

Safety Manual

(For student residents in campus accommodation)

**Student Affairs Office
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I. Guiding Safety Principles

1. The policy of the Student Affairs 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 rules and procedures that are enforced in the accommodation. All health and safety problems 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 on health and safety issues.
4. Residents should make effort to attend programmes and training on health and safety matters.

III. The Arrangements for Health and Safety

A. Accident & Sickness

Please seek help from duty staff.

1. Minor Injury/Illness

- 1.1. Students may use medical materials in the first-aid boxes which are available at Hall Reception Counter/Hall Management Office. For Jockey Club Student Quarters, there is one first-aid box in each flat.
- 1.2. All must follow instructions on the medicine packet and take the dose as stipulated, but not more. For each use, the First Aid Box User Record should be entered.
- 1.3. It is always advisable to consult the HKIED Health Centre (2948 6262)

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

- 2.1. If the duty staff feels that an ambulance should be called, always take staff's advice into consideration

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 World Health Organization.
- 3.3 Hall management staffs have the right to refuse entry of residents who are suspected of SARS.
- 3.4 Seriously infected patients should report to the Hall Management Office and leave the student accommodation until they have recovered.

4. Use of Sick Room

Sometimes when there's discomfort that might cause inconvenience to room mate 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 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. Students should report to the Hall Management Office immediately once fire equipment is used so that replacement or inspection may be made.
- 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 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 or inflammable goods.
- 3.7 At all times, do not obstruct corridors, staircases and passageways.
- 3.8 Must keep all smoke lobby 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 by breaking the glass of the nearest manual fire alarm call point. This may be done by using your elbow or shoe. Also, alert people nearby by shouting 'FIRE' as you leave the residence by the quickest route, closing doors as you leave.

5. **On Hearing a Fire Alarm**

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** rely on reminder call from staff because situation may not allow such service.

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 disabled to evacuate. However, if condition does not allow, report the difficulty to staff, the Incident Commander, or the firemen as soon as they arrive.

7. **Evacuation Procedures**

- 7.1. Leave the residence as quickly as possible in an orderly and calm manner by the nearest available staircase/exit to the nearest assembly point outside the residence. 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. 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 yellow 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 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 automatically come along 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

A. Electrical Safety

1. Only electrical equipment that is properly installed and maintained should be used in the residence.
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 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 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.

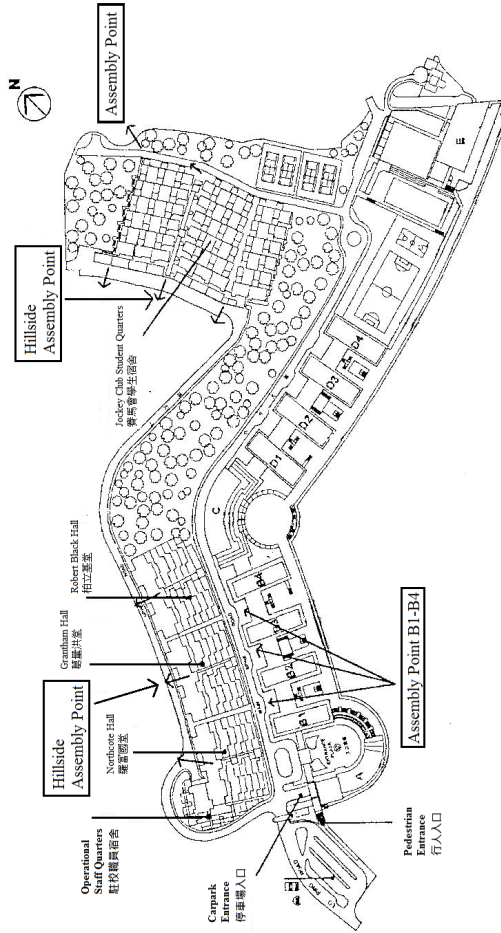
- 2.11 In the student halls, the Hall Attendants will check and clean the refrigerators on a weekly basis to ensure cleanliness.
- 2.12 In the student quarters, residents should clean the refrigerator at least once a week.

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 and shoes while using. Always avoid direct contact with the fluid. All cleansing agents must be capped securely and locked in storerooms. They must always be kept away from food.
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.

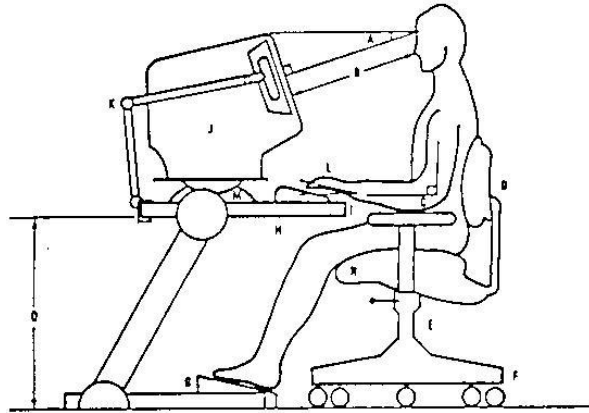
11. To avoid contracting SARS (Severe Acute Respiratory Syndrome), residents should lower the toilet lid when flushing the toilet.

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

安全手冊

宿生適用

(內容以英文本為準)

學生事務處

二零一二年八月

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I. 政策

1. 學生事務處的學生宿舍居住環境政策是提供一個無煙、安全及健康的學習及居住環境予學生。
2. 為確保宿舍的環境衛生和安全，宿舍員工和學生必須充分合作及維持良好溝通。

II. 宿生及訪客的角色

1. 所有宿生及其訪客必須遵守宿舍所訂定的安全守則及指引。所有健康及安全問題須儘快向經理及樓層導師報告。
2. 有永久殘障或短暫殘障的宿生應通知經理或樓層導師，讓彼等於緊急情況下，給予特別的照顧。

III. 健康及安全安排

A. 意外及患病

請向當值職員尋求協助。

1. 輕微受傷/患病
 - 1.1. 學生可使用急救箱內的醫療用品。宿舍的接待處/宿舍辦事處置有兩個急救箱。賽馬會學生宿舍的每一個學生單位內亦置有一個急救箱。
 - 1.2. 用藥時，必須遵照藥物包裝上列出的指引及服用份量。每

次使用後必須紀錄於急救箱紀錄冊上。

- 1.3. 學生該到校內保健中心（內線 6262）求診，以確保傷／病得到妥善的治療。

2. 嚴重受傷/患病（須使用救傷車服務）

倘若當值職員認為需要召喚救傷車，請依從勸告。

3. 傳染病

- 3.1 如傷風、咳嗽或流涕，請帶上口罩。

- 3.2 當世界衛生組織將香港列入受影響名單時，所有宿生須遵守香港特區政府所建議的健康檢查。

- 3.3 宿舍職員有權拒絕懷疑感染非典型肺炎的人仕進入宿舍。

- 3.4 嚴重傳染病患者須向辦事處報告及遷離學生宿舍，直至康復為止。

4. 病房之使用

如染恙同學引致同房不便，如經常咳嗽，可搬到病房暫住。辦公時間內由宿舍經理批准；非辦公時間內則由當值導師批准。

B. 搶劫、偷竊或其他刑事罪行

1. 預防措施

- 1.1. 避免在宿舍內存放貴重物品。
- 1.2. 離開睡房或住宿單位前，鎖上櫃桶及門窗。
- 1.3. 不要隨處亂放鑰匙、門咭和任何有效証件，亦不可將此等物件借讓給別人。

2. 舉報程序

- 2.1. 目擊罪案時應親身前往或致電接待處 / 宿舍辦事處，向當值職員詳細報告事發經過，並表明身分（包括姓名、學生證號碼及房號）。
- 2.2. 受害人可決定是否報警。任何人均無權阻止他人向警方報案。倘若受害人決定報警，職員應提點報警的責任、可能面對的後果和跟進行動。
- 2.3. 受害人應自己致電大埔警署非緊急電話 2667 2292/ 2660 3324 或緊急電話 999/ 9999（非直線電話）。

C. 消防安全

1. 學生的角色

- 1.1. 學院十分關注消防安全，每人均需作出支持及協助。宿生需對自己的安全負責，遵從防火指示、熟悉逃生路線、疏散程序和學習使用消防裝備。
- 1.2. 如消防裝備曾被使用，宿生應立即報告宿舍辦事處，以便作出更新及檢查。

- 1.3. **疏散小組**由宿舍經理統籌，小組成員包括高級導師、導師、留宿服務員和各樓層學生六名（每翼各三）。如有需要，小組負責協助疏散宿生。

2. 引致宿舍火警的常見情況

- 2.1. 煮食時不看管爐火、不小心使用明火、不適當使用電器，例如過熱、不小心、無知等。
- 2.2. 不當地存放及處理易燃物品。
- 2.3. 電器過熱如熨斗、風筒、風乾機等。
- 2.4. 電器損壞如電線短路或負荷過重
- 2.5. 縱火（惡意放火）。

3. 防火

- 3.1. 所有宿生應遵從這本安全手冊及宿舍辦事處所公佈的安全指示。
- 3.2. 煮食時要看管爐火。
- 3.3. 不要離開正在運作中的電器用品。
- 3.4. 不要擅自更改電器用品。
- 3.5. 不要使電路及電器插座負荷過度。
- 3.6. 不要貯存違法的危險或易燃物品。

- 3.7. 不要阻塞走廊、樓梯及通路。
- 3.8. 任何時間都須關上防煙門。
- 3.9. 不要擅自干預防火裝備。

4. 發現火警

- 4.1. 切勿驚慌。
- 4.2. 用手肘或鞋敲碎手動火警警報器的玻璃，採用最快的路線離開現場，期間關閉門戶，並高呼「火燭」以通知他人。

5. 警鐘響起

準備疏散。當警鐘響起，宿生有責任即時疏散，警號長鳴意味著危險，不要依賴職員催促因為當時的情況未必容許這個服務。

6. 火警發生

- 6.1. 在安全情況下，可嘗試使用附近合適的消防裝備救火；火警一旦無法控制，應立即停止救火。
- 6.2. 在安全情況下，協助其他人疏散，使用最近的無煙樓梯/出口離開現場。切勿乘搭升降機。
- 6.3. 在安全情況下，疏散小組應協助殘障宿生疏散，如情況不許可，則須盡快向職員、事故指揮或消防員報告殘障學生的情況和面對的困難。

7. 疏散程序

- 7.1. 使用最近的樓梯/通道，快速但有秩序及平靜地離開宿舍，在最近的集合點集合。但如遇實際困難，則應靈活處理。例如倘若發生山火則學生不能在山坡旁集合。（附錄一）切勿使用升降機。
- 7.2. 如時間許可，應盡快穿上硬底鞋，帶備濕布以防吸進煙霧，離去前關上門窗。
- 7.3. 如濃煙瀰漫走廊，應爬行前進。倘若被濃煙所困，應逃往平台或有窗的房間，進入後關上房門，開窗求救。切勿從高處跳下。

8. 集合地點

- 8.1. 所有人必須在集合地點等候及點名，事件指揮員通常戴上黃頭盔，是當時的聯絡人。
- 8.2. 未經消防處或事件指揮員許可下，不可返回宿舍，宿生須遵從事件指揮員的指示。

D. 升降機故障

1. 如被困升降機，不要驚恐，按下警鐘及透過對講機與接待處職員聯絡。
2. 職員會立即聯絡維修公司，如有不適，請透過對講機知會職員。

E. 停電

1. 保持鎮定及逗留於所處地點。
2. 如有電話請致電 2948-8000 通知保安處。
3. 如沒有電話，不要驚恐，職員會巡察了解各宿生的安全。

F. 颱風

1. 一號強風訊號

留意通告上建議的防備措施。

2. 三號強風訊號

留意通告上建議的防備措施，包括儲存一些食物，關緊門窗，移離有可能被風吹走、破壞或對他人做成危險的物件。

3. 八號或以上強風信號

- 3.1 留意通告上建議的防備措施，留在室內，不要外出，直至颱風訊號降低。
- 3.2 在緊急情況下，通知接待處或當值職員或最近的留宿職員，或致電保安 2948-8000。

IV. 健康及安全指引

A. 電力安全

1. 宿舍內使用的電器必須妥善安裝及良好保養。
2. 宿生須得舍監批准，才可將私家電器帶進宿舍。
3. 擺放家具或用具時，應避免讓電線走在地面上，如不能避免則應使用膠貼固定電線位置，以防有人絆倒。
4. 盡量避免使用拖板。
5. 不要用沾濕的雙手接觸電源。

B. 露天地方的安全

1. 平台須保持清潔、平坦及乾爽。
2. 嚴禁一切可能導致意外之活動。

C. 食物安全

1. 高水準的個人衛生

- 1.1. 如廁、擤鼻涕、處理生肉、蔬菜或垃圾後，應立即洗手。
- 1.2. 避免向著食物打噴嚏或咳嗽。
- 1.3. 處理食物或煮食前應在傷口或紅腫處貼上防水膠布。
- 1.4. 感染呼吸腸道疾病（如腹瀉）時，不宜煮食。

2. 處理食物之衛生事項

- 2.1. 雪櫃不應堆放過多食物，食物包上應註明物主和房號。
- 2.2. 新鮮食物應儲存在攝氏 4 度以下的雪櫃內。
- 2.3. 生、熟食物在雪櫃內應分開儲存。應將生的食物放在熟的食物下面。
- 2.4. 冷藏食物解凍後不應再度冷藏。
- 2.5. 弄好的食物不可長期存放在室溫中，在攝氏 4 至 63 度中細菌會迅速生長。
- 2.6. 不要食用過期罐頭食物。
- 2.7. 罐頭食物一經開啓便要取出，存放在器皿內。
- 2.8. 發漲和生鏽的罐頭食物必須棄置。
- 2.9. 煮食後，宿生應立即將器具、餐具及碗碟清潔。
- 2.10. 學生有責任將食物渣滓棄於膠袋內，包好後投進有蓋垃圾箱內。
- 2.11. 學生宿舍服務員將每周清潔及清理雪櫃以保雪櫃清潔衛生。
- 2.12. 賽馬會學生宿舍宿生應每周最少清潔雪櫃一次。

D. 家居安全

1. 器具、裝備及機器必須妥善使用以防危險及不必要的勞

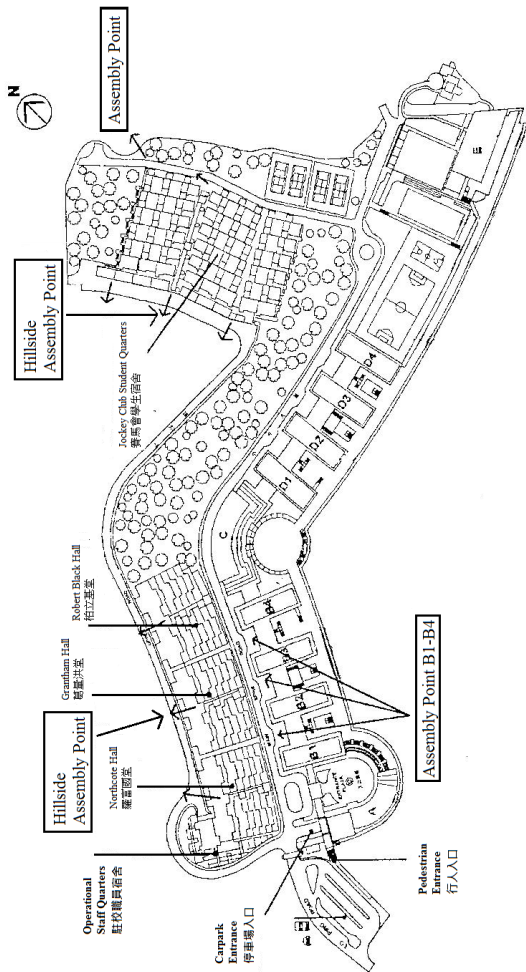
累。

2. 如打翻液體，應立即清理。
3. 如發現損壞的物件應立即通知接待處/宿舍辦事處/當值職員安排修理。
4. 走廊及通道須保持暢通無阻。
5. 電線不得在行人通道上穿插，以防有人絆倒。
6. 物品應小心疊好，以防滑落。
7. 小心處理利器及玻璃如破瓶、刀片、罐口、利刀等，棄置前必須小心包好。
8. 用電腦時，請依照附錄二之指引。如於電腦或電器附近放置飲品，應小心擺放，以免打翻。
9. 部份清潔劑、消毒劑、漂白劑、去漬劑強力且有毒，可導致皮膚敏感或灼傷，須小心處理。使用時須戴上手套和穿上膠鞋，避免身體接觸或濺進眼睛，調校時應根據容器上的指示，確保濃度適中。用後應蓋好並鎖在儲物房內，遠離食物。
10. 沒有人有權要求別人作出危險動作，例如在沒有安全措施下，切勿往高處攀爬或爬出窗外。
11. 為避免感染非典型肺炎，宿生應在沖廁時放下廁蓋。

E. 健康安全訓練

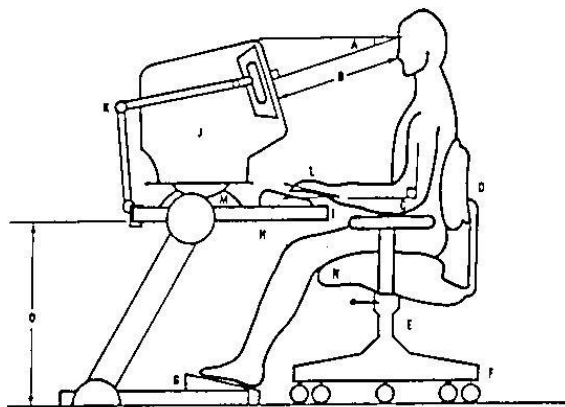
1. 宿生應恆常參閱與健康及安全有關之刊物或文章。
2. 宿生應積極參與與健康及安全有關的課程及訓練。

LOCATION OF ASSEMBLY POINTS 緊急事故集合地



附錄二

工作姿勢



- A 觀望角度 15° – 20°
- B 觀望距離 35–60 厘米 (cm)
- C 前臂與手臂大約成 90°
- D 可調校的椅背
- E 可調校的座位高度 38–54 厘米 (cm)
- F 安裝有五個腳輪的椅底
- G 如有需要，可使用穩固的腳踏
- H 膝部前應有足夠空間
- I 如有需要，可使用前臂 / 手部支座
- J 螢幕與視線成直角
- K 可調校的文件架
- L 手腕傾斜度 $\leq 10^{\circ}$
- M 螢幕支座，可調校作旋轉及傾側之用
- N 圓邊或渦形邊的座墊
- O 可調校的枱高