2 June 1999

EMB Internal Circular No.28/1999 (Formerly referred as Administration Circular No. 28/99)

Establishment of Safety Management Committee

(Note: This circular should be read by:

 (a) Heads of Government Primary & Secondary Schools - for necessary action;
 (b) Heads of Sections - for information)

With the enactment of the Occupational Safety and Health Ordinance in May 1997, every employer, including the Hong Kong Special Administrative Region Government, has an obligation to ensure, as far as reasonably practicable, the safety and health of his employees when they are at work. In the <u>Circular No. 83/97</u>, the Department announced its policy on occupational safety and health. We are committed to providing a safe and healthy working environment to our staff.

2. To implement the policy and monitor the working environment of our schools more effectively, the Schools Safety Management Committee requests schools to establish their own Safety Management Committee (the Committee). The Committee has to be set up on or before 10 September 1999 and to be chaired by head of school or his/her deputy. It will consist of staff from both teaching and non-teaching grades. School may decide on the number of members in the Committee according to their own situation.

- 3. The major functions of the Committee are:
 - I. to implement established occupational safety & health policies and promote the awareness in school;
 - II. to collect and collate guidelines and reference materials relating to occupational safety and health so that they could be accessed by all staff easily;
 - III. to oversee the implementation of occupational safety in school, including:
 - A. inspection and assessment of the school premises so as to provide a safe working environment;

- B. co-ordinating and arranging training on occupational safety and health for staff
- C. ensuring that access and egress are free from obstacles
- D. ensuring proper storage, use, transportation and handling of hazardous materials
- E. assessing the risk arising from manual handling and provide guidance and supervision to the staff
- F. overseeing fire drills;
- IV. to formulate procedures in dealing with emergency;
- V. to investigate and report on incidents and make recommendations for improvement; and
- VI. to provide comments and suggestions to the Department on matters relating to occupational safety.

4. To have better co-ordination of safety works in school, you may group the Committee together with other related safety management groups, like Standing Laboratory Safety Committee and Fire Drills Group.

5. The Committee may find the following documents attached to this circular useful when carrying out its duties:

- (i) **Potential Occupational Safety & Health Hazards in Schools** (Appendix 1) which provides an overview on various risk factors in schools and their causes.
- (ii) Review on the Progress of Development of Occupational Safety and Health System in School (Appendix 2) which helps schools evaluate their present position in connection with occupational safety and health and develop a balanced safety management system. This checklist has to be used at least once annually to monitor the progress.
- (iii)Government Schools Occupational Safety and Health Situation Self-inspection Checklist (Appendix 3) helps the Committee to identify potential hazards when conducting inspection tours in school. The Committee should then assess the relative importance of the hazards and the priority for attention. Schools are encouraged to tailor the checklist to suit their situation and use the checklist to conduct inspection at least twice annually.
- (iv) Relevant Information of Occupational Safety & Health Ordinance
 (Appendix 4) provides addresses and enquiry telephone numbers of Labour Department and Occupational Safety and Health Council.

6. Should you have any enquiries regarding this memo or the implementation of occupational safety in schools, please contact Mr Eric Wong,

Secretary, Schools Safety Management Committee at 2892 6324 or Ms Ophelia Chiang, Departmental Safety Officer at 2892 5717.

M.Y. CHENG for Director of Education

c.c. DDE SADs Departmental Safety Officer Secretary, Safety Management Steering Committee

POTENTIAL OCCUPATIONAL SAFETY & HEALTH HAZARDS IN SCHOOLS

Risk Factors	Agents/Conditions	Causes
Physical	Lighting, temperature & humidity, noise, radiation	Poor lighting, glare, and shadowsNoise produced by office machineExtreme temperature and humidity
Chemical	Solvent, and organic compounds, dust, fume, toxic gases and vapours	 Correction fluid & detergents commonly used in office Toxic gases "ozone" emitted from photocopier Irritating gases from furniture, carpet and other building materials Toxic chemicals used in laboratories and workshops Smoking Poor maintained ventilation
Ergonomic	Low back pain, carpal tunnel syndrome, repetitive strain injuries, office syndrome	 Improperly designed work station & chairs Poor working posture Poorly adjusted visual display terminals of computers Prolonged and repetitive motions cause muscle and joint problems Improper posture in manual handling
Psychologic al	Work stress	 Excessive or under workload Conflicted personal relationship Competition Lack of incentive or award scheme
Biological	Bacteria, virus, Legionnaire's disease, Sick Building syndrome, and other infectious disease	 Poorly maintained ventilation system (air ducting & filters) Bacteria, virus, fungi and other microorganisms which cause infection in laboratories and other workplaces
Others	Slip, falls, little cuts and punctures, fire, electric shock etc.	 Trip over telephone and electric cords Damaged floor Wet floor Dangerous parts of machinery Damaged electric tools

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REVIEW ON THE PROGRESS OF DEVELOPMENT OF OCCUPATIONAL SAFETY AND HEALTH SYSTEM IN SCHOOL

This checklist helps you to evaluate your school's present position in connection with occupational safety and health. Consider carefully each item as you come to it and then make your decision. The following is a 10 minute safety and health status review.

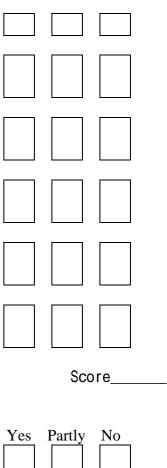
Simply answer each of the questions by placing a check mark in the appropriate space. Assign 1 point for Yes, 0 point for No, or 1/2 point for Partly. When completed, use the scale at the bottom of the checklist to determine the level of your safety program.

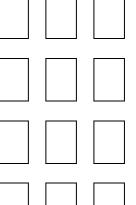
Sec 1	-	Management Commitment r school have a written Safety & Health nt System ?	Yes	Partly	No
2	Does you material	r school have Safety & Health reference ?			
3	Does the Safety & Health ?	school management take a personal interest in			
4	Does the and to follow ru	school management encourage staff to work safety ules ?			
				Sco	re
Sec 1	c tion 2 Does the	Inspection school conduct a monthly workplace inspection ?	Yes	Partly	No
2	When pote quickly '	ential hazards are found, are they corrected ?			
3		Its shared with the staff and/or the Safety & committee ?			
4	Are reco	rds kept for comparison purpose ?			
				Sco	re
Sec	ction 3	Training	Yes	Partly	No

2	Do you provide on the job training for all new staff ?			
3	Is Safety & Health part of all staff training programs ?			
4	Is specific Safety & Health training provided to school management ?			
5	Has the school management taken any specific safety & health training?			
6	Does your school have any Safety & Health training in written form ?			
			Sco	ore
Se 1	c tion 4 Rules Does your school have general safety rules ?	Yes	Partly	No
2	Are all staff aware of the general Safety & Health rules ?			
3	Has the school developed specific rules for hazardous jobs ?			
4	Are all rules enforced ?			
			Sco	ore
Sec 1	c tion 5 First Aid Does the school have qualified First Aid trained staff ?	Yes	Partly	No
2	Is there at least one suitable First Aid Kit available in the school ?			
3	Are records kept of all injury treatments ?			
4	Are emergency telephone numbers with the First Aid Kit ?			

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page	:	2
page		~

Score____

Section 6 Fire Prevention

- 1 Does the school have adequate fire extinguishing . equipment ?
- 2 Does the school have adequate fire/smoke warning . devices ?
- 3 Is all staff aware of the proper use of fire . extinguishers ?
- 4 Is all fire fighting equipment inspected by qualified . people regularly ?
- 5 Has the Labour Department or the Fire Services Department . inspected
 - your school within two years ?

Section 7 Safety and Health Committee

- 1 Does your school have a Safety & Health Committee ?
- 2 Does the Committee assist with Workplace Inspections at . the school ?
- 3 Does the Committee assist with all accident . investigations ?
- 4 Does the Committee co-sign any reports ?

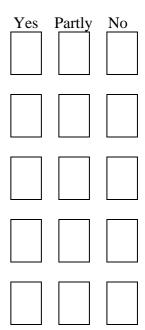
Section 8 Health & Hygiene

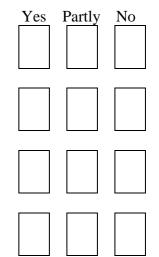
- 1 Does all staff understand the difference between Safety . and Health ?
- . and nearth :

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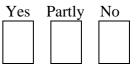
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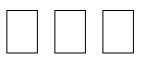
- 2 Has all staff been fully trained and instructed on the . handling of
 - dangerous substances?





Score____





Score____

3	Does staff know how to read Material Safety Data Sheets (MSDS) ?	
4	Are all chemicals and biological agents at the workplace labelled ?	
5	Does staff understand the meaning of the symbols on the labels ?	
		Score
Sec 1	c tion 9 Promotion Does your school make an organized effort to promote Safety and Health ?	Yes Partly No
2	Do you display Safety & Health posters ?	
3	Does the school management ever show support for Safety & Health (e.g. posted letters of encouragement and appreciation) ?	
	(e.g. pootod fortere er encouragement and appropriation) .	
	(e.g. poolod fortore of oneodragoment and appropriation) .	Score
Sec 1	ction 10 Personal Protective Equipment (PPE) Does staff wear PPE when required ?	Score Yes Partly No
Sec 1 2	ction 10 Personal Protective Equipment (PPE)	
1	c tion 10 Personal Protective Equipment (PPE) Does staff wear PPE when required ?	
1 2	c tion 10 Personal Protective Equipment (PPE) Does staff wear PPE when required ? Is staff trained in the use and care of PPE ?	
1 2 3	e tion 10 Personal Protective Equipment (PPE) Does staff wear PPE when required ? Is staff trained in the use and care of PPE ? Does staff understand what kinds of PPE are available ?	

2 Are all incidents involving a dollar loss investigated ?

		TOTAL SCORE :
		Score
2	Are all records available to the Safety & Health Committee ?	
Sec 1	c tion 12 Records Are records kept of all workplace inspections, accidents and fires ?	Yes Partly No
		Score
5	Does the Safety & Health Committee involve in investigations ?	
4	Is the written information analysed for any trends ?	
3	Are the investigations in written form ?	

HOW DO YOU RATE ?

Add up the scores of the above 12 sections and check against the following table for your school's present position in promoting occupational safety and health.

TOTAL SCORE	REMARKS
40 – 50 points	Your organization has a sound safety & health program.
30 – 39 points	Your organization has a good safety & health program.
25 – 29 points	Your organization has a fair safety & health program which
	needs some re-design.
15 – 24 points	Your organization has a poor safety & health program and needs
	help.
0 – 14 points	Your organization has a sub-standard safety & health program
	and needs urgent help.

GOVERNMENT SCHOOLS OCCUPATIONAL SAFETY AND HEALTH SITUATION SELF-INSPECTION CHECKLIST <u>SAMPLE</u>

School :				
Staff Respon	sible :			
Inspection D	ate :			
Tick the boxe	s when	all is well. A cross requires attention.		
Floors	3	Even surface - no holes?	3	Sawdust, shavings, swarf, offcuts, etc. swept up?
	3	Loose boards nailed down?	3	Special attention to areas around machines?
	3	Dropped objects picked up?	3	Floor openings covered or protected when not in use?
	3	Clean and tidy?	3	Oil and grease spots and spills wiped
	3	Stock material out of the way?		up?
Aisles	3	Wide enough for goods traffic?	3	Clear of cases, material & rubbish?
	3	Adequately lit?	3	Clear of trolleys, handtrucks etc.?
	3	Surface free from defects?	3	Clear of electrical leads?
	3	Marked with yellow or white lines?	3	Clean?
Machines	3	Adequate work space?	3	Clean?
	3	Provision to store waste off-cuts?	3	machine tools in good condition?
	3	Adequately guarded against	3	Noise level acceptable?
		accidental or casual contact?	3	Drip pans to prevent oil grips onto the floor?
Work benches	3	Clear of rubbish; tidy and uncluttered?	3	No damaged tools; efficient system for repair and replacement?
	3	Tools not in use kept in place?		
Lighting	3	Are all parts of the interior adequately	3	Are suitable finishes used on the

		lit in accordance with the recognised code?		ceiling and other main interior walls, surfaces?
	3	Is the available natural lighting	3	Are the fittings readily accessible for
		utilised to best advantage?		routine maintenance?
	3	Do any tasks require special treatment, e.g. the provision of a screen or luminous background to make them easy to see?	3	Have employees complained about the lighting in any way? Such complaints often help greatly in pin-pointing defects in existing installations.
	3	Is the type of lamp (incandescent, fluorescent or mercury-vapour) the most economical and satisfactory?	3	Is there good light reflection from walls and ceilings?
	3 3	No direct or reflected glare? Are the lighting fittings properly	3	Light fittings clean and in good repairs?
		placed in relation to the work to minimise unwanted reflections? (This is very important in offices)	3	Do the lighting fittings adequately control glare and is adequate light reaching the ceiling or roof?
Ventilation	3	Ventilation of work environment satisfactory?	3	Regular cleaning of air handling units/air conditioners?
Windows	3	Clean, admitting plenty of daylight?	3	Ledges free of dust, tins or rubbish?
	3	No broken panes?	3	Locking tool working properly?
Stairs and landings	3	No worn or broken treads?	3	Landings clear of crates and other obstructions?
	3	Clean; free of oil and grease?	3	Handrails in good repair?
Ladders and steps	3	Stored in the proper place?	3	No broken or missing rungs, or other defects?
	3	Rubber safety feet where possible?		
Storage	3	Adequate and convenient racks and bins?	3	Stack layers cross-tied where possible?
	3	Clear of traffic area?	3	Floors around stacks and rack clear of rubbish?
	3	Materials stored in racks and bins wherever possible?	3	Required materials taken from tops of stacks - not pulled from below?

	3	Shelves free of dust and rubbish?	3	Stacks stable with good foundations?
Electrical	3	Gear not in use properly stored?	3	No unprotected leads over traffic or access ways?
	3	No broken plugs, sockets or switches, or sign of overheating?	3	Isolating transformers?
	3	Portable power tools in good condition?	3	Residual Current Device (RCD)?
Rubbish	3	Bins located at suitable points round plant?	3	Oily rags and combustible refuse in covered metal containers?
	3	Bins emptied regularly?		
Yards	3	Clean and free from rubbish?	3	Satisfactory water drainage?
	3	Even surface - no holes?	3	Vehicular traffic-ways clearly marked?
	3	No grease or oil patches?		
Hygiene	3	Mealrooms clean and tidy; provision for regular cleaning?	3	Adequate potable water and drinking utensils or fountain?
	3	Adequate washing facilities with soap or substitute and towels; provision for regular cleaning?	3	Suitable space for storing outdoor clothing?
	3	Adequate and private toilet facilities and toilet paper; provision for regular cleaning?	3	Provision of special clothing for dirty or hazardous processes?
	3	Lockers and locker-rooms clean and tidy?		
Hazard control	3	Materials, equipment, safely stored but readily available?	3	Suitable and appropriate protective facilities provided and used?
	3	Efficient system for rapid repair or replacement of hand and other tools?	3	Non-insulated electrical conductors adequately guarded and clearly marked?
	3	Adequate facilities for materials handling, i.e. lifting and transport of heavy, bulky and multiple loads?		

- ³ Clear instructions displayed for action in event of fire?
 - ³ Display of Fire Brigade telephone number?
 - ³ Co-ordination with, and efficient method of calling, the Fire Brigade?
 - ³ Flammable and explosive materials safely stored and handled?
 - ³ Metal containers with lid readily available for storage of flammable waste?
 - ³ Adequate training of personnel in fire fighting?
 - ³ Fire equipment is periodically examined and in good working conditions?
 - ³ Inspection of tags and log books to ensure that maintenance of fire equipment is being carried out at the required intervals?
 - ³ Strategically placed hydrants for use by works team and/or Fire Brigade, together with sufficient stand-pipes, keys, hose and nozzles?

Chemical, toxic, corrosive and Dust hazards

- ³ Adequate ventilation for toxic and dust to open air or collection plant?
- ³ Provision of fume cupboards for testing and analysis?
- ³ Safe storage, labelling and handling procedures for toxic and corrosive substances?

- Hose reels covering whole of premises and permanently connected to water supply?
- ³ Are there provisions of special equipment to cater for risks?

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- ³ Access to all fire safety equipment clear and unobstructed?
- ³ Efficient, recently serviced firewarning system - audible and/or visible as appropriate - and regular testing?
- ³ Clear instructions posted about storage, use and disposal of flammable and explosive materials?
- ³ Means of escape from building always available: fire doors and emergency exits clear of obstruction, and unlocked during occupancy?
- ³ Adequate direction signs for emergency exits, exit doors easily opened from inside?
- ³ Adequate fire drills and evacuation procedure?
- ³ Correct operation of fire doors? (They should be self-closing and self-latching; opened wedging doors nullify their use as a fire barrier.)
- ³ Provision of monitoring equipment for gases, dust, radiation etc. as appropriate?
- ³ Provision of appropriate personal protective equipment and clothing?
- ³ Provision of emergency eye wash facilities?

Computer	3	Use proper filters on the computer screens?	3	Place VDU on the right side of the light source(s)?
	3	Work surface height suitable?	3	Adjustable chair provided?
	3	Keyboard placement suitable?	3	Screen placement suitable?
	3	Footrest provided?		
Laboratory	3	Safety rules are set up and enforced?	3	Suitable PPE are available?
	3	Fume cupboard are operating properly?	3	Fire extinguishers are available?
	3	Eye wash facilities are available?	3	Laboratory staff have been trained in first aid
	3	Emergency procedure are set up?	3	Arrangement for hazardous waste disposal?
Outdoor activities	3	Planning include safety measures before any outdoor activities?	3	Mobile phone available for emergency call?
	3	Accident & emergency procedure?	3	First aid arrangement?
Manual Handling	3	Have risk assessments for the employees who undertake manual handling operations been carried out where necessary?	3	Have proper training given to employees who must conduct manual handling operations?
	3	Are there mechanical aids and other necessary protective measures given to employees who must undertake manual handling operation?		

First Aid Facilities 3

- Is there a sufficient number of firstaid box or first-aid cupboard containing first-aid items provided and maintained as according to the legislative requirements?
- ³ Does the first-aid box or first-aid facility contain necessary items such as sterilised unmedicated dressings, gloves, adhesive wound dressings, triangular bandages of unbleached calico, and adhesive plaster etc. in accordance with the legislative requirement?
- ³ Is the first-aid box or first-aid cupboard clearly marked "FIRST AID" or a Red Cross?
- ³ Are designated employees appointed to look after first-aid facilities?

Relevant Information of Occupational Safety & Health Ordinance

If you require further information or assistance, please contact the following offices / departments :

Web Site of Labour Department : http://www.info.gov.hk/labour

- 2) "Occupational Safety & Health Ordinance, Chapter 509" & "Occupational Safety & Health Regulation" can be bought at Government Publications Centre or browse at web site: http://www.info.gov.hk/justice/laws/index.htm
- 3) Hotline for "Occupational Safety & Health Ordinance" & its subsidiary regulations, Tel. No.: 25592297
- 4) For enquiry of "Occupational Safety & Health Ordinance" & "Occupational Safety & Health Regulation", please contact the following regional offices of Occupational Safety Operations Division of the Labour Department :

<u>Regional Offices</u>	Telephones
Hong Kong & Islands Region	
Wanchai	2121 0852
Eastern	2121 0855
Central & Western	2975 6446
Southern & Islands	2975 6439
Kowloon Region	
Kowloon City, To Kwa Wan & Hung Hom	2733 2361
Shamshuipo	2391 4543
Wong Tai Sin	2390 5139
Yaumati, Tsimshatsui & Mongkok	2390 4692
New Territories East & Kwun Tong Region	
Kwun Tong and Tseung Kwan O	2396 5639
Tai Po and North	2390 4649
Shatin and Sai Kung	2399 2257
Kowloon Bay and Ngau Tau Kok	2399 2251
New Territories West Region	
Tsing Yi	2417 6216
Kwai Chung	2437 1548
Tsuen Wan	2437 1545
Tuen Mun and Yuen Long	2437 1540
r den mun and r den Long	2437 1340

5) For occupational health aspects, please contact "Occupational Health Service, Labour Department" :

Address :	Labour Department - Occupational Health Service	
	15/F, Habour Building, 38 Pier Road, Central, H.K.	
Tel. No.	2852 4041	

6) Free publication on occupational safety & health can be obtained at :

Address :	Labour Department
	Occupational Safety - Advisory & Development Division
	25/F., Western Habour Centre, 181 Connaught Road West, Hong Kong.
Tel. No.	2975 6414

- 7) Free safety & health legislation-related training courses are provided by "Occupational Safety and Health Training Centre, Labour Department":
 - Address : Labour Department Occupational Safety and Health Training Centre 13/F, City Landmark, 68 Chung On Street, Tsuen Wan, New Territories.

Tel. No. 2940 7057

8) For other types of safety & health awareness training courses, please contact "Occupational Safety and Health Council" :

Address :1/F, Kimberley Centre, 35 Kimberley Road, Tsim Sha Tsui, Kln.Tel. No.:2311 3322

9) For training courses on First Aid, please contact :

St. John's Ambulance Association Address : St. John Tower II, 2 McDonnell Road, H.K. Tel. No. 2530 8000
Hong Kong Red Cross Training Centre Address : G/F, Fu Sau House, Block 10, Tai Wo Hau Estate, Tsuen Wan, N.T. Tel. No. 2424 6430

10) For enquiry of training / information of fire protection, please contact Fire Protection Bureau, Fire Services Department.

Address :5/F, 1 Hong Chong Road, Tsim Sha Tsui East, Kln.Tel. No.2733 7605

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