

	<b>GTIIT_EHS_ISO file</b>	File No.: 文件编号:	GTIIT_EHS_01_05
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File name 文件名	<b>Lab Safety Responsibility and Accountability</b> <b>实验室安全责任制度</b>		

#### Approval process

##### 审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
<b>Drafted by</b> 起草人	Xu Guangxiang 许光祥	EHS Officer		
<b>Reviewed by</b> 审阅人	Eran Galor; Shaogang Chen陈少刚; Sehoon Park; Vijaykumar Jadhav; Ehud (Udi) Sarig;	Deputy General Director; PVC assistant & Safety coordinator; Academy Safety Representative; MSE Safety Representative; BFE Safety Representative;		
<b>Approved by</b> 批准人		Campus Safety Committee;		

#### Reversion records

##### 版本历史记录

Rev. No. 版本号	Publication date 出版日期	Rev. reason/ content modified 再版原因/更改内容
01	2019-11-01	New file 新建文件

#### 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

#### Distribution mode (black) 发放方式 (涂黑)

Electronic edition ☒ Paper edition ☐  
 电子版 ☒ 纸版 ☐

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## 1.0 PURPOSE 目的

Clarify the safety responsibilities of laboratories in each department of the campus.

明确学校各系各学科实验室相关安全职责。

## 2.0 SCOPE 范围

The provisions of this document apply to relevant laboratory management departments within the GTIIT.

本文件规定适用于广东以色列理工学院内相关的实验室管理部门。

## 3.0 Responsibility 职责

None 无

## 4.0 Terminology 术语

EHS: environment, health, safety

EHS: 环境、健康卫生、安全

## 5.0 Flow 流程

### 5.1 Duties of organizations at all levels 各级组织的职责

#### 5.1.1 Campus Safety Committee 校安委员会

- Establish and improve the responsibility system for laboratory safety management;  
建立并健全实验室安全管理责任制度;
- Formulate rules and regulations for the safety, health and environment of laboratories;  
制定各项实验室安全健康环境规章制度;
- Discuss and decide on major issues related to EHS in campus laboratories;  
讨论决定学校实验室有关EHS的重大事项;
- Effective investment to ensure a safe and healthy environment in campus laboratories;  
保证学校实验室安全健康环境的有效投入;
- Urge campus to implement laboratories to conduct safety and health environment inspections;  
督促校执行实验室进行安全健康环境检查工作;
- Promote all kinds of safety accidents and laws, regulations and requirements for safety, environmental protection and health in a timely manner;  
及时宣传各类安全事故和各类安全环保健康法律法规要求;
- Report laboratory safety accidents truthfully and cooperate with accident investigation in a timely manner;  
及时如实报告实验室安全事故、配合事故调查;

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- Other matters involving EHS.  
其他涉及EHS事项。

#### 5.1.2 Campus EHS office 校园环境/健康卫生/安全办公室(EHS)

- Responsible for collecting relevant laws and regulations on safety, health and environmental protection, regularly updating the list of laws and regulations, and providing relevant personnel with publicity and training;  
负责收集相关的安全健康环保方面的法律法规，定期更新法律法规清单，对相关人员提供宣传培训；
- Review the compliance of laws and regulations annually, and supervise the implementation of corrective and preventive measures after the audit;  
每年对法律法规的符合性进行审核，并督促审核后纠正预防措施的执行；
- Assist the campus to implement the instructions of the higher authorities such as the Ministry of Education and the Education Department on laboratory safety management, and timely forward the safety management documents and materials of the superior and relevant departments, and communicate with the relevant campus departments or discipline safety leaders in a timely manner;  
协助学校贯彻教育部和教育厅等上级主管部门有关实验室安全管理的指示，并及时转发上级和有关部门的安全管理文件、资料，及时与学校相关部门或学科安全负责人进行沟通；
- Formulate and improve the laboratory safety management responsibility system and production safety rules and regulations, including various laboratory safety operation guidelines, safety behavior codes, etc., and strengthen campus laboratory safety work management;  
制订和健全实验室安全管理责任制和安全生产规章制度，包括各种实验室安全操作指引、安全行为规范等，加强学校实验室安全工作管理；
- Develop an annual safety, health and environmental improvement plan, and monitor the effective implementation of the plan;  
制定年度安全健康环保改进计划，并监督计划有效执行；
- Organize campus-level laboratory safety inspections, urge relevant departments or laboratories to formulate preventive measures for hidden hazards detected, and supervise and inspect the completion of rectification of hidden hazards  
组织学校级实验室安全检查工作，督促相关部门或实验室对查出的隐患制订防范措施，监督检查隐患整改工作的完成情况；
- In-depth on-site inspections should promptly correct any problems found. In the case of an emergency that threat the safety in campus, it has the right to order it to stop related high-risk work or experiments, and immediately report to the responsible person in charge of the discipline and the head of the campus's safety;

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深入现场检查，对发现问题需及时纠正。遇到危及校园安全的紧急情况，有权责令其停止相关高危工作或实验，并立即报告有关学科负责人及校内安全主管领导；

- Supervise and inspect the use of safety protective equipment in the laboratory;  
监督检查实验室安全防护用品使用情况；
- Responsible for reporting and investigating safety accidents, and supervising relevant laboratories or departments to complete corresponding rectification work;  
负责安全事故的报告、调查，并监督相关实验室或部门完成相应的整改工作；
- Assist personnel in organizing work injury appraisal and implement the work injury insurance regulations;  
协助人事组织工伤鉴定工作，贯彻执行工伤保险规定；
- Responsible for chemical safety training and assessment of relevant operators in an appropriate and effective manner.  
负责以适当、有效的方式对相关操作人员进行化学品安全培训及考核。

### 5.1.3 Relevant heads of labs and departments 实验室及各部门相关负责人

- On the premise of ensuring safety, organize the implementation of the experimental plan, stop the violations in a timely manner, and strictly prohibit the violations;  
在保证安全的前提下，组织落实实验计划，及时制止违规行为，严禁违规操作；
- Carry out laboratory safety inspections, keep abreast of safety trends, and rectify hidden dangers in a timely manner;  
进行实验室安全检查，随时掌握安全动态，及时对事故隐患进行整改；
- Assist subject managers in accident investigation, analysis and handling;  
协助学科负责人进行事故调查、分析和处理；
- Responsible for completing laboratory safety operating procedures, and performing laboratory safety performance inspections from time to time;  
负责完成实验室安全操作规程，不定期进行实验室安全执行情况检查；
- Responsible for risk assessment and experiment safety approval of labs activities;  
负责实验室相关活动进行风险评估及实验安全批准；
- Responsible for safety training and assessment of operating students and teachers in the laboratory;  
负责对实验室内操作学生及教员的安全培训及考核；
- Strictly implement the safety management system for hazardous chemicals storage, storage, and storage, and transportation and use safety regulations  
严格履行危险化学品储存、出入库安全管理制度及运输、使用安全规定；
- Fully responsible for safety and fire prevention work such as temporary storage of chemicals and equipment in the laboratory.

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全面负责实验室暂存化学品及设备等安全防火工作。

#### 5.1.4 Campus Operations Department 校园运营部

- Responsible for the management of laboratory equipment and facilities in the laboratory, including: safety facilities, special equipment, fire protection facilities, regular inspections and maintenance to make them comply with safety technical requirements;  
负责实验室内实验设备设施, 包括: 安全设施、特种设备、消防设施的管理, 定期检查和维护保养, 使其符合安全技术要求;
- Responsible for formulating and reviewing various management systems related to equipment manufacturing, renovation, maintenance, and overhaul;  
负责制定和审查有关设备制造、改造、维护、检修的各项管理制度;
- Carry out national and higher-level departments' safety regulations and regulations on equipment manufacturing, overhaul, maintenance and construction, and formulate and revise operating regulations and management systems for various types of machinery and equipment  
贯彻国家、上级部门关于设备制造、检修、维护保养及施工方面的安全规程和规定, 制订和修订各类机械设备的操作规程和管理制度;
- Carry out safety assessment on newly added and modified operating equipment and changes in operating conditions to make it comply with safety technical requirements;  
对新增、改造运行设备、操作条件的变动进行安全评估, 使其符合安全技术要求;
- Organize professional inspection of mobile equipment, and organize timely rectification of hidden dangers in equipment and facilities;  
组织机动设备专业检查, 对设备设施存在的事故隐患须及时组织力量整改;
- Responsible for the safety training and on-site safety management of relevant external contractors and construction personnel;  
负责运营相关外来承包商及施工人员的安全培训及现场安全管理工作;
- Responsible for the management of pre-qualification, selection, pre-start preparation, operation process supervision, performance evaluation, and renewal of operation-related contractors  
负责对运营相关承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理;
- Establish a directory and archive of qualified contractors.  
建立合格承包商名录和档案。

#### 5.1.5 Campus Operations Department-Chemical Warehouse 校园运营部-化学品仓库

- Ensure that all chemicals and waste on campus are evaluated and a chemical and waste management file is established.

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确保对校内所有化学品和废弃物进行评估并建立化学品和废弃物管理档案。

- Ensure that laboratory raw materials such as chemicals and bacteria, and laboratory waste are classified and archived in accordance with "Classification and Marking of Commonly Used Dangerous Chemicals" and "Classification and Marking of Hazardous Waste".

确保对化学品、菌种等实验原材料，以及实验室废弃物按照“常用危险化学品的分类及标志”和“危险废弃物分类及标志”进行分类及归档。

- Ensure the preparation of safety technical specifications and safety labels for products listed in hazardous chemicals, and register hazardous chemicals in accordance with the requirements of the “Administrative Measures for the Registration of Dangerous Chemicals”.

确保对列入危险化学品的产品编制安全技术说明书和安全标签，并按《危险化学品登记管理办法》要求进行危化品注册登记。

- Responsible for the safety management duties of the chemical warehouse and waste warehouse in the campus.

负责学校内化学品仓库及废弃物仓库的安全管理职责。

#### 5.1.6 Campus Operations Department-Purchasing Department 校园运营部-采购部

- Responsible for obtaining safety technical specifications and safety labels when purchasing dangerous chemicals, and not purchasing dangerous chemicals without safety technical specifications and safety labels;

负责在采购危险化学品时，索取安全技术说明书和安全标签，不得采购无安全技术说明书和安全标签的危险化学品；

- Responsible for establishing and improving supplier management systems, formulating pre-qualification, selection and renewal standards, and often identifying risks related to procurement.

负责建立并完善供应商管理制度，制定资格预审、选用和续用标准，并经常识别与采购有关的风险。

#### 5.1.7 Campus Construction Department 校园建设部

- Responsible for the safety assessment, review and construction of infrastructure projects, and make them comply with national requirements on safety, fire prevention, health and sanitation, and "three simultaneous" requirements, and ensure that their safety and environmental protection facilities are designed, constructed, completed, and accepted simultaneously

负责基建项目的安全评估、审查和施工，并使其符合国家关于安全、防火、健康卫生及“三同时”要求，并保证其安全环保设施同时设计、施工、竣工、验收；

- Responsible for safety training and site safety management of foreign contractors and construction personnel of construction projects

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负责建设项目外来承包商及施工人员的安全培训及现场安全管理工作；

- Responsible for the management of contractor pre-qualification, selection, preparation before construction, supervision of operation process, performance evaluation, renewal, etc .;  
负责对承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理；
- Establish a directory and archive of qualified construction project contractors.  
建立合格建设项目承包商名录和档案。

#### 5.1.8 Ministry of Personnel 人事部

- Responsible for purchasing injury insurance for laboratory personnel and laboratory personnel;  
负责协助实验室人员及实验人员购买工伤保险；
- Responsible for employee induction training.  
负责员工入职安全培训。

#### 5.1.9 Finance Department 财务部

- When preparing and balancing financial plans, the source of funds for safety technology measures should be guaranteed;  
编制、平衡财务计划时，应保证安全技术措施资金的来源；
- Supervise and evaluate the expenditure of safety expenses, and ensure that safety expenses are used exclusively.  
监督及考核安全费用的支出情况，保证安全费用专款专用。

### 5.2 Duties of managers 管理人员的职责

#### 5.2.1 Principal (Principal Safety Officer) 校长（安全主要负责人）

- Guide the establishment and improvement of the responsibility system for production safety in campus;  
指导建立、健全学校安全生产责任制；
- Organize the establishment of campus safety production rules and regulations and operating procedures;  
组织制定学校安全生产规章制度和操作规程；
- Organize the development and implementation of campus safety education and training programs  
组织制定并实施学校安全生产教育和培训计划
- Ensure the effective implementation of campus safety production inputs;  
确保学校安全生产投入的有效实施；
- Supervise and inspect the campus's work safety and eliminate the hidden dangers of production safety accidents in time;  
督促、检查学校的安全生产工作，及时消除生产安全事故隐患；



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- Organize the formulation and implementation of emergency rescue plans for campus production safety accidents;  
组织制定并实施学校的生产安全事故应急救援预案;
- As the first person responsible for campus safety production, he is fully responsible for the campus's hazardous chemical safety management work, and implements the basic and basic work of safety production;  
作为学校安全生产第一责任人, 对学校的危险化学品安全管理工作全面负责, 落实安全生产基础与基层工作;
- Ensure that campus experimental activities meet the health and environmental requirements of relevant national safety laws and regulations;  
确保学校实验活动符合国家相关安全法律法规健康环保要求;
- Ensure that the production, storage and transportation of raw materials, products and other materials are carried out in a safe manner;  
确保原材料、产品和其它物料的生产、储存、运输以安全的方式进行;
- Determine the campus's safety goals, review the safety production plan, issue safety management systems, approve major safety technical measures, continuously improve the safety conditions of the experiment, and ensure safety funding  
确定学校的安全目标, 审定安全生产计划, 签发安全管理制度, 批准重大安全技术措施, 持续改善实验安全条件, 确保安全资金投入;
- Responsible for presiding a safety production meeting to guide and resolve major issues in safety management;  
负责主持召开安全生产会议, 指导解决安全管理中的重大问题;
- Ensure timely reporting of major accidents to relevant regulatory agencies such as the Education Department and the Emergency Management Agency;  
确保发生重大事故及时报告教育厅及应急管理局等相关监管部门;
- Organize the investigation and handling of major accidents, and implement the "Four Misses" principle of accidents;  
组织重大事故的调查、处理, 落实事故“四不放过”原则;
- Take safety work performance as an important basis for assessing the performance of management personnel, and clarify the responsibilities of serious leaders and deal with it seriously;  
把安全工作业绩作为考核管理人员业绩的重要依据, 对发生重大事故的有关领导分清责任、严肃处理;
- Organize the formulation and implementation of emergency plans for major accidents in campus.  
组织制定并实施学校的重大事故应急救援预案。



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### 5.2.2 EHS officer 环境健康安全管理人员

- Organize or participate in the drafting of campus-level safety management rules and regulations, emergency rescue plans for laboratory safety accidents, etc .;  
组织或者参与拟订学校级安全管理规章制度、实验室安全事故应急救援预案等;
- Organize or participate in campus safety production education and training, and truthfully record the situation of work safety education and training;  
组织或者参与学校安全生产教育和培训, 如实记录安全生产教育和培训情况;
- Supervise the implementation of safety management measures for hazardous sources in each laboratory of the campus;  
督促学校各实验室危险源安全管理措施落实;
- Organize or participate in campus emergency rescue drills;  
组织或者参与学校应急救援演练;
- Inspect the campus's production safety status, timely eliminate hidden dangers of production safety accidents, and put forward suggestions for improving production safety management;  
检查学校的安全生产状况, 及时排除生产安全事故隐患, 提出改进安全生产管理的建议;
- Stop and correct illegal command, force risky operations, and violation of operating procedures;  
制止和纠正违规指挥、强令冒险作业、违反操作规程的行为;
- Supervise the implementation of campus safety production rectification measures;  
督促落实学校安全生产整改措施;
- Responsible for collecting relevant laws and regulations on safety, health and environmental protection, regularly updating the list of laws and regulations, and providing propaganda to relevant personnel. Review the compliance of laws and regulations annually, and supervise the implementation of corrective and preventive measures after the audit;  
负责收集相关的安全健康环保方面的法律法规, 定期更新法律法规清单, 对相关人员提供宣传培。每年对法律法规的符合性进行审核, 并督促审核后纠正预防措施的执行;
- Assist the principal and the safety committee to implement the relevant laboratory safety management instructions of the superior, timely forward the production safety documents and information of the superior and relevant departments, and communicate with the relevant departments and laboratories;  
协助校长及安委会贯彻上级有关实验室安全管理指示, 及时转发上级和有关部门的安全生产文件、资料, 与各相关部门、各实验室进行沟通;
- Develop an annual safety, health and environmental protection improvement plan, and supervise the implementation of the plan;  
制定年度安全健康环保改进计划, 并监督计划执行;
- Responsible for the safety education and inspection of the staff who come to the campus temporarily;  
负责对临时来学校的办事人员进行安全教育和检查;

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- Responsible for conducting campus-level safety education and training for laboratory operators such as students and laboratory instructors, and organizing various campus-level safety activities;  
负责对学生和实验室教员等实验室操作人员进行学校级安全教育和培训，组织开展各类学校级安全活动；
- In-depth on-site inspections, supervise and assist in resolving related safety issues, and correct violations. In the case of an emergency that endangers production safety, he has the right to order him to stop operations and immediately report to the relevant leaders;  
深入现场检查，督促并协助解决有关安全问题，纠正违规作业。遇到危及安全生产的紧急情况，有权责令其停止作业，并立即报告有关领导；
- Supervise and inspect the use of personal safety protective equipment in the laboratory;  
监督检查实验室个人安全防护用品使用情况；
- Responsible for laboratory safety incident reporting and investigation, and supervise relevant laboratories and departments to complete corresponding rectification measures;  
负责实验室安全事故报告、调查，并监督相关实验室和部门完成相应的整改措施；
- Assist personnel in the identification of work accidents in laboratory accidents, and implement the regulations on work injury insurance.  
协助人事进行实验室事故工伤鉴定工作，贯彻执行工伤保险规定。

### 5.2.3 Principle Investigator and Lab manager 实验室首席研究员及负责人

- Timely communicate and implement superior experimental safety requirements;  
及时传达、贯彻上级有关实验安全要求；
- Responsible for risk assessment and experiment safety approval of labs activities;  
负责实验室相关活动进行风险评估及实验安全批准；
- Conduct experimental activities on the premise of ensuring the safety of the experiment, stop the violations in a timely manner, and strictly prohibit illegal operations;  
在保证实验安全的前提下进行实验活动，及时制止违规行为，严禁违规作业；
- When unsafe factors, dangers and accidents occur during the experiment, they must be dealt with decisively, and immediately report to the superiors to prevent the accident from expanding;  
在实验过程中出现不安全因素、险情及事故时，果断处理，并立即报告上级领导，防止事故扩大；
- Participate in laboratory safety inspections and rectify potential safety hazards in a timely manner;  
参加实验室安全检查，及时对安全隐患进行整改；
- When designing the experiment, consideration should be given to the innocuous treatment of waste and the risk control of the experimental process;  
设计实验时，需考虑废弃物无害化处理、实验过程风险管控等；

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- Participate in accident investigation, analysis and handling;  
参加事故调查、分析和处理;
- Inspection, supervision and evaluation of the implementation of safety operating procedures in the laboratory;  
对实验室内安全操作规程执行情况进行检查监督和考核;
- Responsible for laboratory-level safety training and assessment of laboratory operators;  
负责对实验室操作人员进行实验室级别的安全培训及考核;
- Formulate and implement strict management systems for the storage, removal, and storage of dangerous chemicals, as well as transportation, loading and unloading safety management systems, standardize operations, and reduce accidents;  
制订和履行严格的危险化学品储存、出入库安全管理制度及运输、装卸安全管理制度, 规范作业行为, 减少事故发生;
- Ensure that all chemicals in the laboratory (including experimental raw materials, intermediates and products, waste, etc.) are evaluated and chemical use registration records are established;  
确保对实验室内所有化学品(包括实验原材料、中间体和产品、废弃物等)进行评估并建立化学品使用登记记录;
- Fully responsible for the safety and fire prevention of the laboratory chemical temporary storage area; regularly conduct safety inspections on the chemical storage area and laboratory area, and follow up the implementation of rectification measures.  
全面负责实验室化学品暂存区的安全防火工作; 定期对化学品储存区域和实验室区域进行安全检查, 并跟进整改措施的执行。

#### 5.2.4 Maintenance engineers and supervisors 维修工程人员及主管

- Responsible for the management of laboratories and related auxiliary equipment and facilities, including safety facilities, special equipment and fire protection facilities, and regular inspection and maintenance to ensure that they meet safety technical requirements;  
负责实验室及相关辅助设备设施, 包括安全设施、特种设备、消防设施的管理, 定期检查和维护保养, 使其符合安全技术要求;
- Responsible for formulating and reviewing various management systems related to equipment manufacturing, renovation, maintenance, and overhaul;  
负责制定和审查有关设备制造、改造、维护、检修的各项管理制度;
- Carry out national and higher-level management departments' safety regulations and regulations on equipment manufacturing, maintenance, maintenance and construction, and formulate and revise operating regulations and management systems for various types of machinery and equipment;

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贯彻国家、上级管理部门关于设备制造、检修、维护保养及施工方面的安全规程和规定，制订和修订各类机械设备的操作规程和管理制度；

- Evaluate newly added, retrofitted, overdue operating equipment, and changes in operating conditions to make it meet safety technology requirements;  
对新增、改造、超期运行设备、操作条件的变动进行评估，使其符合安全技术要求；
- Organize professional inspection of mobile equipment, and organize timely rectification of hidden dangers in equipment and facilities;  
组织机动设备专业检查，对设备设施存在的事故隐患须及时组织力量整改；
- Responsible for the safety assessment, review and construction of operating projects, and make it comply with the national requirements on safety, fire prevention, industrial hygiene and "three simultaneous", and ensure that their safety and environmental protection facilities are designed, constructed, completed, and accepted simultaneously  
负责运营项目的安全评估、审查和施工，并使其符合国家关于安全、防火、工业卫生及“三同时”要求，并保证其安全环保设施同时设计、施工、竣工、验收；
- Responsible for safety training and on-site safety management of foreign contractors and construction personnel in operating projects;  
负责运营项目外来承包商及施工人员的安全培训及现场安全管理工作；
- Responsible for the management of pre-qualification, selection, pre-start preparation, operation process supervision, performance evaluation, renewal, etc. of the operating project contractor; establishment of qualified contractor directory and file.  
负责对运营项目承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理；建立合格承包商名录和档案。

#### 5.2.5 Campus Construction Project Manager / Engineer 校园建设项目经理/工程师

- Evaluate new and modified operating equipment and changes in operating conditions to make it meet safety technical requirements;  
对新增、改造运行设备、操作条件的变动进行评估，使其符合安全技术要求；
- Responsible for safety assessment, review and construction of infrastructure projects, and make them comply with national requirements on safety, fire prevention, industrial hygiene and "three simultaneous", and ensure that their safety and environmental protection facilities are designed, constructed, completed, and accepted at the same time;  
负责基建项目的安全评估、审查和施工，并使其符合国家关于安全、防火、工业卫生及“三同时”要求，并保证其安全环保设施同时设计、施工、竣工、验收；
- Responsible for safety training and site safety management of foreign contractors and construction personnel on campus construction projects;

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负责校园建设项目外来承包商及施工人员的安全培训及现场安全管理工作；

- Responsible for the management of pre-qualification, selection, preparation, construction process supervision, performance evaluation, renewal, etc. of campus construction project contractors; establishment of a qualified campus construction project contractor list and file.

负责对校园建设项目承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理；建立合格的校园建设项目承包商名录和档案。

### 5.3 Duties of laboratory faculty and students 实验室教员及学生的职责

- Comply with the safety operation regulations of the respective laboratory and experiment contents to ensure that they do not violate the regulations;  
遵守各自实验室和实验内容的安全操作规定，确保不违规操作；
- Comply with the maintenance requirements of laboratory equipment to ensure the safety and normal operation of laboratory equipment;  
遵守有关实验室设备的维修保养要求，确保实验设备安全与正常运转；
- Comply with the safety management system of laboratories and laboratory-related equipment;  
遵守实验室及校内实验室相关设备的安全管理制度；
- Use and wear personal protective equipment properly;  
正确使用和佩戴个人防护用品；
- Have the responsibility to discourage and correct others' illegal operations;  
有责任劝阻和纠正他人的违规操作；
- The right to refuse guidance that does not meet safety requirements or regulations;  
有权拒绝不符合安全要求或规定的指导；
- Actively participate in various laboratory safety publicity and education activities;  
积极参加各种实验室安全宣传，教育活动；
- Pay attention to the safety environment of the laboratory, and make reasonable suggestions or opinions to the responsible person or department;  
关注实验室安全环境，向有关负责人或部门提出合理化建议或意见；
- When an accident is found, report it immediately to the laboratory manager and the campus emergency management team.  
发现事故，立即向实验室负责人和校应急管理团队报告。

### 5.4 Evaluation of laboratory safety responsibility system 实验室安全责任制的考核

#### 5.4.1 Assessment method 考核方式

The safety assessment is the assessment of the completion of the annual safety, environmental protection and health improvement project by each laboratory and the relevant department of laboratory equipment;

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安全的考核是每个实验室和实验室相关设备负责部门对于年度安全环保健康改进项目完成进度的考核；

Evaluate the performance of the laboratory or laboratory equipment department by comparing the number of questions and the completion rate, and report the results to the campus safety committee for review.

通过比对问题数量和完成率来评价该实验室或实验室设备负责部门的绩效，并将结果汇报至校安委会审核。

#### 5.4.2 Laboratory safety assessment time 实验室安全考核的时间

- The assessment is conducted semi-annually, which is carried out in March-April and October-November;  
每半年考核一次，分别是3-4月份和10-11月份进行；
- The results were also publicized within one month.  
结果也在一个月内进行公示。

#### 6.0 Annex 附件

None 无