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File name 文件名	<b>EHS Resources and Fee Management</b> <b>EHS管理资源及费用管理程序</b>	

### Approval process

#### 审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
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<b>Approved by</b> 批准人		Campus Safety Committee;		

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### Relevant departments (select relevant departments with a “√”)

#### 相关部门 (用√勾选相关部门)

Construction Dept. 校园建设部	√	Operation Dept. 校园运营部	√	H.R. Dept. 人力资源部	√
RIGS 研究创新和研 究生部	√	U.G. Dept. 本科教学部	√	I.T.Dept. 电脑信息部	√

### Relevant documents 相关文件

No无

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## 1. Purpose 目的

Establish a safety funding management system to ensure that there is sufficient funding for various safety production activities and that the funding is effectively allocated.  
建立安全费用的管理制度，确保各项安全生产活动有充足的费用，且费用得到有效的利用。

## 2. Scope 范围

The provisions of this document apply to all relevant EHS resources and expense management of GTIIT.

本文件规定适用于广东以色列理工学院所有相关的EHS资源和费用管理等内容。

## 3. Responsibilities 职责

- **The primary duty officer for school safety (the leader of the party and government)**

**学校安全第一责任人（党政一把手）：**

Ensure that adequate resources for safety (EHS) management programs are provided while relevant improvement programs are well supported;

确保学校为安全(EHS)管理项目提供充足的资源，确保相关的改进项目得到充分的支持；

- **EHS:**

Formulate departmental annual budgets and estimate the EHS budgets for school labs (which are excluded from the annual lab budgets of all programs);

制定相应的部门年度预算和设计学校实验室相关而不包含在各学科实验室年度内的EHS费用预算内容；

- **Purchasing Department 采购部:**

Assist the procurement process per EHS requirements and ensure the process is complied with relevant procurement regulations of GTIIT;

就EHS提供的需求，协助进行采购流程，确保流程符合学校的相关采购规定；

- **Finance Department 财务部:**

Ensure the funding needed is enough so a serie of safety work can be implemented smoothly and comprehensively.

应确保预算所需资金充裕，使各项安全工作得以顺利开展。

## 4. Terminology 术语

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EHS refers to *Environment, Health and Sanitation, Safety* in this file.

**EHS:**环境、健康与卫生、安全的缩写，以下内容以EHS为缩写，或简称为安全。

**EHS equipment and facilities** refer to *the teaching and research areas of laboratories, the chemical and biological bacteria warehouses, and laboratory auxiliary facilities*, such as the environmental factor management and monitoring systems in school, wastewater collection ponds, wastewater treatment stations, waste storage areas, temporary storage warehouses, laboratory ventilation, exhaustion and monitoring systems, experimental equipment and facilities, gas systems, central and individual gas supply systems and their ancillary facilities, various emergency rescue facilities and equipment, etc.

**EHS设备设施:**实验室教学和科研区域、化学品及生物菌种仓库，以及相关的实验室辅助设施，例如校内的环境因素管理和监控系统、废水收集池、废水处理站、废弃物暂存区、废弃物暂存仓库、实验室通风排气及监测系统、实验设备设施、燃气系统、中央供气 and 单独供气系统及相关配套设施、以及各类应急救援等设施设备。

## 5. Flow 流程

### 5.1. Classification of Safety Costs 安全费用的分类

According to different conditions, EHS fundings are divided into the following major items:

根据使用情况不同，将EHS费用分为以下几个大项：

- Expenditure on expansion projects related to EHS;  
与EHS相关的改扩建项目的支出；
- EHS training fees;  
EHS培训费用；
- EHS consulting service costs;  
EHS咨询服务费用；
- Safety facility costs;  
安全设施费用；
- Rectification costs for potential danger;  
隐患整改费用；
- Emergency costs  
应急费用；
- insurance fee;  
保险费用；

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- Other safety costs.

其他安全费用。

Please refer to *Appendix I EHS Expense Classification Table* for details.

详细的各项内容见附件一“EHS费用分类表”

## 5.2. Budget for EHS Expenses EHS费用的预算

The school funding for EHS is budget-based. The annual budget for the upcoming year shall be submitted to relevant duty officers for review and approval in December. The annual EHS budget shall be decided per the use of safety expenses this year and the EHS plans of upcoming year.

学校EHS安全费用实行预算制。每年12月提交下一年年度预算至部分负责人处进行审核和批准。根据本年度的安全费用使用情况为依据，并结合下一年度的EHS活动计划，确定年度EHS费用预算。

## 5.3. Use of EHS Expenses EHS费用的使用

EHS allocates the safety expenses within the budget according to the actual situation of the school. Every spending must have a reasonable basis with formal request (e.g. a written request from relevant duty officers of the school or demand side, formal requirements per relevant regulations and inspections, etc.) EHS shall follow up and complete relevant improvement work per the corresponding needs with necessary and reasonable expenditure on facilities and service as required.

EHS根据学校实际情况，在预算范围内支取安全费用。每次费用的支出必须有相应的依据，如学科负责人或需求方的书面要求，或有相关规定、检查等正式的需求，EHS根据相应的需求完成针对性的跟进和改善工作，从而为相应的设备或服务提供必要的支出。

When the cost exceeds the budget, an application for additional funding (above the budget) should be submitted to the principal and the department head for approval. The campus EHS funding is only used for safe operation of the campus. Any spending of this funding on other purposes is prohibited.

当费用超出预算时，必须向校长和部门负责人提出申请增加费用，批准从预算外支出。

校园EHS费用仅限于校内安全运营所需投入，专款专用，禁止挪用为其他用途。

## 5.4. EHS Expense Statistics EHS费用统计

The EHS funding is calculated per relevant requirements and the *EHS Expense Classification Table* (as shown in Appendix I).

根据相关的要求，并参考附件一的“EHS费用分类表”，对EHS费用进行统计。

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- Operation Department: collect the statistic about the costs of campus EHS equipment and facilities maintenance, instrument testing, special equipment inspection, personal protective equipment, etc .;

运营部：统计校园EHS设备设施的维护保养、仪表检测、特种设备检验、个人防护用品等的费用；
- Department of Campus Construction: collect the expenditure about personal protective equipment used in construction projects on campus, any costs related to facilities and equipment design, construction and consultation about EHS, the cost of construction personnel accident insurance and campus construction project safety liability insurance, etc.;

与建设部相关：统计校园内使用于建设项目的个人防护用品、相关的EHS设施设备设计、建设和咨询费用；施工人员意外险、校园施工项目安全责任险等费用；
- Department of Human Resources: collect the costs required for internal and external safety training, work injury insurance, laboratory personnel accident insurance, campus safety liability insurance, etc.

与人力资源部相关：统计内外部安全培训、工伤保险、实验室人员意外险、校园安全责任险等费用；
- HSE: collect the costs about potential safety hazard management, EHS consulting services, emergency rescue, safety training inside and outside the school, EHS testing and consulting related to public facilities and equipment in the school, etc .;

HSE：统计隐患治理、EHS咨询服务、应急救援、校内外安全培训、校内公共设施设备涉及的EHS检测咨询、等费用；
- Academic Departments: calculate the costs of personal protective equipment, spending on laboratory safety equipment testing and maintenance, as well as emergency treatment and disposal equipment tools, etc. relevant to EHS;

学术科系：统计各个学科系实验室请购相关EHS的个人防护用具、实验安全设备检测维护费用、应急处理处置设备工具等费用；
- Other departments: calculate the cost of safety-related items that are specially requested by the department.

其他部门：统计本部门特殊请购的与安全相关的物品费用。

## 6.0 Appendix 附件

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附件一：安全费用分类表 EHS费用分类表

代码	类 别	代码	类 别
1. 安全培训教育费用	新员工入职安全培训	4. 隐患治理整改费用	隐患治理整改费用
	实验室人员年度安全知识更新培训	5. EHS咨询服务费用	外部EHS相关项目评价费
	管理人员外部安全培训		校园安全审核检查
	特种作业人员外部培训		演习演练现场指导培训
	实验室日常安全培训		外部安全培训教育指导
	安全知识竞赛		安全知识共享平台信息更新
	安全知识宣传		其他安全检测、检验、检查、审核
	其他安全培训教育		特种设备及配件定期检验
2. PPE费用	个人防护用品	6. 安全检查检验费用	防雷、防静电设施检验
3. 安全设施配置维护费用	消防设备设施		实验设备及配件维护、检验校正
	实验室通风设备设施		安全装置检验检测
	防雷设备设施		安全绝缘工器具检验
	防静电设备设施	7. 环境因素管理费用	环保设备定期维护、检查、检测
	防爆/泄压设备设施		有毒有害及物理因素检测
	监控/监测设备设施		废弃物处理
	调温设备设施	8. 健康卫生费用	实验人员定期体检
	防毒/消毒设备设施		实验设备卫生检查
	电工操作作用设备设施		安全检查
	防护围堤	9. 应急费用	应急救援设备设施
	防潮设备设施		应急救援演练
	防腐设备设施	10. 保险费用	实验室人员意外险
	防渗漏设备设施		校园安全事故责任险
	应急救援器材设备设施	11. 其他EHS费用	其他EHS费用
	其他安全防护设备设施		

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Appendix I EHS Expense Classification Table

Code	Category	Code	Category
1 Cost of safety training and education	Safety induction for new employees	4. Potential safety hazard management rectification costs	Potential safety hazard management rectification costs
	Annual safety training for lab staff	5. EHS consulting service fees	Evaluation fees for external EHS related projects
	External safety training for managers		Campus Safety Audit Check
	External training for special operators		Drill and on-site instruction and training
	Daily laboratory safety training		External safety training and education guidance
	Safety Knowledge Competition		Information Update of safety knowledge
	Safety knowledge promotion		Other safety inspections
	Other safety training and education	6. Safety inspection and testing fees	Periodic inspection of special equipment and accessories
2. PPE fees	Personal protective equipment		Inspection of lightning protection and anti-static facilities
3. Safety facility configuration and maintenance costs	Fire equipment		Maintenance and inspection of laboratory equipment and accessories
	Laboratory ventilation facilities		Inspection and test of safety devices
	Lightning protection facilities		Inspection of safety insulation tools
	Anti-static facilities	7. Environmental factor management costs	Regular maintenance, inspection and testing of environmental protection equipment
	Explosion-proof / pressure relief facilities		Detection of toxic, harmful and physical factors
	Monitoring and Controlling facilities		Waste disposal
	Temperature control facilities	8. Health and sanitation costs	Laboratory personnel regular health examination
	Anti-virus / disinfection facilities		Laboratory equipment hygien inspection

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Code	Category	Code	Category
	Electrical facilities	9. Emergency costs	Safety check
	Protective dyke		Emergency rescue facilities
	Moisture-proof facilities		Emergency rescue drill
	Anticorrosive equipment	10. Insurance costs	Laboratory personnel accident insurance
	Anti-leakage facilities		Campus safety accident liability insurance
	Emergency rescue facilities	11. Other EHS fees	Other EHS fees
	Other safety equipment		