

The Hong Kong University of Science & Technology
Materials Characterization & Preparation Facility (CWB)

Record Completed on _____ Copy to Supervisor on _____ MCPF(CWB) Ref. No. _____

Safety Clearance Form

- Note:
1. Every user who intends to work in MCPF(CWB) laboratories has to fill in this form, and for non-faculty user, has it approved by his/her supervisor.
 2. Users who are qualified to work independently in MCPF(CWB) lab(s) and request MCPF(CWB) lab access privilege have to fill in all sections of the form. For users who work in MCPF(CWB) lab(s) with the assistance of MCPF(CWB) staff, section 5 is optional.
 3. The completed form should be returned to MCPF(CWB) Administration Office (Room 2575). New users should return the completed form within one week from the date he/she begins lab work in MCPF(CWB). Access privilege will only be granted to a new user after MCPF(CWB) has received his/her completed form. The original of this form will be kept by MCPF(CWB) office for record while a copy for his/her supervisor.
 4. If an user does not obey the Safety rules and regulations, MCPF(CWB) reserves the right to suspend his/her privilege to work in MCPF(CWB) labs.

1. Please fill in your personal information:

Name: _____ Staff/Student I.D. No.: _____
Telephone: _____ E-mail: _____
Department: _____ Post: _____
MCPF(CWB) login name: _____ Supervisor: _____

2. I intend to make use of the following MCPF(CWB) Work Area/Lab(s):

3. Please read the following requirements and sign if you agree to them.

- (a) Prior to working in MCPF(CWB) lab(s), I am required to watch the video of **Campus Safety Orientation** available on HSEO web page.
- (b) Prior to using MCPF(CWB) lab(s), I am required to read the sections in HSEO's "**Safety and Environmental Protection Manual**" that are relevant to my work area(s).
- (c) While MCPF(CWB) is responsible for providing a safe working environment for laboratory users, I am responsible for my own safety when working in MCPF(CWB).
- (d) I am required to follow all the safety rules and regulations established by MCPF(CWB) and the University.

Signature: _____ Date: _____

4. Basic Lab Safety Orientation

I have been shown by MCPF(CWB) staff the followings.

- Emergency phone number;
- Evacuation route from the lab and designated gathering place;
- Locations of main electric power and water supply for the equipment being used;
- Location of the nearest fire alarm to the lab;
- Location of the nearest Emergency Ventilation Button and the circumstances when it should be activated;
- Locations of fire extinguishers, sand pail, fire blankets and safety showers;
- Location of the first aid kit in the lab.
- Potential hazards in the lab(s)

Lab(s) _____

User signature: _____ Date: _____

MCPF(CWB) staff signature: _____ Date: _____

5. Safety Training Courses Checklist (required for users requesting MCPF(CWB) lab access privileges only)

The safety courses required for working in various MCPF(CWB) laboratories are listed in Appendix I.

HSEO Course Code	Course Title	Completion Date	Your Signature
MC02	Radiation Safety with Sealed Radioactive Materials and Irradiating Apparatus		
MC03	Hazardous Waste Management		
MC04	Laser Safety		
MC05	Pressure Safety		
MC07	Chemical Safety for Laboratory Users		
MC09	Respiratory Protection		
DC14	NFF Users Safety		

6. For X-ray Laboratories Only

- I am an X-ray observer. I will observe all safety guidelines on X-ray radiation established by HSEO.
- I am an X-ray operator. I have registered with HSEO as a radiation user and will observe all safety guidelines on X-ray radiation established by HSEO.

Lab(s) _____

User signature: _____ Date: _____

7. Approval of Supervisor

(Note to Supervisor: by signing this form, you agree that your research staff/student has your approval to work in MCPF(CWB) Lab(s) and that he/she will comply with MCPF(CWB) safety rules & regulations.)

Name : _____ Signature : _____

Post : _____ Date : _____

Dept : _____

Appendix I

Safety Courses Required For Working In MCPF(CWB) Laboratories

<i>HSEO Course Code</i>	<i>Course Title</i>	<i>Required For Labs</i>
MC02	Radiation Safety with Sealed Radioactive Materials and Irradiating Apparatus	2149, 2150, 2211
MC03	Hazardous Waste Management	2145, 2151
MC04	Laser Safety	2153 (Raman and AFM only)
MC05	Pressure Safety	1125, 1125A, 2152, 2211, 2213, 2214, 2218, 2219, 2220, 2221
MC07	Chemical Safety for Laboratory Users	1125, 2145, 2151, 2152, 2153 (AFM excluded), 2154
MC09	Respiratory Protection	2145 (Sputtering and Evaporation systems only), 2220
DC14	NFF Users Safety	2145