

## 校園服務學習實作注意事項

- 一、 進行清潔時需特別謹慎，細心沈著，以免發生意外。
- 二、 養成良好的清潔習慣，隨時都謹慎小心，力求安全。
- 三、 清潔過程中，不可跑步，不得打鬥、口角、嬉戲或開玩笑。
- 四、 使用各項清潔用品請依照產品使用方法及注意事項操作。
- 五、 清理搬運重物或垃圾時，須先整理及綑綁好物品才進行搬運，減少搬運途中因物件鬆脫而造成意外。
- 六、 玻璃廢棄物(如：日光燈管等)須用不易刺穿的容器來盛載，再丟置於垃圾桶中。
- 七、 搬運的重物大小和重量要視乎個人能力是否足夠，有需要時應尋求其他同學協助。
- 八、 傾倒在地上的液體須立即清除，以免人員滑倒。
- 九、 搬運重物姿勢要正確，保持腰背平直，避免扭腰、彎腰或過度伸展。
- 十、 清潔過程請穿戴合適的口罩、手套及其他個人防護用具。
- 十一、 不將物品或垃圾阻塞走道，以免造成危險。
- 十二、 施作時須注意環境空氣流通。
- 十三、 清潔工作完成後須勤洗手，做好個人衛生防護。
- 十四、 若清潔過程中因故受傷，請立即停止手邊工作。先告知負責小組長並請同學偕同前往衛生保健組進行檢傷醫療。
- 十五、 同學健康情形不佳或情緒不穩時，嚴禁使用清潔用(品)具。
- 十六、 同學打掃電梯時請進入電梯車廂內打掃，不要一邊用手腳卡門一邊打掃，以免造成危險。

## Precautions of the Application of Campus Service Learning

1. Please be careful while doing job cleaning to prevent any accident occurs.
2. Develop good cleaning habits, be careful and strive for safety all the times.
3. Do not run, play or joking around during the cleaning process.
4. Please follow the product use methods and precautions while doing job cleaning.
5. Please organize and bundle those items before handling loads or garbage to prevent any accident occurs.
6. Glass waste (such as fluorescent tubes, etc.) should be contained in containers that are not easily pierced before placed in bins.
7. Students should seek the assistance of other students if necessary when carrying heavy loads as the size and weight to be carried depends on the adequacy of personal capacity.
8. Liquids that accidentally pour on the ground should be cleaned up immediately to prevent anyone slip down.
9. It is important to have a correct posture while carry the heavy loads. Keep the waist back straight, avoid twisting waist, bending or excessive stretching.
10. Please wear suitable masks, gloves and other protective equipment while doing job cleaning.
11. Do not put any heavy loads by the corridors as it will block others.
12. Students should pay attention to environmental air circulation while doing the cleaning process.
13. Please do a good job of personal hygiene protection by washing your hands frequently after the completion of cleaning work.
14. Please stop cleaning immediately once any injured occurred during the cleaning process. Please inform the team leader and go to the Health Care Group for a seizure of medical treatment.
15. Please stop cleaning when student is injured for any reason or feeling uncomfortable.
16. For students who is responsible for cleaning the elevator, please enter the elevator compartment to clean and do not use the hands or feet for blocking the elevator door to prevent any danger cause.