**Report No. OCES-001-CYT-5007QIAN-1**

Upon receiving this report, the Person In-charge of the department is required to follow up any identified finding(s) for remedial action(s) in accordance with the action level and timeline for each item (please refer to the explanatory notes for more information). This report should then be returned to the Health, Safety and Environment Office with the completion of “Particulars of Action Done” and “Date” in the table in Part 2.

**Laboratory Safety Inspection Report**

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| **Part 1 – Particulars:** | | | |
| Principal Investigator | **Prof Peiyuan QIAN** | Contact Person | **Mr Eric LAU** |
| Laboratory Location | **CYT-5007, CYT-5007A, CYT-5007C** | Phone No. | **23587330** |
| Inspector(s) | **0** | Inspection Date & Time |  |
| Report Prepared By |  | Date of Issuance |  |
|  |  | Report to be Replied By |  |

| **Part 2 – Inspection Findings** | | | | | | |
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| **No.** | **Details** | **Action Level** | **Legal Non-compliance** | **Code** | ***Remedial Action (to be completed by the Department)*** | |
| **Particulars of Action Done** | **Date** |
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**Part 3 – Overall Performance:**

**Part 4 – Recommendation / Reminder**

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| **No.** | **Details** |
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**Explanatory Notes**

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| 1. There are 3 action levels to present the inspection findings as follows:   |  |  | | --- | --- | | ***Action Level*** | ***Required Action and Time Line*** | | I | Recommended good practice / required maintenance work to follow the planned schedule | | II | Remedial action required within 4 weeks | | III | Immediate remedial action required |   2. For items which constitute non-compliance with existing local legislation, they are indicated accordingly. Individual departments are liable for any possible legal consequence thereof.  3. Each inspection finding is identified with a code according to its area of safety concern. Please find below the code list:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ***Code*** | ***Area*** | ***Code*** | ***Area*** | ***Code*** | ***Area*** | | 1 | Air quality; Ventilation | 9 | Fire safety | 17 | Lab management: documentation, training | | 2 | Biological safety | 10 | Furniture; Lighting | 18 | Laser safety | | 3 | Boiler & pressure vessel | 11 | Gas safety (cylinder/ piping/ detector/ alarm) | 19 | Machinery & tools; LALG | | 4 | Broken glass & sharps | 12 | Hazardous waste management | 20 | Non-ionizing radiation / magnetic field safety | | 5 | Chemical safety | 13 | Housekeeping | 21 | Personal protective equipment | | 6 | Dangerous goods/ chemicals regulatory issues | 14 | Information & instruction, Label & signage | 22 | Unsafe behavior | | 7 | Electrical safety | 15 | Ingress & egress | 23 | Others | | 8 | Emergency facilities | 16 | Ionizing radiation safety | 24 | Good Practice |   4. The overall laboratory safety performance resulted from this inspection is rated as:   |  |  | | --- | --- | | ***Satisfactory:*** | The laboratory was maintained in good and safe conditions without or with only very few and minor items for rectification | | ***Fair:*** | Certain safety issues were identified and the laboratory safety status requires continuous efforts for improvement | | ***Unsatisfactory:*** | There were major safety issues or lots of unsatisfactory findings which require substantial efforts in improving the laboratory safety status | |