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#### Approval process

##### 审批过程

	Name 姓名	Title 职务
<b>Drafted by</b> 起草人	Xu Guangxiang 许光祥	EHS Officer
<b>Reviewed by</b> 审阅人	Yigal Cohen; Shaogang Chen陈少刚 Lawance Liao廖学全 Sehoon Park; Daniel Tan Kayin Luang Ziyi Zhong Xiaowu.Huang Khadga Jung Karki Youhua Jiang	PVC & General Director; PVC assistant & Safety coordinator Director of Student Affairs Department Academy Safety Representative MSE onsite safety representative BFE onsite safety representative CE onsite safety representative EE onsite safety representative Physics onsite safety representative M.E. onsite 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	2021-06-01	New file 新建文件
02	2022-07-05	Update the blue font content更新了蓝色字体内容
03	2025-12-01	Regular renew 周期审阅更新

#### 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	√	Admission Office 学生事务部	√
RIGS 研究创新和研 究生部	√	U.G. Dept. 本科教学部	√	Procurement Dept. 采购部	√

#### Relevant documents 相关文件

No无

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

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Electronic edition ☒ Paper edition ☐  
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## 1.0 PURPOSE 目的

In order to optimize and ensure the safety and reliability of external interactive activity (including: visits, visiting experimental, and guiding experimental), to avoid incidents happen, and to ensure the effectiveness and efficiency of the entire activity, this instruction is formulated to standardize the overall process.

为了优化和确保外部实验室相关活动（包含：实验室参观、访问实验和指导实验过程）的安全性和可靠性，避免在过程中出现意外，同时为了确保整个活动的效果和效率，特制定此指引协助标准化整体流程。

## 2.0 SCOPE 范围

The provisions of this instructions apply to all departments in the Guangdong Technion Israel Institute of Technology related to laboratory visits, visiting experimentals and guiding experimentals etc. lab activities. 本文件规定适用于广东以色列理工学院内实验室相关的参观、访问和指导实验活动的各个部门。

## 3.0 Terminology 术语

Campus EHS office: environment, health, safety

学校EHS办公室：负责学校相关环境、健康卫生、安全事务的管理部门。

Project sponsor: The project sponsor can be the initiating department or individual for lab activity, which can generally be initiated by an external association, institution, individual or some person or department from campus.

项目发起人：项目发起人是实验活动的发起部门或个人，一般可由外部协会、机构、个人或者学校的某个人或某个部门发起。

Project Approver: is the person who approves and authorizes for labs activities, and can generally be the campus' program head or management.

项目批准人：是实验活动的批准和授权人员，一般可以是学校学科负责人或学校管理层。

## 4.0 Responsibility 职责

### Laboratory Manager

#### 实验室负责人

- Assisting to optimize lab activities to make it fit to the needs of the initiator's requirement.  
协助优化实验活动，使其更贴合学校实验室现状和符合活动发起人需求；
- Being responsible for the preparation of equipment and the development of experimental safety guiding for lab visits, guided experiments and other activities.

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负责实验室参观、指导实验等活动所需的设备选型和操作安全指引的制定；

- Being responsible for the preparation of relevant experimental equipment and items according to the lab activity plan.

负责按照实验活动计划准备实验设备和物品；

- Coordinate the activity arrangements of lab staff involved in lab activities.

协调实验活动相关实验室人员的工作安排；

- Providing appropriate safety training for personnel participating in lab activities.

为参加实验活动的人员提供相应的安全培训；

- Supervising the conduct of lab's experimental activities and reporting abnormal situation to the project leader or campus management without delay.

监督实验活动的开展，向项目负责人或校管理层人员及时汇报异常情况。

#### Lab staff 实验室人员

- Assist to prepare experimental equipment and items according to lab activity plan.

协助实验室按照实验活动计划准备实验设备和物品；

- Coordinate the work of laboratory personnel involved in lab's experimental activities.

协调实验活动相关实验室人员的实验工作开展；

- Provide appropriate experimental safety instructions to personnel participating in experimental activities.

为参加实验活动的人员提供相应的实验安全操作指导；

- Monitor the experimental activities and report abnormal situations to the lab manager without delay.

监督实验活动的开展，向实验室负责人及时汇报异常情况。

#### Campus EHS office 校园环境/健康卫生/安全办公室(以下简称：校园安全办公室)

- Assist to formulate the safety instructions for lab experimental activities to ensure that all relevant units comply with the requirements and carry out the corresponding activities in an orderly manner.

协助学校编制实验活动安全指引，确保各个相关单位遵守要求，有序开展相应的活动；

- Assist to check the availability of personal safety protection equipment related to lab's experimental activities.

协助检查实验活动相关的个人安全防护用品配备情况；

- Assist to handle and coordinate the abnormal situations that arise during experimental activities.

协助处理和协调在实验活动中出现的异常情况；

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- Supervise and check the implementation of safety measures of lab's experimental activities, such as commercial insurance for the participants regarding this lab activity, the completion status of the safety training of personnel, the completion of the safety assessment of lab's experimental activities developed by lab, etc.

监督和检查实验活动中各项安全措施的有效落实，例如：参与指导实验人员关于此次活动的商业保险、人员的安全培训完成情况、实验室制定实验活动的安全评估是否完成等等。

#### **Campus Operation Department 校运营部门**

- Assist in coordinating arrangements for personnel and facilities and equipment involved in lab activities.

协助协调涉及实验活动中涉及相关行政的人员和设施设备的安排；

- Ensure that the status of lab's support equipment and facilities related to lab experimental activities meet the requirements of the activities.

确保实验活动相关实验室辅助设备设施的状态满足活动要求。

#### **Procurement 采购部**

- Procure the commercial insurance coverage can cover injury and property loss resulting from the activities of external personnel entering into campus.

采购保险覆盖外来入校人员的活动导致的人身伤害。

#### **Department of News & Public Affairs 传媒与公共事务部**

- External releases involving lab activities should be reviewed and approved by the University's Media Affairs Department.

涉及实验室活动的对外发布文稿，应由学校传媒事务部审核和审核批准。


### **5.0 Process of lab activity 实验活动流程**

#### **5.1 Project application 实验活动项目申请**

- The initiator of the lab activity needs to submit a project request to the campus management or program head.

实验活动发起人需要向校园管理层或学校负责实验活动计划负责人提出项目申请；

- The units and individuals involved in the lab activity (from all relevant departments, external or internal) need to have a face to face meeting to confirm and work out an action plan in order to solidate specific details of the activity and to develop an appropriate plan for the lab activity.

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实验活动相关单位和个人（来自外部或内部的所有相关部门）需要就活动计划和安排进行面谈，以便为确定具体活动细节和制定适当的实验活动方案；

- The lab involved in the activity need to develop specific plans for the lab activities, mainly to confirm the possibility of finding simple and safe ways to meet the purpose of the whole experimental activity

活动中涉及的实验室需要为实验室活动制定具体的计划，主要是确认是否可能找到简单和安全方法满足整个实验活动的目的；

- The initiator of the lab activity needs to confirm the plan of activities, which mainly contains.

实验活动发起人需要讨论确定的活动方案，主要包含：

- 1) Determine the content of the activity, e.g., lab visit, observation of experiments, participation in guided experiments, etc.

确定活动的性质，例如：实验室参观访问、观摩实验、参与指导性实验等；

- 2) Determine the experimental hazard assessment (EHA) with the lab manager according to the content of the activity.

根据活动性质与学校实验室负责人确定实验风险评价；

- 3) Determine also the appropriate safety-controlled measures (e.g. content of safety training, safety activity protocols/agreement, commercial insurance for experiment, etc.) with the person in charge of the laboratory, as well as with the EHS office staff.

同时和实验室负责人，以及EHS办公室人员确定相应的安全措施（例如：安全培训内容、安全活动协议、操作人员的商业保险等）；

- After confirming the plan of lab activities, it needs to finalize the plan including the arrangement of personnel and the time of activities to be implemented in this project, and then the application form needs to be submitted to the campus management for approval.


确定实验活动方案后，需要就方案落实的人员安排、活动时间等内容进行涉及部门的确认，同时提交活动申请至学校管理层批准；

- In order to better arrange the activity, the applicant should submit the form to the corresponding contact office of GTIIT at least 3 working days in advance; (submitted by mail)

为了更好的安排实验室参观接待，申请人至少提前3个工作日填写，并提交此表到学校相应的联系人处；(可由邮件递交)

- If the activity is involved experiment content, please submit the application form to the corresponding contact office of GTIIT 10 working days in advance;

如涉及实验内容，请提前10个工作日提出申请；

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## 5.2 Project approval 实验活动项目批准

- The campus management or program head reviews the activity proposal to ensure that it meets the relevant needs of the campus and then approve the application form.

学校管理层或学科负责人审核活动方案，确保达到学校相关需求后，在申请表内确定同意；

- After the project leader obtains approval for the lab activity, he/she need to have a final confirmation for the specific arrangements of the lab activity with the relevant lab manager, the EHS office and the participating organizers, thus facilitating the implementation of the specific work of each party.

项目负责人取得实验活动申请表批准后，和相关实验室、EHS办公室和参与活动的组织方确定活动具体安排，从而便于各方落实各自的具体工作。

## 5.3 Project implementation 实验活动项目执行

- The lab activity must be carried out under the originally designed plan.

Campus lab and any activity personnel have the right to stop the activity in case of any deviation or danger.

实验活动必须在原设计的方案下执行，如果出现任何偏差或危险，学校实验室和任何活动人员有权停止该次活动；

- During the visit, attendee must be accompanied by lab staff, or carry out relevant activities under the guiding of lab manager or assigned staff.

参观时，必须由实验室陪同，在学校实验室的负责人要求下开展相关活动。

## 5.4 Summary of experimental activity project (if required) 实验活动项目总结（如需要）

- If a summary report needs to be provided, the organizer of activity will coordinate the preparation of script. If the manuscript involves external release, it should be reviewed and approved by department of News & Public Affairs before release.

如需要提供总结报告，由活动组织方协调编制；涉及对外发布文稿，应由学校传媒与公共事务部审核批准后方可发布。

## 6.0 Annex 附件

**GTIIT\_EHS\_02\_03\_A01 Flowchart of lab activity 实验活动项目申请流程图**

**GTIIT\_EHS\_02\_03\_A02 Application form of lab visiting and experiment 实验活动项目申请表**