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Approval process 审批过程


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Approved by 批准人		Campus Safety Committee;

Reversion records 版本历史记录

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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	√	Logistics Dept. 校园后勤部	√	Operation Dept. 校园运营部	√
RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部	√	EHS office 校园办公室	√


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Relevant documents 相关文件

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1. Purpose 目的

In order to further strengthen laboratory safety management, strengthen students 'awareness of laboratory safety, health and environmental protection responsibilities, prevent and reduce accidents, ensure the normal and orderly operation of the laboratory, and ensure the safety of teachers, students, employees, and laboratory property, this system has been formulated.

为进一步加强实验室安全管理，强化学生的实验室安全健康和环境保护责任意识，防止和减少事故发生，保障实验室正常有序运行，确保师生、员工生命与实验室财产安全，特制定本制度。

2. Scope of application 适用范围

This procedure applies to the change safety management of all experimental areas in GTIIT.

适用于本校所有实验区域的变更安全管理。

Change 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, scrapped 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）

3. Definition 定义：

Special equipment: According to the scope defined in the national "Special equipment catalog", the equipment belonging to the scope is special equipment.

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特种设备：根据国家“特种设备目录”中定义的范围，属于该范围内容设备均属于特种设备。

Medium or High Risk Equipment: Equipment identified as medium and high risk according to the relevant national risk identification, "Guangdong Emergency Management Department on risk classification Control Measures" and Guangdong Technion-Israel Institute of Technology equipment management identification requirements. For example: compressed gas cylinders, equipment using flammable and explosive items, highly toxic items, high temperature and high-pressure equipment, high value equipment and so on.

高风险设备：根据国家相关风险辨识、“广东省应急管理厅关于安全风险分级管控办法”和广东以色列理工学院设备管理辨识要求为依据确定为中高风险的设备。例如：压缩气体气瓶、使用易燃易爆物品或剧毒物品的设备、高温高压设备，价值超高设备等等。

4. Responsibility 职责

3.1. EHS office 安全办公室

- Support the Laboratory with the major change management process.
协助实验室完成实验室重大项目变更管理流程。
- Provide appropriate safety advice for upcoming changes in the laboratory.
为实验室即将进行的变更提供相应安全咨询。
- Assist the laboratory in conducting relevant safety compliance checks before equipment installation or experiments are carried out.
设备安前和实验开展前，协助实验室进行相关的安全条件符合性检查。
- Provide general safety training to the laboratory.
为实验室提供一般安全通识培训。
- Supervise the effective implementation of safety management of laboratory facilities and equipment.

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负责监督实验室设施设备的安全管理工作的有效落实。

3.2. Campus Construction Department 校园建设部

- Laboratory renovation and equipment change information collection is the responsibility of the CCD to communicate with the laboratory PI to confirm change needs and requirements.

实验室装修和设备变更信息收集由建设部负责和实验室首席研究员沟通，确认变更需求和要求。

- Assist in completing construction-related evaluations and technical support based on initial laboratory design requirements and new change requirements.

For examples: determining how well the loads of existing facilities and equipment match the content of the change, installation requirements for equipment hardware, design and implementation of safety control measures, and so on.

根据初始实验室设计要求和新变更的要求，协助完成建设方面的评价和技术支持。

例如：确定现有设施设备的负荷和变更内容的匹配程度，设备硬件的安装要求、安全控制措施的设计和实施等等。

- After the laboratory completes the change, CCD will support the laboratory in completing the acceptance of the construction portion of the change project as it relates to the change.

实验室完成变更后，建设部协助实验室完成变更项目相关建设部分的验收。

- Support the laboratory with impact mitigating modifications and communication regarding neighboring units affected by change.

协助实验室就变更管理所影响的周边单位进行影响的降低改造和沟通。

3.3. Campus Logistics Department 校园后勤部

- After the laboratory applies for a change of relevant equipment or fixed assets, the Logistics Department, work with the relevant departments supporting this change, will assist the laboratory to install, debug the

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experimental equipment and conduct acceptance according to the requirements of the change.

实验室申请进行相关设备或固定资产的变更后，后勤部将和此次变更的相关部门一同协助实验室

根据变更要求协助实验设备的安装和调试、验收工作。

- Assist in completing the registration of fixed asset changes of laboratory equipment and facilities (including the registration of new equipment).

协助完成实验室设备设施的固定资产变更登记（含新设备登记）。

3.4. Onsite safety representative of Programs 各学科安全代表:

- Responsible for the management related to program laboratory safety.

负责本学科实验室安全相关管理工作和职责。

- Involves approval of major changes in laboratory personnel.

涉及实验室人员重大变更的批准。

- Determines that discipline lab leaders and faculty are competent in laboratory safety management.

确定学科实验室负责人和教员具备实验室安全管理能力。

- Provide resources for laboratory safety setup and management.

为实验室安全设置和管理提供资源。

- Follow up the problem's situations and control measures implementation to ensure that potential risks are effectively controlled.

针对学科实验室变更时存在问题进行及时跟踪，确保潜在风险得到有效控制。

3.5. Change Initiator 变更发起单位

The change initiator unit is generally: the Lab PI principal investigator/Lab manager/instructor, who the person take charge of laboratory public equipment and facilities.

变更发起单位一般为：各实验室首席研究员/经理/教员，实验室公共设备设施负责人、

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- Determine that relevant lab staff are competent in laboratory safety management.

确定实验室内相关人员或公共设施设备管理人员应具备的安全管理能力；

- Organize registration and implementation of relevant change management according to laboratory or GT safety requirements;

根据实验室或学校要求，组织对相关的变更管理工作的登记和开展；

- Provide safety operation guidance, training and assessment for the corresponding changes to ensure that the operator has the appropriate ability or qualification after the change;

针对相应变更提供安全操作指导及培训考核，确保完成变更后，操作人员具备相应的能力或资格；

- Responsible for the good condition of the facilities and equipment involved in the change project in the laboratory or laboratory building;

负责实验室内或实验楼内的变更项目所涉及设施设备的良好状态；

- Responsible for handling and reporting abnormal situations during the implementation of laboratory modification or newly installed equipment.

负责实验室在执行变更改造或新安装设备期间，异常情况的处理和汇报。

5. Processes and Requirements 变更流程及要求

5.1. Change Request 变更申请

The change initiator shall identify the cause, scope, duration and purpose of the change, as well as the degree of impact of the change on the laboratory and surrounding facilities. Record the information in the change request form for subsequent evaluation and approval.

发起变更的单位应识别变更的原因、范围、持续时间和目的，以及变更对实验室和周围设施的影响程度。将变更内容记录在变更请求表中，以备后续评估和审批。

5.2. Evaluation of Change 评估变更

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To analyze and evaluate the changes in terms of safety, environment and health, it is necessary to assess the impact scope and degree of the changes, and determine the effectiveness of the control measures and implementation of the risks related to the changes.

CCD and EHS Office support the change initiator unit to conduct the jointly evaluation process, and complete the change implementation and evaluation content.

对变更进行安全、环境和健康等方面的分析和评估，需要针对变更内容的影响范围和程度进行评估，确定变更相关风险的控制措施和实施的有效性。

由变更发起单位、建设部和安全办公室共同进行评估，由变更发起单位填写变更评价内容。

5.3. Change Approval 变更批准

A. When the critical laboratory facilities or equipment need to be changed:

当实验室内关键实验设施设备发生变更时:

The change initiator will submit the change application form to the lab PI for review and approval.

由变更发起单位将变更申请表提交至实验室首席研究员进行审核和批准。

B. When the experimental auxiliary equipment of campus operation management needs to be changed:

当校内运营管理的实验辅助设备需要进行变更时:

The change initiator unit shall submit the change application form to the operation leader for review and approval.

由变更发起单位将变更申请表提交至运营负责人进行审核和批准。

C. When need to install a new public auxiliary equipment:

当公共设施新建辅助设备发生变更时:

The change initiator unit shall submit the change application form to the person in charge of the Construction Department for review and approval.

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由变更发起单位将变更申请表提交至建设部负责人进行审核和批准。

5.4. Change implementation 变更实施

The change initiator shall supervise the implementation of the change and the corresponding safety measures, and ask EHS Office for the change inspection after the change is completed.

由变更发起单位监督变更及相应安全措施的实施, 并在完成变更后, 向安全办公室申请变更安全检查。

The EHS Office assists the change initiator of laboratory or public facility in checking the effectiveness of safety control measures. Only when the change is completed and the related control measures are in place, the change can be considered as the completion.

安全办公室协助实验室或公共设施的变更负责人进行安全控制措施有效性的检查。只有在变更完成, 且安全措施到位的情况下, 方可认为变更的是施工工作完成。

5.5. Change Acceptance 变更验收

Acceptance of the change can be completed after the change initiator, implementation unit, EHS office and relevant affected party send representatives to confirm the impact scope and corresponding control measures meet the requirements of the concern parties.

由变更提出单位、执行单位、安全办公室和相关受影响方派代表进行现场确认影响范围和对应的控制措施符合各方要求后, 可以完成变更验收。


Change acceptance can be the same form or process as project acceptance.

变更验收可以与项目验收同一个表格或流程。

5.6. Change impact and notification 变更影响及告知

Upon completion of the change, the change implementer shall publicize the change and the control measures in a public area to let all affected persons or parties know. The publicity period is usually 1 month.

完成变更后, 变更执行方需要在公共区域公示该变更和控制措施, 让所有受影响的人员和单位知道。

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公示时间一般为 1 个月。

After the change is completed, the related documents need to be electronically archived at EHS office.

变更后，变更完成的申请资料由安全办公室进行电子存档。

6. Attachment 附件

GT Management of Change for Lab Safety 实验室设备设施变更管理表