



Department of **D**ata **A**nd **S**ystems **E**ngineering

BEng (IELM)



Introductory Handbook

2024 - 2025



香 港 大 學
THE UNIVERSITY OF HONG KONG

Department of Data and Systems Engineering

BEng(IELM)

Introductory Handbook

2024 - 2025

This introductory handbook helps students familiarize themselves with the department by providing information which will be useful during their course of studies. It consists of the following sections:

Section	Content	Page No.
General Academic Information	Something important about your study	2
Programme Structure and Syllabus	BEng(IELM) Programme Structure	7
Engineering Training and Industrial Training (Internship)	Requirements and arrangement of engineering training and industrial training programmes	9
Scholarships	Scholarships	12
Prospective Career	Internship/Graduate References	13
Health and Safety at Work for Students	Regulations that you must observe for the safety of both yourself and the Department	16
Computing Facilities and Laboratory Access Time and Regulations	How to make good use of the University and the Department's facilities?	18

General Academic Information

Getting Student Feedback

We hope that your experience at the Department of Data and Systems Engineering (DASE) will be a positive one, both with regard to your programme of study and any service you may use. There are few ways in which you could provide us with your feedback.

1. HKU Student Learning Experience Questionnaire

You are invited to complete online questionnaires a minimum of once a semester/course. Your feedback will help us better understand how you would like to engage with your studies, and how we can better attend to your needs and interests. Therefore, do take few minutes to participate in the online Student Evaluation of Teaching and Learning (SETL) exercise, which takes place near the end of the course. We value your input.

2. Staff/Student Consultative Committee Meeting (SSCCM)

The SSCCM acts as a formal forum for you to discuss any concerns you may have about your learning experience. We hold regular SSCCMs and you can feed comments back to us through your student representative. Of course, you are welcome to join the meeting as well. Meanwhile, our teachers and/or Programme Directors are happy to hear your comments at any time.

However, if you have problems with the quality of your learning experience, please bring the issue as soon as possible to the attention of the relevant person; this could be your Academic Adviser, Level Tutor, or Programme Director. If you are not sure who to talk to, let us know and we will help you in this aspect.

Assessment Results Queries/Appeal

Examination scripts and assignments are marked and subject to further scrutiny by examiners in accordance with the Examinations Procedure. The Department's Board of Examiner will make a final recommendation on the marks obtained.

If you have a query regarding your marks for a course or the overall programme, you are encouraged to talk to the Programme Director.

In accordance with General Regulation G9(h), there shall be no appeal against the results of examinations and all other forms of assessment. However, should students have sufficient reasons to believe that there are procedural irregularities or technical error in the determination of their assessment results, they shall apply in writing, submitting a separate application for each course, for a review of results.

The Faculty of Engineering shall send out a procedure for checking the assessment results after the announcement of the Examination Results. You will need to follow the guidelines when submitting your application for a review of marks.

Student Advice & Pastoral Support

Academic Advising

You are assigned an academic adviser during your study at HKU. The followings are some topics and aspects that you can discuss with your adviser:

- Requirements of and questions about the Curriculum / Degree / Major / Professional Core,
- Development of your academic goals and study plan,
- Information and advice on course selection,
- Academic performance and progress and their implications for your future career and study plans,
- Information on other campus resources and support services, and
- Other sources of advice.

For further information, please visit Academic Advising Office website at:

<http://aao.hku.hk/>



Level Tutor

If you have queries or concerns about your learning experience, you are encouraged to talk to the Level Tutor. You can view them as a “bridge” between the Department and students on academic matters (e.g., course enrolment and examination matters), thus can serve as an additional channel of communication between staff and students. Usually, students of different levels meet their respective level tutors to seek advice on matters related to their studies. Our Level Tutors are:

Level 1 – Prof. M.C. Yue
Level 2 – Prof. Calvin K.L. Or
Level 3 – Prof. H.H. Cheung
Level 4 – Prof. Y. Cheng

Do make good use of our Level Tutor System to make the most of the opportunities offered at the Department by helping you cope with any problems or difficulties that may arise, whether or not they affect your studies.

Center of Development and Resources for Students (CEDARS)

Campus Life

The Campus Life Section of CEDARS provides high quality support services to enhance your overall educational experience. Specifically, they provide guidance and assistance in financial matters, accommodation, disability issues, visas, student activities and any general concern you have on campus life. We work with other support units to promote your physical, social, emotional and environmental wellness. If you want to know more about their works, you are welcome to visit the CEDARS website at <http://cedars.hku.hk>



Get Involved

Industrial Liaison Manager

You can always talk to the Department's Industrial Liaison Manager about engineering training, internship positions, as well as career development. He/she will also provide you with the most up-to-date information on the job market and professional development opportunities. Additionally, he/she oversees knowledge exchange activities with enterprises and industrial partners.

The Department has also an online platform (Facebook) to publicize internship or career opportunities.

Please visit <https://www.facebook.com/HKU.DASE> for updates.



Your achievement

The Department acknowledges your participation in external activities/competitions that add value to your study and personal development. If you have received an award, you are most welcome to share your joy with us. With your consent, we will publicise your achievement through various channels. Each year, the Faculty and/or CEDARS will be organising the Prize Presentation Ceremony to celebrate the achievement of our HKU students who have won external awards of significance in international, Pan-Asia Pacific region and local competitions.

The Industrial Engineering Association (IEA)

The IEA is a non-profit undergraduate student association organised by a group of students at the Department of DASE. Each year, they organise a wide range of activities from academic, recreational to social events. Do not only limit your learning to the classroom. Learning is about exploring all your capabilities — academic and otherwise — while learning the values of teamwork, and extending this knowledge to topics and causes that interest you beyond your studies. Therefore, do keep an eye on the IEA and their activities!

The University of Hong Kong
Department of Data and Systems Engineering
Haking Wong Building, Pokfulam Road, Hong Kong

TEL: (852) 3917 2583 or 3917 2586

FAX: (852) 2858 6535

INTERNET Home Page: <http://www.dase.hku.hk>



Academic Staff

Email

Telephone

Room No.*

Mr. Bill K.P. Chan
Dr. J.C. Chen

billchan@hku.hk
jcchen@hku.hk

3917 7059

HW8-14
Rm L3, Cyberport 4,
Block A

Prof. P.C. Chen

pcchen@hku.hk

3917 7055

HW8-1

Prof. Y. Cheng

yaocheng@hku.hk

3917 2594

HW8-11

Dr. H.H. Cheung

hh.cheung@hku.hk

3917 2589

HW8-9

Dr. S.H. Choi

shchoi@hku.hk

3917 7054

HW8-2

(Associate Head)

Prof. S.Y. Hu

shiyanhui@hk.hk

3917 5956

HW8-10

Dr. W.J. Huang

huangwj@hku.hk

3917 8255

HW8-23A

Prof. Y.H. Kuo

yhkuo@hku.hk

3917 7056

HW8-8

Prof. J.Y. Li

jiayangli@hku.hk

3917 7056

HW8-24C

Dr. S.C. Lin

shaoclin@hku.hk

3917 7056

HW8-27

Prof. J. Liu

dr.jun.liu@hku.hk

3917 7058

HW8-13

Dr. Jonathan W.C. Ng

ngwc@hku.hk

3917 7058

HW8-12

Prof. Calvin K.L. Or

klor@hku.hk

3917 2587

HW8-7

(Assistant Head)

Prof. Z.J. Max Shen

vp-research@hku.hk

--

--

(Chair Professor)

Prof. N. Xi

xining@hku.hk

3917 2593

HW8-5 / HW8-20

(Chair Professor) (Head)

Prof. Y. Xu

yxu195@hku.hk

3917 7722

HW8-23B

Prof. M.C. Yue

mcyue@hku.hk

3917 7057

HW8-4

Prof. F.N. Zhang

fnzhang@hku.hk

3917 7720

HW8-3

Prof. R.Y. Zhong

zhongzry@hku.hk

3917 7966

HW8-6

General Office

Ms. Y.M. He

may6809@hku.hk

3917 2583

HW8-16

Ms. Kate P.W. Lee

kpwee@hku.hk

3917 2583

HW8-17

Ms. Vanessa S.K. Lee

vanlee@hku.hk

3917 2586

HW8-17

Ms. Fiona W.H. Leung

fionalwh@hku.hk

3917 8338

HW8-19

* HW=Haking Wong Building

Ms. Wing H.W. Pang
Ms. Winnie W.S. Yau
Ms. Christina M.H. Yeung

wingpang@hku.hk
winiyau@hku.hk
mhyeung@hku.hk

3917 2668
3917 2551
3917 2588

HW8-17
HW8-17
HW8-17

Technical Staff

Dr. Leith K.Y. Chan
Mr. Lemon K.T. Fung
Mr. Gavin H.Y. Lao
Mr. Shawn H.F. Ng
Mr. Oscar H.S. Fung
Mr. Jack K.W. Wong
Mr. Derek K.C. Tong

Email

lkychan@hku.hk
ktfung@hku.hk
gavinlhy@hku.hk
ngfh3107@hku.hk
oscarfhs@hku.hk
jackwong@hku.hk
derekt@hku.hk

Telephone

3917 5178
3917 2592
3917 2580
3917 2584
3917 2563
3917 8256
3910 2555

Room No.*

HW107
HW104
HW101
HW103
HW103
HW103
HW8-25(B)

Faculty Office

General Enquiries

3917 2803

Website:

<http://engg.hku.hk/home/index.htm>

Undergraduate Student Support:

<https://engg.hku.hk/Teaching-Learning/BEng-BASc/Student-Support-Centre>

Administrative support for undergraduate: enggugtl@hku.hk

Administrative support for student exchange: enggex@hku.hk

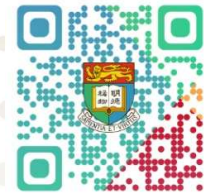


University Health Service

Clinic Appointment
Dental Clinic Appointment
Medical Emergency (office hours)

2549 4686
2859 2511 /
2859 2512
3917 1999

Website: <http://www.uhs.hku.hk>



University Safety Office

General Enquiries

2859 2400

Website: <http://www.safety.hku.hk/homepage>



* HW=Haking Wong Building

Programme Structure and Syllabus

Please visit the following website and refer to the syllabus of BEng(Industrial Engineering and Logistics Management) of your cohort:

(Faculty of Engineering – Syllabuses)

<http://engg.hku.hk/Teaching-Learning/BEng/Academic-Programmes/Regulations-Syllabuses>



The courses offered in the academic year 2024-25 are listed below:

<u>Course Code</u>	<u>Course Name</u>	<u>2024-2025</u>	
		1st Semester	2nd Semester
ENGG1320	Engineers in the Modern World	✓	✓
IMSE2102	Fundamentals of Supply Chain Management	✓	
IMSE2109	Fundamentals of Engineering Design	✓	
IMSE2113	Information Systems		✓
IMSE2121	Engineering Training		✓
IMSE2132	Statistical Analysis	✓	
IMSE2134	Operational Research	✓	
IMSE2135	Mathematical Optimisation		✓
IMSE3102	Strategic Supply Chain Management		✓
IMSE3107	Systems Modelling and Simulation		✓
IMSE3109	Quality Management		✓
IMSE3111	Intelligent Optimisation		✓
IMSE3115	Engineering Economics and Finance	✓	
IMSE3126	Engineers in Society		✓

<u>Course Code</u>	<u>Course Name</u>	<u>2024-25</u>	
		1st Semester	2nd Semester
IMSE3128	Human Factors Engineering	✓	
IMSE3134	Innovation and Entrepreneurship		✓
IMSE3136	Operations Planning and Control	✓	
IMSE4101	Computer Integrated Manufacturing		✓
IMSE4102	Engineering Project Management	✓	
IMSE4110	Financial Engineering		✓
IMSE4119	Digital Enterprises and E-commerce	✓	
IMSE4122	Global Logistics Systems	✓	
IMSE4135	Systems Integration	✓	
IMSE4136	Transportation and Distribution Planning		✓
IMSE4140	Machine learning and applications (new)		✓
IMSE4146	Additive manufacturing (new)		✓
IMSE4174	Project	✓	✓

Engineering Training and Industrial Training (Internship)

DASE Engineering Training Coordinator:

Dr. H.H. Cheung

(Room HW8-9)

To qualify as a Member of the Hong Kong Institution of Engineers (MHKIE), students are required to receive two types of training before they graduate from the Department. The first type of training is called “Engineering Training”, which is conducted in the Department's workshop or laboratory. The second type of training is called “Industrial Training” or “Internship”, which is normally conducted outside the University.

The duration of workshop training is 6 weeks (excluding public holiday) which are conducted at DASE workshops or laboratories. The arrangement is as follows:

	Training Module	Venue	Days
DASE	Safety Talk & Field Trip	HW103	1
DASE	Design for Manuring and Assembly	HW103	1.5
DASE	Metalworking for Industrial Engineering	HW101 & 102	1.5
DASE	CNC Programming	HW101 & 102	1.5
DASE	Electronics for Industrial and Logistics Applications	HW103	1.5
DASE	Flexible Control System	HW103	1
DASE	Robotics for Industrial and Logistics Applications	LG 206	1
DASE	Group Project	HW103 & 104	15

IMSE2121 Engineering Training

All 2nd year students are expected to undergo a 6-credit engineering training course under guidance in workshop or laboratory in the Second Semester. The main aim is to equip students with practical experience and a general exposure to (i) manufacturing processes, (ii) product design, and (iii) system development.

Since Engineering Training constitutes eligibility for professional qualifications, attendance is compulsory. Late comers for more than 15 minutes will not be entertained. Travelling and other non-training activities are thus normally not accepted as legitimate reasons for requesting to change the training schedule.

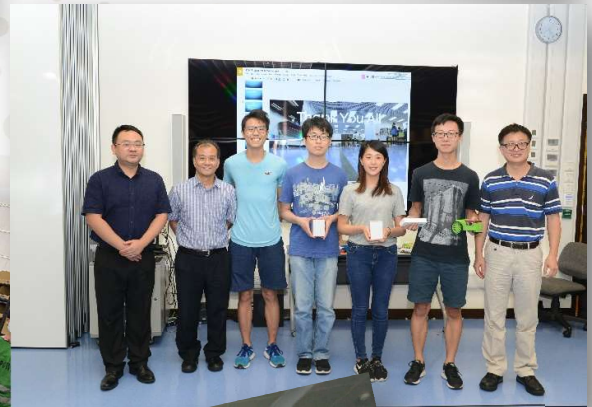
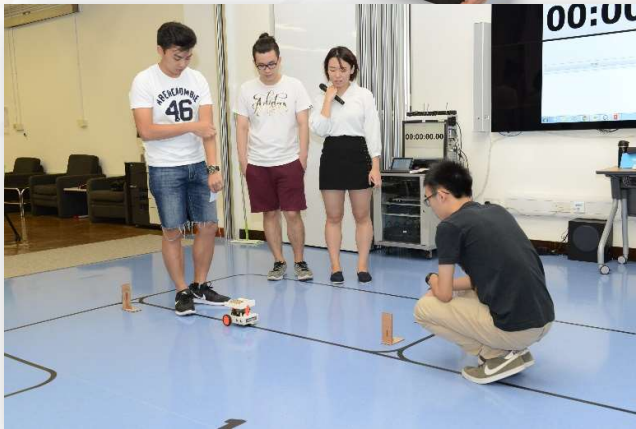
Detailed training schedules and group lists are usually posted on Moodle about 2 weeks before the training starts. After completing the training, students are required to submit a training logbook to the DASE department on or before the deadline. Students are reminded to write up the log book every day.

Industrial Training (Internship)

The **industrial training** programme requires a minimum of 6 weeks, and it is normally conducted during the summer vacation of Year 3. Industrial training takes a variety of forms, and students are encouraged to take an active role to fully utilise this learning opportunity. They include summer internships in outside companies (e.g., Hong Kong Disneyland, HACTL, HIT, MTR, Philips, and Hong Kong Towngas, etc.) and industrial training programmes outside Hong Kong (e.g., Kerry Logistics Shanghai). The Department provides advice, guidance and placement assistance to students in searching for training vacancies. Upon completion of training, students will submit a training report to DASE training officer to report on the experience gained before the deadline. Students are not suggested to change internship employers after confirmation. Otherwise, internship may not be able to classify.

Integrated Study-Work programme (6- to 12-month Internship)

The integrated work study is considering as an internship but for a longer period of 6 to 12 months. All per required terms and conditions of industrial training would also be applied to the integrated work study. In addition, students will have to apply for the integrated work study pre-approval from the department with their internship employer and job details at least 4 weeks before they commence training.



Scholarships

DASE Scholarships

The Department offers a number of scholarships and they are awarded on a competitive and merit basis. Below is the list of DASE scholarships.

<u>Scholarship</u>	<u>Eligibility</u>
BPS Innovation Scholarship	All students
Himont Prize	Year 3 students
Industrial and Manufacturing Systems Engineering Prize	Year 3 Student
Ken KW Leung Memorial Scholarship	Year 2 students
Metcold Group Prize in Industrial Engineering and Logistics Management	Final Year students
Pegasus Automation Prize in Industrial and Manufacturing	Final Year students
Peter HM Lau Project Prize	Final Year students
Peter HM Lau Penultimate Year Scholarship	Pre-Final Year students
Quali-Smart Globalization Scholarship	Year 3 students (Internship)

Other Scholarships offered by the University

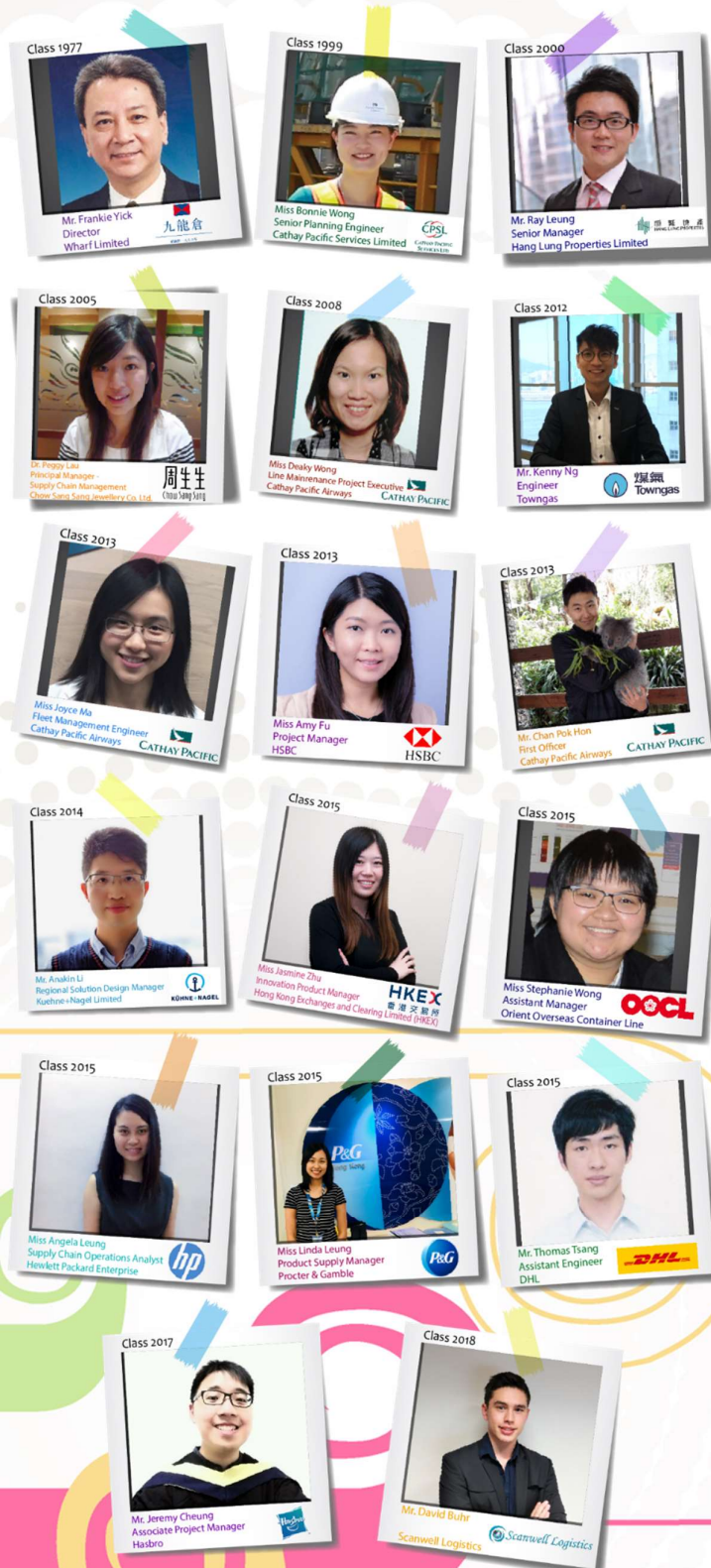
Students are also encouraged to explore other scholarships offered by the University. Further information could be found here:

- Homepage of the Department
<https://www.dase.hku.hk/teaching-and-learning/prospective-students/bachelor-of-engineering-in-industrial-engineering-and-logistics-management#Scholarships>
- HKU Academic Advising and Scholarship Office
<http://www.aas.hku.hk/>



Prospective Career

From years to years, our students and graduates have been attached to various industries and job functions. You might like to get some ideas here to see what you could possibly be joining during your internship and after graduation.







Health and Safety at Work for Students

Head of Department:	Prof. N. Xi	3917 2593	xining@hku.hk
Departmental Safety Representative:	Dr. H.H. Cheung	3917 2589	hh.cheung@hku.hk
Technical Manager:	Dr. Leith K.Y. Chan	3917 5178	lkychan@hku.hk

Policy Statement

The policy of this department is to attain and maintain the highest standard of safety within the working environment that is reasonable and practical to achieve. All members of staff and students are expected to co-operate in achieving this objective by strictly observing the advice, rules and procedures outlined here.

General Advice, Rules and Procedures

The University has a legal responsibility for establishing systems to make and keep the working environment, equipment and apparatus as safe as is reasonably practical. You are required to co-operate in the day-to-day effective running of such systems. It is a "negligent act" not to do so.

If you have a medical condition that is likely to increase the possibility of an accident, tell the Departmental Safety Representative or to your non-academic tutor - who will in turn report to the Departmental Safety Representative -so that any additional safe working procedures can be instituted.

Reporting Hazards

We are all responsible for our own safety and the safety of others. Read all the safety notices in the Department and the Health and Safety at Work Document (available in the Department Office). Do not condone unsafe working conditions or unsafe working practices by ignoring them, report them at once to a member of staff, or to the Safety Representative.

Make sure you know about any hazardous substances used in the Department. Read the Product Hazard Information sheet which is kept in the laboratory in which the substance is used.

Fire and Emergency Procedure

If you discover a fire or an emergency situation, raise the alarm immediately. Do not try to contain an emergency situation unless it is within your competence to do so. Ensure that 999 is rung as soon as possible.

On hearing the alarm bells or sirens:

- (a) Evacuate the building immediately in an orderly fashion.
- (b) Close all doors on leaving.
- (c) Go to assembly area and do not disperse or re-enter the building until told to do so.

A list of assembly areas is given on the notice boards of the Department.

First Aid

First Aid facilities are provided in the Department and it is a serious offence to abuse or misapply first aid facilities. Report any injuries to the Departmental Safety Representative or the Technician with responsibility for safety. In case of serious injuries notify the University Health Service (EXTN. 1999).

Safe Work Practices – General

The University is responsible for establishing safe working systems for laboratories. All students are required to cooperate in the effective running of such systems. You must:

1. Read and understand all safety advice given in the Health and Safety at Work Document kept in the Department Office. If in doubt ask a member of staff.
2. Ensure to the best of your ability that the total environment is maintained in a safe, clean and hazard-free state.
3. Clean up all spillages immediately. Place all waste and rubbish in the designated receptacles and do not allow this to accumulate.
4. Return all tools, portable equipment and apparatus to their designated storage places immediately after use.
5. Correct any condition you consider may be dangerous to yourself or others. If correction is beyond your ability, report the condition to the Department Safety Representative.
6. Use the safety devices and equipment provided for your own and other people's safety (This is a legal requirement).
7. Unless under direct supervision, you must not operate any machine until properly trained to do so and you have been made aware of any hazard or hazardous condition that may occur.
8. Do not use any machine or equipment without informing the technical staff responsible. You should inform the technical staff each time the machine or equipment is used.
9. The maintenance of a high standard of electrical safety is the responsibility of everyone. Apparatus, cables, plugs, etc. which are faulty or are suspected of being faulty should be reported immediately to the Departmental Safety Representative.
10. Suggest ways in which the environment could be made safe.

Computing Facilities

All computing facilities must be treated with care, especially such items as plotters and printers which have exposed fast moving parts. Covers must not be removed by unauthorised operators.

Broken visual display unit (VDU) or computer monitor screens can present a hazard from poisonous coatings; any such damage should be reported to Dr. Leith K.Y. Chan or the technical staff in the laboratory as soon as possible.

Excessive time spent at VDU's can lead to fatigue. If sufficient rest breaks have been taken, any unreasonable fatigue, eye strain or migraine must be discussed with a qualified optician or doctor. There is some evidence that the 0.02% of the population subject to photosensitive epilepsy can be at risk from VDUs – any user with this condition should report to Dr. Leith K.Y. Chan or the technical staff in the laboratory and seek medical advice before attempting to use a computer monitor and should always be accompanied when doing so.

All users must observe the following code of conduct and ethics for use of computer facilities:

Code of Conduct and Ethics for Use of Computer Facilities in the Department

1. The computer facilities must be treated with care. Smoking and the consumption of food or beverages anywhere in the laboratory are prohibited.
2. An appropriate standard of conduct must be maintained at all times. Loud talking, music, or other actions, which may distract legitimate users, are prohibited.
3. You shall use the computer facilities for coursework and related academic purposes only. Playing of games is prohibited.
4. By accepting a password issued for you to use computers, you have agreed not to give out your password to any other person. You are responsible for all usage of your computer.
5. You shall not use the computer facilities for any illegal purposes. You shall respect the legal protection provided by copyright and licenses to programmes and data.
6. You shall not use the computer facilities to view, generate or transmit threatening, obscene, or harassing materials.
7. You shall not use the computer facilities to interfere with or to disrupt other users, services or equipment. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and using these facilities to achieve unauthorized access to other facilities accessible via the network.
8. You shall respect the privacy of other users. It is not acceptable to use the computer facilities intentionally to access, copy, or modify files belonging to other users. Similarly, it is not acceptable to use any data or passwords belonging to others unless explicitly authorized to do so.
9. You shall not use the computer facilities for private or personal business or for commercial purposes.

Laboratory Access Time and Regulations

The hours of operation[#] of HW103, (special arrangements during the AA&I renovation project) is as follows:

	Period	HW103
Monday–Saturday	Regular semesters	8:00 am – 10:00 pm
Monday–Friday	Summer	9:00 am – 5:00 pm
Saturday	Summer	9:00 am – 1:00 pm
Sunday	Non-exam period	closed
Monday–Sunday	Exam Periods*	24 hours

[#] Hours of operation may subject to change according to situation without prior notice.

* Exam periods are from December to mid-January and from April to mid-June.

The HW104, HW105, and HW106 are temporarily closed during the AA&I renovation period.

1. Students who need to use other laboratories can access the facilities only when they have obtained permission.
2. Undergraduate students are not allowed to work in laboratories without supervision from an authorized member of staff with specific permission from the year tutor or project supervisor.
3. Undergraduate students must not operate the equipment without supervision from the laboratory technician.
4. Postgraduate students are encouraged to work within normal working hours and every effort should be made to avoid the need to work outside normal hours. However, in special circumstances in order to complete research work it may sometimes be necessary for a postgraduate student to extend the work outside normal hours. Under such circumstances, specific written permission might be given for the work by the student's supervisor after careful consideration of the risks involved. The permission to work should be reviewed on a weekly basis. The technician responsible for the laboratory/equipment must be informed about the arrangement beforehand.
5. The students working outside normal working hours with permission should not stay in the laboratory alone so that help can be provided in case of emergency.
6. Detailed safety measures must be worked out for experiments running overnight. The supervisor and the technician concerned must be informed of the detailed arrangements before the experiments are carried out.
7. Equipment with safety concerns will be disabled after office hours to avoid accidents. Tools should be locked away and all power equipment to be shut down after office hours. Students wishing to borrow any tool must do so during the office hours and follow the standard procedures.
8. Students are strictly prohibited to let the door open and break the Laboratory Regulations. Students violating the Regulations in the first time will be given a warning. If students violate the Regulations again, they will not be allowed to enter the laboratory for a period of time depending on the seriousness of the offence.
9. Closed-circuit television system has been set up to record the activities within the laboratories at all time.
10. Students should keep the laboratory clean and tidy. Eating and drinking are strictly prohibited.

Health and Safety Awareness in Laboratory and Workshop

Personal

1. Always listen carefully to the staff-in-charge and follow instructions.
2. Always be patient, never rush in the laboratory/workshop.
3. Always wear lab coat/apron when necessary.
4. Always tie up your long hair, tidy your loosen clothing and remove unnecessary personal accessories.
5. Always store your bags properly in laboratory/workshop.
6. Always put away stools when attempting practical work.
7. Do not wear open-toes shoes, sandals, flip flops and shorts.
8. Horseplay in the laboratory is strictly prohibited.

Machineries/Tools Operation

9. Always be aware of the positions and operation of emergency stop buttons.
10. Always use the safety guard, if provided, when working on a machine.
11. Always keep the working environment clean and clear before and after your work.
12. Always return equipment and tools to their original location after your work.
13. Do not operate any machines alone or after office hour.
14. Do not use any machines if you have not been shown how to operate it safely by the authorized person.
15. Do not touch any moving/rotating machinery.
16. Do not attempt to open any machines/equipment casing without permission.
17. Do not connect, disconnect or insert any plugs, cables or objects without permission.
18. Do not remove anything from the laboratory/workshop without permission.
19. Do not block the walkways.
20. Use hand tools carefully, keeping hands away from the cutting edge.
21. Report immediately of any machines/equipment damage, as this could cause the accident.

House Keeping

22. Do not eat, drink, smoke or apply cosmetics in laboratory/workshop area.
23. Do not run in the laboratory/workshop.
24. Report to any staff-in-charge immediately if there is an accident.

Fire / Emergency

25. Be aware of the location of the fire-fighting equipment and first aid materials/facilities.
26. Be aware of the fire escape route and the assembly points.
27. Evacuate from the laboratory/workshop immediately, if fire alarm is on, unless it is on test mode.
28. In an emergency, the staff-in-charge have total authority to evacuate the laboratory/workshop. Evacuate order must be strictly followed.

Contact Us

Position	Name	Tel.	Email
Departmental Safety Representative	Dr. H.H. Cheung	3917 2589	hh.cheung@hku.hk
Technical Manager	Dr. Leith K.Y. Chan	3917 5178	lkychan@hku.hk
Departmental Safety Officer	Mr. Oscar H.S. Fung	3917 2563	oscarfhs@hku.hk

~ END ~

