Building Technology Laboratory (QT004)
General Safety Regulations

- Don't work alone in this laboratory (supervision by the Duty Laboratory Staff is always required).
- Don't cross the Orange lines clearly marked on the floor.
- Don't leave machineries and equipment running unattended.
- Don't use power tools without adequate briefing and supervision by the Duty laboratory Staff.
- Don't enter the Machine Workshop in the Laboratory which is out-of-bound of all students at all times.
- Don't smoke, or eat in this laboratory.
- Do wear suitable Personal Protection Equipment (such as boiler suit, safety shoes, helmet, ear and eye protectors and others as appropriate).
- Do use the lifting table provided in the Laboratory when handling heavy loads (and ask the help from Duty Laboratory Staff).
- Do keep the Laboratory clean, neat and tidy.
- Do read the ad-hoc safety notices and other hard copies of Health & Safety Manuals posted in the Health & Safety Display Board in the Laboratory.
- Do use the on-line Health & Safety Terminal provided in the Laboratory to get the most updated information on the BRE’s Health & Safety Web Site and other on-line Health & Safety Resources.

Emergency Procedures

1. If an accident, fire or chemical spillage occurs:
   - Alert other peoples nearby
   - inform the Duty Laboratory Staff immediately
   - Inform The PolyU Campus Security Centre immediately

2. In case of fire in particular:
   - Don't panic
   - Alert other students or staffs by shouting “Fire! Fire! Fire!”
   - Leave the laboratory at once through the Exits which are clearly Signed
   - Only tackle minor fire if you are absolutely sure that the fire danger is minor

List of Important Telephone Numbers

The PolyU Campus Security Control Center (Ext. 7999 or 7666)
Dr. Steven Tsang (Laboratory Manager) at 61300040
Mr. Chan Iat Keong (BRE Health and Safety Coordinator and Laboratory Senior Technician) at 97045063
Mr. Kenneth Lai (Laboratory Technician) at 95594444