**Department of Science and Environmental Studies**

**The Education University of Hong Kong**

 **Policy of Visitors/External users Performing Experimental Work in Laboratories**

Department of Science and Environmental Studies (SES) 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 a department staff invites visitors/external users performing experimental work in SES laboratories:

* + The host staff should seek approval from the **Head of Department** for the visitors/external users at least one week before the commencement of any experimental work by completing the application form as attached.
	+ The visitors should follow all the laboratory safety regulations of SES and the University including:
	+ Upon receipt of approval by the **Head of Department** for performing experimental work in SES’s Laboratories.
	+ Laboratories visitors **MUST** attend the departmental safety training as arranged and pass the laboratory safety examination before the commencement of any experimental work.
	+ Visitors **MUST** use the assigned smart card for accessing all the times in SES laboratory areas.

* The host staff should:
	+ ensure that the visitors follow the safety requirements of SES.
	+ **ensure that the visitors have a valid insurance coverage for their experimental work in SES laboratories;**
	+ supervise the experimental work of visitors;
	+ be responsible for the behaviors of visitors during their stay in SES laboratories.
	+ **be responsible for repairs of replacement for any damaged equipment and facilities.**
* Violation of the above rules will result in disciplinary action from SES including: **warning to host staff and visitor and restricting visitor access to laboratories.**

**Department of Science and Environmental Studies**

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**Application for Visitors Performing Experimental Work in SES Laboratories**

**(A)Information of Host Staff in SES**

Name: Position:

Contact Number: Email:

**(B)Information of Visitor**

Name: Position:

Contact Number: Email:

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nameof Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(C)Information of Using SES Laboratories**

Date: \_\_ Time: from to

Location:

Purpose/Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration by Visitor**

* I agree and undertake to abide by the Policy of Visitors Performing Experimental Work in SES laboratories.
* 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 SES laboratories.
* **I confirm that I have valid insurance for the coverage** and at the amount in each case specified by The Education University of Hong Kong (“University”) and I shall, upon request of the University, produce a copy of such insurance policy to the University.
* Laboratory safety examination passed **(Yes / No )**

 \_\_\_\_\_ \_\_\_\_\_

**Signature of Visitor (Name: ) Date**

 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

**Signature of Visitor’s Supervisor (Name: ) Date**

 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

**Signature of Host Staff (Name: ) Date**

**Approval by Head of Department (HoD)**

* This application is approved / not approved

 \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

**Signature of HoD (Name: ) Date**