

Safety and Health Manual

(For student residents in campus accommodation)

Estates Office

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I. Guiding Safety Principles

1. The policy of the Estates Office in regard to student accommodation is to provide and maintain a smoke-free, safe and healthy studying and living environment for all residents in student accommodation.
2. To ensure that there is a healthy and safe environment in student accommodation, it is important that co-operation and good communication must be maintained at all levels of the student accommodation, whether staff or students.

II. Role of Student Residents and Visitors

1. All student residents and their visitors must abide by the safety and health rules and procedures that are enforced in the accommodation. All health and safety related issues should be reported to the Hall Manager or the Hall Tutor as soon as possible.
2. Student residents with permanent or temporary disability are advised to inform the Hall Manager or Hall Tutor so that in case of emergencies, special attention may be obtained from staff.
3. Residents should regularly read magazines/articles/intranet on health and safety issues.
4. Residents should make effort to attend programmes and training on health and safety matters-including fire talk etc.

III. The Arrangements for Health and Safety Matters

A. Accident & Sickness

Please seek help from duty staff.

1. Minor Injury/Illness

- 1.1. Students may use first aid items in the first-aid boxes which are available at Hall Reception Counter/Hall Management Office.
- 1.2. All must follow instructions on the Hints of First Aid / medicine packet and take suitable first aid items for the treatment. For each use, the First Aid Box User Record should be entered and updated to Hall management office.
- 1.3. It is always advisable to consult the HKIEd Health Centre (2948 6262) during office hours.

2. Serious Injury/Illness (those that require ambulance service)

- 2.1 If the duty staff opines that an ambulance should be called, always seek advice from the hall management office whenever possible. It is also advised to call the

Security Control Centre for assistant at 2948 8000.

3. Infectious Diseases

- 3.1 Students are advised to put on face mask when suffering from cold, cough or running nose.
- 3.2 All residents must obey any health inspection advised by the HKSAR government when Hong Kong is on the affected list of communicable diseases issued by the World Health Organization.
- 3.3 Hall management staffs have the right to refuse entry of student residents who are suspected of SARS or suffering from communicable diseases.
- 3.4 Seriously infected student residents should report to the Hall Management Office and leave the student accommodation until they have fully recovered.

4. Use of Sick Room

- 4.1 Sometimes when student resident feels discomfort that might cause inconvenience to roommate e.g. constant cough, etc. students may ask to use the Sick Room. Approval should be sought from the Hall Manager during office hours or the senior duty staff during non-office hours. The Sick Room User Record should be entered.

B. Robbery, Theft or Other Criminal Cases

1. Precautionary Measures

- 1.1. Avoid keeping valuables on campus.
- 1.2. Lock drawers, windows and doors before leaving bedroom/flat.
- 1.3. Do not let keys and valid cards lying around unattended. Neither should you lend or pass them to other people.

2. Reporting Procedures

- 2.1. Anyone who witnesses a criminal offense should report the case in details to the Hall Reception Counter/Hall Management Office either in person or by telephone. The informant should report his/her identity, including name, student number and room/flat number.
- 2.2. The victim may decide if he/she wishes to report the alleged case to the Police. No one has the right to prevent others from reporting the offence to the Police. However, students should be aware of their responsibilities, the possible consequences and follow-up actions.
- 2.3. The victim should call the Tai Po Police Station at 2667 2292 for non-emergency or 999 or 9999 for PABX phones for emergency through the Security Control

Centre (2948 8000).

C. Fire Safety

1. Role of Residents

- 1.1. Fire safety is an Institute's concern to which each of us must provide support and make contribution as our roles require. All student residents are responsible for their own safety. All should obey fire safety instructions, be aware of the fire escape routes, be familiar with the evacuation procedures, and learn to use the fire fighting equipment.
- 1.2. Student residents should report to the Hall Management Office immediately once fire equipment had been is used so that replacement or inspection may be made.
- 1.3 Students should attend fire talk and participate in fire drills carried out from time to time.
- 1.3. Each student accommodation has an **Evacuation Team**, comprising the Senior Tutor, the Hall Tutors, the Hall Manager, the residential Hall Attendant(s), and 6 students from each floor (3 from each wing). The Hall Manager is the Incident Commander. The Team is responsible for the evacuation of residents when necessary.

2. Common Causes of Fire in Student Accommodation

- 2.1. Cooking is left unattended, use of open flame carelessly or misuse of electrical appliances as a result of overheating, negligence, ignorance, etc.
- 2.2. Improper storage and handling of inflammable substances.
- 2.3. Overheating of equipment and appliances e.g. the iron, hairdryer, dryer, etc.
- 2.4. Electrical faults or overloading of electrical circuit.
- 2.5. Arson (maliciously setting off fire).

3. Fire Precautions

- 3.1 All residents should follow guidelines of this Safety and Health Manual and any safety instructions announced by the Hall Management Office.
- 3.2 Do not leave cooking unattended.
- 3.3 Do not leave switched-on electrical equipment and appliances unattended.
- 3.4 Do not modify electrical equipment and appliances by yourself.
- 3.5 Do not overload electrical wiring and sockets.
- 3.6 Do not store unauthorized dangerous substances or inflammable goods.
- 3.7 At all times, do not obstruct corridors, staircases and passageways.
- 3.8 Must keep all lobby smoke doors closed at all times.
- 3.9 Do not tamper firefighting equipment.

4. On Discovering a Fire *but* there is No Fire Alarm

- 4.1. **DO NOT** panic.
- 4.2. Raise the alarm bells by breaking the glass of the nearest manual fire alarm call point. This may be done by using your key or shoe. Also, alert people nearby by shouting 'FIRE' as you leave the residence by the quickest route, and close the doors as you leave.

5. On Hearing a Fire Alarm

- 5.1 Get ready to evacuate. It is the responsibility of students to evacuate once the fire alarm is sounded. Prolonged alarm always signifies danger. **DO NOT** think there is a false alarm, evacuate to assembly point as quick as possible. **DO NOT** rely on reminder call from staff because situation may not allow such call.

6. In Case of Real Fire

- 6.1. Under safe condition, attempt may be made to extinguish the fire by using suitable firefighting equipment nearby. This, however, should be discontinued when the fire is out of control.
- 6.2. Under safe condition, assist others to evacuate, and direct them to leave by the nearest smoke-free staircases and exits. **DO NOT** use lifts.
- 6.3. Under safe condition, the evacuation team should help the any person with physically difficulties to evacuate. However, if condition does not allow, report the case to staff, the Incident Commander, or the firemen as soon as they arrive.

7. Evacuation Procedures

- 7.1 Leave the student hall as quickly as possible in an orderly and calm manner by the nearest available staircase/exit to the nearest assembly point outside the student hall. Flexibility is allowed when there is practical difficulty. For instance, an outbreak of bush fire on the hillside will be hazardous for students to assemble at the hillside. Location of assembly points is in **Appendix I**. **DO NOT** use the lifts.
- 7.2 If time allows, put on a coat and hard-soled shoes quickly. Take a wet towel with you to prevent smoke inhalation, bring your room key for go back to the room, and bring your mobile phone for to maintain communication. Close all doors and windows as you leave.
- 7.3 If caught in a smoke filled corridor, crawl to escape. If there is difficulty in getting to a smoke-free exit, try to escape to the terraces, or escape to a room in which there is a window, close the door, open the window, call and signal for help. **DO NOT** jump.

8. Assembly Points

- 8.1. All should respond to roll count and wait at assembly points. The Incident Commander, who normally wears a helmet, should be the point of contact.
- 8.2. Do not re-enter the building/complex before approval from the Fire Services or the Incident Commander is given. Residents present should follow instructions of the Incident Commander.

D. Lift Failure

1. If you are trapped in the lift, do not panic. Raise the alarm and keep in contact with the student hall reception staff through the intercom.
2. Staff will contact lift company immediately. If you feel uncomfortable, tell the staff through the intercom.

E. Sudden Black Out in the Night

1. Keep calm and stay where you are.
2. Call the Security Control Centre at 2948 8000 if a phone is available.
3. If a phone is not available, don't panic. A staff will come to check whether residents are safe.

F. Typhoon

1. Typhoon Signal No. 1

Check notices with advice on precautions.

2. Typhoon Signal No. 3

Check notices with advice on precautions. This will include the storage of some food, the fastening of windows and doors, and the putting away of items that might be blown away or damaged, or might cause risk to others in strong wind.

3. Typhoon Signal No. 8 And Above / Black Rainstorm Signal

- 3.1. Check notices with advice on precautions. Stay indoor. Do not go out until the signal is lowered.
- 3.2. In case of emergency, call the Hall Reception Counter / duty staff, or a nearby residential staff, or the Security Control Centre at 2948 8000.

IV. Health and Safety Issues

A. Electrical Safety

1. Only electrical equipment that is properly installed and maintained should be used in the student hall.
2. Student residents who wish to bring in portable electrical appliances should apply to the Warden for approval.
3. Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
4. The use of socket adaptors should be avoided wherever possible.
5. Do not touch plugged electrical appliances with wet hands.

B. Open Ground Safety

1. Open terraces should be kept clean, level and non-slippery.
2. Activities that might cause safety hazards should not be held.

C. Food Safety

1. High Standard of Personal Hygiene

- 1.1 Wash hands after using the toilet, blowing nose, handling raw meat or vegetable, and after handling refuse.
- 1.2 Avoid sneezing and coughing over food.
- 1.3 Dress up cuts and sores with waterproof dressing before handling or cooking food.
- 1.4 Wear mask if you are having respiratory symptoms of flu such as running nose and cough.
- 1.4 Do not cook if suffering from gastro-intestinal disturbances such as diarrhea.

2. Hygienic Practices in the Handling of Food

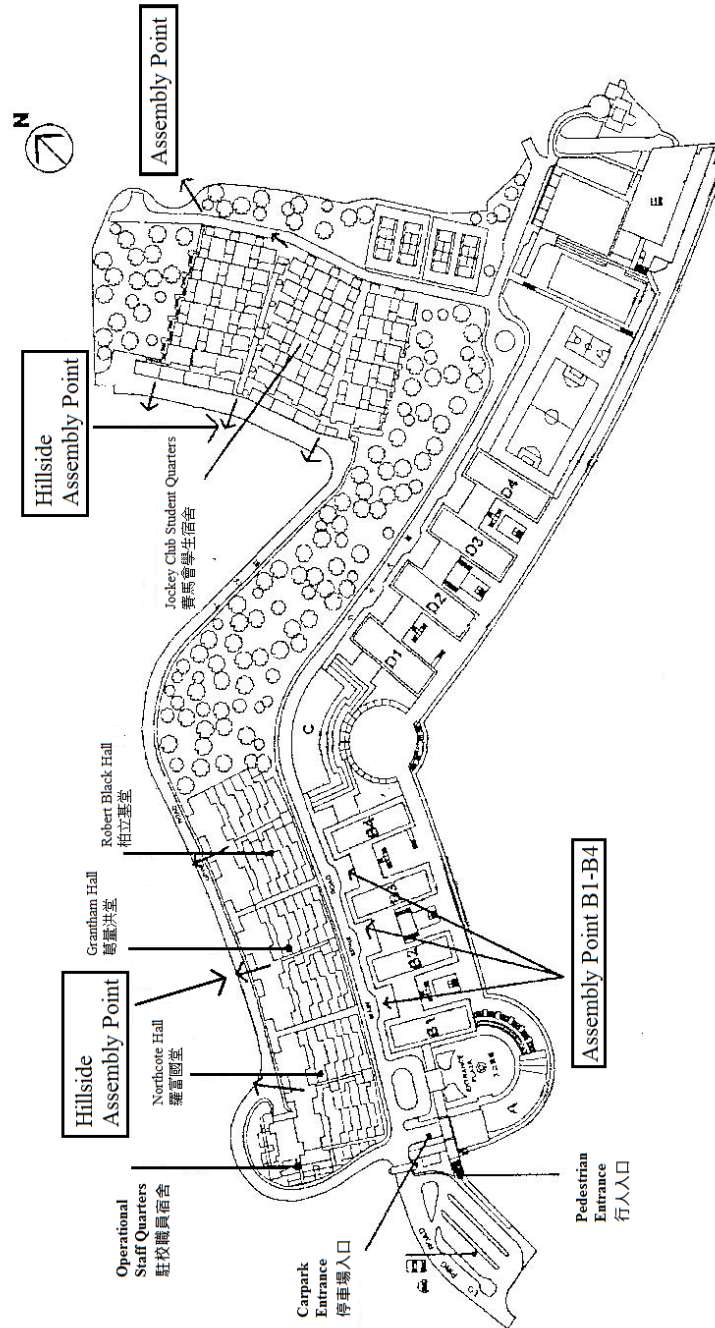
- 2.1 Do not overpack the fridge with food. All food must be labeled clearly with name of owner (plus room number for residents in student halls).
- 2.2 Fresh food should be kept below 4°C in a refrigerator.
- 2.3 Store raw and cooked food separately in the refrigerator, with cooked food placed on shelves above raw food.
- 2.4 Frozen food once thawed should not be refrozen.
- 2.5 Never leave 'ready to eat' food at room temperature for long. Germs and bacteria will multiply rapidly between 4°C to 63 °C.
- 2.6 Check that canned foods have not reached expiry date before eating.
- 2.7 Canned food once opened should be stored in containers and not in the can itself.
- 2.8 Discard any blown or rusted tins of canned food.

- 2.9 Clean utensils, cutlery, dishes, etc. immediately after use.
- 2.10 Put food waste in plastic bags, tie them up properly before disposing them into a covered dustbin.
- 2.11 In the student halls, the Hall Attendants will check and clean the refrigerators on a weekly basis to ensure cleanliness.
- 2.12 In the student quarters, student residents should clean the refrigerator at least once a week.
- 2.13 Student resident have their responsibilities in discard their unwanted or expired food.
- 2.14 Report to Hall Reception Counter / duty staff upon discovery of pest or rodent.

D. Housekeeping Safety

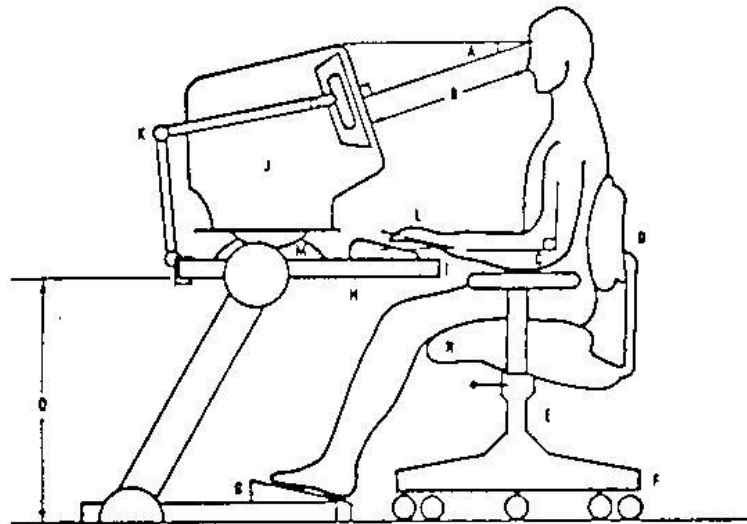
1. Proper utensils, equipment and machinery should be used to avoid hazards and unnecessary strain during work.
2. Spills should be cleaned up immediately.
3. Damaged items or any defects spotted should be reported to the Hall Reception Counter/Hall Management Office/duty staff for repairs immediately.
4. Passageways and corridors must be kept free from obstacles that impede traffic.
5. Cables and wiring must not be tailed across walkways, and should be arranged so that they do not pose a tripping hazard.
6. Things should be stacked properly to prevent falling.
7. Disposal of sharps and glassware such as broken bottles, razor blades, tin edge, knives etc. should be carefully wrapped and placed.
8. When using the computer, please follow guidelines in Appendix II. Drinks should be placed properly to avoid overturn when put close to computers or electrical equipment.
9. Some of the cleansing agents, disinfectants, bleaches and stain removers are strong and poisonous. They can cause skin irritation and even burns. They must be used in the correct concentrations as instructed on the container. Always avoid spilling into the eyes, wear gloves, goggles and shoes while using if precautions are mentioned on the container. Always avoid direct contact with the fluid. All cleansing agents must be capped securely and do not keep more than required amount. They must always be kept away from food. Do not mix different types of chemical, which might lead to severe chemical reaction.
10. No one should be asked to act in a risky manner, such as climbing high or going out of high windows, without proper safety measures.
11. To avoid spreading virus, bacteria or diseases such as SARS (Severe Acute Respiratory Syndrome) while using the toilet, user should lower the toilet lid when flushing the toilet.

LOCATION OF ASSEMBLY POINTS 緊急事故集合地



Appendix II

Working Posture



- A* Viewing angle 15° – 20°
- B* Viewing distance 35–60 cm
- C* Forearm and arm about 90°
- D* Adjustable back rest
- E* Adjustable seat height 38–54 cm
- F* 5 pronged base with castors
- G* Firm foot rest if required
- H* Acceptable knee clearance
- I* Support for forearms/hands if required
- J* Screen at right angles to line of sight
- K* Adjustable document holder
- L* Wrist incline $\leq 10^{\circ}$
- M* Screen support adjustable for rotation and tilting
- N* Round or scrolled edged seat pad
- O* Adjustable table height