



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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To: Principals of all secondary schools

Dear Principals,

Chemical Management in Secondary School Laboratory

This is to remind schools to continuously monitor the standard of laboratory safety, in particular on the matters relating to chemical storage and use. It is schools' responsibility to formulate and adopt necessary safety precautions, including those listed below, so as to ensure proper management of chemicals.

- (a) Review and update the chemical inventory regularly. This inventory should show all existing chemicals and their locations clearly.
- (b) The types and quantities of the chemicals should be inspected regularly. Chemicals should be marked with the names and hazard warning symbols.
- (c) Incompatible chemicals should be stored separately. Hazardous chemicals should be kept in locked cupboards located at laboratories or chemical storerooms.
- (d) Laboratories should be locked when not in use. Chemicals should be stored in a locked laboratory or chemical storeroom, and should not be accessible to students.
- (e) The preparation room and chemical storeroom should not be accessible to students.

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- (f) The Standing Committee on Laboratory Safety in schools should convene meetings regularly, review systemically the chemical use and ensure chemicals stored in the laboratories are kept to a minimum quantity sufficient for carrying out experiments.
- (g) The chemicals stored in school laboratories serve the purpose of learning and teaching only. Schools should follow up immediately if chemicals are found stolen.
- (h) Science teachers in charge of laboratories and laboratory technicians should ensure compliance with relevant safety rules according to the handbook “Safety in Science Laboratories” (2013).

2. For further enquiries on matters relating to chemical management in school laboratory, please contact the Science Education Section, Curriculum Development Institute, Education Bureau at 3698 3438.



(Y L CHONG)

for Secretary for Education