

To: Campus Safety Team, Estates Office (email: hs@hkbu.edu.hk)

From: _____

(Schools/Departments/Offices)

Appointment of Departmental Safety Representative

(Please complete and return by email to hs@hkbu.edu.hk)

The following staff has been appointed as our Departmental Safety Representative:

Name : _____

Position : _____

Extension No. : _____

Signature: _____

Date: _____

Dean/Head of Schools/Departments/Offices

The responsibilities of the Departmental Safety Representative specified under the University Health, Safety and Environment Policy are as follows:

1. To inform their Deans/Heads of Schools/Departments/Offices and the Associate Director of Estates (Campus Safety and Facilities Management) of any special safety or environmental hazards in, or new hazards about to be introduced into, the schools, departments or offices.
2. To ensure the University Health, Safety and Environment Policy, departmental safety directives, procedures and standards are understood by their department members and students.
3. To coordinate with appropriate supervisory personnel in ensuring that all machinery, equipment, first aid and safety facilities are properly maintained.
4. To conduct, in consultation with the Associate Director of Estates (Campus Safety and Facilities Management), regular joint safety inspections, and ensure corrective actions are taken to address the identified deficiencies.
5. To coordinate with appropriate supervisory personnel in ensuring that personal injuries, accidents, spills and accidental release of hazardous materials are reported promptly in accordance with University procedures, and report any case of non-compliance to the Deans/Heads of Schools/Departments/Offices.
6. To plan and promote activities for stimulating and maintaining interest in health, safety and environmental protection among departmental personnel.
7. To maintain liaison with the Associate Director of Estates (Campus Safety and Facilities Management) on health, safety and environmental matters.
8. To recommend accident prevention and environmental protection measures to the Deans/Heads of Schools/Departments/Offices where necessary.