

# **HEALTH AND SAFETY POLICY AND ORGANIZATION**

## **PART 1: GENERAL STATEMENT OF THE POLICY**

- 1.1** It is the policy of the College of Professional and Continuing Education (CPCE) and its academic and administrative units alike to ensure, as far as reasonably practicable, the health and safety of all its staff at work, students in the course of study and of the general public using our premises.
- 1.2** More specifically, and within the general policy stated above, it is the College's intention to:
- (a) identify hazards of potential loss in its activities so as to eliminate them wherever possible or devise procedures to minimise the risks to health and safety (H&S) that may arise;
  - (b) provide and maintain premises and working environment including means of access to and egress from such places, that are safe and without risks to health;
  - (c) maintain proper communication among staff/students and keep tracking of continual improvement on H&S matters;
  - (d) provide such information, instruction, training and supervision as are necessary to ensure the competency of staff/students on H&S issues; and
  - (e) take any other actions that may be considered necessary in the interests of H&S including the seeking of advice from safety specialist(s).
- 1.3** All responsible staff and students are required to support and actively participate in the implementing of this Policy.

## **PART 2: DUTIES AND RESPONSIBILITIES FOR HEALTH AND SAFETY**

(Please see the Health and Safety Framework shown in Appendix 1 for details)

### **2.1 Dean(PCE)**

It is the responsibility of the Dean(PCE) or his/her delegate to:

- (a) ensure that there is an effective policy on H&S and students' activities within the CPCE and its academic and administrative units alike;

- (b) ensure that there are appropriate mechanisms in place to evaluate the effectiveness of the Policy periodically and implement any changes that may be necessary for maintaining a continual improvement on H&S issues;
- (c) ensure that there are adequate resources to meet the requirements of the Policy;
- (d) appoint a Unit Health and Safety Officer (UHSO) at the Dean's office to carry out duties as assigned in clause 2.3;
- (e) appoint specialist(s)/consultant(s) to advise on H&S issues; and
- (f) establish and chair the College Health and Safety Committee.

## **2.2 Unit Heads**

It is the responsibility of the Unit Heads or his/her delegate to:

- (a) implement the college's health and safety policy;
- (b) assess the risk inherent in the work and put controls in place;
- (c) appoint a UHSO to carry out duties at the respective office as assigned in clause 2.3;
- (d) provide clearly defined chains of responsibility and lines of communication for H&S in all responsible areas;
- (e) establish and maintain a communication channel with all levels on H&S issues regularly; and
- (f) plan and provide necessary information, instruction, training and supervision to enable staff and students performing their assigned tasks with provided equipment in H&S manners.

## **2.3 Unit Health and Safety Officer**

It is the responsibility of Unit Health and Safety Officer (UHSO) to:

- (a) communicate with management decisions and related H&S instruction/information to staff/students and follow up on the decisions arising from the College Health and Safety Committee where appropriate;
- (b) ensure staff/students are briefed on H&S information, arrangements, procedures, guidelines and related requirements;
- (c) arrange H&S training to staff/students as appropriate;

- (d) ensure risk assessment records are in place and obtain HSEO's advice/assistance on any special hazard or new hazards to be introduced at work;
- (e) maintain and take care of appropriate H&S records;
- (f) report any accidents/incidents/danger occurrences/ill health/near miss related to work/study activities promptly to the HSEO and CPCE Human Resources Office as required; and
- (g) assist the compilation of 'Report of an accident/incident related to a staff/student/visitor', if necessary, and the activities of H&S inspection and accident/incident investigation when necessary.

## **2.4 Staff and Students**

It is the responsibility of all staff and students:

- (a) to cooperate with the CPCE and its academic and administrative units alike for all related arrangements that could be implemented effectively of H&S policies;
- (b) to take reasonable care in conducting the assigned tasks including all other persons who may be affected by their acts or omissions;
- (c) not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of H&S matters; and
- (d) to report problems relating to H&S matters.

## **PART 3: COLLEGE HEALTH AND SAFETY COMMITTEE**

### **3.1 Statement**

It is essential that the College Health and Safety Committee be established to oversee the H&S management system at CPCE on behalf of the Dean of CPCE and the Heads of CPCE Units.

### **3.2 Membership of the College Health and Safety Committee**

The composition of the College Health and Safety Committee (CHSC) is as follows:

**Chairman** – Dean(PCE) or his/her delegate

#### **Members**

Director of Hong Kong Community College (HKCC)

Director of School of Professional Education and Executive development (SPEED)

Head of Administration, CPCE

Head of Human Resources, CPCE

Head of Student Affairs, CPCE

Director of University Health Service, PolyU

Two representatives from the Health, Safety and Environment Office (HSEO), PolyU

Manager of Healthcare Laboratory

Manager of Multipurpose Laboratory

Manager of Science Laboratory

Manager of Metal and Wood Workshop

Two student representatives from the Students' Union of HKCC

Two student representatives (preferably one from full-time and one from part-time award-bearing programmes) from the Students' Association of SPEED

A representative from the provider for facilities management services at PolyU Hung Hom Bay Campus and PolyU West Kowloon Campus

A representative from the provider for health centres at PolyU Hung Hom Bay Campus and PolyU West Kowloon Campus

Up to two co-opt members, to be appointed by the Committee Chairman as and where necessary)

**Secretary**

A staff member from the Health, Safety and Environment Office, appointed by the Committee Chairman

**Assistant Secretary**

A staff member from CPCE, appointed by the Committee Chairman

**3.3 Terms of reference of the College Health and Safety Committee**

The terms of reference for the College Health and Safety Committee are as follows:

- (a) To advise Dean(PCE) on health and safety policies.
- (b) To recommend for decision by Dean(PCE) to apply health and safety practices of PolyU on the PolyU extended campuses at Hung Hom Bay and West Kowloon.
- (c) To discuss, formulate and review from time to time the health and safety policies, procedures, guidelines and practices.
- (d) To work with the University Health Service of PolyU and Health Centres on both PolyU Hung Hom Bay Campus and PolyU West Kowloon Campus in protecting the health of the CPCE community against infectious diseases of significant public health concern.
- (e) To oversee the implementation of health and safety policies among staff and students of CPCE and its units, academic and administrative alike.
- (f) To promote, within CPCE, the use of safe practices and a general awareness of health issues.
- (g) To review health and safety performance of CPCE units and, where necessary, to set up panel(s) to investigate serious case(s) of accident/incident.
- (h) Following the periodical review with relevant parties on the implementation of agreed health and safety initiatives, to submit an annual progress report to the Dean (PCE) covering the Committee's activities for the previous 12 months from 1st July to 30th June.

### **3.4 Frequency of Meetings**

The meeting of CHSC shall meet at least two times a year.

### **3.5 Record of Meetings**

The secretary is to record the minutes of meetings and distribute to the members within a reasonable time. The records should be kept for seven years and accessible for inspection or auditing.

## **PART 4: HEALTH, SAFETY and ENVIRONMENT OFFICE**

As a safety consultant, Health, Safety and Environment Office is responsible for;

- (a) assisting to set up an occupational health and safety management system (OHSMS) which could satisfy the requirements imposed by the Occupational Safety and Health (OSH) Ordinance and Regulations in consultation with CPCE;

- (b) monitoring the implementation of OHSMS with an aid of regular inspection and advise on breaches or potential breaches of OSH legislations;
- (c) investigating accident/incident/danger occurrence/ill health/near miss and advising on remedial actions
- (d) advising on emergency response planning;
- (e) coordinating, developing and delivering, when necessary, the occupational health and safety training programs, and
- (f) collecting, collating and compiling updated H&S information for the CPCE and its units.

Approved by:  Dean(PCE)

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Appendix 1: Health and Safety Framework

