

**Applied Psychology Laboratory -
School of Arts and Humanities (ARH)**

1. GENERAL GUIDELINES

- (a) For security reasons, all laboratories are locked unless occupied by staff and/or students during class or practice. ARH General Office hours of laboratory operation are 0900 to 1700 on a working day; the laboratory may be closed for scheduled maintenance work.
- (b) For research and project use, students should book the laboratory at least 48 working hours in advance to gain approval from the course instructor before using the laboratory. (Refer to Section on Laboratory Booking Procedure)
- (c) Students should come to laboratory on time, for those later than 15 minutes from the booking time; the booking may be invalid.
- (d) Only those students who gain approval are allowed in the laboratory during scheduled times.
- (e) All staff and students must know and practice the safety guidelines at all times while using the laboratory.
- (f) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Students should strictly follow the instructions given by the instructor and follow the guidance given in the laboratory. Students should not remove anything from the laboratory without permission.
- (g) Students should not keep any personal belongings unattended in all laboratories. Storage of items and books in the laboratories is not allowed.
- (h) Students should not use and attempt to touch with any equipment unless trained and approved by your instructor.
- (i) Any misconduct occurring in the laboratory will be reported to the School at Tel. 3468 6760 or via email.
- (j) Students should inform course coordinators/teachers of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the students and others.
- (k) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Office (emergency response) or the School.

Contact information as follows:

Contact Person	Tel. No	Location	Contact Hour
Assistant Technical Officer	3468 6760	1701, 17/F, MKA	Monday to Friday 0900 - 1800
Security Control Room	3190 6610	1/F, MKA	24-hour

- (l) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

12. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

It is the responsibility of the users (teachers/students) to maintain the equipment and physical space clean and tidy after using the laboratory.

- (a) Tidy up equipment in the laboratory after class.
- (b) Make sure to shut it down the facility/equipment and put it back to original place after use.
- (c) Keep the laboratory clean and ensure the work area is tidy before leaving.
- (d) Turn off all ignition sources, water taps, electric switches, light and air conditioner(s), and lock all windows and doors before leaving the laboratory.
- (e) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the School at Tel. 3468 6760 or your instructor.

13. CAPACITY of LABORATORY

Concerning to the safety and protection of users, each laboratory has its own capacity for student's booking as below:

Laboratory	Maximum number of people in the specific period
A2201	8
A2202	8
A2301	16

Procedures and the record are attached in Annex 1 and 2 respectively.

14. COMPUTER USAGE AND REGULATION

- (a) It is forbidden to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the Department's consent.
- (b) It is forbidden to delete any software that is stored on the computer in the laboratory.
- (c) Users are responsible for backing up their own work and data.
- (d) Users must ensure that all storage devices (e.g., USB memory card, SD card) are absent of any virus or other bugs that may be harmful to the computers.

15. CONSEQUENCES OF MISUSE

- (a) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the college for funds expended, and could result in college disciplinary action or civil or criminal action.
- (b) Users may be held accountable for their conduct under any applicable college or departmental policies, procedures, or agreements. Any actions which detract from other users doing their work, or which would otherwise be deemed malicious, will result in the loss of access to the laboratory and possible college disciplinary action or civil /

criminal action.

- (c) Unauthorized use of the laboratory equipment for personal gain, or removal of equipment that constitutes theft, are subjected to prosecution by the college. Furthermore, entering the laboratory facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory or resources will be directed to those responsible and appropriate disciplinary actions will be taken.
- (d) Students are responsible for understanding policies and other safety information mentioned in this manual. Besides, students should keep laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activity in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

16. LABORATORY SAFETY

16.1 Code of Conduct

- (a) Smoking, eating or drinking is strictly prohibited in the laboratories. No food and beverages are allowed in the laboratory. Glassware or containers that had been used for laboratory operations should never be used for preparing or keeping food or drinks.
- (b) Long hair and loose clothing should be confined when in the laboratory.
- (c) Shoes must be worn at all times in laboratory where chemicals are stored or used. Sandals or open toe shoes are not acceptable.
- (d) Experiments in progress should not be left unattended.
- (e) You must never distract or startle other workers in the laboratory. Practical jokes or horseplay in the laboratory will not be tolerated at any time.
- (f) The laboratory and supplies are primarily not used for providing medical treatment to students or staff.
- (g) Malfunctioning equipment should not be used, please report to the School at Tel. 3468 6760 or by email.

16.2 Hazardous materials

- (a) Standard precautions will be followed at all times when there is exposure or potential exposure to hazardous material.
- (b) Gloves should be worn during any potential contact with hazardous materials.
- (c) Safety glasses or face shield may be required for potential splashing of hazardous material.
- (d) You should always wash your hands and forearms with soap and water before leaving the laboratory area. Washing with solvents can remove the natural protective oil layer from the skin and can cause irritation and inflammation.

16.3 Physical Space / Equipment

- (a) All cabinet doors should remain closed when not in use.

- (b) The laboratory spaces, floors, beds and bench areas should be kept clean and tidy after use.
- (c) Laboratory doorways are kept clear of obstacles at all times.

17. EMERGENCY RESPONSE

Students should know the location of the firefighting equipment and first aid equipment in the laboratory

Notify the General Office, the Laboratory Technical Officer or your instructor immediately after any injury, fire, explosion or spill in the laboratory.

Student should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

17.1 Fire

17.1.1 Minor Fire

- (a) Alert other people in the laboratory that there is a fire.
- (b) Stop all your practice immediately.
- (c) Call/Designate someone in the laboratory to call:
 - (i) Security Control Office at Tel. 3190 6610 and/or
 - (ii) Laboratory Technician at Tel. **3468 6760**Security Guard will contact required personnel to respond to the laboratory.
- (d) **If it is safe to do so**, attempt to confine and/or extinguish the fire.
 - (i) If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher, inform others of your actions.
 - (ii) If the fire is contained, stand by in a safe location to assist responding personnel.
 - (iii) If the fire is **not containable**, follow the procedures for a major laboratory fire.

17.1.2 Major Fire

- (a) Alert other people in the laboratory that there is a fire.
- (b) Stop all your practice.
- (c) Begin evacuating the laboratory to safe area. Bring along your mobile phone and a wet towel (if readily available).
- (d) Sound the nearest fire alarm by activating the break-glass alarms.
- (e) Inform the Security Control Room at Tel. 3190 6610 and/or Laboratory Technician at Tel. 3468 6760 if time permits.
- (f) Close (**Do not lock**) the door when leaving.
- (g) Exit building using staircases as quickly as possible. (**Do not use lifts**).
- (h) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard to do so.
- (i) Be prepared to provide the responding personnel with sufficient details about the fire.

- (j) Do not re-enter the building in alarm until authorized by a Security Guard/fireman.

17.1.3 Emergency Evacuation Alarm

- (a) Begin evacuating the laboratory as soon as you hear the emergency evacuation alarm – **regardless of the tone** (e.g. intermittent or steady).
- (b) Stop all the practices work.
- (c) Begin to evacuate the laboratory immediately.
- (d) Close (**Do not lock**) doors when leaving.
- (e) Exit the building using staircase as quickly as possible (**Do not use lifts**).
- (f) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard.
- (g) Do not re-enter the building until authorized by a Security Guard/fireman.

17.2 Flood/ Water Leak

- i. Call Security Control Room at Tel. **3190 6610** (emergency response) or the School at Tel. **3468 6760**.
 - (i) Provide your name, laboratory room number, contact number, any person injured and the nature of the injury if applicable.
 - (ii) Security Guard will contact required personnel to respond to the laboratory.
- (d) **If it is safe to do so**, attempt to stop the flow of water or confine the flood area using whatever materials are available, such as bed sheets
- (e) Assist responding personnel as necessary.
 - (h) Be prepared to provide the responding personnel with sufficient details

17.3 Power Loss

- a. Stop all laboratory works.
- b. Switch off all electrical appliances/equipment (except those on uninterrupted power supply).
- c. Laboratory without power must be evacuated. You can return when full power has been restored.
- d. Reset/restart and check equipment to ensure it is functioning properly.

18. FIRST AID

18.1 Minor Injury:

- i. Treat with the supplies contained in the first aid box provided in the laboratory.
Or
- ii. Visit the Security Control Room to request first aid assistance from one of the first aiders of the College.
or
- iii. Call the School at Tel. **3468 6760** to request first aid assistance in the laboratory.

- (i) Provide your name, laboratory number, laboratory phone number, and the nature of your injury (including any hazardous materials involved).

18.2 Major Injury/Serious Sickness:

e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulties, severe bleeding, major wound, pallor/cold sweating, etc.,

18.2.1 Seek Help – Summon assistance from someone nearby to call for help.

- (a) **Call 999**
- (b) **Notify** the Security Control Room at Tel. **3190 6610**.
 - (i) Request for first aid assistance from the first aider of the College.
 - (ii) Wait for the attending Security Guard/medical personnel.
- (c) Call Laboratory Technician at Tel. 3468 6760.
 - (i) State clearly your location and whether or not ambulance service is required/called.
 - (ii) Provide your name, laboratory room number, contact number, and the nature of your injury/sickness (including any hazardous materials involved).

18.2.2 General Consideration

- (a) Put the injured/sick person in a comfortable posture
- (b) Do not move the injured person unless he/she is in imminent danger.
- (c) Check that you and the injured person are in a safe place while waiting for help.

18.2.3 If you have first aid training, provide appropriate first aid and/or if trained, cardiopulmonary resuscitation (CPR) as needed, until the arrival of further medical help. Keep observing the injured/sick person after applying first aid treatment until arrival of further medical help.

18.2.4 Assist responding personnel (Security Guards and Paramedics) as necessary.

- (a) To provide a handover when further medical help arrives if necessary.

19. EMERGENCY EQUIPMENT

You should always **familiarize** yourself with the location and operation of the emergency equipment(s) in the laboratory.



20. ACCIDENT/INCIDENT REPORTING

- (a) Any incident occurring in laboratory during school hours must be reported immediately to School at Tel. 3468 6760
- (b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)
- (c) All incidents must be reported to Security Control Room and the School Executive Officer within 24 hours or the following day.

School of Arts and Humanities **Laboratory Booking Procedures**

All booking should be placed at least 48 working hours before scheduled date, otherwise the requests may be rejected.

Look for the booking date and time on the online booking site <
<https://twcrbs.twc.edu.hk/rssrbs/day.php?year=2018&month=03&day=1&area=2&room=12>>



Send e-mail to your course instructor and get approval.

E-mail should include:

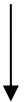
- (a) Student names (all participates)
- (b) Student numbers
- (c) Purpose
- (d) Booking scheduled date and time (period)
- (e) Laboratory Equipment if any



After instructor consents your booking, students send the email on top of the instructor's approval to ARH Administrative staff who will update the online booking system.



Students collect the laboratory key card from ARH General Office (MKA2101) according to the date and time stated at the online booking system and sign in to ARH-001 Laboratory Booking Record.



Student must return the key card to ARH General Office not later than the booking time and sign out to Laboratory Booking Record.

Laboratory Booking Record

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Laboratory Room No: _____

Student Name	Student No.	Contact No.	Booking Scheduled Date (d/m/y)	Time In	Time Out	Total no of people in group	Remark