

Environmental Central Facility

User Registration and Safety Clearance Form

External user who intends to work in ENVF laboratories has to fill in this form. He/she must be a qualify laboratory user¹ and familiar with the experiment that he/she is going to do.

Registration

User name		Telephone	
E-mail		HKUST ID	
Supervisor's name		Department	
User Type	<input type="checkbox"/> PG/UG <input type="checkbox"/> Staff External user		

Safety Clearance

I have completed the necessary safety training provided by my Department/Unit and HSEO's mandatory safety training course. I understand that I am responsible for compliance with ENVF and HSEO's safety policies and regulations. ENVF is not the accountable Department for my safety claim. Below are my safety training records.

Course Code	Course Title	Completion Date
-	Safety Orientation for Laboratory Personnel ²	
MC07	Chemical Safety I	
MC03	Chemical Safety II	

I have been shown by ENVF staff about the following:

The evacuation route and fire alarms of ENVF laboratories.

The location of the Emergency Ventilation Buttons. I have been trained by my department under what circumstances the button should be used.

The location of eyewashes and safety showers.

The location of the fire extinguishers, sand pails, fire blankets, and spill kits in ENVF laboratories.

The location of the chemical waste carboys. I know I must dispose the waste into corresponding container.

I know I cannot eat or drink in the laboratory area.

I know that it is my responsibility to keep a thorough records for the chemicals and/or hazardous material to be used and remove all of these materials from ENVF laboratories after use.

I know that I should use safety equipment whenever I need protection. I should prepare my own safety equipment for my own used in ENVF laboratories.

User' Signature: _____

Date: _____

ENVF staff's Signature: _____

Date: _____

Remarks:

1. A qualify laboratory user should be a frequent laboratory user in his/her own department and completed all HSEO mandatory safety training courses.
2. For staff member only.