

To: Sustainability, Health and Safety Section (SHS), Estates Office (email: [shs@hkbu.edu.hk](mailto:shs@hkbu.edu.hk))

From:

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(Department / Office / Unit)

### **Appointment of Departmental Safety Representative**

(Please return this form by email ([shs@hkbu.edu.hk](mailto:shs@hkbu.edu.hk)), campus mail or fax to 3411 2400)

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

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Telephone : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head of Department / Office / Unit

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

1. To inform their Head of Department and the Sustainability, Health and Safety Section of any special safety or environmental hazards in, or new hazards about to be introduced into, the department, office or unit.
2. To ensure the University Health, Safety and Environment Policy, departmental safety directives, procedures and standards are understood by members of their department 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 Sustainability, Health and Safety Section, regular joint safety inspections, and to ensure corrective actions are taken to address the identified deficiencies.
5. To coordinate with appropriate supervisory personnel in ensuring that personal injuries, accidents, spill and accidental release of hazardous materials are reported promptly in accordance with University procedures, and to report any case of non-compliance to the Head of Department.
6. To plan & promote activities for stimulating and maintaining interest in health, safety and environmental protection among departmental personnel.
7. To maintain liaison with the Sustainability, Health and Safety Section on health, safety and environmental matters.
8. To recommend accident prevention and environmental protection measures to the Head of Department where necessary.