

Laboratory User Safety Induction Checklist

This induction checklist aims to ensure that all laboratory users are aware of, understand and agree to the policies and regulations related to laboratory safety in ACE and CityU.

The checklist should be completed and returned to the Technical Office upon the induction is completed.

Induction Checklist:

No.	Item	Check
1	Safety Information	
	Website of Laboratory Safety at ACE (link here)	
	Website of Laboratory Safety Unit (LSU) (link here) <ul style="list-style-type: none"> Pay close attention to the "Regulations, Policies & Guidelines" and "Standard Operating Procedure" sections. Familiarize yourself with the safety guidelines and policies specific to the areas you will be working in. 	
2	Basic Laboratory Safety Rules	
	Keep your workspace clean and tidy.	
	Lab coat, gloves and safety goggles must be worn when conducting experiment.	
	Never leave an experiment unattended.	
	When necessary, always work in fume cupboard with sash as low in position as possible. Upon completion of work, please be reminded to close the sash.	
	Turn off laboratory equipment when possible after use, especially heat sources and light sources.	
	Do not take away any apparatus or chemicals from laboratory without permission from supervisor / research lab manager / technical officer.	
	No experimental work is allowed to be conducted in office area.	
	Wash your hands thoroughly before leaving laboratory.	
	Eating, drinking, and smoking are strictly prohibited in laboratory.	
	Do not store food or drink in laboratory.	
	Short, skirt, sandals, and open-toes shoes are not allowed in laboratory.	
	Long hair should be tied back when working in laboratory.	
	No headphones on in laboratory.	
	For other general laboratory safety rules, please read here .	
3	Emergency Procedures	
	CityU's Emergency Procedures (link here)	
	Emergency Telephone Numbers <ul style="list-style-type: none"> ACE Departmental Laboratory Manager: Joseph 3442-7201. Security Counter: 3442-8888 (24 hour). 	
	The location of the nearby emergency exits, evacuation routes and assembly points.	
	The location of emergency facilities in the lab area, e.g., fire extinguisher, first aid kit, eyewash and safety shower, spill kit and emergency phone.	
4	Reporting Procedures	
	Report Injury / Accident / Near Miss <ul style="list-style-type: none"> Report Form (link here) Explanatory Notes (link here) Please inform ACE Departmental Laboratory Manager (Joseph) promptly. 	
	In case of illness or injury, seek medical attention immediately.	

	Report malfunction of communal equipment to ACE Technical Office promptly.	
5	Access to Laboratory	
	Laboratory Safety Induction, Risk Assessment Form, and Online Safety Training must be diligently completed before getting laboratory access right.	
	In non-office hour (before 9am or after 6pm), working alone in laboratory is not allowed.	
	In case of working beyond campus opening hours (before 7am or after 11pm), approval from supervisor and the Dean is required. Please apply using this form .	
	Undergraduate and taught postgraduate students are not allowed to work alone in a laboratory at any time. They must always be supervised by the Principal Investigator / Research Staff / PhD student.	
6	Animal Work Safety	
	CityU's guideline on Safe Working Practices and Safety Procedures for Working with Laboratory Animals (link here)	
	CityU's Clinical Waste Disposal Procedures (link here)	
	"Licence to Conduct Experiments" must be obtained from Department of Health before any animal experiment. (More info here)	
7	Biosafety	
	CityU's Guidelines for Biological Safety in the Laboratory (link here)	
	CityU's Clinical Waste Disposal Procedures (link here)	
	For the use of Biological Safety Cabinet and Laminar Flow Cabinet, proper training must be completed (provided by corresponding research group).	
	Boilers and autoclaves must be operated by trained users who are conversant with the safety requirements related to the particular equipment.	
8	Chemical Safety	
	CityU's Chemical Safety Guidelines (link here)	
	CityU's Chemical Waste Disposal Guideline (link here)	
	CityU's Segregation of Incompatible Chemicals (link here)	
	Chemical Control System (CCS) is an online platform for the management of chemicals (including gas cylinders). Lab users are required to place chemical order requests, check in and check out chemicals with the help of CCS delegate in each research group. (More info here)	
	Apart from CityU's non-controlled chemicals (list here), all other chemicals must be procured through CCS. It is strictly forbidden to purchase them directly from online stores like Taobao, to buy them outside of HK and bring them to CityU personally or via courier, or to acquire them through any other methods.	
	Users must understand the properties and safety precautions of the chemicals they use. It is highly recommended that the users search for and read their material safety data sheet (MSDS) when conducting risk assessment.	
9	Laser Safety	
	CityU's Laser Safety Guidelines (link here)	
	CityU's Policy on Eyesight Testing for Users of Class 3B and 4 Lasers (link here)	
	Lab users, who plan to use open beam Class 3B or 4 Lasers, are required to do an eyesight test to check their fitness as laser users. They need to request the test from the Departmental Laser Protection Officer.	
10	Radiation Safety	
	CityU's Radiation Safety Guidelines (link here)	
	Lab users, who plan to import/ procure/ use/ possess/ dispose of any Radioactive Substances or Irradiating Apparatus, are required to inform the Departmental Radiation Protection Officer.	

11	Waste disposal procedures	
	Follow CityU's guidelines for proper chemical waste disposal and clinical waste disposal.	
	Please clean emptied glass containers and dispose of them into a "Glass Bottles Only" bin located outside the Refuse Collection Point near the Nam Shan Entrance Gate.	
	Dispose of broken glasses into a Broken Glass Box.	
	Dispose of used sharps and needles into a Sharp Box	

I have completed the Laboratory User Safety Induction and understood the information in this checklist. I agree to abide by the Safety Guidelines implemented in ACE and CityU.

Name of Laboratory User: _____
Signature of Laboratory User: _____
Email of Laboratory User: _____

Name of Supervisor: _____
Signature of Supervisor: _____
Date: _____