

Policy of Visitors Performing Experimental Work in ACE Laboratories

The Dept. of Architecture & Civil Engineering (ACE) is committed to protecting all laboratory users. This policy is written to protect all visitors (e.g. collaborated workers, invited guests, volunteers and etc.) and minimize the risk to the visitors.

The following rules should be strictly followed when an ACE staff member invites visitors performing experimental work in ACE laboratories:

- The host staff should seek approval for the visitors **at least one week before** the commencement of any experimental work by completing the application form as attached.
- The visitors should follow all the safety regulations of ACE and the University including:
 - Upon receipt of approval for performing experimental work in ACE laboratories, visitors **MUST** attend the School Safety Training as scheduled before the commencement of any experimental work.
 - Visitors **MUST** put on an identification badge for access all the times in ACE laboratory areas.
- The host staff should:
 - Ensure that the visitors follow the safety requirements of the department;
 - Ensure that the visitors have a valid insurance coverage for their experimental work in ACE laboratories;
 - Supervise the experimental work of visitors;
 - Be responsible for the behaviors of visitors during their stay in ACE laboratories;
 - Be responsible for repairs or replacement for any damaged equipment and facilities.

Violation of the above rules will result in disciplinary action from the department including:

- Warning to host staff and visitor;
- Restricting visitor access to laboratories.

City University of Hong Kong
Dept. of Architecture & Civil
Engineering

Application for Visitors Performing Experimental Work in ACE Laboratories

Information of Host Staff

Name: _____ Position: _____
Contact Number: _____ Email: _____

Information of Visitor

Name: _____ Position: _____
Institution: _____
Contact Number: _____ Email: _____

Information of using ACE

Laboratories Date: _____ Time: from _____ to _____
Location: _____
Purpose / Reason:

Declaration by Visitor

1. I agree and undertake to abide by the Policy of Visitors Performing Experimental Work in ACE Laboratories
2. I take full responsibility for any injury, loss or damage to my person and/or equipment and facilities that may arise from the experimental work in ACE laboratories
3. I confirm that I have a valid insurance for the coverage and at the amount in each case specified by City University of Hong Kong ("University") and I shall, upon request of the University, produce a copy of such insurance to the University.

Signature of Visitor

Date

Signature of Host Staff

Date

Approval

This application is approved / not approved

Signature

Date

Departmental Safety Training

Scheduled Date: _____
Completed and verified by: _____ (DSO)

Time: _____
Date: _____