

## HEALTH AND SAFETY



Sustainability cannot be limited to the green environment alone.

It is important to ensure staff and students return home safe and healthy every day.

### HIGH STANDARDS AND MEASURES

HSUHK implemented internal safety precautionary control measures to minimise risk, prevent injury, avoid property damage and maintain Health and Safety (H&S) in the University. Especially for the enhancement of precautionary measures against COVID-19, the University has been closely monitoring the latest situation on campus and the following precautionary measures have been enhanced:

- i) Implement the precautionary measures with respect to entrance control and body temperature check in order to reduce the risk of possible spread of the epidemic;
- ii) Increase frequency of campus cleaning with appropriate disinfectant for areas including furniture, lifts, floors, toilets and so on;
- iii) Increase the rate of fresh air supply for all ventilation systems to improve air circulation;
- iv) Make available surgical masks and hand sanitizers at the security counters of each building;
- v) Sufficient personal protective equipment is provided to frontline staff when carrying out proprietary disinfections;
- vi) Arrange to have disinfecting specialists to provide anti-virus protection in public areas; and
- vii) Establish Policy Guidelines for Handling COVID-19 Cases at HSUHK to handle close contact/preliminary positive/confirmed cases of COVID-19.

# COMPLIANCE INDICATORS, ENGAGEMENT AND CONTINUOUS IMPROVEMENT

## Compliance Indicators

Campus Development and Management Office (CDMO) monitors and reviews yearly any measures in place to help control risk and prevent accidents and incidents from happening. Findings from the investigations can form the basis of action to prevent the accident or incident from happening again and to improve overall risk management. An effective investigation requires a methodical, structured approach to information gathering, collation and analysis. Health and safety investigations form an essential part of the monitoring process and incidents, including near misses, can tell us a lot about how things actually are in reality.

- Investigating accidents and reported cases of work-related injuries, occupational ill health and dangerous occurrences will help us uncover and correct any breaches in health and safety legal compliance we may have been unaware of
- The fact that we thoroughly investigated an incident and took remedial action to prevent further occurrences would help demonstrate that the University has a positive attitude to health and safety

An investigation can help us identify why the existing risk control measures failed and what improvements or additional measures are needed. It can:

- provide a true snapshot of what really happens and how work is really done (workers may find shortcuts to make their work easier or quicker and may ignore rules - we need to be aware of this)
- improve the management of risk in the future
- help other parts of HSUHK learn
- demonstrate our commitment to effective health and safety and improving employee morale and thinking towards health and safety

Under the pandemic situation, the University has established Policy Guidelines for Handling COVID-19 cases at HSUHK which includes an e-Form for reporting COVID-19 positive tests for

follow up cleaning and disinfection of affected areas. The University will continue to monitor the development of the epidemic and any applicable governmental measures and update the relevant policy as and when necessary.

### **Engagement – Safety Ambassadors**

Safety ambassadors were nominated across all offices and units of the University to maintain liaison with CDMO. They are engaged to familiarise themselves with and to conform to the H&S protection policies on behalf of their office/unit to develop a healthy and safe work environment. Different safety promotion programmes were arranged for the Safety Ambassadors such as Automated External Defibrillators (AED) and First Aid Certificate Course training course organised by Fire Services Department (FSD) and Hong Kong St. John Ambulance in order to enhance the H&S awareness in University.

In order to ensure the ergonomic safety and reduce any risk to the users of workstations, the safety ambassadors are responsible to assess the workstations in their units/departments deciding whether existing precautions are adequate and recording the findings. The competence course "Certificate of Competence in Display Screen Equipment (DSE) Assessment" organised by Occupational Safety & Health Council will be arranged for Safety Ambassadors. After completing the course, they will learn the techniques for carrying out risk assessment in a workstation, develop an understanding on the various health hazards and the corresponding control measures in connection with the use of DSE.

## **Continuous Improvement**

Due to rapid development of campus as well as the increase of population in the campus, the potential risks within the campus are increasing with respect to the events, functions, and other activities. In this connection, it is necessary to formulate and implement a Health & Safety Policy covering safety rules and emergency procedures to streamline the roles and responsibilities for different stakeholders in the campus such that the impacts to the University operation could be minimised.

In this regard, CDMO provides an annual update of Risk Registers to the Risk Management Group (RMG), the latest update on epidemic precautionary measures with the campus entry policy was submitted in May 2022. In addition, CDMO will submit Annual Review Report on H&S to RMG in October every year, the report includes implementing internal H&S precautionary control measures to minimize risk, prevent injury, avoid property damage, and maintain H&S environment in the University.



### Health and Safety Policy

It is the policy for developing a Health and Safety strategy so as to ensure a healthy and safe environment for all University stakeholders to focus on their teaching and learning activities.

#### Mission

Develop and maintain the University environment which is healthy and safe for all stakeholders of the University

#### Vision

A University with a proactive safety culture

