃生。

Don't put yourself at risk
切忌危害自身安全,傻事勿做

Fire fighting equipment 滅火器具

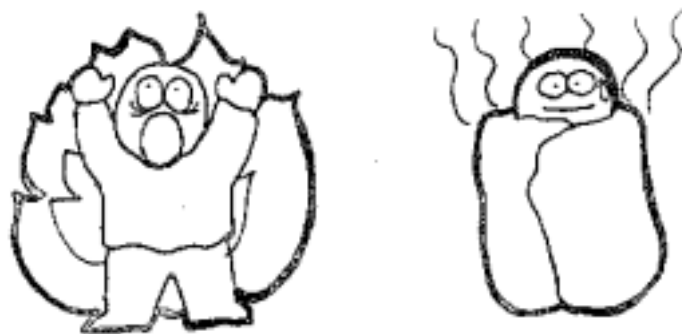
(I) Fire extinguishers 滅火筒

Type of extinguishers 滅火筒類別	Water 水劑	Foam 泡劑	CO ₂ 二氧化碳	BCF 溴氧二氟甲烺	Powder 乾粉劑
Colour 顏色	Red 紅色	Cream 奶黃色	Black 黑色	Green or Yellow 綠色或黃色	Blue 藍色
Kind of Fire 火的分類					
Fire involving ordinary combustibles - wood, paper, cloth 普通物品之火警, 如木材, 紙張, 布等	✓	✓	X	X	✓
Fire involving flammable liquid - solvents, fuel, oil 易燃液體之火警如溶劑, 燃油, 滑油等	X	✓	✓	✓	✓
Fire involving electrical equipment - motor, switch 因電器用具而引發的火警, 如摩打, 電掣等	X	X	✓	✓	✓
Operation 操作方法	(1) Remove the safety pin 拉出安全門				
	(2) Squeeze the lever 力握手柄				
	(3) Action as follows 繼續操作如下				
	Direct stream at base of flames 將水噴向火源底部	Allow foam to fall lightly on fire 讓噴出的泡沫從上而下輕蓋火源	Dis-charge as close to the base of flames as possible 儘量靠近火源底部噴射氣體	Dis-charge as close to the base of flames as possible 儘量靠近火源底部噴射氣體	Direct at the base of the flames 直接噴向火源底部

(II) Fire blanket 滅火氈

A fire blanket is best used on small fires within a container and when a person's clothing is on fire.

滅火氈適用於在盛器內發生的小火或身上衣服著火。



(III) Hose Reel 滅火喉轆

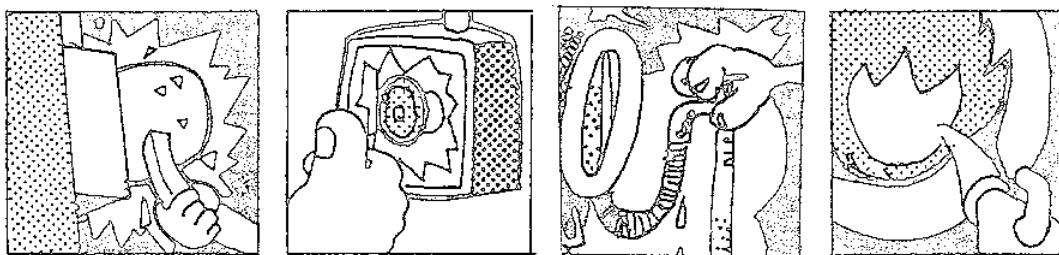
The hose reels are permanently connected to the fire water tank through pipework. If the hose reel is required,

所有滅火喉轆都是經喉管連接到消防水缸。使用滅火喉轆時,要依照下列程序:

- Break glass of the fire alarm call point;
打破火警鐘掣動玻璃;
- Open isolating/control valve before running out hose;
開啓控水閘制,然後拉出膠喉;
- Turn on water at nozzle and direct jet at base of fire.
再打開噴咀上的水閘制,並將水射向火源底部。

Hose reels are not suitable for electrical fires.

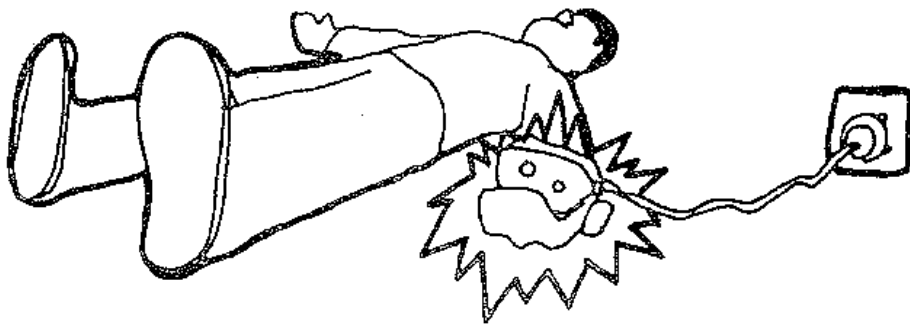
滅火喉轆不適用於電火。



BASIC ELECTRICAL SAFETY 基本用電安全

Hazards 危害

- Electric shock may result in injury or even death;
被電殛所傷會導致創傷或死亡;
- Electric arc or spark may ignite combustible or explosive material;
電弧或電火花會點燃易燃物品或具有爆炸性的物料;
- Overheating may cause damage to equipment, short circuits or burns;
電器過熱會令機器毀壞、斷路或燃燒;
- Short circuits may cause electrical explosions and fires;
短路有可能導致爆炸和火警;
- Unexpected start or action of machinery may cause injury.
冒失地開啓或操作機械裝備很可能導致身體受傷。



BE CAREFUL 小心
Your first shock could be your last
你的第一次觸電亦可能是你最後一次

Precautions 預防方法

- Do not touch an electrical appliance when you are wet or when you are standing on a wet floor.
當手、腳或身體仍然沾濕或站在水濕的地板上，切勿觸摸電器用具。



- Follow the colour coding when connecting conductors in cords between plugs and electrical appliances. The colour coding of conductor insulation in 3-core flexible cords is as follows :

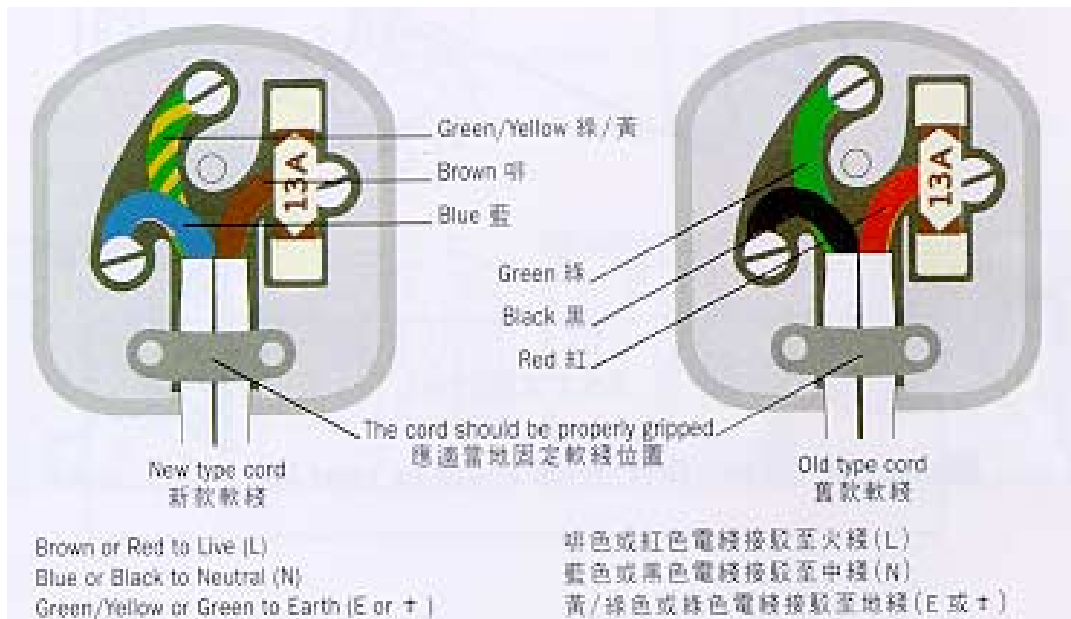
當接駁插頭電線時，要按照有關的顏色指標。三組電線的顏色指標如下：

Conductor Type 電線的類別

Live 火線
Neutral 中線
Earth 地線

Colour Coding 電線的顏色

Brown or Red 啡色或紅色
Blue or Black 藍色或黑色
Green/Yellow 黃/綠色或綠色



- Study operation manual; follow instructions and use equipment as it is designed to;
詳讀操作說明書,從指示和其用途操作機件;
- Do not overload sockets; do not operate too many appliances from the same socket using adaptors;
切勿令電插座負荷過重,不要利用萬能插蘇在同一個插座上使用太多電器用具;



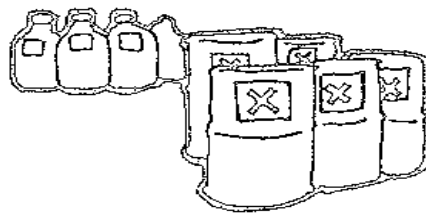
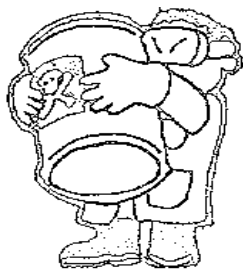
- Keep appliance clean, dry and in good working order; always disconnect appliance before cleaning;
電器用具要保持清潔、乾爽和在良好的情況下使用,清理電器用具前要將電源關掉;
- Inspect cords, wires and plugs regularly and replace any that is worn or frayed;
經常檢查軟線,電線和插頭,一旦發現有損毀應立即更換;
- Do not attempt to install or repair power points, plugs, tools unless you are authorized and competent;
除非你是被認可或合資格的電工人員,否則不要試圖去安裝或修理導電體、插頭或工具;
- Alert your supervisor if you spot any sub-standard electrical equipment or wiring;
若你發現有不符合標準的電器裝置或電線,立即通知你的部門主管;
- Consult experts or your supervisor if you are not certain.
若有不明確的地方,請向有關的專業人員或你的部門主管查詢。

HAZARDOUS SUBSTANCES 危害性物質

Hazardous substances have the potential of causing injury or illness in given environments or situations. They are dangerous because of their flammability, toxicity or corrosivity. There are a number of ways that you can minimize the potential dangers of hazardous substances :

危害性物質在某些環境或狀況下,極有可能導致受傷或疾病。它們可能是有易燃、劇毒或腐蝕等極之危險的性質。以下的幾項提議,可以減低危害性物質對你的危害:

- read and heed the labels on all containers;
詳讀容器上的標籤及遵從其指示;
- cooperate with engineering and administrative controls;
使用時要妥善運用工程及行程方法來避免接觸危害性物質;
- use the proper personal protective equipment;
佩戴合適的個人保護器具;
- be aware of the reactivity of various chemicals;
對於各類化學品的化學反應要提高警覺;
- know and use safe handling, storage, processing, and disposal procedures;
徹底明瞭和運用有關安全處理、儲存、使用和廢棄的程序;
- identify any hazardous substances in your workplace and know their possible health effects, and
清楚認明在你工作地方內所用的危害性物質和了解它們對健康的危害;及
- know the special first aid procedures related to chemical exposures.
明瞭當接觸到化學品所產生的化學作用後所要進行的急救步驟。



Take precautions, not chances
注意小心為上,不要行險僥倖

MACHINERY 機器

Machinery can be dangerous if not used correctly.

不正確地運用機器是極危險的舉動。

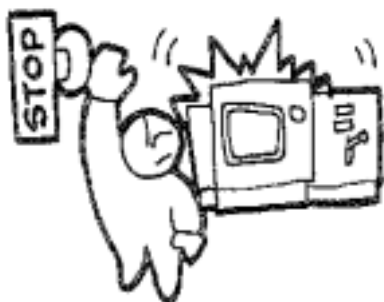
- Only operate a machine, for the job it is intended to do, after you have been trained and given permission to use it;

當你經過訓練和被指派操作機器,才可使用該等機器作其指定的用途;



- Follow exactly the safe way of using the machine. Do not take short cuts to save time;

遵守該機器的安全操作方法。切勿貪圖節省時間而走捷徑;



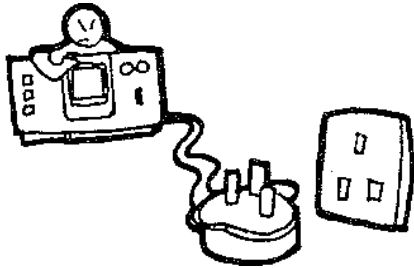
- Make sure that you know where all the controls are and what they do. When using any machine know how to stop it in an emergency;

當運作任何一部機器時,必須清楚知道其所有操作掣的位置和它們的用途,以便可以在緊急的情況下停止操作;

- Make sure that guards are in place and working. If you think that any moving part could cause damage, ask your supervisor if there should be a guard;

要確保有關的安全罩安裝妥當和可正常運作,若有懷疑機件某活動部份會導致個人受傷害,則應立即通知你的部門主管查詢是否需要安裝安全罩;





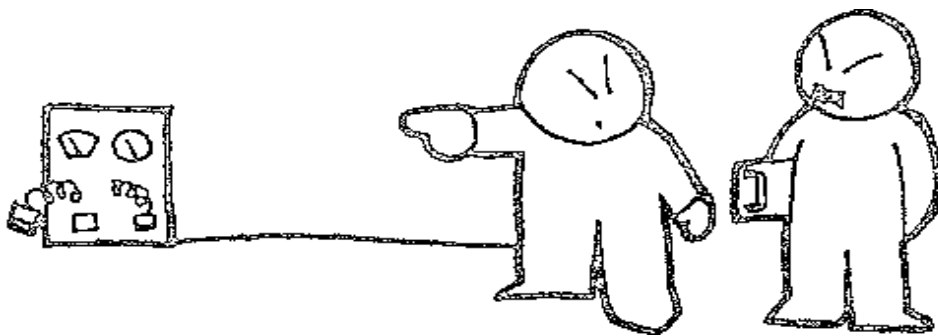
- Always follow the systems set up for adjusting or cleaning machines. Make sure that no one else can switch a machine on again while you are working on it;
經常遵守調較或清潔機器的程序,並確保當你在處理,清潔或維修時,無人能開動該機器;



- **Don't** wear dangling chains or loose clothing which could get caught in moving parts. Keep long hair tucked under a cap or tied back;
切勿佩戴長頸鍊或鬆身的衣服,因它們會容易被捲入機器內,而頭髮過長的話,則要用髮夾束起或用帽子蓋著;

- Tell your supervisor at once if you think a machine is not working correctly or is unsafe.

若你認為某機器的運作不正常或有不安全情況,應停機及立即通知部門主管。



Guards are there to protect you - not the machine
機器安全罩是為保護你而設,而非保護機器

MANUAL HANDLING OPERATIONS 體力處理操作

It has long been recognised that the manual handling of loads at work contributes significantly to the number of workplace injuries. Generally, about half of the resulting injuries are sprains or strains of the lower back, with other types of injury including cuts, bruises, fractures and amputations.

長期以來,體力處理操作是導致工作受傷的重大原因之一。通常其中一半的傷害涉及扭傷或下腰拉傷,和其它傷害如割傷、瘀傷、骨折和斷肢。

Injuries resulting from Manual Handling 因體力處理操作導致的傷害 :-

- Disc injuries
椎間板的傷害
- Ligament/Tendon injuries
韌帶/肌腱的傷害
- Muscular/Nerve injuries
肌肉/神經線的傷害
- Hernias
疝(脫腸)
- Fractures, abrasion and cuts
骨折、擦傷和割傷

Occupational Safety and Health Regulation 職業安全及健康規例

Under the Occupational Safety and Health Regulation, which comes into operation in mid 1998, imposes on employers / responsible persons with respect to manual handling operations, which may create safety and health risks. It also imposes certain responsibilities on employees who undertake manual handling operations.

依據一九九八年中已生效的《職業安全及健康規例》,它要求僱主或處所佔用人有責任確保進行的體力處理操作是符合有關法例條文的規定。它亦對僱員的責任作出要求。

Employer's duties 僱主的責任 :-

- to make preliminary assessment of risks to the safety and health of employees undertaking manual handling operations;
就受僱進行體力處理操作的僱員的安全及健康所構成的危險,作出初步評估;
- to avoid the need for employees to undertake risky operations as far as reasonably practicable;
於合理地切實可行的範圍內,盡量避免僱員需要進行任何危險的體力處理操作;
- to make further assessment if it is not reasonably practicable to avoid the need for employees to undertake risky operations;
若不能避免僱員需要進行危險的體力處理操作時,需作進一步評估以減低因體力處理操作對僱員造成傷害;
- to keep record of assessment;
備存體力處理操作的評估記錄;
- ensure that appropriate steps are taken to reduce risks and make arrangements for preventive and protective measures;
採取適當的步驟減低因體力處理操作對僱員造成傷害及提供機械輔助設備及防護設備確保僱員的安全及健康;
- to appoint competent persons to assist in carrying out the preventive and protective measures;
委任所需數目的合資格的人為協助執行與體力處理操作有關的預防性和保護性措施;
- to provide employees with relevant information;
向僱員提供體力處理操作的風險和安全措施的有關資料;
- to assess the respective capabilities of the employees when allocating work tasks; and
在分配的工作時,應顧及僱員的能力;及
- to provide training as will be necessary for avoiding or minimizing the risks;
為其僱員提供足夠訓練以避免或減低體力處理操作時的危險。

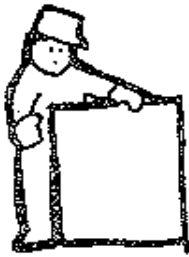
Employee's duties 僱員的責任 :-

- use any mechanical aid or protective equipment, and conform to any system of work and any work practices that the employer provided; and
使用僱主提供的任何機械輔助設備或防護設備,以及遵循其僱主設立的工作系統或工作實務;及
- take reasonable care for the safety and health of other persons who may be affected by his/her acts or omissions.
為其行為或疏忽所影響其他人的安全及健康,採取合理的謹慎措施。

MANUAL LIFTING 人力提舉

The basic lifting rule is “use your head” to think things through before starting. Essential steps are:-

提舉的基本法是“先用腦然後動手”，在開始搬運前應考慮下列的步驟：



- Examine object for size, shape and weight. Decide where and how to hold it. Check for grease, oil, sharp edges. Be extra careful of awkward shapes in difficult situation;
了解清楚要提舉物體的大小、形狀和重量，並決定何處和如何抓緊和固定位置。查看是否有油漬和尖銳的邊緣，若是三尖八角形的更要小心處理；

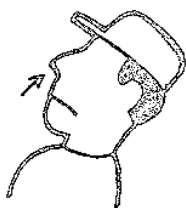


- Start close to the object. Have a firm footing with feet spread on either side of the load;
開始抬起時要將身體靠近物體，雙腳站穩並分開至物體的兩邊；

- Keep back straight - bend knees;
背要直，只彎兩膝；



- Grasp object firmly. Be sure grip will not slip;
緊抓著物體，並確實物件不會滑脫；



- Breath-in - inflated lungs help to support the spine;
深呼吸，使肺部充氣可加強脊骨的乘擔力；

- Lift with legs - slowly straighten the legs. After legs are straight bring back to vertical position; 用腿力慢慢抬起物體, 雙腿逐漸伸直, 當雙腿全直時, 全身亦要返回直立位置;



- Hold object firmly close to body; 將物體緊攬著靠近身體;

- Always lift smoothly. Avoid jerky motions. Turn with feet instead of twisting the back; 提舉時要順暢, 避免不必要的突然動作, 雙腿要順移而不要擺動腰部;



- Clear path of obstructions and tripping hazards; 要先清理沿途的障礙物以避免絆倒;

- Know where and how the object will be let down; 要知道物件搬運到何處及如何擺放;



- Get help if there is any doubt. 若有疑難, 請求助。



Use your brain and save your back
動動腦筋可收保護脊骨之效

GOOD HOUSEKEEPING 整潔環境

Every year, many people are injured at work and at home, by falling off, falling down, tripping over or slipping over or slipping on. These accidents are the direct result of poor and unsafe housekeeping.

每年都有不少人士在工作時或在家中不慎跌倒、從高處墮下、絆倒或滑倒。這些意外往往是由於不良或雜亂無章的作息環境所引致。

To help prevent them:

防患未然,我們:

- Don't leave things lying around - keep work areas and gangways tidy and clear;
切勿將雜物隨意擺放 - 要保持工作間及走廊通道整潔、暢通;
- Don't run or rush, particularly when going up or down stairs;
切勿匆忘地在通道上跑動,尤其是上落樓梯時,更要小心;
- Make sure that access equipment, like ladders or step ladders, are in good condition and securely positioned;
要確實攀高工具如手扶梯或階梯等結構良好,使用時要穩固地安放;
- Look where you are going - look out especially for uneven or slippery patches on the floor and objects you could trip over;
留意你行經的地方 - 注意凹凸不平或油滑的地面和容易絆倒的物件;
- Clean up spills/wet patches on the floor straight away.
若地面有水濕或油漬,要立即清理。



PERSONAL PROTECTIVE EQUIPMENT 個人保護裝備

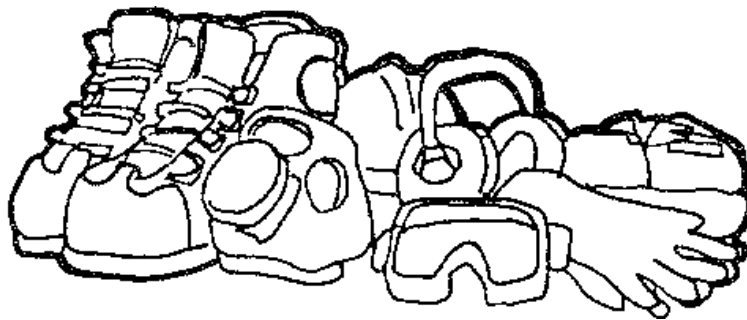
Protective equipment and clothing, such as dust masks, eye protectors, ear protectors, gloves, overalls, safety shoes or boots, are supplied to protect you.

常見的個人保護裝備和衣物,有口罩、護眼罩、耳塞、手套、工作服、安全鞋等。

Make sure you :

使用時要注意:

- Always wear protection when you have told to do so;
當指定要配戴保護用具時,要立即戴上;
- Know how to use them correctly and how to look after them. If in doubt, ASK!
要清楚知道如何正確使用和護理個人保護器具,若有疑難,立即發問!
- Ask your supervisor to replace anything that doesn't fit properly or any item that gets damaged or worn.
若個人保護裝備有任何不合適或毀壞,請立即通知部門主管以作更換。



Wear it and care for it
Suitable equipment is provided to protect you
佩戴它、照顧它、可保你的安全

HYGIENE 個人衛生

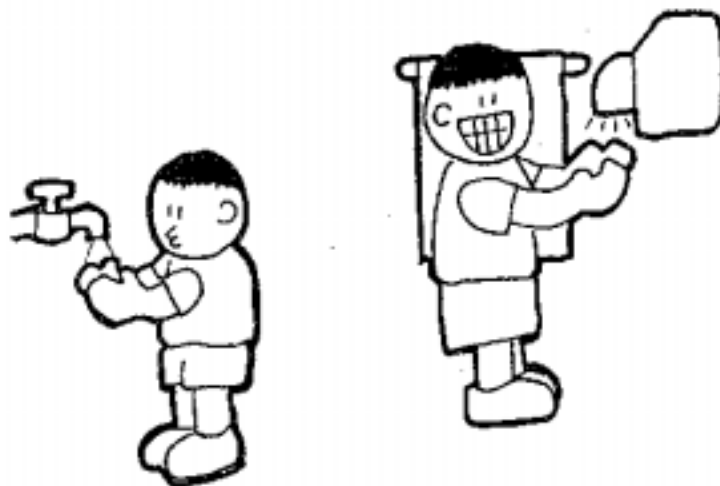
Dirt, and contact with chemicals, oil, etc. can make you ill and can cause unpleasant skin complaints.

污垢、接觸化學品、油漬等物質可能令你生病和引致皮膚病變。

Always :

故經常要注意：

- Wash your hands, using soap and water or suitable cleanser, before you eat a meal and before and after using the toilet;
用肥皂和清水或適當的清潔液洗手,尤其是在食飯前或如廁前後;
- Dry your hands with the towels or driers provided. Don't wipe them on rags or on your clothes;
要用毛巾或乾手器弄乾濕手,切勿揩抹在污布或衣服上;
- Get medical advice about any skin complaints, rashes, blisters, ulcers etc. and follow any treatment recommended to you. Tell your supervisor immediately.
若皮膚出現病變,紅疹、水泡、潰爛等要立即求醫和通知部門主管。



VISUAL DISPLAY UNITS 電腦螢光屏

Visual Display Units (VDU) play an ever increasing role in our University. There is no evidence to suggest that they can cause you harm, provided that you :

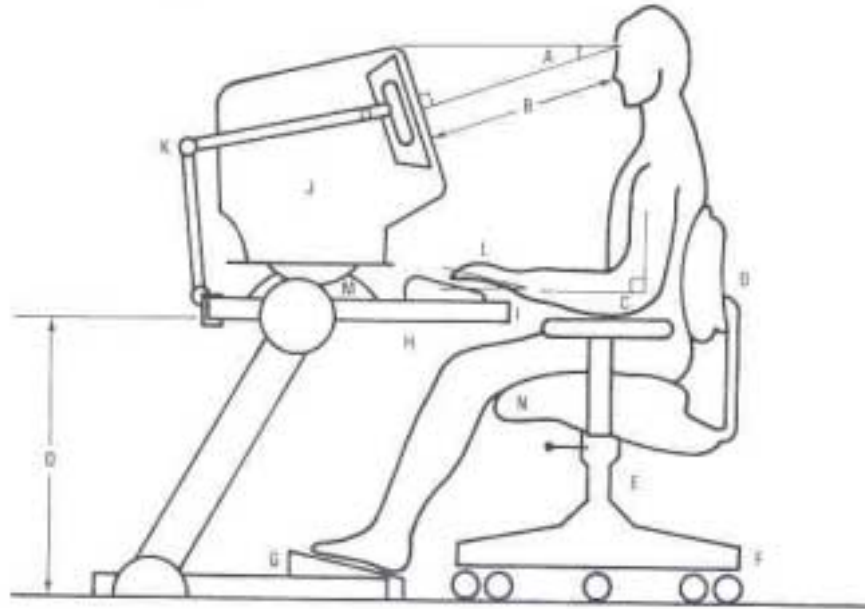
電腦螢光屏在大學內日益廣泛地使用,如果使用電腦螢光屏時能注意下列事項,則不應對你的健康有任何危害。

- are adequately trained how to use the equipment;
接受訓練正確地使用此等儀器;
- adjust your chair correctly;
調較坐椅至適當的位置;
- use a footrest and a document holder, if you need them;
必要時使用腳踏和文件擺放架;
- make sure that you have breaks or change to other work away from the VDU.
間中要休息或利用工作轉換以免整天面對電腦螢光屏。

You must report any problems with your eyes or any aches and pains in your wrists, arms or neck to your supervisor.

如果眼睛不適、手腕、手臂或頸部疼痛,就應該向部門主管報告。

Working Posture 工作姿勢



- | | |
|---|-----------------------|
| A. Viewing angle 15°-20° | 觀望角度 15°-20° |
| B. Viewing distance 35-60 cm | 觀望距離 35-60 厘米(cm) |
| C. Forearm and arm about 90° | 前臂與手臂大約成 90° |
| D. Adjustable back rest | 可調校的椅背 |
| E. Adjustable seat height 38-54 cm | 可調校的座位高度 38-54 厘米(cm) |
| F. 5 pronged base with castors | 安裝有五個腳輪的椅底 |
| G. Firm foot rest if required | 如有需要,可使用穩固的腳踏 |
| H. Acceptable knee clearance | 膝部前應有足夠空間 |
| I. Support for forearms/hands if required | 如有需要,可使用前臂/手部支座 |
| J. Screen at right angles to line of sight | 螢幕與視線成直角 |
| K. Adjustable document holder | 可調校的文件架 |
| L. Wrist incline $\leq 10^\circ$ | 手腕傾斜度 $\leq 10^\circ$ |
| M. Screen support adjustable for rotation and tilting | 螢幕支座,可調校作旋轉及傾側之用 |
| N. Round or scrolled edged seat pad | 圓邊或渦形邊的座墊 |
| O. Adjustable table height | 可調校的檯高 |

Source: "Health Guide on The Use of Visual Display Unit" -- Labour Department
資料來源: 「有關使用終端機的健康指南」-- 勞工處