

|   |   |                                     |
|---|---|-------------------------------------|
|  | <b>GTIIT_EHS_ISO file</b>                           | File No.: GTIIT_EHS_02_09<br>文件编号：  |
|   |   | Rev. No.: 03<br>版本号：                |
|   |   | Effective date: 2025-12-01<br>生效日期： |
| File name<br>文件名  | Sharping Objects Management Instruction<br>尖锐物品管理指引 |                                     |

### Approval process

#### 审批过程

|                    | Name<br>姓名  | Title<br>职务  |
|--------------------|---|--|
| Drafted by<br>起草人  | Xu Guangxiang<br>许光祥                              | EHS Officer  |
| Reviewed by<br>审阅人 | Yigal Cohen;<br>Shaogang Chen陈少刚;<br>Sehoon Park; | PVC & General Director;<br>PVC assistant & Safety coordinator;<br>Academy Safety Representative; |
| Approved by<br>批准人 |   | Campus Safety Committee;   |

### Reversion records

#### 版本历史记录

| Rev.<br>No.<br>版本号 | Publication<br>date<br>出版日期 | Rev. reason/ content modified<br>再版原因/更改内容                |
|--------------------|-----------------------------|---|
| 01                 | 2020-02-02                  | New file 新建文件   |
| 02                 | 2022-02-02                  | Regularly updated with no major changes.<br>定期更新，无重大变更内容。 |
| 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.<br>校园建设部 | √ | Operation Dept.<br>校园运营部 | √ | H.R. Dept.<br>人力资源部 | √ |
| RIGS<br>研究创新和研究生部           | √ | U.G. Dept.<br>本科教学部      | √ | I.T.Dept.<br>电脑信息部  | √ |

### Relevant documents 相关文件

No无

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

Electronic edition ☒ Paper edition ☐  
电子版 ☒ 纸版 ☐

|   |   |                                     |
|---|---|-------------------------------------|
|  | <b>GTIIT_EHS_ISO file</b>   | File No.: GTIIT_EHS_02_09<br>文件编号：  |
|   |   | Rev. No.: 03<br>版本号：                |
|   |   | Effective date: 2025-12-01<br>生效日期： |
| <b>File name</b><br>文件名   | <b>Sharping Objects Management Instruction</b><br><b>尖锐物品管理指引</b> |                                     |

## 1.0 Purpose 目的

Standardize the operation and handling of sharp objects in school laboratories, so that contact personnel can avoid the injuries during operation, in order to meet laboratory safety requirements.

规范学校实验室内尖锐物体的操作和处理，让接触人员避免其在操作过程中存在的伤害，以符合实验室安全要求。

## 2.0 Scope 范围

The provisions of this document apply to the operation of sharp objects in all laboratories and wastes of GTIIT.

本文件规定适用于广东以色列理工学院所有实验室内和废弃物中尖锐物品的操作。

## 3.0 Responsibilities 职责

### Lab Leader 实验室负责人：

- Responsible for the identification, evaluation and follow-up of safety control measures for the operation of various sharp objects in various laboratories, and develop standard experimental safety guidelines;  
负责各实验室各类尖锐物操作相关的危害识别，评估和安全控制措施跟进，并制定标准的实验安全指引；
- Collect and pack sharp waste in a timely manner;  
及时收集和包装尖锐废弃物；
- Complete the registration of waste information and notify the waste transfer department to make the transfer.  
完成登记废弃物信息，并通知废弃物转运部门进行转移。

### Operation Department Waste Transportation Management Department 运营部废弃物运输管理部门：

- Responsible for the identification of hazards related to the operation of various sharp objects in contact with laboratory waste or other operations;  
负责接触实验室废物或其他运营工作中各类尖锐物操作相关的危害识别；

|   |   |                                     |
|---|---|-------------------------------------|
|  | <b>GTIIT_EHS_ISO file</b>   | File No.: GTIIT_EHS_02_09<br>文件编号：  |
|   |   | Rev. No.: 03<br>版本号：                |
|   |   | Effective date: 2025-12-01<br>生效日期： |
| <b>File name</b><br>文件名   | <b>Sharping Objects Management Instruction</b><br><b>尖锐物品管理指引</b> |                                     |

- Transfer sharp objects to the corresponding temporary storage site in the school and complete the corresponding statistical work.  
将尖锐物转移至相应的校内暂存点，并完成相应统计工作。

#### EHS Office EHS办公室：

- Responsible for the development of waste management procedures in schools;  
负责校内废弃物管理程序的制定；
- Supervise the disposal and disposal of sharp objects by various departments to ensure the effective implementation of safety measures.  
监督各部门对于尖锐物品的处理和废弃工作，确保安全措施的有效落实。

## 4.0 Terminology 术语

Sharping objects: The edges are sharp and can easily cause injuries to the contact person. such as:

尖锐物品:边缘锋利，容易导致接触人员收到伤害的物品。例如：

- Wooden strips with sharp corners or wooden strips with nails;  
有锋利锐角的木条或带钉子的木条；
- Iron pieces and blocks with sharp angles or sharp edges;  
带锐角或边缘锋利的铁片及铁块；
- Plastic pieces with sharp angles or sharp edges;  
带锐角或边缘锋利的塑料片；
- Glass shards of laboratory equipment;  
实验室器具的玻璃碎片；
- Test blade and syringe needle.  
试验用刀片、注射器针头。

## 5.0 Process 流程

### 5.1 General requirements for sharp object handling 尖锐物体处理的一般要求：

|   |   |                                     |
|---|---|-------------------------------------|
|  | <b>GTIIT_EHS_ISO file</b>   | File No.: GTIIT_EHS_02_09<br>文件编号：  |
|   |   | Rev. No.: 03<br>版本号：                |
|   |   | Effective date: 2025-12-01<br>生效日期： |
| <b>File name</b><br>文件名   | <b>Sharping Objects Management Instruction</b><br><b>尖锐物品管理指引</b> |                                     |

In each laboratory that may produce sharp objects, place a "sharp object collection bucket" (hereinafter referred to as a collection bucket) for storing sharp objects, and attach the standard waste label on the body to the bucket.

在各个可能产生尖锐物体的实验室内放置“尖锐物体收集桶”（以下简称收集桶），用于存放尖锐物体，并在桶身上贴上校内标准废弃物标签。

In the non-recyclable waste temporary storage warehouse, sharp wastes are stored centrally, and finally processed by external qualified processors.

在不可回收废弃物暂存仓库中，集中存放尖锐废弃物，最终由外部符合处理资质的处理商进行处理。

When disposing of broken items, please avoid further fragmentation, which could cause debris to scatter or splash.

处置破碎物品时，请避免进一步破碎，导致碎片散落或飞溅。

If sharp waste contaminated with hazardous chemicals, temporary storage and collection according to the nature of contaminated waste chemicals.

如沾染危险化学品的尖锐废弃物，则根据沾染废弃化学品的性质进行暂存和收集。

If sharp waste contaminated with biological infectious waste, it must first be sterilized. After it is determined that the sterilization has been completed, it is classified as non-recyclable biological waste and processed by a professional biological waste treatment company.

如沾染生物感染性废物的尖锐废弃物，必须先经过灭菌处理，确定已经完成灭菌处理后，归类为不可回收生物废物，由专业的生物废物处理公司进行处理。

## 5.2 Handling and collection of sharp objects 尖锐物体的处理和收集:

5.2.1 Broken glass containers, sharp-edged wooden strips or wooden strips with nails 破碎的玻璃容器，有锋利锐角的木条或带钉子的木条

- Wear gloves to put sharp-edged wood or nailed wood into the collection bucket; 佩戴手套将有锋利锐角的木条或带钉子的木条放入收集桶内;
- If the wooden bar is too large to fit in the barrel, the nails need to be bent and treated, and the iron-containing boards are treated as general waste. 如木条太大，桶内放不下，需将钉子压弯处理后，含铁钉木板按一般废物处理。

|   |   |                                     |
|---|---|-------------------------------------|
|  | <b>GTIIT_EHS_ISO file</b>   | File No.: GTIIT_EHS_02_09<br>文件编号：  |
|   |   | Rev. No.: 03<br>版本号：                |
|   |   | Effective date: 2025-12-01<br>生效日期： |
| <b>File name</b><br>文件名   | <b>Sharping Objects Management Instruction</b><br><b>尖锐物品管理指引</b> |                                     |

### 5.2.2 Glass shards, blades and plastic pieces with sharp corners or sharp edges 带锐角或边缘锋利的玻璃碎片、刀片和塑料片等

- When the quantity is small, wear anti-cut gloves and handle it carefully, and put glass fragments and blades with sharp angles or sharp edges into the collection bucket;  
数量较少时，佩戴防割手套小心轻拿，将带锐角或边缘锋利的玻璃碎片和刀片放入收集桶内；
- When the quantity is large or difficult to pick, use a broom to sweep it into a dustpan, and then pour it into a collection bucket;  
数量较多或不好拿时，用扫把将其扫入簸箕当中，再倒入收集桶内；
- Do not hold or scratch the pieces with your hands to avoid hurting your hands.  
禁止用手捧或抓碎块，避免扎伤手。

### 5.3 Transfer of sharp objects 尖锐物体的转移

- Before the transfer, make sure that the bucket lid is tightly closed or fastened or that it is used for flexible plastic bags and placed in a paper suitcase. The box must be sealed. When sealing the box, make sure that the sharp edges do not protrude from the packaging. personnel;  
转移前，确定盖好桶盖并紧固或用于柔韧的塑料袋承装并放置于纸皮箱内，做好封箱；封箱时需确定尖锐边缘无凸出包装物，放置伤及操作人员；
- Before the transfer, confirm that the barrel has been labeled with the waste;  
转移前，确认桶身已贴好废弃物标签；
- Transfer the collection bucket to the waste storage area;  
将收集桶转移到废弃物暂存区；
- The waste is transferred to a qualified processor for disposal.  
由废物转移给符合处理资质的处理商处理。

### 5.4 Treatment after being injured by a sharp object 被尖锐物体伤害后的处理

- Immediately leave the job site and press the wound (if bleeding);  
立即离开作业现场，按压伤口（如有出血）；

|   |   |                                     |
|---|---|-------------------------------------|
|  | <b>GTIIT_EHS_ISO file</b>   | File No.: GTIIT_EHS_02_09<br>文件编号：  |
|   |   | Rev. No.: 03<br>版本号：                |
|   |   | Effective date: 2025-12-01<br>生效日期： |
| <b>File name</b><br>文件名   | <b>Sharping Objects Management Instruction</b><br><b>尖锐物品管理指引</b> |                                     |

➤ Contact the school medical office for disinfection and cleaning, and confirm whether foreign objects are trapped in the skin;

联系校内医务室进行消毒清洗处理，确认有无异物滞留在皮肤内；

➤ When a similar incident occurs at night, contact the on-campus medical emergency responder immediately to deal with it;

夜间发生同类事件时立即联系校内当值医疗急救员进行处理；

➤ In case of trauma, please determine whether tetanus treatment is needed. If sharp objects have been inserted into the skin and taken out, vaccine antibodies should be applied to prevent infection

受外伤时，请确定是否需要进行破伤风处理，如尖锐物体已扎入皮肤内取出后需打疫苗抗体，防止感染；

➤ If the injury is serious, it must be sent to the hospital for further treatment after a simple emergency treatment;

For details, please refer to the school emergency treatment process.

受伤较严重时，必须在进行简单应急处理后，立即送医院进一步治疗；

具体可参考学校急救处理流程。

## 6.0 Annex 附件

None 无