SEE Requirements for the Online Safety Training

Introduction:

In order to maintain a safe working environment, CityU and FMO provide two series of university-wide online safety training modules, namely General Safety Training and Laboratory Safety Training.

General Safety Training:

- GEN01: Safety, Health and Environmental Protection @ CityU
- GEN02: Display Screen Equipment
- GEN03: Good Housekeeping (5S)
- GEN04: Electrical and Mechanical Safety
- GEN05: Lab Safety for Security and Cleaning Staff

Laboratory Safety Training:

- LAB01: Laboratory Safety Training - Fundamentals
- LAB02: Safety Policy, Legislation and Responsibilities
- LAB03: Risk Management
- LAB04: Chemical Safety (I)
- LAB05: Chemical Safety (II)
- LAB06: Biological Safety
- LAB07: Animal Safety
- LAB08: Laboratory Waste Management
- LAB09: Radiation Safety (I)
- LAB10: Radiation Safety (II)
- LAB11: Laser Safety
- LAB12: Electrical and Mechanical Safety

Requirements:

It is mandatory for all SEE staff, PhD students, and other CityU personnel who need to use SEE offices and laboratories to attend training. To ensure compliance with the requirements set by FMO and the School Laboratory Safety Committee (SLSC), we have stipulated the training requirements for different categories of personnel, as outlined below:

Staff	
Non-regular faculty members, including Adjunct Professors, Emeritus Professors, Visiting Distinguished Professors, and Lecturers	GEN 01
General Office Staff	GEN 01

Faculty Members, and Research Staff whose PIs primarily engaged in computing work	GEN 01 to 04
Faculty Members, and Research Staff whose PIs primarily engaged in lab-based work without the use of chemicals	GEN 01 to 03, LAB 01 to 03, and LAB 12
Faculty Members, and Research Staff whose PIs primarily engaged in lab-based work with the use of chemicals	GEN 01 to 03, LAB 01 to 12
Technical Office Staff	GEN 01 to 03, LAB 01 to 12

**For Staff, GEN 04 and LAB 12 are interchangeable since their content is the same.

PhD Students, and other CityU personnel who need to use SEE labs:	
Under PIs who primarily engaged in computing work	GEN 01 to 03, LAB 12
Under PIs who primarily engaged in lab-based work without the use of chemicals	GEN 01 to 03, LAB 01 to 03, and LAB 12
Under PIs who primarily engaged in lab-based work with the use of chemicals	GEN 01 to 03, LAB 01 to 12

GEN 01 is mandatory to be completed within 1 week of starting work/study. Other training modules are required to be completed within 1 month. Furthermore, since laboratories potentially present more risks to users, it is important to note that lab access will only be granted and authorized to individuals who have completed the required safety training.

To reiterate, to prevent potential incidents or accidents, all staff and students must complete the required training modules. However, if any research members, under the supervision of lab-based faculty members, who only need the use of computers and/or clusters and do not need to work in a laboratory, their supervisors could send a request email to the Technical Office asking for an exemption. The Technical Office will review and update their respective training requirements, but these members must complete GEN 01 to 03 and GEN 04/LAB 12 training modules. All lab access of these members will be revoked. However, if any incidents or accidents happen to an exempted individual because of lacking training, the respective supervisor will bear full responsibility.

How to attend the training and quizzes:
To access the online safety modules, please follow these steps:
1.   Visit CityU Canvas at https://canvas.cityu.edu.hk/.
2.   For staff, enroll in the course titled "FMO Safety Training 2024"; for students, enroll in the course named "Safety Training for Students (SEE)".
3.   Navigate to the "Modules" section to access the training videos and quizzes for the required modules.

4. After completing the required modules, staff can check their training report in the AIMS (Staff Services → Central Training / Undertaking - Individual Training Reports); For students, please stay in CANVAS to check the grades (Dashboard → View Grades).

5. If any score is below 8, please retake the corresponding quiz.

Special Notes:

1. Quiz results are generally valid for three years. Staff and students are required to refresh and retake the modules and quizzes before the expiration date.

2. If any members possess both student and staff identities, they must complete the required modules and quizzes using one of their identities.

3. If any members transition from student to staff, or vice versa, they must complete the required modules and quizzes using their new identity.

Completion monitoring:

As per the recommendation from the Internal Audit Office (IAUD), it is the responsibility of supervisors to closely follow up and ensure that they, their subordinates, and/or team members comply with the safety training requirements. This includes:

- The Dean: Ensuring his own compliance, as well as that of the non-regular faculty members, including Adjunct Professors, Emeritus Professors, Visiting Distinguished Professors, and Lecturers.

- Faculty members: Ensuring their own compliances, as well as that of their research group members.

- Director of Administration: Ensuring her own compliance, as well as that of the General Office staff.

- Chief Technical Officer: Ensuring her own compliance, as well as that of the Technical Office staff.

The Technical Office will check the completion rates every December, reminder emails will be sent to those who have not met the requirements, and their supervisors will be copied in the email for their follow-up. Another completion rate check will be conducted every June, non-compliant cases will be reported directly to the SLSC, the SLSC reserves the right to request immediate improvement from the concerned individuals and their supervisors.

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