

Safety Clearance Form

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



Note: It is mandatory for all PHYS new laboratory workers to complete this Form
Submit the completed Form to the **DSO (Departmental Safety Officer)** right after Part 2 is done

Part 1: Personal Particulars and Safety Declaration

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

Name in Chinese

Surname

Give name(s) (*in full*)

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HKUST ID no.

Contact no.

Email Address

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HKUST Status

Date (dd/mm/yyyy)

Position/Program

Host/Supervisor

☐ Staff  / ☐ PG / ☐ UG			
☐ Staff  / ☐ PG / ☐ UG			
☐ Staff  / ☐ PG / ☐ UG			

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

1.1 Safety Declaration:

- I understand that **HSEO** is the official Safety Office in HKUST (<https://hseo.hkust.edu.hk/>).
- I have to read and be familiar with the HSEO **Emergency Procedures** (https://hseo.hkust.edu.hk/sm_03).
- I have to read and be familiar with the sections relevant to my works in the HSEO **Safety and Environmental Protection Manual** (<https://hseo.hkust.edu.hk/safety-and-environmental-protection-manual>).
- I understand that I am responsible for my own safety when working in PHYS.
- I am required to follow all rules and regulations established by PHYS and the University.

Your signature (to declare the acceptance)	Date (dd/mm/yyyy)

Part 2: Safety Orientation and Laboratory Briefing (*conducted by the Technical Officer In-charge*)

2.1 List of laboratories where you work in:

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2.2 Safety Orientation

I have been shown the nearest one and explain how to use ALL of the following

☒ Placard	☒ First Aid Kit	☒ Fire alarm / break glass
☒ Emergency Phone Number	☒ Safety Shower	☒ Fire extinguisher
☒ Emergency Evacuation route	☒ Eye wash	☒ Sand pail / Fire blanket
☒ Emergency Ventilation Button		

2.3 Laboratory Briefing (tick if appropriate)

☐ Warning Light ON/OFF	☐ Laser Emergency OFF Button	☐ Oxygen Level Meter
☐ Equipment Power Cut Off	☐ Personal Protection Equipment	☐ Cryogenic Safety
☐ Spill Kits	☐ Equipment Water Cut Off	☐ Radioactive Source
☐ Fume Hood	☐ Chemical Waste Disposal	☐ Safety Data Sheet
☐ Gas Cylinder	☐	☐
Others (please specify)		

Declaration for the completion of Part 2

Your signature	Technical Officer's name & signature	Date (dd/mm/yyyy)
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Part 3: 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		
	Apply for Registration of Laser Worker (with Eye Examination)		
MC05	Pressure Safety		
MC06	Biological Safety		
MC07	Chemical Safety I / Chemical Safety for Laboratory Users		
MC09	Respiratory Protection		
DC04	Electrical Safety		
	NFF Safety Training (http://www.nff.ust.hk/en/home.html)		

Attend the training in the **HSEO e-Learning website** (https://hseo.hkust.edu.hk/sl_training). Then, apply for online tests (<https://hseo.hkust.edu.hk/form/self-learning-examination-enroll>). Make your copy of this form if needed.

Supervisor's Declaration to acknowledge the completion of this Form

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