



# 《Regulation on Work Safety in Guangdong Province》

**Introduction of the focus on implementation in higher education**

Implemented on October 01, 2023

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Key elements and unscramble

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## Key elements and unscramble 关键内容及解释

Understanding how to effectively implement the requirements of the regulation  
针对法规内容要求，在高校如何有效落实的理解和解释



# 《Regulations on Work Safety in Guangdong Province》

广东省第十四届人民代表大会常务委员会公告（第6号）

《广东省安全生产条例》已由广东省第十四届人民代表大会常务委员会第四次会议于2023年7月27日修订通过，现将修订后的《广东省安全生产条例》公布，自2023年10月1日起施行。

广东省人民代表大会常务委员会

2023年7月27日



## Regulations on Work Safety in Guangdong Province

1. 2002-10-13 Approved by the Conference
2. 2006-09-28 First Amendment to the Regulation Approved
3. 2013-09-27 First Amendment to the Regulation Complete
4. 2017-11-30 Second Amendment to the Regulation Approved
5. 2023-07-27 Second Amendment to the Regulation Complete

# 1

## Background

Adapting to the development of GD provincial safety situation

### 1. The current safety situation is critical.

- **Poor awareness** of the main responsibility
- Low safety **awareness** and low safety **skill** employees.
- The phenomenon of “**3-violations**” repeated happen
- Accidents are still at the stage of **higher frequency**
- Safety **infrastructure and facilities** are still weak.

### 2. New challenges to safety

- The acceleration of industrialization and urbanization
- Large projects and the gathering of enterprises in chemical parks

### 3. Promoting the construction of a Safe Guangdong.

- **Development must not come at the cost of human life, which is a red line that cannot be crossed.**



Adapting to the requirements of  
high-quality development in  
Guangdong



# 1

## The requirement to University from 《Regulation》

Provincial Education Department requires all universities to fully implement the 6 chapters with 68 articles of the 《Regulation》

### 广东省教育厅

#### 广东省教育厅办公室关于深入学习宣传贯彻《广东省安全生产条例》的通知

各地级以上市教育局，各普通高等学校、省属中小学校：

《广东省安全生产条例》（以下简称《条例》）已由广东省十四届人大常委会第四次会议于2023年7月27日修订通过，自2023年10月1日起施行。为深入学习宣传贯彻新修订的《条例》，现就有关事项通知如下：

# 1

## Guidance on safety management in University from 《Regulation》

### 1. Overviews

- Scope
- Policy
- Requirements

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### 2. Requirement of guarantee in work safety

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### 3. Supervision and management

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### 4. Emergency and investigative

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### 5. Legal Responsibility

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### 6. Appendix

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- Clarify the major safety responsibility (**focus on units**)
- Safety performance is key element of the high-quality development evaluation system (**Cascade**)
- Clarification of safety management requirements (**people**)
- For functional areas implement the enclosed management (**ecosystem**)



# Guiding safety management in University from 《Regulation》



## One position with 2 key responsibilities

A leader must manage both business work and safety work.

Safety is an inseparable responsibility and obligation of work and life

Establish safety responsibility system, requiring all participation, education & industry self-discipline, under supervision by Gov. authority and social supervision



## Who is the 1<sup>st</sup> person taking the safety responsibility for unit

The main person in charge of the production and management unit is the first person responsible for safety, who is fully responsible for the work safety. (PVC-Lin)

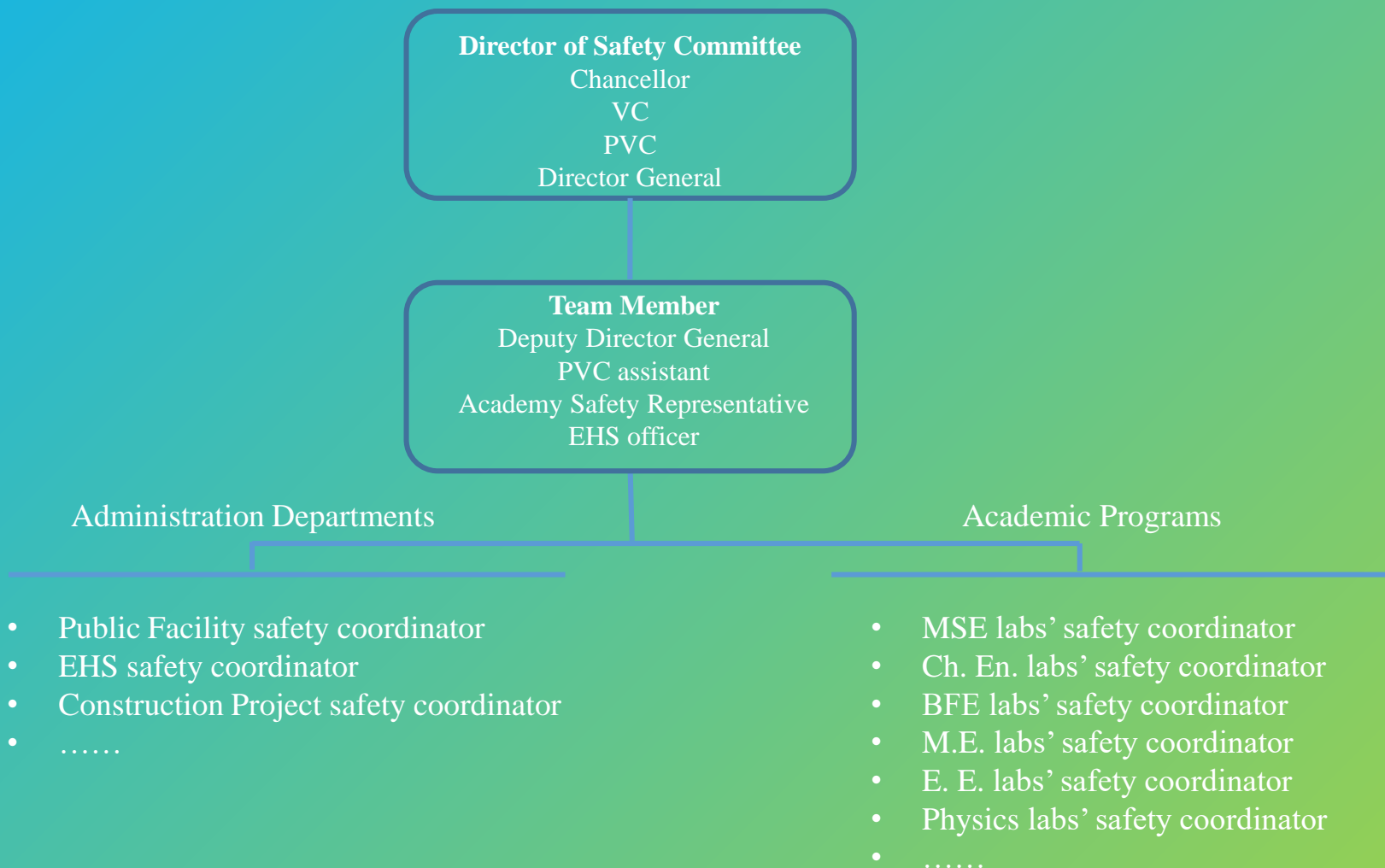
Other head or related personnel take both business work and safety work. (Director, Lab PI)

Everyone is the first person responsible for their own health and safety.



# 3 layers Safety Responsibility 三级安全责任制

## School -- Program -- Lab



### Safety Responsibility Agreement of Labs' PIs GTHT

In order to strengthen safety management level, implement the safety responsibility system, eliminate labs' risks, ensure the normal progress of experimental teaching and scientific research, and guarantee the safety of national property and the lives and properties of teachers, students and employees, according to the relevant requirements and regulations of the Ministry of Education and the Provincial Department of Education, and campus's lab safety management requirements, this safety management responsibility letter is specially formulated, which is signed by the Program head and each lab's PI. The terms of the responsibility letter are as follows:

Article 1 Each Lab's PI is the person who is taking fully safety responsibility for the Lab, and shall standardize good management of lab safety.

Article 2 Each Lab's PI must setup and improve lab's safety management system in accordance with relevant national laws, regulations, technical standards and requirements.

Article 3 The Lab's PI shall take care the lab safety inspection, seriously implement the safety inspection requirement, combine daily checking with key safety topics and risks, timely correct potential risks, and report those that cannot be rectified temporarily, and take effective measures. Effective temporary measures to prevent incident happen.

Article 4 Lab's PI must control access system of Lab. Teachers and students who enter the Lab for work and study must first pass safety courseware and safety instruction training before they start to work in lab. Lab staff must pass orientation training and test before they can take up their posts. For positions with special qualification requirements, they must get the professional or technical qualified certificate accordingly.

Article 5 Standardize the behavior in Lab. Personnel entering the Lab shall not carry out activities unrelated to the experiment in the Lab, and shall not carry out experimental activities beyond the approval scope. Necessary and sufficient risk assessments must be conducted for newly experimental projects. Strictly implement safety instruction, and conduct experimental process in accordance with experimental operating specifications.

Article 6 Manage the storage of dangerous goods. Dangerous materials must be stored separately and kept by assigned caretaker. The storage equipment and condition must meet safety standards. Check the dangerous goods regularly to ensure that the inventory of dangerous goods is consistent with the actual account. Strict controlled chemicals and other high-risk items strictly implement the system requirement of "two-person sending and receiving for inventory, two-person accounting, two-person with double-locks, two-person receiving for using, and two-person use and record", as well as the registration confirmation system for receipt, delivery, and destruction. Dispose of Lab waste and surplus items in strict accordance with relevant regulations. The disposal of strict controlled chemicals and other high-risk items must be recorded and confirmed by relevant responsible management personnel.

**Goal:** During the responsibility period, prevent various safety incidents from occurring.

**Remark:**

If the person in charge changes, the successor in charge must take the corresponding duties.

This letter of responsibility is in duplicate, signed for three years, effective from the date of signing.

Programs Name:

Dean of Program (Signature):

Lab PI (Signature):

year month date

year month date

Lab No ( Building, Room No)

North Campus	Teaching Lab Building	Lab:
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# 1

## Guidance on safety management in University from 《Regulation》

### Article 14: Establish a safety management system (university/colleague, departments/programs, laboratories, administrations)



Schools should develop a safety management system that establishes and enforces the following safety rules and procedures:

- |  |                               |
|--|-------------------------------|
| 1) Formulate safety responsibility system and performance appraisal, reward and punishment system. | <b>1) Responsibility</b>      |
| 2) Mechanism of safety inspections, including daily and specialized topics.                        | <b>2) Procedure</b>           |
| 3) Risk classification and control system, major hazard management system(lab)                     | <b>3) Risk identification</b> |
| 4) Guarantee financial support in safety, such as equipment and facilities.                        | <b>4) Financial support</b>   |
| 5) Safety management systems for workplaces, equipment and facilities with greater risks.(EHA)     | <b>5) Risks Control</b>       |
| 6) Safety training system(in/Ex/Certi.)  | <b>6) Training</b>            |
| 7) Personal protective equipment and management system (right PPE/ receive record)                 | <b>7) PPE</b>                 |
| 8) Incident report, Emergency response and investigation system.                                   | <b>8) Emergency</b>           |
| 9) Improvement of various types of safety management ledger systems.                               | <b>9) Record</b>              |
| 10) Other safety rules and regulations prescribed by laws and regulations.                         | <b>10) Abide the rules</b>    |



# Training Material



- **GTIIT Regular Safety Checklist (Blank Form)实验室定期安全自检表(空白表)**
- Gas Leakage test check list气体试漏记录表
- Experimental Hazard Analysis实验危害分析表
- 2021 Chemical use and storage record实验室化学品储存使用记录updated
- General Lab Safety Guiding 实验室一般安全要求
- Confined Spaces 受限空间作业 20211115
- Safety Instruction of working at height 高空作业 20211115
- Storage contraindication table of common chemical常用化学危险品贮存禁忌物配存表
- Emergency Response For Chemicals Spill 应急处置之化学品泄漏处置 20210622 updated
- Chemical safety management 化学品安全管理 20191108
- How to use SDS 化学品安全数据表对实验的指导意义
- Common waste storage plan危险废物贮存处理

GTIIT Regular Safety Checklist 实验室定期安全自检表		GTIIT Regular Safety Checklist 实验室定期安全自检表				
Item No.	Item Description	Frequency	Responsible			
1	Experimental Safety 实验安全	1.0	1.0	100%	+	Responsible: 责任人
2	Personal Protection 个人防护	1.0	1.0	100%	+	
3	Firefighting 消防安全	1.0	1.0	100%	+	
4	Public Safety 公共安全	1.0	1.0	100%	+	
5	Chemical Safety 化学品安全	1.0	1.0	100%	+	
6	Waste Management 废物管理	1.0	1.0	100%	+	



# GTIT\_EHS\_02\_01 Lab Experiment Hazard Analysis 实验危害分析

Experimental Hazard Analysis  
实验危害分析报告

Lab Name and Number 实验室名称及编号:	Organic Chemistry LabT501	Lab Manager 实验室负责人:	Rina Arad Yellin
Student Name and ID 学生姓名及学号:	-	Student's Mentor 学生负责导师:	Rina Arad Yellin
Mail Address 联系方式(邮箱):	XXX@gtit.edu.cn	Mail Address 联系方式(邮箱):	<a href="mailto:rina.yelin@gtit.edu.cn">rina.yelin@gtit.edu.cn</a>
Phone (电话):	-	Phone (电话):	18XXXXXX35 (Cindy)
Evaluation Date 评价日期:	17/05/2021		
Experiment Name 实验名称:	Electrophilic Addition to Olefin followed by Elimination		

Brief Introduction of Experiment 实验内容简述:  
The experiment deals with addition of bromine to crotonid acid and is performed by exposing the reaction flask to a light source.

No.	Step 步骤	Risks behind the steps 实验各个过程中存在的风险简述	Risk grade 风险等级	Control Measures 控制措施	Remarks 备注
1	实验前的试剂制备和暂存	管制类化学品的丢失或泄露, 人员暴露溴素试剂, 导致灼伤	low	管制类化学品领用、使用登记; 将配置好的溴素使用玻璃容器和合适条件下储存; 根据溴素特性, 配置硫代硫酸钠溶液作为泄漏处置溶液。 管制类化学品领用、使用登记; 将配置好的溴素使用玻璃容器和合适环境温度和指定位置储存(避光、放置触碰倾倒的通风橱内);	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
2	未使用完的溴素回归实验室暂存间	溴与其他化学品反应	low	放于双人双锁化学品柜子中, 与还原剂, 金属粉末, 易燃物以及可燃物分开存放。按照管制类化学品要求进行存放	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
3	实验过程和暴露频率 实验频次较低, 每学年使用一次, 每位学生使用量为2mL	长期接触可能出现粘膜刺激症状以及神经衰弱等职业病症状	low	为学生们配置低浓度溴溶液; 确保学生在通风橱中操作; 实验操作指引明确操作步骤;	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
4	操作过程中设备和工具缺陷; 实验过程中由于玻璃仪器破损导致溴溶液泄漏	溴素泄露导致操作人员暴露溴素试剂, 致人员灼伤	low	实验前进行玻璃仪器检漏措施; 一旦发生泄漏事件, 实验教员提供应急处理; 通过硫代硫酸钠溶液进行反应后, 使用泄露专用用品处理。	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
5	实验过程中人员操作不当	溴素泄露导致操作人员暴露溴素试剂, 致人员灼伤	low	实验教员给学生提供操作示范, 并在场协助指导学生进行实验操作; 一旦发生泄漏事件, 实验教员提供应急处理; 通过使用硫代硫酸钠溶液进行反应后, 使用泄露专用用品处理。	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
6	实验过程存在的物料控制超规定情况; 实验过程溴溶液用量过多	溴溶液无法完全反应, 在废液中出现溴溶液	low	增大反应物浓度, 将原材料溴溶液反应完全	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
7	实验结束后, 实验废液收集	废液没有进行特殊处理, 存在溴素, 导致废弃物处置难度增加;	low	确保将此次实验的所有溴溶液完全反应; 废液分开存放, 储存于专用有机废液桶中, 避光存放; 交由学校EHS办公室进行实验废弃物转运。	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
8	Other Suggestions 其他建议注意事项:			Cover the hood with a piece of a black cloth to block the light source reaching the eyes of the students	
9	Reporter confirmed 实验报告人确认:	RAY		Lab PI confirm 实验批准人(实验室首席研究员)确认:	
10	Date 确认日期:	17/05/2021		Date 确认日期:	18/05/2021

Experimental Hazard Analysis  
实验危害分析报告

Lab Name and Number 实验室名称及编号:	Organic Chemistry LabT501	Lab Manager 实验室负责人:	Rina Arad Yellin
Student Name and ID 学生姓名及学号:	-	Student's Mentor 学生负责导师:	Rina Arad Yellin
Mail Address 联系方式(邮箱):	XXX@gtit.edu.cn	Mail Address 联系方式(邮箱):	<a href="mailto:rina.yelin@gtit.edu.cn">rina.yelin@gtit.edu.cn</a>
Phone (电话):	-	Phone (电话):	18XXXXXX35 (Cindy)
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1	实验前的试剂制备和暂存	管制类化学品的丢失或泄露, 人员暴露溴素试剂, 导致灼伤	low	管制类化学品领用、使用登记; 将配置好的溴素使用玻璃容器和合适条件下储存; 根据溴素特性, 配置硫代硫酸钠溶液作为泄漏处置溶液。 管制类化学品领用、使用登记; 将配置好的溴素使用玻璃容器和合适环境温度和指定位置储存(避光、放置触碰倾倒的通风橱内);	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
2	未使用完的溴素回归实验室暂存间	溴与其他化学品反应	low	放于双人双锁化学品柜子中, 与还原剂, 金属粉末, 易燃物以及可燃物分开存放。按照管制类化学品要求进行存放	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
3	实验过程和暴露频率 实验频次较低, 每学年使用一次, 每位学生使用量为2mL	长期接触可能出现粘膜刺激症状以及神经衰弱等职业病症状	low	为学生们配置低浓度溴溶液; 确保学生在通风橱中操作; 实验操作指引明确操作步骤;	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
4	操作过程中设备和工具缺陷; 实验过程中由于玻璃仪器破损导致溴溶液泄漏	溴素泄露导致操作人员暴露溴素试剂, 致人员灼伤	low	实验前进行玻璃仪器检漏措施; 一旦发生泄漏事件, 实验教员提供应急处理; 通过硫代硫酸钠溶液进行反应后, 使用泄露专用用品处理。	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
5	实验过程中人员操作不当	溴素泄露导致操作人员暴露溴素试剂, 致人员灼伤	low	实验教员给学生提供操作示范, 并在场协助指导学生进行实验操作; 一旦发生泄漏事件, 实验教员提供应急处理; 通过使用硫代硫酸钠溶液进行反应后, 使用泄露专用用品处理。	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
6	实验过程存在的物料控制超规定情况; 实验过程溴溶液用量过多	溴溶液无法完全反应, 在废液中出现溴溶液	low	增大反应物浓度, 将原材料溴溶液反应完全	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
7	实验结束后, 实验废液收集	废液没有进行特殊处理, 存在溴素, 导致废弃物处置难度增加;	low	确保将此次实验的所有溴溶液完全反应; 废液分开存放, 储存于专用有机废液桶中, 避光存放; 交由学校EHS办公室进行实验废弃物转运。	实验操作人员必须佩戴护目镜, 丁腈手套, 实验服, 包裹完好的鞋子
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10	Date 确认日期:	17/05/2021		Date 确认日期:	18/05/2021

# “Five Double-Control”:

- ★ **Double locks**  
储存设备双把锁
- ★ **Double keepers**  
双人保管
- ★ **Double users**  
双人使用监督
- ★ **Double requisition**  
双人发货和领用
- ★ **Double ledgers**  
双本帐（库存和使用台账）



No.	Chemical Name 品名	Inventory Date 日期	Quantity/Unit 数量/单位	Use Purpose 用途	Responsible Person 责任人	Preparation Preparation 制备人	Preparation Preparation 制备人	Preparation Preparation 制备人	Remark 备注
1	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
2	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
3	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
4	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
5	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
6	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
7	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
8	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
9	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
10	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
11	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
12	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
13	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
14	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
15	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
16	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
17	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
18	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
19	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	
20	2020-1-10	11-02	100ml	实验	李强	李强	李强	李强	



Personnel who use highly toxic and explosive chemicals must obtain the corresponding qualification certificate before they can perform related operations.

剧毒及易制爆化学品使用人员必须通过相应的培训并获得操作资格证书。



# GTIIT\_EHS\_03\_09 Special Equipment Management Procedure 特种设备管理程序



# Case sharing : Hydrogen leak and emergency handling

**Event date and time:** 2023-05-11 16:43-17:30

**Location:** R409 Research laboratory, lab manager Dr. Ubong

**Lab PI:** XXXX

## Case Main Safety Issues:

1. Hydrogen leaked and emergency handling

## Other Safety Issues:

1. combustible gas and flammable gas are kept close (oxygen and hydrogen)
2. The detector in gas cabinet was faulty and out of power (found during the re-inspection the next day)





# Case sharing : Hydrogen leak and emergency handling

## Other problems found in lab :

- combustible gas and flammable gas are kept close (oxygen and hydrogen)
- The detector in gas cabinet was faulty and out of power (found during the re-inspection the next day)

## Handling & follow-up situation:

1. Separate the combustion-supporting gas and flammable gas. Transfer oxygen tanks to other room for temporary storage.
2. The detector in the gas cabinet has been restored to normal state after treatment.



# 1

## Guidance on safety management in University from 《Regulation》

**Article 17** Define job responsibilities for **safety sub-responsible persons** (school management depart. Officers-EHS office, program/lab safety officers, Admin. officers) :

- 1) Organize to formulate rules and procedures on safety management and implementation.
- 2) Advise on whether the facilities & equipment set up and activities on campus are in compliance with safety laws, regulations and the safety management requirement of university;
- 3) At least organize a quarterly comprehensive safety inspection, timely solve the problems, and report to lab safety coordinator.
- 4) Implement the management of risk classification and control
- 5) Assist school to organize and participate in emergency drill
- 6) Advise practitioners on the safety performance review, during formulating rewards, punishments and repositioning;
- 7) Other **safety duties** as stipulated by laws and regulations.



# 1

## Guidance on safety management in University from 《Regulation》

**Article 20 Practitioner's responsibility (Lab staff including outside visitor, administrators, and construction contactors)**



Each unit should conduct a **monthly safety inspection** at least, and the unit safety manager should conduct a safety check of the unit before each day's work to confirm that it is safe to operate.

**(Units refer to laboratories, administration)**

**The safety check/inspection mainly includes:**

- 1) Equipment is at good safety condition with effective safety guards; **(safety setting in place before using)**
- 2) Prescribed safety measures are in place; **(safety instructions in place)**
- 3) The equipment and tools used are in accordance with safe operating rules **(operating instructions need to be prepared for critical equipment)**
- 4) Safety operating procedures and instructions must be clear. **(simple and easy to be understood)**
- 5) Neat and clean, safe for experiment **(cleaning and storage)**
- 6) Provide good condition PPE and familiar with using; **(receiving record in place, cannot use cash or other items instead)**



# Risks identification





## Risks identification





## Risks identification



# 1

## Guidance on safety management in University from 《Regulation》



**Article 20** Duties of the practitioner (Lab staff including outside visitor, administrators, and construction contactors)

Practitioners who find risk shall **take measures** to solve them or stop operations in accordance with lab instructions, and shall promptly **report** to their supervisors, safety management organizations or personnel.

The competent person, safety management organization or safety management personnel shall **promptly resolve the problem.**

After completed the lab activities, lab staff should conduct safety check of equipment, facilities, electrical appliances, circuits, work sites, storage of items, etc., for which they are responsible to prevent incidents occur during abnormal working time.



# 1

## Guidance on safety management in University from 《Regulation》



**Article 22,23 Safety training system for practitioners (lab staff including external visitor, on-campus administrative staff, construction staff)**

Specialized education and training should be provided to employees who have been away from work for more than 6 months or who have changed position. (refresh training)

Those who organize or assign employees to participate in work safety education and training shall bear the training costs.

Special operators must undergo special safety operation training in accordance with the relevant provisions of the State and obtain corresponding qualifications before taking up their posts. (License to operate special equipment)

Must have safety knowledge and management ability corresponding to the role and work. (Safety Matrix)

---

**Article 61** Ordered to make corrections within a specified period, and may impose a fine of not more than 50,000 yuan.

If no corrections are made after the deadline, ordered to suspend production and reorganize, and imposed a fine of not less than 50,000 yuan and not more than 100,000 yuan



## Safety Training Skill Matrix for lab faculties

No.	Name	Title	Lab safety mandatory Training	Hazardous Waste Management	Experimental Hazard Analysis EHA	Strictly Controlled Chemicals Management	Personal Protective Equipment (PPE)	Gas Safety	Emergency Response	Testing System
1		Lab Manager	Y	Y	Y	Y	Y	Y	Y	Moodle
2		Research Assistant	Y	Y	Y	Y	Y	Y	Y	Moodle
3		Research Assistant	Y	Y	Y	Y	Y	Y	Y	Moodle
4		Research Assistant	Y	Y	Y	-	Y	Y	Y	Moodle
5		Student	Y	Y	Y	-	Y	Y	Y	Moodle
6		Student	Y	Y	Y	-	Y	Y	Y	Moodle
7		Student	Y	Y	Y	-	Y	Y	Y	Moodle
8		Student	Y	Y	Y	-	Y	Y	Y	Moodle
9		Student	Y	Y	Y	-	Y	Y	Y	Moodle
10		Student	Y	Y	Y	-	Y	Y	Y	Moodle

- Formulated Mandatory Safety Training: **3**
- Formulated Special Topics: **9**

No.	Online Safety Training Topics:
1	Mandatory Safety Training- General
2	Mandatory Safety Training- Chemicals
3	Mandatory Safety Training- Biology
4	Experimental Hazards Analysis – EHA
5	Lab Waste Management
6	Gas Safety
7	Personal Protective Equipment - PPE
8	Strict Controlled Chemicals
9	Emergency Response
10	Working at Height
11	Confined Space

The screenshot shows a Moodle course page for 'Safety Training for Lab Faculties'. The left sidebar contains a navigation menu with items like Participants, Badges, Competencies, Grades, General, Gas Safety Management (气体安全管理), Waste Management (危废管理), Experimental Hazard Evaluation (实验风险评估), Strictly Controlled Chemicals Management (管制类化学品管理), Personal Protective Equipment (个人防护用品), Special Work (特殊作业), Emergency Response (应急响应), Dashboard, Site home, Calendar, Private files, My courses, and Lab safety courseware. The main content area has a header 'Safety Training for Lab Faculties' and a breadcrumb 'Dashboard / My courses / SafetyTraining'. Below the header is a 'General' section with a 'Welcome to Join GTIT' message. The message states: 'To ensure that you have the appropriate competencies to work in the lab: Before you get into lab, you must conduct the Mandatory Training for Access Lab (https://moodle.gtiit.edu.cn/moodle/course/view.php?id=370). Before you start your work in lab, the training must be conducted according to the work content. You can visit the Moodle to conduct the related training. (https://moodle.gtiit.edu.cn/moodle/course/view.php?id=869) The specific training content needs to be selected by the lab PI. After you check in, the grade need to be submitted no later than one month.' Below the message are links for 'Quiz' (marked 'Hidden from students') and 'Announcements'. There are two main sections: 'Gas Safety Management 气体安全管理' and 'Waste Management 危废管理'. Each section has a 'Download folder' button.

# 1

## Guidance on safety management in University from 《Regulation》

### Requirements for new and changed equipment (laboratory facilities, utility equipment)



**Article 25** Units of new construction, alteration and expansion projects (hereinafter collectively referred to as construction projects) of safety facilities must be designed, constructed (installation) and use at the same time as the main project. Investment in safety facilities should be included in the construction project estimates.

All major laboratory changes, including new setups, must be controlled through change management to ensure safety controls are in place.

#### MOC e.g.

- Involves changes in **key laboratory personnel**, such as., Laboratory PI, Laboratory Manager.
- Lab new, deactivated equipment (special equipment, high-risk equipment, etc.), compressed gas cylinders, the use of **flammable and explosive** substances or **highly toxic** substances of the equipment, **high temperature** and **high pressure** equipment, the **high value** equipment and so on.

## MOC coverage:

### 变更覆盖范围:

- Involving changes in key laboratory personnel, such as: laboratory Principal Investigator, head of lab, laboratory manager etc.

涉及实验室关键人员变更, 如: 实验室首席研究员、实验室负责人、实验室经理;

- Laboratory new, disabled, scrap key equipment (special equipment, high-risk equipment, etc.)

实验室新增、停用、报废关键设备 (特种设备、中高风险设备等)



GTIIT Management of Change for Lab Safety 广东以色列理工学院 实验室设备设施安全变更管理表			
Lab No. & Name 实验室编号及名称		Lab PI or Manager 实验室负责人	
Name of equipment 设备名称		Location of Equipment 设备所在位置	
Brief description of the changes 变更内容简述			
Change Period 变更期限	Permanent长期:	Temporary临时:	to
No. 序号	Related Type 类型	relevant MOC content and specification 对应变更内容及参数说明	
1	Belong to special equipment 是否属于特种设备		
2	involve gas 涉及气体使用		
3	involve 380V or 6KW 电压为380V或功率高于6KW		
4	relate to temperatures 高温及低温设备 (小于-20C, 大于200C)		
5	involve high pressure 工作压力高于5bar		
6	involve laser/ radiation 涉及辐射/辐射		
7	involve hazardous chemicals 涉及危化品设备		
8	involve bacteria 涉及生物菌种设备		
9	involve barometer and accessories 含如压力表等安全配件		
10	others 其他		
Requester of MOC 变更需求人		Application Date 申请日期	



# 1

## Guidance on safety management in University from 《Regulation》

**The laboratory also is considered a tenant or temporary user.**



**Article 36** projects, premises, equipment cannot be contracted or leased to units or individuals that do not have the conditions for safe production or corresponding qualifications.

- Unit will be production and business projects, premises contracted or rented out to the contracting unit, the lessee shall be **informed the safety information**, including:  
risks, evacuation ways and other relevant safety matters, and the technical parameters of the equipment, safety instructions, controlled measures and other relevant safety matters.
- In cases of **incident** happen, the contracting unit shall promptly **report** to the owner.
- Signing **safety agreement** on work safety management, or agreeing on their respective responsibilities for work safety management in contracting or leasing contracts.
- The school unify safety coordination and management, regular safety inspections, and supervise and rectify. The contracting unit and their workers are included in the unified safety management range.

**Target:** Labs, Units renting facilities and premises on campus,  
e.g. supermarkets, canteens, properties, car charging pile service providers, beverage take-away counter merchants, etc.



# 1

## Guidance on safety management in University from 《Regulation》

### Article 35 Construction safety requirements (on-campus construction, including construction in laboratories and public areas)

It should implement the relevant national and campus's safety regulations:

1. Identify risks and confirm that the working conditions meet the requirements for safe operations; (risk identification and management)
2. Establishment of operational plan and safety warning signs; (construction safety plan)
3. Issuance of working permission in accordance with regulations and on-site checking and confirmation of permission; (work permits)
4. Confirming that the qualifications, physical condition and labor protection equipment of the operating personnel meet the requirements for safe operation; (personnel capacity & certificate)
5. Explaining risk factors, safe work requirements and emergency measures to operators; (safety training)
6. Arranging for specialized personnel to carry out on-site safety management and ensure compliance with operating procedures and the implementation of safety measures; (supervision)
7. When an emergency situation directly endangering personal safety is detected, emergency measures are taken to stop the operation and organize the evacuation of the operating personnel. (Emergency)

Require construction units to purchase personal accident insurance, employer's liability insurance and other commercial insurance for construction workers, to enhance the level of occupational safety and security for employees in new employment patterns.

**Article 64** An order to make corrections within a time limit may be **imposed on a fine of not more than 30,000 yuan**. Those who fail to make corrections within the time limit shall be ordered to suspend production and business for rectification and **be fined not less than 30,000 yuan but not more than 50,000 yuan**



# GTIIT\_EHS\_02\_04 Work Permit Procedure 施工许可管理程序

Work Permit of GTIIT				广东以色列理工学院施工许可证							
Name of Project/Service		Location		项目/服务名称		施工地点					
Construction/service units		Permit Duration		施工/服务单位		施工许可期限					
Project Manager		Contact NO.		Working Date		项目负责人		联系电话		工作时间	
Scope of access for construction permits				施工许可进出范围							
Affected Area				受影响区域							
Brief description of work						工作内容简述					
<p style="text-align: center;"><b>根据学校安全规定“所有校内施工，必须进行施工安全许可后方可进行。</b></p>											
Property Company Comments:				Signature:		物业管理公司意见:				签名:	
Campus Operations Dept. Comments:				Signature:		校园运营部管理人员意见:				签名:	
Campus Operations Manager (or Director) Comments:				Signature:		校园运营部经理（或总监）意见:				签名:	
Note: 1. Construction People must strictly comply with the requirements of the "Construction Safety Manual of GTIIT". 2. The personnel entering the construction site or providing services must be fully aware of the content of the work, the location of the construction site, the construction programme and the safety measures, and must not leave the workplace or process any activities not related to the work at other locations without permission. 3. Smoking is prohibited on campus. Safety helmets and appropriate personal protective equipment according to the requirements of the work are required for on-site construction workers. Offenders will be fined RMB 200 yuan. 4. If you need to use temporary power supply during the construction, you must contact the construction unit, and the construction unit will inform the management of the Campus Operation Department to load and connect the power supply at the designated place on the site, and then remove the power supply according to the schedule and pay attention to the fire safety after the use of the power supply. 5. The construction personnel need to enter the construction with cleaning tools, in order to remove the construction of the leftover rubbish, debris and wipe the dirt, every day after the completion of the construction must keep the site clean. 6. Polluted materials such as cement, yellow sand, paint, etc. must be kept clean by taking measures to prevent scattering and pollution. Campus Operations must be consulted for approval under special circumstances. 7. If the construction work requires suspension of water and electricity, the construction unit should submit an application to the Campus Operation Department 48 hours in advance, and the Campus Operation Department will issue a notice to obtain the consent of the users in the affected area before the construction unit can carry out the suspension of water and electricity at the designated time and place. 8. The construction unit is required to dispose of the construction waste by itself and shall not pile it up in the campus. 9. Construction units and individuals shall not damage the inherent properties and facilities of the school at will on the grounds of construction. If they are damaged unintentionally due to construction, they shall inform the management of the school and make timely repairs or compensation. 10. In the process of construction, the campus operation department management personnel will visit the site from time to time to check the protection of the relevant facilities and equipment at the construction site, and when they find any phenomenon that does not comply with the requirements of the regulations, they should put forward the rectification requirements to the construction personnel in a timely manner, so as not to cause greater damage or loss to the facilities and equipment on the campus due to improper construction methods. 11. When the construction personnel leave the construction site, they should notify the management of the Campus Operation Department in time to the construction site to check the intact condition of the relevant facilities and articles and the cleanliness and hygiene of the environment, and if they find any phenomenon that doesn't comply with the requirements, the management of the Campus Operation Department should ask the construction personnel to carry out the corresponding treatment until it meets the stipulated requirements. 12. The construction site shall not use the school's air-conditioning and other equipment. If it is necessary for the work, the Campus Operation Department shall agree and promise to use the equipment reasonably and not to abuse it, and shall pay for the electricity and other related expenses arising from the use of the equipment. 13. The construction party shall go to the property management service centre to apply for the pass, and the construction personnel shall show the pass when entering the school gate, and shall be required to wear the pass during the construction works, if the construction process does not wear the pass, it will be treated as not applying for the pass, and is prohibited to stay in the school. 14. The construction party must do a good job during the construction of construction personnel safety measures, and is responsible for the construction of all safety and incidental liability. 15. The construction party needs to pay a deposit (RMB 2,000) before the construction, and return the construction party immediately after the construction is completed and the school inspects that there is no damage to the facilities and equipment.						注意事项: 1.入场人员必须严格遵守“广东以色列理工学院施工安全手册”要求。 2.入场施工或提供服务人员必须对工作内容、施工地点、施工方案和安全措施完全了解,不得擅自离开工作地点和岗位到其它地点与工作无关的任何活动。 3.校内和施工现场禁止吸烟,现场施工人员需佩戴安全帽,同时根据工作要求佩戴合适的个人防护用品,违者将处人民币200元罚款。 4.施工时如需使用临时电源,必须联系建设单位,由建设单位告知校园运营部管理人员到达现场指定地点接驳,使用完后应按期拆除并注意消防安全。 5.入场施工人员需带有清洁工具,以便清除施工时遗留的垃圾、杂物和清除污垢,每天施工完成后必须保持现场清洁。 6.水泥、黄沙、涂料等污染材料必须做好防散落、防污染措施,保持清洁,特殊情况必须征求校园运营部批准。 7.因施工工作需要停水、停电,施工单位应提前48小时向校园运营部提交申请,并由校园运营部发布通知,征得受影响区域用户同意后,施工单位方可在指定时间、地点进行停水、停电工作。 8.施工单位需要自行处理建筑垃圾,不得堆放在校园内。 9.施工单位及个人不得以施工为由,随意损坏学校固有财产和设施,因施工无意损坏的,要告知校方管理人员,并及时维修或赔偿。 10.在施工过程中,校园运营部管理人员不定时到现场查看施工现场相关设施设备的保护情况,当发现有不符合规定要求的现象时,应及时向施工人员进行整改要求,以免因施工方法不当给校园内设施设备造成更大的破坏或损失。 11.施工人员在撤离施工现场时,应及时通知校园运营部管理人员到施工现场检查相关设施、物品的完好状况及环境的清洁卫生状况,若发现不符合要求的现象,校园运营部管理人员应要求施工人员进行相应的处理,直到其符合规定要求。 12.施工现场不得使用学校的空调等设备,如因工作需要,需校园运营部同意,并承诺合理使用设备,不得滥用,且需支付使用设备所产生的电费等相关费用。 13.施工方需到物业管理服务中心办理出入证,施工人员进入学校大门需出示出入证,并要求施工人员在施工过程中佩戴,如施工过程没有佩戴者,将按未办理出入证处理,禁止在校内停留。 14.施工方需施工期间必须做好施工人员安全防护措施,并负责施工人员的一切安全及附带责任。 15.施工方施工之前需要支付押金(人民币2000元),施工完毕经过校方检查无存在设施设备损坏后,立即归还施工方。					
Translated with <a href="http://www.DeepL.com/Translator">www.DeepL.com/Translator</a> (free version)											

# 1

## Guidance on safety management in University from 《Regulation》

### Article 57 - Accident report

After accident occurs, the person concerned at the scene of the accident shall immediately report to the person in charge of the unit.

Upon receipt of the accident report, the person in charge of the unit shall immediately start the emergency rescue plan for production safety accidents, **without concealment, false reporting or delayed reporting, and shall not intentionally damage the scene of the accident or destroy the relevant evidence.**

Contact number of the Ministry of Emergency Management of the People's Republic of China: **12350**

Web-site: [www.mem.gov.cn](http://www.mem.gov.cn)

### Article 59: Handling of accidents

- Accident units should be responsible for the accident, seriously analyze the causes of the accident, summarize the lessons learned, set prevention and rectification actions, timely review and feedback.
- Departments with responsibilities for safety supervision and management shall strengthen supervision and inspection.



# 2

## Implementation Plan in GTIIT

Through different phases of activities, the rules and regulations are implemented from top to bottom to complete the process of all staff participation



# 2

## Implementation plan for the Regulations

### 1. Learning/Publicity/Promotion

- be aware of the specific requirements of regulations
- Cover all levels on campus
- Multiple forms of publicity online and offline training, etc.



### 2. Self-inspection

- Clarify the responsibilities of each role
- Self-inspection by each unit
- School sets up inspection teams to carry out inspections;

### 3. Defect rectification

- Set the school/program/lab level regular inspection
- Keep closed-loop rectification management
- Setting deadlines and responsible persons for rectification, and implementing closed-loop management

### 4. Continuous improving

- Follow-up and review of improvements to ensure that the safety management requirements of the regulations are implemented.
- conduct an annual self-assessment of the degree of systematic improvement

# 2

## Implementation plan for the Regulations



Learning & Promotion **2023-09**



Self-inspection **2023-10**



Defect rectification **2023-11**



Continuous improving **2023-11&12**





3

## Target groups for implementation

In view of this safety regulation, EHS office has identified the work that needs to be followed up by various departments and labs.



## Target group for implementation - laboratories

The responsibilities of ***labs***:

1. Each laboratory head arranges for the lab staff to **learn** what **the regulations** about the follow up actions.
2. Sign the laboratory **safety agreement**
3. Every year, lab personnel **safety skills matrix** should be identified.
4. Arranging for personnel to complete the appropriate **training and exam** according to the training matrix
5. Licensing of operators involved in **special equipment**
6. Completion of the identification of key equipment and the corresponding "**Experimental hazard analysis**".
7. Personal protective equipment (**PPE**) selection and **receiving records**
8. Formulate **safety operation instructions** for key equipment
9. Conduct **lab's monthly safety self-Inspection**
10. Laboratory personnel are familiar with school **safety requirements**, such as "**Management of change**", etc.



# 3

## Target group for implementation - construction safety management



Prevention

- Risk identification & management
- Construction Safe
- Specialty Worker Qualifications
- Safety training
- Insurance



Process control

- Work permits
- Supervision and inspection
- Daily safety toolbox meeting



Emergency Response

- Emergency Evacuation
- Incident Report
- Incident Response



4

Q&S

Communicate answers to questions about the regulations



**Thank you for  
participating and listening!**