

# Safety, Health & Environment Induction Training



SHE Office

# Contents

## 1. Introduction

- About Us – SHE Office
- HKSTP's Health, Safety & Environmental Policies
- Your obligations (legal requirements)

## 2. SHE Management @ HKSTP

- Organization
- Requirements & guidelines
- Objectives & targets

## 3. Some key issues

- Basic office safety (DSE & MHO)
- Common accidents & incidents and how to report them
- Environmental protection
- Emergency preparedness & response

## 4. Induction quiz

# Part 1 – Introduction

- About us – SHE Office
- HKSTP's health, safety & environmental policies
- Your obligations (legal requirements)

# SHE Office



\*\* Contact person for

General Safety except Laboratory	Kenneth
Laboratory & Research Safety	Danny
Laboratory Retrofitting	KM Chan
Laboratory Provisions & Services	PL Cheng
Dangerous Goods Management	Painchai

# SHE Office @ HKSTP- Our role & responsibility

## Construction Safety

- Monthly Safety Audit
- Fall hazards
- Crane lifting



## Public Safety – Tenants, Visitor & Contractors

- Manage Slip, Trip & Fall Incidents
- Hazard from Defected Facilities
- Contractors' activities



## Office Safety

- Inspect Fire safety, DSE, MHO...etc.
- Conduct Inspection regularly
- Safety Promotions



**SHE Office  
@HKSTP**



## Food Hygiene – Restaurants

- Monitor Food Hygiene
- Food Hygiene Audit
- Restaurant Housekeeping



## Lab Safety – Tenant & Incubatee

- Perform Safety Walk-thru Inspection of Lab
- Admission Assessment
- Legal Requirements (DGO)
- Risk Classification

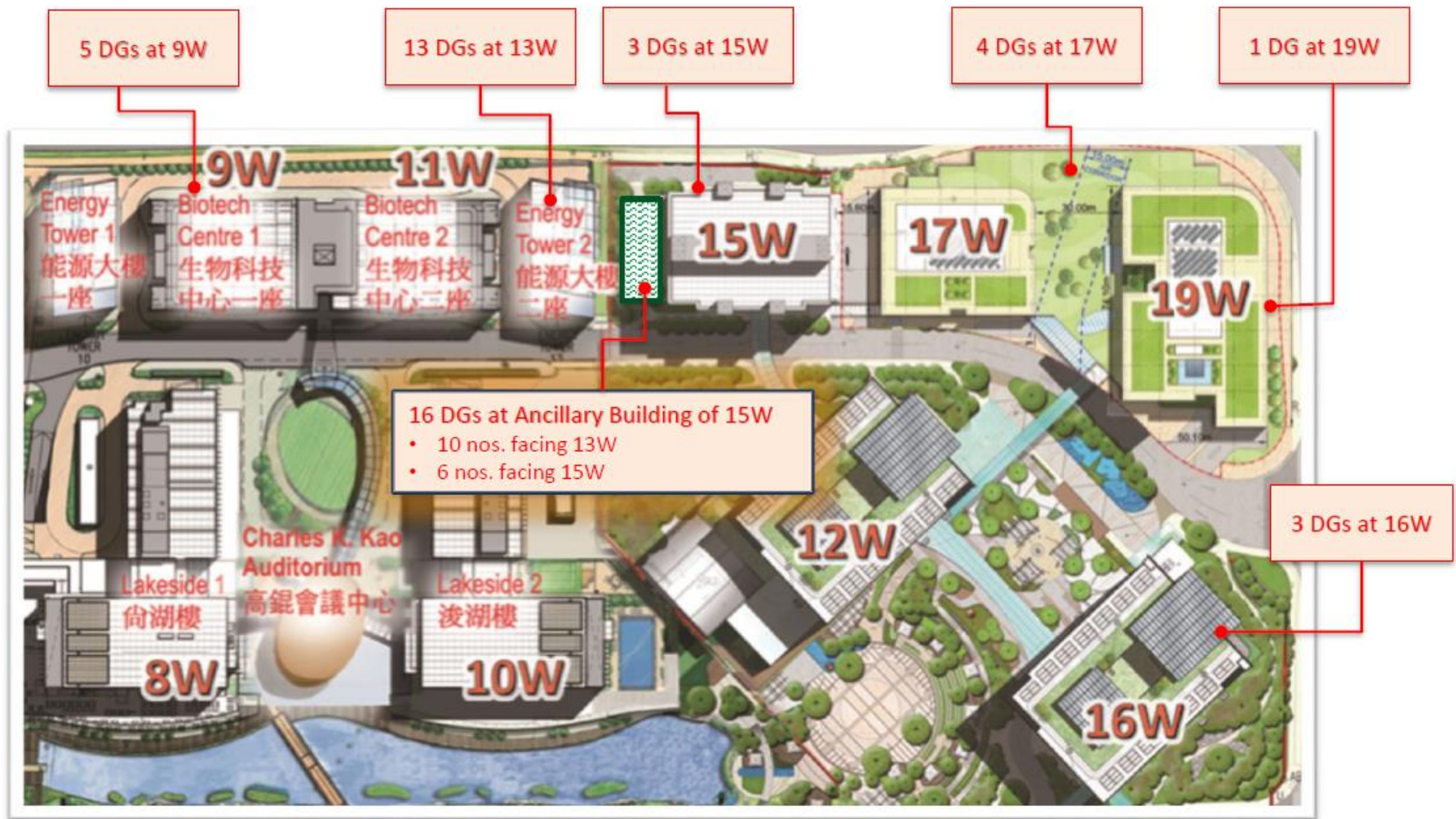


## Lab Safety - HKSTPC

- Conduct Safety Working Group Meeting
- Chemical Spillage Drill
- Incident Investigation
- Performance Measurement & Monitoring



# Locations of Dangerous Goods Stores in HKSTP



# Health & Safety Policy

HKSTP is committed to provide a healthy and safe workplace for all who work at or visit our facilities. We promote a culture of individual responsibility for the prevention of injuries and ill health by engaging our staff, partner companies, suppliers and contractors. To these ends, we will:

- Define clear health & safety **accountabilities, roles and objectives** within HKSTP;
- Comply with **applicable legislation, regulations and related requirements**;
- Provide resources and training to promote health & safety **awareness and culture**;
- Adopt a systematic approach to identify and manage **health & safety risks**; and
- Monitor, communicate and review our health & safety policy and performance, and **involve staff participation for continual improvement**.

# Environmental Policy

- HKSTP aspires to a leadership role in promoting environmental stewardship. As a responsible corporate citizen, we commit to resource conservation, waste reduction, pollution prevention and climate change mitigation by:
- Adopting a systematic approach to manage the impacts of our activities and facilities;
- Embracing innovative, cost-effective technologies and best-practices towards continual improvement;
- Fostering an environmentally responsible working culture across all levels of staff;
- Making partner companies, suppliers and contractors aware of our environmental standards and engaging their participation;
- Fulfilling our compliance obligations, and communicating our performance to stakeholders.

# Yours Obligations (Legal Requirements)

## Factories and Industrial Undertakings Ordinance and Its Regulations (Cap 59)

- Since 1950s
- Apply to industrial undertakings  
(e.g. factories, construction sites, ship yards and container terminals, etc.)



## Occupational Safety and Health Ordinance and Its Regulations (Cap 509)

- Since 1997
- Apply to almost all workplaces
  - Industrial
  - Non-industrial (e.g. offices, laboratories, etc.)
- Under this ordinance, everyone has a role to play in creating a safe and healthy workplace



# Yours Obligations (Legal Requirements)

## Duties of Employers (Sec. 6), so far as reasonably practicable:

- 1) providing and maintaining *plant and systems of work* that are safe and without risks to health;
- 2) Making arrangements for ensuring safety and absence of risks to health in connection with the *use, handling, storage or transport of plant or substances*;
- 3) providing *information, instruction, training and supervision* as may be necessary to ensure the safety and health at work of the employees;
- 4) providing or maintaining *means of access to and egress from the workplace* under the employer's control that are safe and without risks to health;
- 5) maintaining the *workplace* under the employer's control in a condition that is *safe and without risks to health*; and
- 6) providing or maintaining a *working environment* for the employees that is *safe and without risks to health*

# Yours Obligations (Legal Requirements)

## Duties of Employees (Sec. 8), so far as reasonably practicable:

- a) take care for the safety and health of *persons (including himself / herself)* who are at the workplace and who may be affected by his/her acts or omissions at work; and
- b) *co-operate with the employer or other person* so far as may be necessary to enable the statutory requirement (imposed in the interests of safety or health on the employee's employer or any other person) to be complied with.

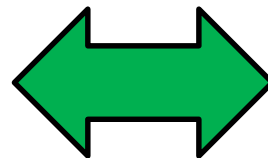
## Duty of Occupier (Sec. 7):

- Ensure that the *premises, the means of access to and egress from premises, and any plant or substances kept at the premises* are, so far as *reasonably practicable, safe and without risks to health.*

# Yours Obligations (Legal Requirements)



You have a legal duty to take reasonable care of your health, safety and welfare



As well as those who may be affected by your activities

## Part 2 – SHE Management @ HKSTP

- Organization
- Requirements & guidelines
- Objectives & targets

# Organization – Sub-Committee Group Structure

- A SHE Sub-Committee is formed to enhance health and safety compliance across HKSTP
- Members from different department are invited to join the meeting and discussion

SHE Sub-Committee (General)	
<b>Chairman:</b>	Director- SHE
<b><u>Target Member</u></b>	
SHE	Operation Services
Clusters & Platforms (EE/ICT, BMT)	CFM (SP, InnoCentre, SPX)
HR & OA	Leasing
Industrial Estate	Incubation
Project Development	Marketing (Event)

Safety Sub-Committee (Laboratory)	
<b>Chairman:</b>	Director- SHE
<b><u>Target Member</u></b>	
SHE	CFM
Commercial	Laboratory Safety Coordinator (EE/ ICT)
Laboratory Safety Coordinator (BMT)	
Laboratory Safety Coordinator (GT and MPE)	Laboratory Safety Coordina tor (RCC)

# Requirements & Guidelines

## SHE Handbook

- The preparation of this SHE handbook is to clearly communicate HKSTP's SHE requirement and expectations to all tenants, incubatees and contractors.
- Project owner shall distribute the handbook to their contractor and ensure they understand the HKSTP's SHE requirements.
- Communication channel
  - Internal: eDMS ([http://edms.hkstp.org/sus\\_wiki/SHE\\_HANDBOOK.aspx](http://edms.hkstp.org/sus_wiki/SHE_HANDBOOK.aspx))
  - External: PartnersConnect Portal (<https://partners.hkstp.org>),
  - Internal/External: SHE Office Website (<https://ehs.hkstp.org>)



## SHE Office - Docs

+ new document

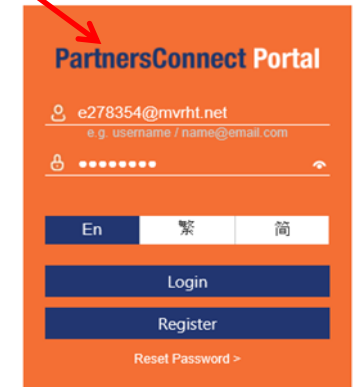
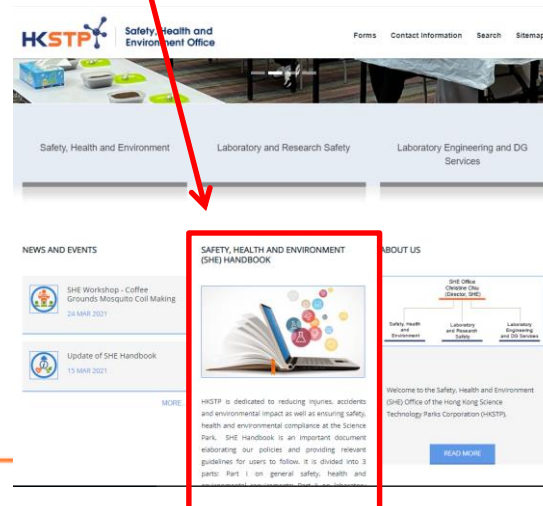
All Pages (a) Manual (b) Procedure ... Find a file

✓	Name	Description	Version	Effective Date
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Document type: (a) Manual (1)

Approval status: Approved (1)

SHE_HANDBOOK	...	HKSTP SHE Handbook	2.0	29/12/2020
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Best Browsing Environment	
Operating System	Window 7 or above / iOS 6.0 or above / MacOS 10.9 or above
Browser	Microsoft Internet Explorer 9 or above (Compatibility mode not supported), Google Chrome (latest released version), Apple Safari (latest released version)
Screen Resolution	1024 x 768 or above

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# Requirements & Guidelines

## Risk Assessment

- The purpose of risk assessment is to identify hazards and risk factors that have the potential to cause harm and implement proper control measures to manage the occupational safety and health in the workplace.
- A risk assessment report prepared by SHE Office can be found in the O:Drive which covers general office and site operation of HKSTP staff:

<O:\SHE Office\Risk Assessment Report v202101.pdf>

Work Activity / Operation: Event, Exhibition and Site Tour Assessment Ref No: HKSTP/RA/005 Location: HKSTP Premise Prepared by: CS Chew (SHE Manager) and Jason Hoi (Assistant SHE Manager)		Assessment Date: January 2021 Next Review Date: January 2022 Approved by: Kenneth Cheung (Senior SHE Manager)		Potential Hazard 潛在危險		Causes of Hazard		Who / what may be affected HKSTP Staff (S) Contractor (C) Public (P) / Environment (E) Assets (A)		Severity 嚴重程度 (S)		Frequency 頻度 (F)		Control Measures 安全措施		Residual Risk Rating 殘留風險 評級 (R)		Action By 負責人
1	Fall from height	Use of substandard working platform	C	3	4	High	Multiple working platforms, step platforms or step-up platforms should be used All opening or edges should be installed with guardrail at height of 900-1100mm and OS&O-frames Keep three points contact when climbing up and down the ladder Ensure working platform is checked by competent person with signature of CSRB form 3 before entering Wear appropriate personal protective equipment whenever necessary including safety harness	1	2	Low	Competent Person of Metal Scaffold / Trained Operator / Contractor							
2	Fall from height Overturning of elevated working platform	Plant sit on uneven ground level Overload of plant Pushes of plant	S,C,P,A	3	4	High	Never exceed the safe working load and the maximum number of person on platform Machine should only sit on solid and firm ground All personnel on machine must wear safety harness and attach the harness to proper anchorage point or fall arrester of independent lifeline Never move the machine around when platform is elevated Only trained and competent person should operate the machine Weekly inspection on the safety features regarding the condition and effectiveness with completion of checklist Machine should be thoroughly inspected by competent examiner with provision of valid certificate	1	2	Low	Trained operator / Contractor							

## In-house Rules and Requirements

- Person in charge of office and co-working facilities who may develop SHE related rules and requirements as their own in-house rules should seek advice from SHE Office for document revision.

# Requirements & guidelines – Control of Contractor

Should adopt the following measures to control the safety performance of a contractor:

- The contractor should be required to provide written **method statements & risk assessment** before carrying out any **high risk** work e.g. working at height
- The contractor should be required to report all injury and serious incident
- The proprietor should inspect his contractor's activities at regular intervals
- The contractor **shall not use wooden ladder** in HKSTP premises

# Objectives & Targets

## OH & S Management Annual Objectives:

- Maintain a safe working environment in HKSTP by conducting safety inspections to cover all HKSTP offices and co-working facilities within a fiscal year
- Ensure all new HKSTP employees are equipped with SHE knowledge and awareness with delivery of SHE Induction Training
- Arrange regular SHE promotion including SHE seminars within a fiscal year
- Implement DSE assessment program for all valid DSE users @HKSTP
- Evaluate the effectiveness of OHSMS in HKSTP by conducting annual SHE internal audit

## Part 3 – Some Key Issues

- Basic office safety (DSE & MHO)
- Common accidents & incidents and how to report them
- Environmental protection
- Emergency preparedness & response

# Manual Handling Operations

- 1** 開始時要靠近被搬運的物件。取得一穩固立足點，雙腳分立在重物兩邊。  
First, come close to the heavy object you want to move. Stand firmly with feet apart over the object.



- 2** 蹲下，將兩腿稍為叉開，背部挺直，屈膝。  
Crouch down with your feet slightly apart and keep your back straight. Bend your knees.



- 3** 緊握物件，確保不會溜手。  
Hold the object tightly to prevent it from slipping off.



- 4** 吸氣，肺部膨脹有助於支持脊柱。  
Take a breath. Inflated lungs help support your spine.



- 5** 用腿力提舉重物，慢慢站直雙腿，雙腿站直後，回復直立之姿勢。  
Lift the object up using leg power. Straighten your legs slowly. Then return to the standing posture.



- 6** 緊握物件並將之貼近身體。  
Hold tightly the object close to your body.



- 7** 提舉時，動作須流暢，切勿急劇，利用雙腳轉身，不可扭腰。  
Lift it up smoothly and slowly. Use your feet instead of waist to turn around.



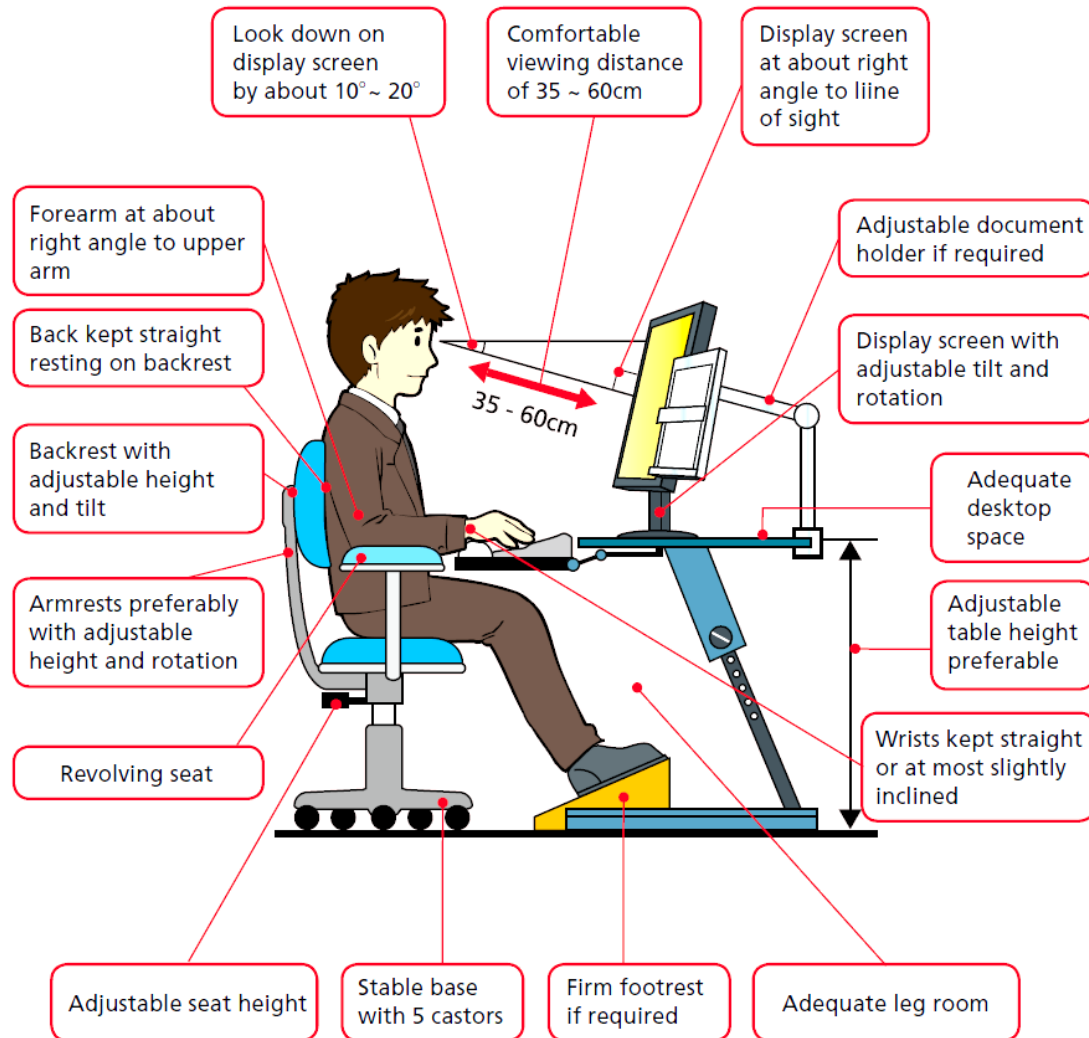
## Case Sharing – Injury Incident that happened at an exhibition venue

A staff sought help to move the furniture from the venue customer service but was declined, In order to be ready for the booth opening the following day, the injured relocated the cabinets by himself and strained his left shoulder during the process.

The venue management in Barcelona did not provide manpower resources for the safe lifting and placement of furniture during the booth set-up (even though HKSTP had placed order for such resources before the event).



# Ergonomics & Display Screen Equipment

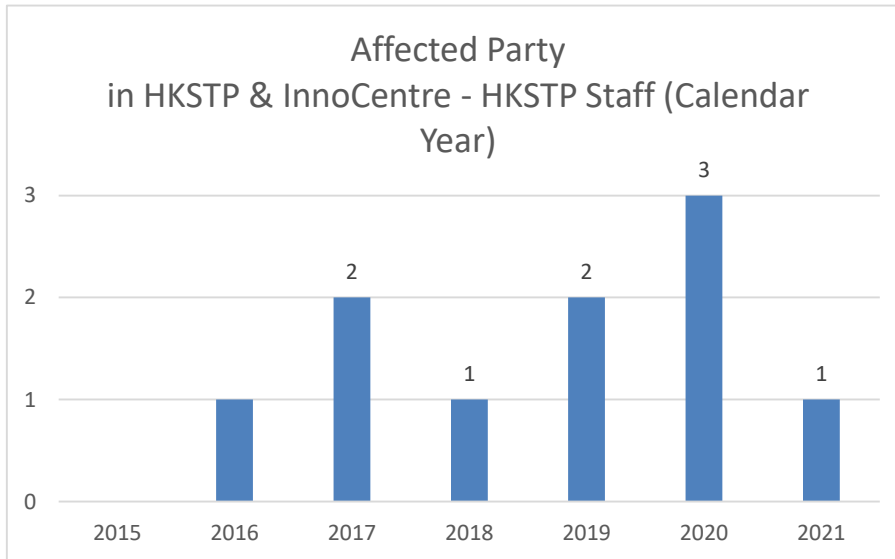


# Safety Tips on Using Notebook Computer

- Connect external monitor to laptop for extending the height of the monitor screen (for better monitor to user's eye-level match)
- Connect external input devices, e.g. keyboard and mouse to computer (for better keyboard / mouse to user's elbow-level match)



# Incident & Accident Review – HKSTP Staff



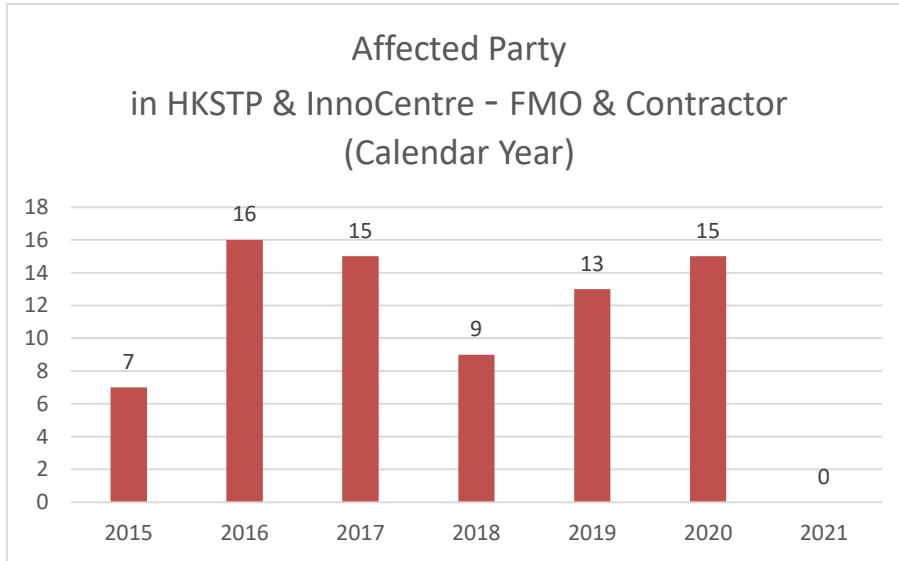
## Case Study:

Staff of HKSTP, fell down near the main entrance of 1E. His right knee was injured.

(Remarks: FMO conducted inspection immediately and lift lobby at G/F was dry with sufficient lighting)



# Incident & Accident Review – FMO & Contractors



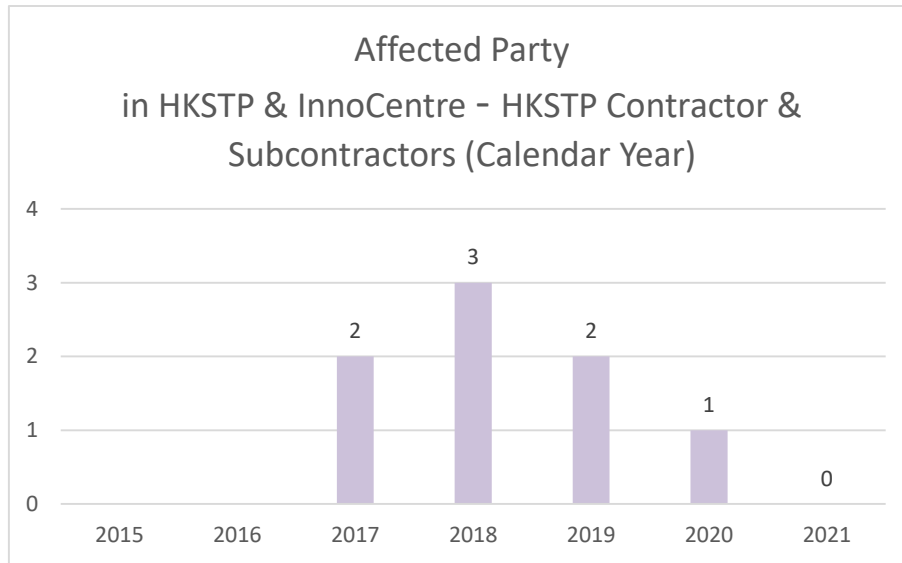
## Case Study:

A worker fell from the glass canopy of the bus station.

The injured was sent to Prince of Wales Hospital and taken operation for right elbow.



# Incident & Accident Review – HKSTP Contractor & Subcontractor

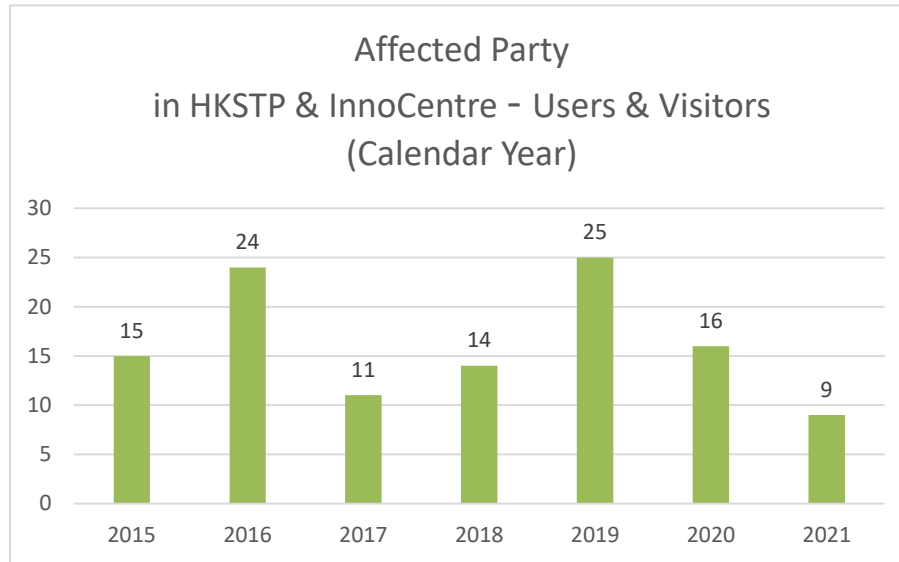


## Case Study:

A worker was injured when fell from working platform. The injured was sent to Prince of Wales Hospital by ambulance.



# Incident & Accident Review – Users & Visitors



## Case Study:

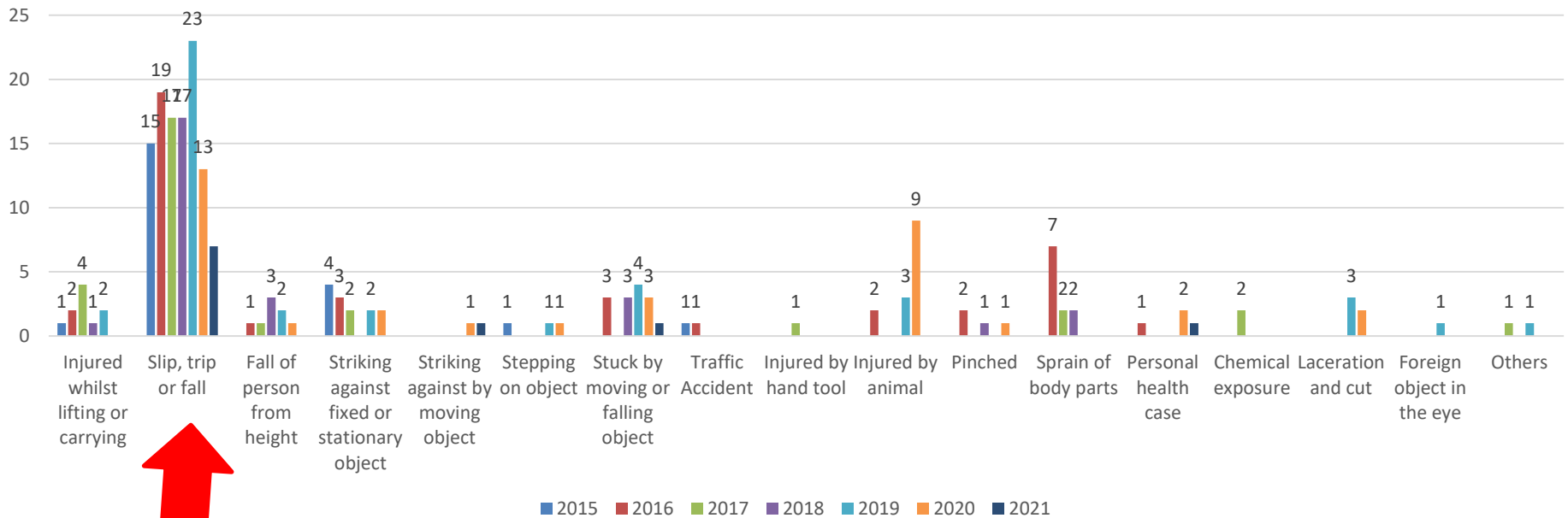
A visitor fell down at the entrance of car park lift lobby. His left ankle was injured

The largest number of injury case at the Science Park in 2020: **Users & Visitors**



# Incident & Accident Review

Analysed by Type of Injury in HKSTP & InnoCentre (Calendar Year)



The most frequent type of injury case that occurs at the Science Park: **Slip, Trip or Fall**

# Reporting Incident & Accident

- HKSTP Staff – notify HR & his / her direct supervisor
- Any incident in Common area – alert FMO (2639 8008)
- If serious, call **999!**

# Environmental Protection – Green Features in HKSTP



Photovoltaic Panels



Thermal Storage



Water Curtain



Solar tracking louvres



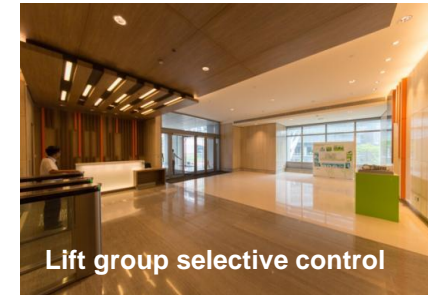
Solar Tube



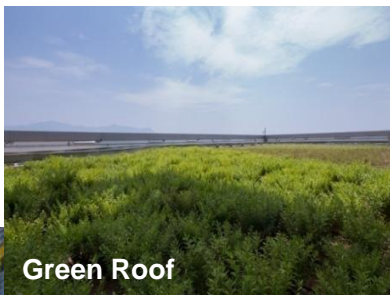
Large Ceiling Fan



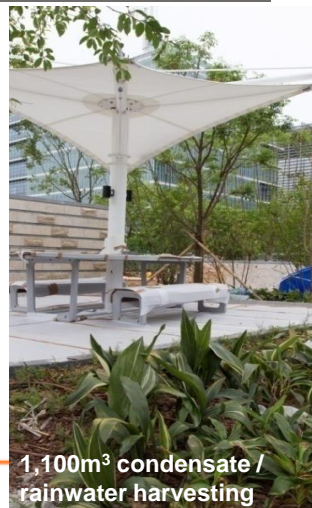
Chilled Beams



Lift group selective control



Green Roof



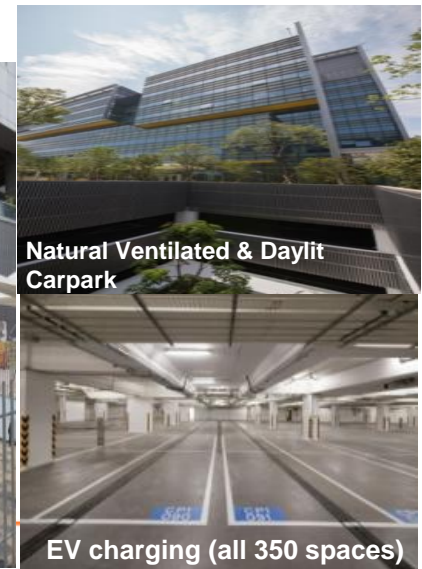
1,100m³ condensate / rainwater harvesting



Linked bridge



Cycling Facilities



Natural Ventilated & Daylit Carpark

EV charging (all 350 spaces)



Green Deck

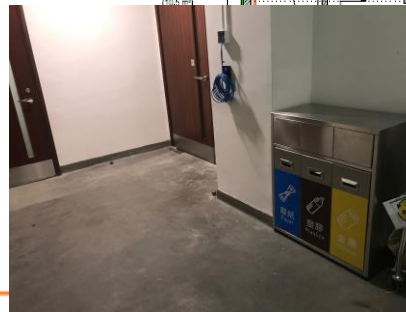
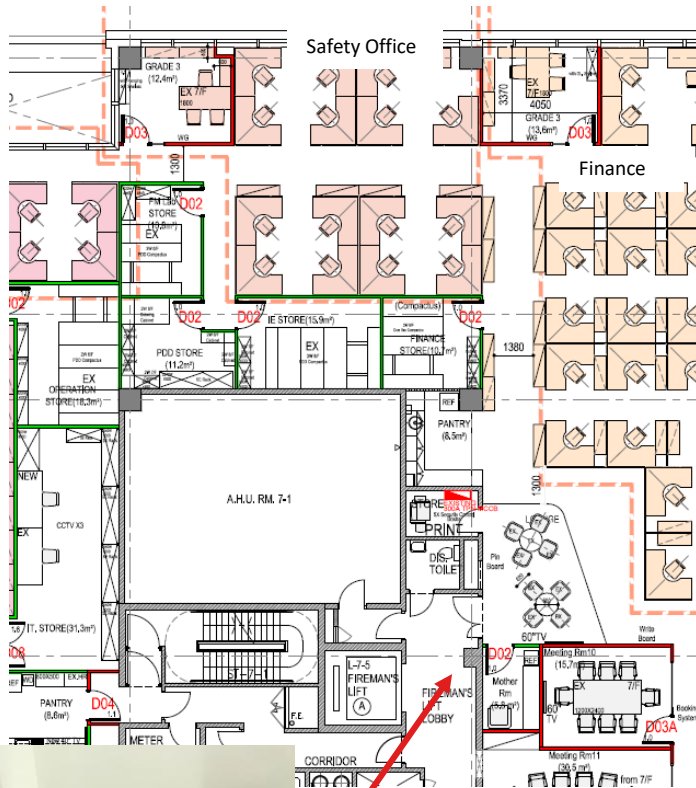
# Environmental Protection

- Automatic Refuse Collection System (ARCs)
  - Refuse manually loaded through indoor refuse disposal inlet at each floor
  - Refuse accumulated in the gravity refuse chute at each block
  - Refuse conveyed by underground suction pipes to the central refuse collection station



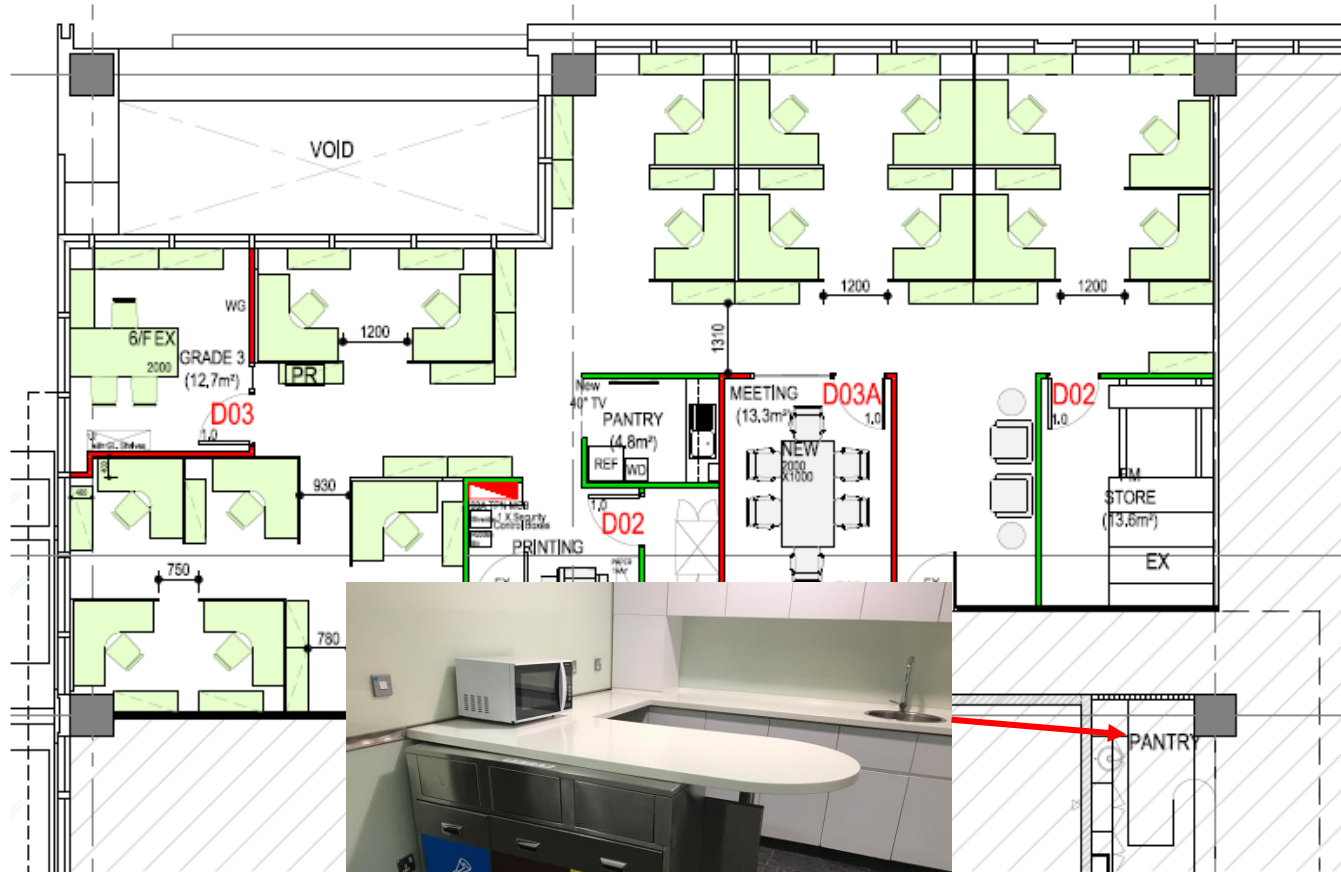
# Environment Protection- Where to recycle

- Near cargo lift or fireman's lift

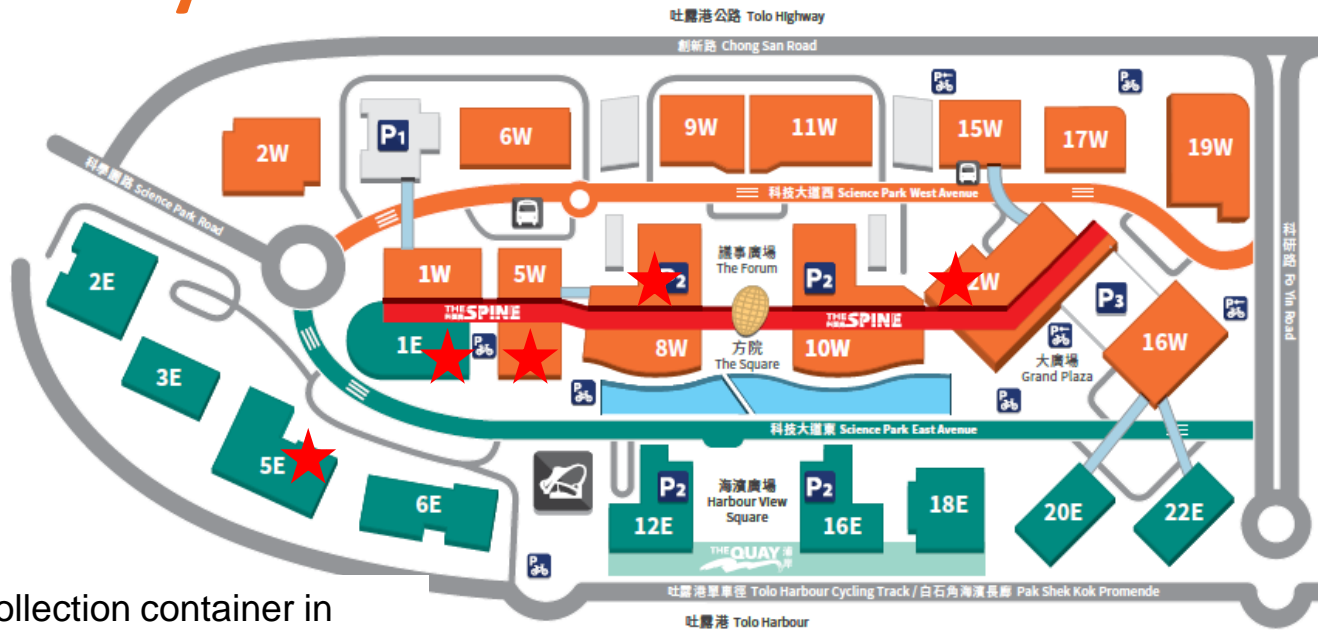


# Environment Protection- Where to recycle

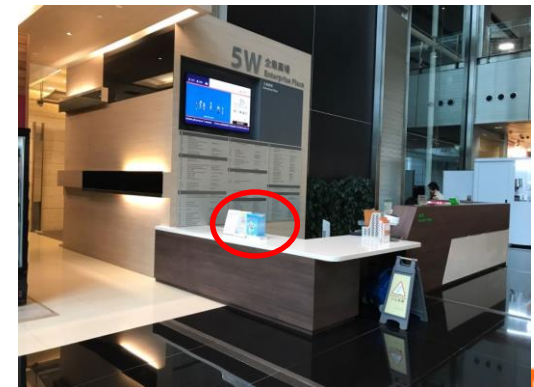
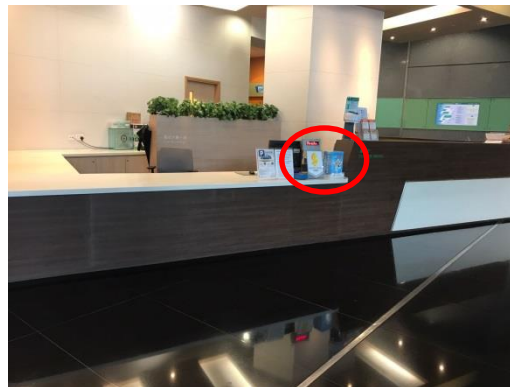
- Pantry



# Where to recycle



Rechargeable battery collection container in Core Building 1 (1E), Enterprise place (5W), Building 5E, Lakeside 1 (8W) and Building 12W



# Where to recycle

- 7 Reverse Vending Machines for collection of recycled items
- E-voucher will be rewarded after recycling certain numbers of recycled items;
- Soft drinks, plastic bottles, aluminum cans or carton boxes are welcome!



Location	
1W	5W
5E	8W
19W	

## Indoor Air Quality (IAQ) - HKSTP

- Annual assessment is carried out by accredited IAQ Certificate Issue Body to monitor the indoor air quality in HKSTP building.
- Certificate will be issued if condition is met.

Objective	Building	
Excellent Class	1E & 1W	2E
	2W	3E
	5E	5W
	6E	8W
	9W	10W
	11W	12W
	12E	16E
	18E	
Good Class	15W	6W
	20E	16W
		22E

### Indoor Air Quality Certificate

室內空氣質素檢定證書



Valid period : 08 July 2020 to 07 July 2021  
有效日期 : 08 July 2020 到 07 July 2021

I hereby certify that the indoor air quality of the following location(s) has fully complied with the Excellent Class of the Indoor Air Quality Objectives.  
本人證明下列地點的室內空氣質素完全符合「卓越級」室內空氣質素指標。

Name of building: Hong Kong Science Park Building 17W & 19W  
建築物名稱: 香港科學園 17W 及 19W 大樓  
Address: 17 & 19 Science Park West Avenue, Hong Kong Science Park, Shatin  
地址: 沙田香港科學園科技大道西 17 及 19 號

Certified location(s): Whole Building  
已檢定地點: 全幢

Name of competent examiner: Yeung Siu On  
合資格檢驗師姓名: 楊秀恩  
IAQ Certificate Issuing Body: PIT Limited  
室內空氣質素證書發證機構: 高平檢驗及檢測有限公司  
Signature:   
簽署: 楊秀恩  
Date of issue: 08 July 2020  
簽發日期: 2020年7月8日  
Certificate No.: 7911313202007(2020)  
證書編號: 7911313202007(2020)



**PIT LIMITED**  
高平檢驗及檢測有限公司  
IAQ Inspection Body  
www.pit.com.hk  
電話: 3548 6872  
Organization Code: 環保印號

Indoor Air Quality Certificate on Scheme for Offices and Public Places  
辦公室及公眾場所室內空氣質素檢定計劃



Indoor Air Quality Information Centre  
室內空氣質素資訊中心



環境保護署  
Environmental Protection Department



# Emergency Preparedness

## Emergency Drill

- Regular emergency drill is arranged by Facility Management Office to ensure all HKSTP users are familiar with the emergency evacuation procedure.



## First Aid equipment and Certified First Aiders

- First aid equipment is provided on each floor with name of certified first aiders.



# Emergency Evacuation Procedures

When you hear the emergency alarm bell or the broadcast message regarding any emergency:

- Keep Calm
- Stop using the telephone lines for emergency
- Switch off electrical appliances if possible
- If time permits, pick up your important personnel belongings
- Follow the instructions of the Fire marshal, go to the nearest exit door and evacuate through the escape route to the designated Emergency Assembly Area. WALK, DON'T RUN
- DON'T USE THE LIFT
- Report to the Fire Marshal and Stay in the Designated Assembly Area for further instructions
- Do not attempt any re-entry to your office premises until instruction has been given by the Facility Management Office / Fire Marshal

# Emergency escape routes

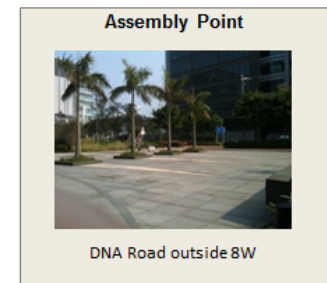
## Emergency Escape Plan

ICT Co-working Centre

Unit 111-113, 5W

- The emergency escape route is displayed in the following areas:

- Pantry
- Exit door
- Printing Room



Legend:				
	You are Here	First Aid Box	Fire Extinguisher	Escape Route

Updated on 20 Aug 2018

# Assembly Point – HKSTP



Building 座數	Assembly Point 集合點
2W, 6W	Open area outside Bio-Informatics Centre 2W正門對出平台
5W	核心大樓一座旁邊 Open Area beside Core Building 1
5E	企業廣場旁邊 Open Area beside Enterprise Place
17W & 19W	議事廣場旁邊 Open Area near the Forum



# Assembly Point – InnoCentre

- Open area at right side of building entrance



# Laboratory General Emergency Procedure

Inform staffs / colleagues to evacuate lab premises

Activate HKSTP **Emergency Call Button** (located near entrance)

Activate **Emergency Ventilation** (in cases of chemical spillage or gas leakage)

Leave the lab immediately and call **2639 8008** to report the incident

Report to the FMO customer front desk on G/F

Assemble in a safe area as instructed by FMO staff to provide information and assistance to responder

# HKSTP Emergency Contact

- HKSTP Facilities Management Office (Urban) – 2639 8008
- InnoCentre Facilities Management Office (ISS) – 2778 7061
- HKSTP Laboratory Facilities Management Service Centre (HKO) – 2639 8739
- 17W 19W laboratory Facilities Management Service Centre (MGI) – 2639 8827