

Department of Mechanical Engineering, The University of Hong Kong

Safety Declaration & Door Access Application Form (for UG & TPg)

Important Note

1. Only UG and TPg should use this form for their projects when they are carried out in laboratory/workshop under the Department of Mechanical Engineering (ME), The University of Hong Kong. Students and Project Supervisor should (1) fill in this form and safety declaration, (2) complete the Risk Assessment, and (3) declare there are sufficient measures to control the risks. This form can be downloaded at <https://mech.hku.hk/saddaaform-group/>
2. This form must be submitted before any group member is granted door access right to their university card to work in the laboratory/workshop. However, UG students will NOT be granted access right to their card before completing the Engineering Training course, and they must work under the supervision of other senior members.
3. Students should **only work in the laboratory/workshop during office hours** without the presence of Project Supervisor and/or the technical staff-in-charge (TIC).
4. Non-office hour access will only be permitted when **no complaint to any member has been filed in two consecutive months**.
5. The Mechanical Engineering Department may request the group to re-submit this form if new hazard appears on the premises.
6. In case of an emergency, project group members should call for help from the **Security Office (39172882)** or dial **999** and inform Project Supervisor, TIC, and Premise Supervisor/Department Safety Representative (DSR) at the appropriate time.
7. The validity of the declaration and door access right will automatically expire on 31 August every year. Members should re-submit this form to renew their access rights.
8. Ideally, TPg project group should be led by one RPG as the group leader. A valid phone number should be provided in this application. Leaders should update TIC and the Premise Supervisor for any changes.
9. After completing this form, students should seek approval and signatures from their Project Supervisor (**Part IV**), TIC (**Part V**), and Premise Supervisor/DSR (**Part VI**).
10. Each form can only be used to apply for ONE laboratory or workshop.
11. This form is not applicable for non-HKU members.

Part I: Particulars of the Project Group

Project Title/ Group Name: _____ Capstone Project number (if any): _____
 Name of Project Supervisor: _____ School year: _____
 Leader name: _____ Associate Leader name: _____
 Department: _____ Department: _____
 UID: _____ UID: _____
 Tel. No: _____ Tel. No: _____
 HKU Email: _____ HKU Email: _____

Member Name	UID	HKU Email	Department	Year

Part II: Information of the laboratory/workshop in which the project to be carried out

Room Number: _____ Laboratory Name (if any): _____
 Name of Premise Supervisor: _____
 Name of TIC of the laboratory / workshop: _____

Part III: Safety Declaration (please check the relevant):

I, _____ hereby confirm to represent our group to make the declaration below.

- We have read the **Important Note** section on this application form and will comply accordingly.
- We have completed and attached the **Safety Assessment Form**.
- We have read the Regulations/Guidelines at <https://www.mech.hku.hk/safety>, <https://www.safety.hku.hk> and “Poster on Laboratory / Machine-Shop Safety Regulations”.
- We have consulted the placard on the laboratory/workshop door for the applicable hazard(s) and protective measure(s)
- We understand we should call for help from the **Security Office (39172882)** or dial 999 for emergencies and inform group supervisor/ tech. staff-in-charge/DSR at the appropriate time.
- We understand that no food and drink is allowed in the laboratory/workshop.
- We understand that none of us should work alone in the laboratory/workshop.
- We are aware of the fire escape route, which has been shown in the laboratory or workshop.
- We are aware of the location of first aid box, spillage kit & firefighting equipment.
- We are aware of the use of personal protective equipment and how we can get it if necessary.
- We understand that the consequence of violating any of these regulations can result in an immediate revoke of the privilege of our **GROUP** to work in the laboratory/workshop.
- Upon completion of the project, we will clear all sundries, and the department can throw away any unclaimed items in the laboratory/workshop.
- We are aware that our project involves the use of the following hazardous substances and/or equipment:
 - Biological agent: _____
 - Chemicals: _____
 - Machinery / Electrical tools: _____
 - Ionizing / Non-ionizing Radiation: _____
 - Liquid Nitrogen: _____
 - High-Power Laser: _____
 - Fume Cupboards: _____
 - Engineering Nanomaterials/particles: _____
 - Other hazards (please specify): _____

Signature of the Group Leader: _____

Date: _____

Part IV: Endorsement by the Project Supervisor

I, being the Project Supervisor, endorse the above safety declaration made by my project group and confirmed they have read the details of the application.

Name and signature of Project Supervisor

Date

Part V: Declaration by the Technical staff-in-charge (TIC) of the laboratory/workshop

I have gone through the necessary safety measures in the laboratory/workshop with the group leader.

Name and Signature of TIC of the laboratory/workshop

Date

Part VI: Endorsement by the Premise Supervisor

I endorse the right of the project group to work in the laboratory / workshop.

Name & Signature of the Premise Supervisor/DSR

Date