

This Safety Guidelines is for your reference. Please keep it for your Retention

Department of Physics, HKUST

1. You are responsible for your own safety while the University and the **Department** provides a safe environment for you to work and study.
2. **New Laboratory Personnel** has to attend the **HSEO - Safety Orientation for Laboratory Personnel**, please reserve your earliest seat.
3. You should read and familiarize yourself with the **HSEO - SAFETY & ENVIRONMENTAL PROTECTION MANUAL**.
4. **Maps of Fire Escape Route** are posted in offices and labs. Be familiarize and participate the Annual Fire Drill.
5. Laboratory Newcomers have to comply with our safety requirement, including meeting with our **Deputy Safety Officer (Research Labs)** for the **PHYS - Safety Orientation** and our **Technical Officers (Research Labs)** for the Lab(s) Briefing by going through the completion of the **PHYS - Safety Clearance Form**.
6. **Mr. TK CHEUNG** (ext. 8879, e-mail: tk.cheung@ust.hk, Office Rm. 4124) is the current **Departmental Safety Officer**.
7. **Mr. Kwok Fai YEUNG** (ext. 2708, e-mail: phfai@ust.hk, Office Rm. 4121A) and **Mr. David K. S. MAK** (ext. 7510, e-mail: phksmak@ust.hk, Office Rm. 6133) are the **Deputy Safety Officers** responsible for **PHYS Research and Teaching Lab** Areas, respectively. You can contact them for the relevant safety matters and Safety Orientation.
8. For works involve **LASERS of Class IIIB or Higher**, you are required to take and pass the assessment of the **HSEO Safety Course MCo4 - LASER SAFETY**, then register as a Laser Worker by submitting the Registration Forms to **Departmental Safety Officer** ASAP. **HSEO** will arrange an eye medical examination for you (refer to the **HSEO - SAFETY & ENVIRONMENTAL PROTECTION MANUAL** for details).
9. For works involve **Radioactive Equipment or Substances** (for examples: X-ray Diffractometers and Isotopes), a TLD badge has to be worn for dosage monitoring at work. Take the **HSEO Safety Course MCo2 - RADIATION SAFETY WITH SEALED RADIOACTIVE MATERIALS AND IRRADIATING APPARATUS**, pass the assessment then register as a Radiation User. Please contact our **Deputy Safety Officer (Teaching Labs) Mr. David MAK** for your TLD badge application
10. If Machining or Power Tools are used, ensure you are trained and follow the safety protocol strictly. Seek help from Mechanical Workshop staff or someone with hands-on experience if necessary. **DO NOT** work alone in User Workshop after office hours.
11. Smoking, Eating and Drinking are strictly prohibited in the laboratory areas.
12. For updated information on the Departmental Safety Policy & Rules and the Research Laboratories, please browse the **PHYS Safety/Research webpage**.
13. **HKUST Emergency Contact No.: 2358 8999 or 2358 6565**