

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 9:00am to 6:00pm 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 Procedures)
- (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 always practice the safety guidelines 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 any equipment unless trained and approved by your instructor.
- (i) Any misconduct occurring in the laboratory will be reported to the General Office at 3468 6726 or 3468 6760.
- (j) Students should inform course coordinators/teachers of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease before the engagement of any laboratory works 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 at 3725 6161 (emergency response).
- (l) Laboratory Staff contact information as follows:

Contact Unit/ Person	Tel. No.	Location	Contact Hour
ARH General Office Assistant Technical Officer	3468 6760 3468 6726	TSTC602, 6/F TSTC506, 5/F	Monday to Friday 09:00 – 18:00
FMO Reception Counter	3725 6161	TSTC601, 6/F	Monday to Friday: 08:00-21:30 Saturday: 08:00-14:00

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

2. LABORATORY SAFETY

2.1. 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) Experiments in progress should not be left unattended.
- (c) 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.
- (d) The laboratory and supplies are primarily not used to provide medical treatment for students, or staff.
- (e) Following the advice by the Centre for Health Protection (CHP), conducting hygienic measures for visitors under pandemic.
- (f) Malfunctioning equipment should not be used, please report to the School at 3468 6726 or 3468 6760 or by email.

2.2. 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.

2.3. 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) Malfunctioning equipment should not be used, please report to School;
- (d) The laboratory doorways are kept clear of obstacles at all times.

2.4. Safety and Hygiene

- (a) Standard precautions will be followed at all times:
 - (i) Conducting regular safety checks to identify hazards;
 - (ii) Use of toy safety checklist;
 - (iii) Modifying the environment to reduce hazards;
 - (iv) Supervising children by the accompanying parents or family members;
 - (v) Setting and enforcing rules for playground activities;
 - (vi) Educating teachers, students, children, parents, staff and visitors about the importance of injury prevention.
- (b) Users should always take off shoes and wash hands with soap and water or use hand sanitizer before entering the laboratory area.
- (c) Following the advice by the Centre for Health Protection (CHP), conducting hygienic measures for

visitors under pandemic, e.g. perform hand hygiene properly and use Mask Properly.

3. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

- (a) It is the responsibility of the students to maintain the equipment and physical space clean and tidy after using the laboratory.
- (b) After using the facility/ equipment, students should make sure to shut it down and put it back to original place.
- (c) Before leaving the laboratory, all electric switches, lamp and air conditioner should be turned off, and all windows and doors should be locked.
- (d) The laboratory equipment will be kept in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the ARH General Office at 3468 6726 or your instructor.

4. 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 Capacity
TSTC502	30
TSTC503	30
TSTC504	70

5. EMERGENCY RESPONSE

Teachers, instructors and staff should know the location of the firefighting and first aid equipment in the laboratory. Notify the ARH General Office or the instructor immediately after any injury or fire in the laboratory. Users should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

5.1. Fire

(a) Upon discovering a fire

- (i) Keep calm.
- (ii) Sound the fire alarm by activating the break-glass alarm in the corridor.
- (iii) Call FMO Reception Counter, if time permits, by dialing 3725 6161 (TSTC).
- (iv) Only tackle the fire if you are absolutely sure that danger is not imminent.
- (v) Use hose reel/ fire extinguisher/ sand bucket/ fire blanket if deemed appropriate.
- (vi) Switch off power/ fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).

- (vii) Bring along your mobile phone and a wet towel (if readily at hand).
- (viii) Urge and assist other people in the building to leave, and help those who need special assistance.
- (ix) Close (Do not lock) doors when you leave to contain fire and smoke.
- (x) Exit the building by staircases as quickly as possible (Do not use lifts).
- (xi) Do not re-enter the building until authorized by Security Guard/ fireman.

(b) Upon hearing fire alarm

- (i) Keep calm.
- (ii) Stop your work immediately.
- (iii) Switch off power/ fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
- (iv) Bring along your mobile phone and a wet towel (if readily at hand).
- (v) Urge and assist other people in the building to leave, and help those who need special assistance.
- (vi) Close (do not lock) doors when you leave to contain fire and smoke.
- (vii) Exit the building by staircases as quickly as possible (do not use lifts).
- (viii) Do not return/re-enter the building for any reason until authorized by Security.

5.2. Personal injury or serious sickness

(a) Immediate Actions

If you or you find someone who:

- (i) has minor injury, you may use the supplies contained in the first aid box provided in each Unit/Laboratory.
- (ii) is seriously injured or sick, e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulty, severe bleeding, major wound, pallor/cold sweating, etc., call 999.

(b) Seek Help

- (i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC).
 - (1) To get first aid assistance from first aider of the College.
 - (2) State clearly your location and whether or not ambulance service is required/called.
- (ii) Wait for the attending Security Guard/ medical personnel.

(c) General Consideration

- (i) Put the injured/sick person in a comfortable posture.
- (ii) Don't move the injured person unless it is absolutely necessary or the site has imminent danger.
- (iii) Check that you and the injured person /sick person are in a safe place while waiting for help.

(d) The FMO Reception Counter

- (i) Once the FMO Reception Counter receives request for first aid assistance, the Security Guard will call the nearby first aider to handle the injuries.
- (ii) The list of first aiders is printed on the College's Telephone Directory and available at the FMO Reception Counter at TSTC. Arrange a Security Guard to go to the location to provide assistance and ensure that the ambulance has been called for serious cases.
- (iii) Inform the Facilities Management Office (FMO) to go to the site for coordination.

(e) Volunteer First Aiders

Upon receipt of call from the Security Guard, the first aider will attend the injured/sick person at the site:

- (i) To respond to first aid emergencies within the limits of their training;
- (ii) To ensure ambulance service is arranged through 999 without delay unless the injury/sickness is so minor that it can be handled without professional attention;
- (iii) To render appropriate first aid and cardiopulmonary resuscitation (CPR) until arrival of further medical help;
- (iv) To keep observing the injured/sick person after applying first aid treatment until arrival of further medical help; and
- (v) To provide a handover when further medical help arrives.

(f) Follow-up Actions

- (i) If the injured/sick person needs hospitalization, he/ she should be accompanied by a staff as far as possible until the emergency contact person arrives.
 - (1) If the injured/ sick person is a student, FMO will report the case to the School concerned, Registry (REG) and Student Affairs Office (SAO) immediately. The REG shall notify the emergency contact person as soon as possible.
 - (2) If the injured/sick person is a staff member, FMO will report the case to the Unit concerned and Human Resources Office (HRO) immediately. The HRO shall notify the emergency contact person as soon as possible.
- (ii) For cases involving work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report (HR-F-CB010-V3) and submit it to the HRO within 3 working days of the accident so that the cases can be reported to the Labour Department within the specific timeframe. For more details, please refer to the Regulations on Work-related Injury or Illness.
- (iii) Security Guard would submit an incident report to FMO within 1 working day and FMO would report the case to Vice President (Administration & Development) not later than the next working day.

5.3. Flood/ Water Leak

- (a) Call FMO Reception Counter at 3725 6161 (emergency response) or ARH General Office at 3468 6726 or 3468 6760.
 - (i) Provide 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.
- (b) 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.
- (c) Assist responding personnel as necessary.
 - (i) Be prepared to provide the responding personnel with sufficient details.

5.4. Electric Shock

Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at the site where it enters and leaves the body. Alternating current (AC) power also causes muscle spasm that often prevents the injured person from letting go the electric cable.

(a) Seek Help

- (i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC). to get first aid assistance from first aider of the College.
- (ii) State clearly your location and whether or not ambulance service is required/ called.

(b) Cut off the Electric Current

- (i) The electric power MUST be turned off before touching the injured person. Do not touch the injured person if he/she is still in contact with live current.
- (ii) If the power CANNOT be turned off, the followings can be attempted to free the injured person:
 - (1) Stand on some dry insulating material such as wooden box, a rubber or plastic mat, a telephone directory or a thick pile of newspaper, then,
 - (2) Push the injured person's limbs away from the electricity cable/source with a dry non-metallic pole such as broomstick, wooden chair or stool or push the source away from the injured person, whichever is easier.
 - (3) Without touching the injured person, loop a dry rope around his/her feet or under the arms and pull him/her away from the source.
 - (4) As the last resort, pull the injured person free by pulling his/her loose, dry clothing.

(c) Treatment of the Injured Person

If you have not been trained on mouth-to-mouth ventilation and cardiopulmonary resuscitation (CPR), ask for help.

The first aider (or yourself, if you have been trained) would perform the following procedures as required:

- (i) As soon as the injured person is separated from the electrical source, check the conscious level, breathing and pulse of the injured person.
- (ii) Open the airway by keeping the alignment of the spine and neck.
- (iii) If breathing difficulties develop or breathing is stopped, start mouth-to-mouth ventilation.
- (iv) If the heart beat cannot be detected, start cardio-pulmonary resuscitation (CPR).
- (v) Treat shock if the injured person is pale, or feels dizzy, or breathes erratically, with weak or erratic pulse. The injured person must be kept warm, but tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.
- (vi) If you are trained to use the Automated External Defibrillator (AED), the equipment is available at FMO reception counter of 6/F TSTC.
- (vii) Once breathing and heart beats have been re-established, the injured person should be moved into the recovery position, which helps to stabilize the position and maintain open airway. The injured person lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.
- (viii) If the injured person has sustained electrical burns, the affected area should be immobilized and gently covered with a dry sterile bandage/ gauze.

5.5. When trapped inside a lift**(a) If you find someone trapped inside a lift**

Immediately inform the FMO reception counter by dialing at 3725 6161 (TSTC).

- (i) Tell the persons in the lift that assistance has been called for.
- (ii) Warn them not to open the lift door by force.

- (iii) Wait for the Security Guard. Don't try to open the lift door to release the persons inside.

(b) If you are shut inside a lift

- (i) Call for assistance by pressing the emergency alarm button on the lift control panel. The intercom on the panel facilitates you to speak to the Lift Machine Room / Control Centre.
- (ii) Tell the attending Security Guard:
 - (1) About your situation.
 - (2) Whether you feel sick, so that medical assistance could be summoned.
- (iii) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.
- (iv) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.
- (v) After the lift door is opened, leave the lift car according to the instruction given by the emergency response personnel.

5.6. Spillage of hazardous substances

(a) General

Hazardous substances may include chemicals and biological agents.

- (i) The following procedures are only generic. Any special situations will need individual person-in-charge to develop situation-specific procedural guidelines. Situation-specific procedures, if available, are to be followed in lieu of this one.
- (ii) Common sense should always be exercised in any attempt to deal with emergency situations.

(b) Chemical Spillage

- (i) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.
- (ii) Stay away from the area of spills.
- (iii) Alert others around the area.
- (iv) Open the windows if the spilt chemical or the vaporized gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.
- (v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.
- (vi) Consult the relevant Material Safety Data Sheets (MSDS) and other relevant guidance documents. Knowledge of the hazardous substances involved is of prime importance.
- (vii) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.
- (viii) Stay in a safe place until assistance arrives.

(c) Biological Spillage/ Contamination

- (i) If splashed with biological contamination, follow the infection control guidelines.
- (ii) Remove contaminated clothing carefully and wash the contaminated site with soap/disinfectant and water. Try to use the nearby emergency shower or eye-wash for decontamination if necessary.
- (iii) Stay away from the area of spills.
- (iv) Alert others around the area.
- (v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading. Disinfect the contaminated field.
- (vi) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.
- (vii) Stay in a safe place until assistance arrives.

- (viii) Consult the relevant infection control expert and medical doctor as necessary. Inform the medical personnel of the details of the split substances.

5.7. Hazardous gas leakage

In case of a leakage or a suspected case of town gas/LP gas,

- (i) Open all windows and doors to allow the gas to disperse, if possible.
- (ii) Turn off the gas control valve, if possible.
- (iii) Alert others to leave the area and stay at a safe place (DO NOT use break glass alarm).
- (iv) Do not switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.
- (v) Do not use telephones or mobile phones inside the suspected area.
- (vi) Inform FMO Reception Counter of 3725 6161 (TSTC) for assistance.

5.8. Crime

Be alert and report any criminal cases, e.g. burglary, theft, vandalism, assault, etc. to the nearby FMO Reception Counter of 3725 6161 (TSTC) for immediate assistance.

6. FIRST AID

6.1. Minor Injury

- (a) Treat with the supplies contained in the first aid box provided in the laboratory;
- (b) Visit the FMO Reception Counter to request first aid assistance from one of the first aiders of the College;
- (c) Call ARH General Office at 3468 6726 to request first aid assistance in the laboratory.
- (d) Provide name, laboratory number, laboratory phone number, and the nature of injury (including any hazardous materials involved).

6.2. Major Injury/Serious Sickness

For example, the person is unconscious, dyspneic, mentally confused, convulsing, fainting, or has severe bleeding, major wound, pallor/cold sweating, etc.

- (a) Seek Help – Summon assistance from someone nearby to call for help
 - (i) Call 999 immediately;
 - (ii) Notify the FMO Reception Counter at 3725 6161;
 - (1) Request for first aid assistance from the first aider of the College;
 - (2) Wait for the attending Security Guard/medical personnel.
 - (iii) Call ARH General Office at 3468 6726.
 - (1) State clearly location and whether or not ambulance service is required / called;
 - (2) Provide name, laboratory room number, contact number, and the nature or injury / sickness (including any hazardous materials involved).
- (b) General Consideration
 - (i) Put the injured / sick person in a comfortable posture;
 - (ii) DO NOT move the injured person unless he / she is in imminent danger;
 - (iii) Check that users and the injured person are in a safe place while waiting for help.
- (c) If users have first aid training, provide appropriate first aid 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.
- (d) Assist responding personnel (Security Guards and Paramedics) as necessary.
- (i) To provide a handover when further medical help arrives if necessary.
 - (ii) Be prepared to provide the Security Guard with sufficient details.

7. EMERGENCY EQUIPMENT

Before an emergency occurs in the laboratory, familiarize users with the location and operation of the emergency equipment(s) in the laboratory.



8. ACCIDENT/INCIDENT REPORTING PROCEDURES

All accidents and incidents must be reported to the FMO using the Accident/ Incident Report Form (FMO/AS007/20210104) and investigations be carried out by the Unit to determine the causes and recommend corrective actions to prevent future recurrence.

- (a) After an accident/incident happened, the Unit Head concerned or the site-in-charge for the area where the accident/incident took place should send a copy of the completed Accident/Incident Report Form to FMO within 3 working days of the accident/incident.
- (b) In case of work related accident/ incident involving a TWC staff, School Dean / the Head(s) of Unit(s) shall ensure that the Director of Human Resources is informed of such case immediately after such accidents/incidents by completing HR Form (HR-F-CB010-V3) and a copy of the form be sent to the HR Office in sealed envelope within 3 working days of the accident/ incident.
- (c) In case of accident/ incident involving a student, teaching staff should inform the related School Dean (via School Executive Officer)/Registrar/Student Affairs Office.
- (d) In case of an accident that involves an insurance claim of damage/loss to property and/or equipment, the completed Accident/ Incident Reporting Form should be copied to the Finance Office immediately for insurance claim.

9. ASSEMBLY POINTS

9.1. TSTC – Tsim Sha Tsui Kaifong Welfare Association 尖沙咀街坊福利會



10. 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 School'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.

11. CONSEQUENCES OF MISUSE

- (a) 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.
- (b) 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.
- (c) Users may be held accountable for their conduct under any applicable College or school policies, procedures, or agreements. Any malicious actions that distract other users from doing their work will result in the loss of access to the laboratory and possible college disciplinary action or civil /criminal action.
- (d) 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/ criminal action.

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.

Fill in the online form

< <https://shorturl.at/aEvNt> >

Student should indicate:

- 1) Student names
- 2) Student numbers
- 3) Programme
- 4) Purpose
- 5) Booking scheduled date and time (period)



ARH Administrative staff at johnlee@twc.edu.hk will review the online booking form. After instructor consents the booking, ARH administrative staff will send an email to confirm the booking.



Students collect the laboratory key card from ARH Assistant Technical Officer (TSTC506) according to the date and time stated at the online booking system.



Student must return the key card to ARH Assistant Technical Officer not later than the booking time.