

# Safety Clearance Form

Department of Physics, HKUST  
<https://phsafety.ust.hk/>



**Note:** It is mandatory for all PHYS newcomers to fill in the Part 1 & 2.1 of this Form  
Laboratory workers are also required to complete the rest of this Form  
Submit the completed Form to the **DSO (Departmental Safety Officer)** right after Part 3 is done

## Part 1: Personal Particulars

Name in English (*in Capital Letters*): ☐ Prof. / ☐ Dr. / ☐ Ms. / ☐ Mr.

Name in Chinese

Surname

Give name(s) (*in full*)

HKUST ID no.

Contact no.

Email Address

HKUST Status

Date (*dd/mm/yyyy*)

Position/Program

Host/Supervisor

<input type="checkbox"/> Staff★ / <input type="checkbox"/> PG / <input type="checkbox"/> UG			
<input type="checkbox"/> Staff★ / <input type="checkbox"/> PG / <input type="checkbox"/> UG			
<input type="checkbox"/> Staff★ / <input type="checkbox"/> PG / <input type="checkbox"/> UG			

★ **New lab staff** has to attend the HSEO Mandatory Safety Orientation ([https://hseo.hkust.edu.hk/safety\\_orientation](https://hseo.hkust.edu.hk/safety_orientation))

## Part 2: Safety Consensus and Orientation (*conducted by DSO / Deputy DSO*)

### 2.1 Safety Consensus (*for ALL newcomers*)

<input type="checkbox"/> Prior to working in PHYS, I am required to watch the video of <b>Campus Safety Orientation</b> on HSEO's homepage ( <a href="https://hseo.hkust.edu.hk/">https://hseo.hkust.edu.hk/</a> )
<input type="checkbox"/> I am required to read the sections relevant to my works in the <b>Safety and Environmental Protection Manual</b> and the <b>Emergency Procedures</b> on HSEO's webpage. ( <a href="https://hseo.hkust.edu.hk/safety-and-environmental-protection-manual">https://hseo.hkust.edu.hk/safety-and-environmental-protection-manual</a> )
<input type="checkbox"/> I understand that I am responsible for my own safety when working in PHYS while the Department is responsible to provide a safe working place.
<input type="checkbox"/> I am required to follow all rules and regulations established by PHYS and the University

### 2.2 Safety Orientation

I have been shown the nearest one and explain how to use of the followings (*tick if appropriate*)

<input type="checkbox"/> Emergency phone number	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Fire alarm / break glass
<input type="checkbox"/> Emergency Evacuation route	<input type="checkbox"/> Safety Shower	<input type="checkbox"/> Fire extinguisher
<input type="checkbox"/> Emergency Ventilation Button	<input type="checkbox"/> Eye wash	<input type="checkbox"/> Sand pail / Fire blanket

### Declaration for the completion of Part 2

Your signature	Deputy DSO's signature	Date ( <i>dd/mm/yyyy</i> )

**Part 3: Laboratory Briefing** (for laboratory users, conducted by the *Technical Officer In-charged*)**3.1 List of laboratories where you work in:**

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**3.2 Items checked in the laboratory briefing** (tick if appropriate)

<input type="checkbox"/> I know / have been shown and explain how to use the safety facilities and the Emergency Button(s) in my working place(s)
<input type="checkbox"/> <b>For Laser User only:</b> “I know / have been shown the location of Laser Power Shut-off Button and Laser Grounding Strip”
<input type="checkbox"/> <b>Others:</b> (please specify)

**Declaration for the completion of Part 3**

Your signature	Technical Officer's name & signature	Date (dd/mm/yyyy)

**Part 4: Safety Trainings** (for laboratory users, picked by the *Supervisor*)Supervisor's pick(s) of the Safety Training Course(s) (<https://hseo.hkust.edu.hk/safetytraining>)*(To Supervisor: Supervisor has to take the full responsibility if allow the lab worker to exempt from the required Safety Trainings in his/her lab(s))*

Code	Course name	Supervisor's Initial	DSO's Remarks
MC01	Radiation Safety With unsealed Radioactive Materials		
MC02	Radiation Safety with Sealed Radioactive Materials & Irradiating Apparatus		
MC03	Chemical Safety II / Hazardous Waste Management		
MC04	Laser Safety		
	<b>Apply for Registration of Laser Worker (with Eye Examination)</b>		
MC05	Pressure Safety		
MC06	Biological Safety		
MC07	Chemical Safety I / Chemical Safety for Laboratory Users		
MC09	Respiratory Protection		
DC03	Fire Safety and Fire-fighting Equipment		
DC04	Electrical Safety		
	<b>NFF Safety Training</b> ( <a href="http://www.nff.ust.hk/en/home.html">http://www.nff.ust.hk/en/home.html</a> )		

Make a copy of the picked courses. Attend them in HSEO Self-Learning website ([https://hseo.ust.hk/sl\\_training](https://hseo.ust.hk/sl_training)). Then, apply for the Examinations (<https://hseo.hkust.edu.hk/form/self-learning-examination-enroll>)**Supervisor's Declaration to acknowledge the completion of this Form**

Your signature	Supervisor's signature	Date (dd/mm/yyyy)