



# Department of Mechanical Engineering

## Occupational Safety & Health Induction

Dear Colleague/Student,

Welcome to the University of Hong Kong. This checklist is provided as an indication of health and safety related issues which should be covered as you are introduced to your duties/study in this Department. It will also act as a reminder to your colleagues/supervisors of what should happen, or what you should be told as you join them.

Please tick [✓] each aspect when it has been covered, or when you have been given the required information. You may like to visit [www.hku.hk/mech/safety/InductRes.html](http://www.hku.hk/mech/safety/InductRes.html) for some brief information and relevant www links.

### 1. Reception

- Introduction to supervisor/manager
- Introduction to colleagues/co-workers
- Introduction to Head of Department
- Introduction to Departmental Safety Representative

### 2. Departmental Layout

- Tour of department
- Entrances and Exits (including Emergency Exits and Assembly Points)
- First Aid and First Aiders
- Personal workplace and storage of personal belongings
- Location of toilets and washing facilities
- Pantry & dining facilities

### 3. Departmental Safety

- Local safety organization
- Local safety rules and procedures
- Fire drill and alarm procedures
- Fire extinguishers: location and use
- Local safety hazards
- Health & Safety Legislation
- Your health & safety responsibilities
- University Safety Policy
- Safety training
- Emergency Procedures
- Typhoon & Rainstorm Signals
- RGC Grant Application safety issues
- Environmental issues
- Others

Please sign below to confirm that all the appropriate items from the above list have been addressed in your introduction to your workplace:

Name:..... Position / Study Programme: .....

Signature:..... Date.....

Please pass the signed form, within three weeks of your arrival, to the following staff for endorsement as appropriate:

- Departmental Safety Representative (DSR) if you are a teaching or technical staff.
- Research supervisor if you are a research staff or student.
- Administrative Assistant if you are an office staff.

### Endorsement of DSR / Research Supervisors / Administrative Assistant\*

I consider the issues ticked by the above staff/student have been adequate/inadequate\* in respect to his/her occupational safety and health needs.

Endorsed by:..... Date .....

Name & Signature

\* Please delete as appropriate.

This form should be returned to the Departmental Office (Annie) for recording.