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Document Name 文件名称	Safety Inspection before and after Holiday 节假日前检查及节假日后实验室安全检查程序		

Approval process

审批过程

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

Reversion records

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Relevant departments (select relevant departments with a "v")

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

This system is specially formulated to ensure the safety of laboratories during the holidays and to ensure that the school conducts experimental teaching and scientific research after the holidays.

为切实做好假日期间实验室安全防范工作，确保假期后学校正常开展实验教学及科研工作，特制定本制度。

2. Scope 适用范围

The provisions of this document apply to relevant laboratory and labs' supporting facilities use departments and personnel 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，以及实验室辅助设施设备使用部门和人员。

3. Responsibilities 职责

EHS 环境、健康与卫生、安全办公室：

- Assisting various disciplines in establishing pre-holiday inspections and post-holiday laboratory safety inspection procedures;
协助各学科建立节假日前检查及节假日后实验室安全检查程序；
- Provide relevant domestic laws and regulations for each discipline to establish this system;
为各学科建立本制度提供相关国内法律法规依据；
- Provide corresponding safety consultation for safety inspection before and after the festival;
为节前、节后安全检查提供相应安全咨询；
- Supervise the rectification of hidden dangers found in security inspections.
对安全检查发现的隐患整改情况进行监督。

Academic Leader 学科学术负责人：

- Responsible for formulating the safety inspection plan before and after the festival in the laboratory of this discipline;
负责制订本学科实验室节前节后安全检查计划；
- Responsible for organizing and carrying out pre- and post-safety inspections in the

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laboratory of this discipline;

负责组织开展本学科实验室的节前节后安全检查;

- Responsible for implementing rectification of hidden dangers found during inspection.
负责落实对检查发现隐患的整改。

Lab Manager 实验室负责人:

- Carry out pre- and post-section safety inspections in the laboratory of this discipline;
实施本学科实验室的节前节后安全检查;
- Record the security inspection truthfully, formulate corresponding rectification measures for the hidden dangers found, and implement the rectification;
如实记录安全检查情况, 对发现的隐患应制订相应的整改措施, 并落实整改;
- Establish a ledger for security inspection and rectification of hidden dangers.
建立安全检查及隐患整改的台账。

4. Terminology 术语

None 无

5. Process and requirements 流程及要求

5.1. General requirements 一般要求

- The heads of the laboratories are responsible for the safety inspection of the laboratory, and timely rectify the hidden dangers of the accident.
各实验室负责人负责实验室安全检查工作, 对发现的事故隐患, 及时进行整改, 无法整改的, 及时汇报上级主管部门。
- Each laboratory shall be assigned a special person to manage it.
每间实验室要指定专人管理。
- All laboratories are closed during the holidays. If there are special circumstances that require the use of a laboratory, an application should be submitted to the college, which can be used only after consent.
节假日期间原则上所有实验室关闭。如有特殊情况, 需要使用实验室的, 应向学院提出申请, 经同意后, 方可使用。
- The operation of scientific research equipment during the holidays must be staffed.

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假期科研设备的运行，必须安排人员值守。

- During the holidays, on-duty personnel should be arranged for inspections.
节假日期间应安排值班人员进行巡视检查。

5.2. Pre-holiday Inspection 节前检查

- For chemical safety in warehouses and laboratories: conduct a check on the access control, alarm, and monitoring of dangerous chemical warehouses, check the hazardous chemical inventory, and check whether the drug is placed in an orderly manner.

Controlled chemicals such as flammable and explosive materials shall be properly kept in accordance with the relevant national and academy safety regulations, and the list shall be submitted.

针对仓库及实验室化学品安全：对危险化学品仓库门禁、报警、监控进行一次检查，危险化学品台账情况，药品摆放是否规范有序等。

易燃易爆物品等管制类化学品要按国家和学院的相关安全规定妥为保管，提交清单。

- It is necessary to check the safety of gas used in the laboratory and public equipment, such as checking whether the gas cylinder is fixed, the gas valve is in a safe state, checking whether all kinds of gas pipeline systems are closed and standardized, and whether the laboratory has good ventilation. Outdated cylinders should be returned in time.

需检查实验室和公共设备的用气安全，例如检查气瓶是否固定好，气体阀门是否处于安全状态，检查各类气体管线系统是否密闭和规范，实验室通风是否良好，对实验室长期不用或超期气瓶应及时退库。


- Check whether all electrical facilities meet the safety requirements, whether there is any random pulling of the wires, and whether the wires are aging. Focus on whether the electrical equipment, wiring, switches, sockets and other electrical equipment are safe, and whether they have been powered off for a long time (unplugged).

Identify non-blackout equipment facilities in each laboratory;

The heads of offices, dormitories and laboratories are required to confirm that they are safe before leaving the room.

检查所有用电设施是否符合安全要求，有无乱拉电线现象，电线有无老化情况等。重点关注电器设备、线路、开关、插座等用电设备是否安全，长时间不用的是否已断电（拔出插头）。

确定各个实验室不可停电设备设施；

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要求各办公室、宿舍和实验室等区域负责人确认安全无误，方可离室。

- Fire safety: All colleges (departments) should carefully organize and clean up all debris in the laboratory and corridors, and keep the safe evacuation channels open. Strictly control the use of open flames in the area, clean up flammable and combustible materials in a timely manner, and ensure that the fire protection channels inside and outside the laboratory are unblocked.

消防安全: 各学院(部门)要认真组织清理实验室和走廊的所有杂物,保持安全疏散通道的畅通。严格控制所区范围内使用明火,及时清理易燃可燃物品,保证实验室内外消防通道畅通。

- For laboratory instruments, it is necessary to position the cabinets in a tidy and orderly manner. Valuable, civilian and small items must be locked for storage.
针对实验室仪器,需定位定柜整齐放置,贵重、民用性强及零星小件物品须上锁保管。
- Close the doors and windows and close the curtains before leaving the laboratory.
离开实验室前关好门窗,拉好窗帘。
- The above specific inspection content should be performed in accordance with the requirements of the attached checklist.
上述具体检查内容请根据附件检查表要求执行。
- Before the holiday, the laboratory director will seal the door with the administrative staff after completing the security inspection, and the laboratory contact information will be archived on the inspection form.
节假日前由实验室负责人会同行政管理人员完成安全检查后封门,并将实验室负责人联系方式存档在检查表上。
- Holiday watch personnel should handle and report in time when abnormal conditions are found.
假期值班人员发现异常情况时应及时处理和报告。
- The inspection results shall be based on GTIIT_EHS_01_04 EHS inspection and Findings follow up. The EHS inspection and hidden troubles management procedures require the setting of relevant follow-up personnel, follow-up measures and completion time.
检查结果需根据 GTIIT_EHS_01_04 EHS inspection and Findings follow up EHS 检查和隐患排查治理程序要求设定相关的跟进人员、跟进措施和完成时间。

5.3. Post-holiday safety check 节后安全检查

- Inspect door seals for damage and windows for tight closing.

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检查门封是否损坏、窗户是否紧闭。

- Check the ordering of reagents and medicines in the laboratory.
检查实验室内试剂、药品的摆放是否有序。
- Whether the air tightness of the gas cylinder and the gas valve is normal and whether it is in good condition.
气瓶、气路阀门气密性是否正常，是否处于良好状态。
- Whether all electrical facilities meet safety requirements.
所有用电设施是否符合安全要求。
- Theft or damage is found and the site should be protected and reported immediately.
发现被盗或破坏，应保护现场并立即报告。

This system is approved after academic and EHS review, and will be implemented from the date of issue.

本制度经学术及 EHS 审核后通过，自签发之日起施行。

The specific content is explained by the laboratory faculty and EHS of each department.
具体内容由学校各科系实验室教员及 EHS 负责解释。

6. 附件

- Safety Inspection Items for Labs before holiday close 长假前实验室安全检查表