

	GTIIT_EHS_ISO file	File No.: 文件编号:	GTIIT_EHS_02_04
		Rev. No.: 版本号:	01
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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

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	2020-06-01	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	√
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Relevant documents 相关文件

No 无

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1. Purpose 目的

The purpose of this procedure is to ensure that all hazards associated with a specific job are identified, discussed, all controlled measures have been put in place and acknowledged by those who are involved to perform the job.

此程序的目的是为了确保特定任务的所有相关危险都已经识别、讨论，已经实施予以告知了所有控制措施，并使执行任务的人员确认。

2. Scope 范围

This procedure is applicable to all construction and operations works in GTIIT, including various daily maintenance works and construction project operations etc.

此程序适用于校内所有施工作业，包含日常校园运营的各类维修工作和施工项目的作业。


3. Responsibility 职责

Campus Construction Department 校园建设部:

- Responsible for the issuance of work permits for relevant construction projects in school.
responsible for setting required construction safety measures.
Supervising the implementation of safety measures during work preparation and execution, including the approval of project construction work permits, issuance, completion and archiving carried out.
负责学校内相关施工项目的工作许可签发;
负责设定要求施工安全措施;
在工作准备和执行期间，执行并检查所描述的安全措施，包括项目施工作业许可批准、签发、结束并存档工作的有效执行。
- Correct the unsafe behavior and management defects timely in campus projects.
及时对项目中的不安全行为和管理缺陷进行纠偏。

Campus Operation and Logistics Department 校园运营及后勤部:

- Responsible for the issuance of maintenance and repair work permits related to daily operations in school
responsible for setting required construction safety measures.
Supervising the implementation of safety measures during work preparation and execution, including the approval of daily work permits, issuance, completion and archiving carried out.
负责学校内日常运营相关维修维护工作许可签发;

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负责设定要求施工安全措施;

在工作准备和执行期间, 执行并检查所描述的安全措施, 包括项目施工作业许可批准、签发、结束并存档工作的有效执行。

- Correct the unsafe behavior and management defects timely in campus's maintenance works.
及时对校内执行维修工作中存在的不安全行为和管理缺陷进行纠偏。

Campus EHS office 校园安全办公室:

- Develop the relevant campus work permit procedure and supervise its effective implementation.
制定相关的校园施工许可管理制度的制定, 并监督该制度的有效落实;
- Correct the unsafe behavior and management defects in time.
及时对存在的不安全行为和管理缺陷进行纠偏;
- Provide work permit related training material.
提供施工许可相应的培训材料和培训信息。

4. Terminology and definition 术语及定义

Work Permit (WP): working permit for campus projects or daily maintenance work.

工作许可证: 用于学校内施工项目和日常运营维修维护工作的许可。以下简称: (WP)

WP creator: According to the construction request, the operator creates a work permit and executes the work permit process throughout.

(For example, in north campus area of GTIIT, it can be the person in charge of the property staff who will carry out the construction.


In the construction project of South Campus, the approver must be the person who is most familiar with the situation and potential hazards of the area, for example: the person in charge of applying for the construction permit)

创建人: 根据施工请求, 作业人员创建工作许可证, 全程执行工作许可证流程。

(例如: 在学校内北校区区域内, 可是将要进行施工的物业工作人员负责人。

在南校区施工项目区域内, 创建人必须是对该区域情况和潜在危险最熟悉的人员, 例如: 申请施工许可工作的负责人)

Requestor: This is the party that submits the work permit to the WP creator in order to start the work permit process. Requester can be everyone.

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要求人：为了开始工作许可证的程序，将工作说明提交给创建人。任何人都可提出工作要求。

Regional Responsible Person: The regional person in charge of the construction operation area, such as, in the construction of laboratory, the regional person in charge is the laboratory person in charge who must allow to carry out the relevant operations by the construction.

区域责任人:施工作业区域的区域负责人。

例如在实验室进行施工，区域负责人是实验室负责人，必须由其同意施工才能进行相关作业。

WP Holder: Work execution parties, such as the worker of property service company or project contractors。

许可证持有人：工作执行方，如物业维修人员及承包商。

Safety watcher: The person who is assigned by the area owner to supervise the work in execution.

安全监督员：由区域责任人指派，在工作执行中提供安全监护。

Work instruction: is a work description based on the work notification.

工作说明：进行工作告知的描述。

Emergency alarm: This is an alarm generated in response to the Emergency Response Plan as well as an alarm generated by a change in hazardous situation during the execution of the work permit.

紧急警报：应急响应程序拉响的警报，工作许可证执行期间，因危险环境的改变而拉响的警报。

Qualified worker: Comply with the relevant safety requirements and regulations of the school and could complete the work.

合格的工作人员：遵守学校相关安全要求和规定，具备完成工作能力的人员。

5. General Requirement 一般要求

5.1. Types of work permit 工作许可证的种类

General work permit 一般作业许可

Work involving construction or daily maintenance in campus requires an application for a construction permit. If hot work, confined space, lifting, work at height, etc. are not involved, the general work permit can cover the general situation.

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涉及学校内施工维护作业的工作均需要申请施工许可，如果不涉及动火作业、密闭空间作业、吊装作业、高空作业等内容，则可以只填写一般施工许可部分说明。

Hot work permit 动火作业许可

This permit is used for all work that involves ignition or heat sources and can cause fire or explosion.
此许可用于工作涉及点火源、热源工作，并可以导致火灾或爆炸的所有工作。

Confined space work permit 密闭空间许可

This permit is required for entering a confined space.
进入密闭空间需要此许可证。

Lifting permit 吊装作业许可

Involves the use of truck cranes, fixed winches, and other lifting operations.
涉及使用汽车式起重机、固定式卷扬机等对重物起吊的作业。

Work at height permit 高空作业许可

According to national regulations, operations that are more than 2 meters above the datum are work at height operations.
根据国家规定，超过基准面2米以上的作业为高空作业。

5.2. General requirement of work permits 工作许可证的一般应用

Before start working, work permit holder must inform all related departments head about the work, and then they can start working.

施工前,许可证持有人必须告知施工区域相关部门或者涉及人员后，方可进行作业。

According to the requirements of the applied workpermit, the operator must ensure that the work area is in a safe and reliable state before the operation.


根据申请的施工许可要求进行，作业人员必须在作业前，确保工作区域处于安全可靠状态。

All written permits must be filled in two copies.

所有的书面许可证必须两联填写

The issued work permit must be kept for at least 12 months.

施工许可证保存时间必须不少于12个月。

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The first sheet: This couplet should always be stored at the license issuer (for example: the management office of the campus operation department and the construction project management office of the campus project department).

第一联：此联应始终存放在许可签发人处，（例如：校内运营部施工签发处，校园项目部施工签发处）。

Second sheet: The backup couplet must be posted in an obvious position in the working area.

When the work is completed, the 2nd couplet should be returned to the issuing office to complete the work content confirmation and close the permit.

第二联：备份联必须张贴在工作区域的显著位置。

在工作完成后，此联归回签发处，完成工作内容确认和关闭许可证。

5.3. Work flow 工作流程

5.3.1. Basic steps 基本步骤

The basic steps to initiate, prepare and execute the work procedure workflow are mentioned in followed sequence:

以下是创建、准备和执行工作流程的基本步骤：

1. Notification of the work (by requester).
工作告知（要求人）
2. Identification of all possible hazards (by creator).
识别所有可能的危险（创建人）
3. Determine measures to be taken (by creator).
决定采取的措施（创建人）
4. Approval of measures (area owner).
审批措施（区域责任人）
5. Review and agree the proposed safety measures together with the work execution parties (by all parties involved in the work).
与工作执行方共同回顾并同意提出的安全措施。（工作涉及的所有相关方）
6. Put agreed measures in place (as described on the work permit).
实施同意的安全措施（按照工作许可证上所描述）
7. Check safety measures against requirements mentioned on the work permit (by approver).
检查工作许可证上提出的安全措施（批准人）
8. Acknowledge measures taken (by work execution parties).
确认采取的安全措施（工作执行方）

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9. Release the work permit (by approver).
签发工作许可证（批准人）
10. Work execution (by all parties involved).
工作执行（所有参与方）
11. Work execution check (by work execution parties).
工作执行检查（工作执行方）
12. Notification of job completion (by campus or work execution party supervisor).
告知工作完成（校园内维修工作主管或工作执行方主管）
13. Quality check (by requester).
工作质量检查（创建人）
14. Closure of the work permit (by approver).
工作许可证结束（批准人）

5.3.2. Clarification to the work permits work flow 工作许可证流程的解释

Confirm work type 确定工作类型

Confirm the work content and related risks, determine whether the risk analysis before the work is completed, and whether the safety measures during the work have been set.
确定工作内容及相关风险，确定工作前风险分析是否完成，工作中安全措施是否已经完成制定。

Technical documentation 技术文件

For each written work permit, it needs a description about the technical workflow needs to be submitted to the approver.

对每一份书面工作许可证，需向创建人提交一份描述技术工作流程的工作说明。

As a high-risk operation, a work description must be attached to the work permit.

作为高风险作业，必须在工作许可证中附上工作说明。

All documents must be attached on the 1st sheet

所有文件必须附在第一联中。

Identifying potential hazards and safety measures

可能危险和安全措施的识别

The personal protective equipment and safety measures described and required in the work permit are consistent with the specific requirements that must follow safety requirement.

工作许可证中描述并要求个人防护设备和安全措施与必须与学校相关的具体要求一致。

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All safety measures put in place must remain until work permit closure.

所有安全措施必须保持执行直到工作许可证的结束。

Safety measures approval 安全措施的审批

The approval level of work permits must be defined as per signature guideline by the respective area owner.

工作许可证审批级别必须按照各区域责任人的签名导则来决定。

By signing for acknowledge, the work execution parties confirm that all safety measures as described on the work permit are sufficient and correctly implemented.

通过签署确认，工作执行方确认在工作许可证中描述的所有安全措施充分且正确执行。

Work permit release step 工作许可证的发布

By signing for release, the approver confirms that all safety measures as required on the work permit have been implemented correctly. By signing for release, the work executions can start.

通过签发，创建人确认所有在工作许可证中要求的所有安全措施已经被正确的执行。通过签署发布，工作执行开始。

After issue the WP, approver must inform the caretaker of WP control center and post it on the bulletin board in WP control center.

工作许可证发布后，许可证签发人必须告知许可证控制中心负责人，并张贴于许可证控制中心。

Before start working, work permit holder must inform all related departments head about the work, and then they can start working.

施工前，许可证持有人必须告知施工区域相关部门或者涉及人员后，方可进行作业。

Work Permit control 工作许可证的控制


For operations that require work permits, the work permits must be kept in the permit control (approval office) center.

对需要开工作许可的作业，工作许可证的一联存放在许可证控制（批准处）中心。

In any case, during construction, the 2nd sheet needs to be covered in a plastic bags and placed in an obvious position in the construction area for inspection.

任何情况下施工期间，第二联需用塑料袋封存好，摆放在施工区域的明显位置处，便于检查。

Work permit closure 工作许可证的结束

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All parties who were involved in the release and acknowledgement of the work permit must sign for work permit closure.

所有涉及工作许可证的签发和确认的参与方，必须为工作许可证完成签名。

After collecting the two copied sheets of the permit, the permit can be closed.

收集齐许可证的两联单后，可以关闭许可。

After completing work, WP approver must inform the caretaker of WP control center and file the WP.

工作完成后，许可证签发人必须告知许可证签发控制中心负责人，并将许可证在许可证控制中心归档。

5.5 Duration of validity 有效期

In general, a work permit is valid for 8 hours (09:00-17:00) only.

If a longer extension is required, a new work permit needs to be issued. The safety measures put in place by the expired work permit need to be continued by the new work permit unless the hazard situation has changed.

通常工作许可证的有效期为8小时(09:00-17:00)。

如果要求延长期限，需要发布新的工作许可证。再重新签署许可后，原许可证上要求的安全措施必须继续执行，除非发生危险情况。

The validity of a work permit ends as soon as the approver signs off 1st and 2nd sheet for completion or when the work is stopped due to a change in the hazard situation which is not covered by the measures described in the work permit.

批准人签署工作完成后，或者工作许可证上的安全措施不适用的危险情形出现，工作许可证的有效期结束。

The Work permit will be canceled in the following situation:

许可证失效的情况:

- Work permit holder is changed.
许可证持有人变更
- Entire work crew is changed.
整个施工团队人员发生变更
- Work stopped and no monitor for 60 minutes.
工作停止超过60分钟并现场无人留守
- A change in job site's condition has occurred.
现场工作环境发生变化
- A minor incident or near hit occurred at job site.

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工作现场发生事故或者未遂事故

- When an emergency alarm rises, all work permits will be ended.

当紧急警报响起，所有的工作许可证立即结束。

- Work permit not followed properly。

未按许可要求进行。

After stop and want to resume the job, a new work permit must be issued.

许可证失效后，如许进行工作则必须重新签发施工许可。

Permit approver can withdraws/cancels work permit.

许可证签发/许可人撤销/取消施工许可。

Permit is cancelled, work is immediately stopped and workers exit from job site

许可取消后，施工立即停止，施工人员离开工作现场。

Minimum conservation limit 许可证保存时间:

After closing work permit, keep these relevant documents one years at least.

完成施工后，关闭许可，并在档案室归档，保存至少一年。

6.0 Annex 附件

None 无