

Building Technology Laboratory (ZB207)

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:

<http://www.bre.polyu.edu.hk/dept/DHSEC/index.htm>

Important Telephone Numbers

- The PolyU Campus Security Control Centre (2766 7999 or 27667666)
- Dr. Michael Yam, Chair of Department HSE committee (2766 4380)
- Mr. Chan Iat Keong, Departmental Health & Safety Officer (DHSEO) (2766 5793)
- Mr. C.F. Wong, Departmental Environmental Coordinator (2766 4829)
- Dr. H.H. Wei, Chair of Technology lab. Management Committee (34008194)

EMERGENCY PROCEDURE

- 1) If there is an accident
 - Inform laboratory staff immediately
 - Inform the PolyU Security Control Centre (27667999 / 27667666)
 - Alert others nearby
- 2) In case of fire
 - Do not panic
 - Sound the fire alarm (break glass alarm)
 - Inform laboratory staff immediately
 - Leave the laboratory to a safe place
- 3) In case of spillage of hazardous substances
 - Stay away from the spillage
 - Alert others nearby
 - Inform laboratory staff immediately
- 4) If there is a life threatening situation
 - Dial 999
 - Inform the PolyU Security Control Centre (27667999 / 27667666)