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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

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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	√	Operation Dept. 校园运营部	√	Logistic Dept. 后勤部	√
Purchasing Dept. 采购部	√	EHS office 校园安全部	√		

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1. Purpose 目的

Standardize the purchase, operation, maintenance, and retirement of equipment related to health, environment, and safety (hereinafter referred to as EHS) in schools to ensure the safe and normal operation of EHS equipment and avoid or reduce the occurrence of such equipment accidents
规范校内涉及健康卫生、环境和安全（以下称EHS）的设备购置、操作、维护及报废等活动，确保EHS设备安全正常运转，避免或减少此类设备异常事故发生。

2. Scope 范围

The provisions of this document apply to the management of all EHS equipment at the GTIIT.
本文件规定适用于广东以色列理工学院所有EHS设备的管理。

3. Responsibility 职责

EHS office 健康卫生、环境和安全办公室：

- Participate in the safety assessment of EHS equipment in the school and propose safety management opinions
参与校内EHS设备安全评估，提出安全管理意见；
- Supervise the irregular operation of such EHS equipment and check the safety status of equipment operation and personnel operation. If any abnormality is found, the responsible department of equipment shall be required to implement rectification.
监督此类EHS设备的不定期检查设备运行及人员操作的安全状况，发现异常立即要求设备责任部门实施整改；
- Assist to apply the using license of special equipment in labs
协助实验室特种设备使用登记证的申请工作；
- Assist in the annual inspection of labs' special equipment accessories and equipment
协助实验室特种设备的附件和设备的年度检查工作。

Equipment responsible department or laboratory 设备责任部门或实验室：

- Submit application for equipment purchase requirements, inform and organize relevant functional departments to conduct equipment safety assessment;
提出设备申购需求申请，知会并组织相关职能部门进行设备安全评估；
- Relevant equipment involving special equipment should apply for special equipment registration to the relevant government management department;
涉及特种设备的相关设备应向政府相关管理部门申请特种设备登记；

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- Proper use of equipment;
正确使用设备；
- Report equipment failures and related usage to the equipment maintenance department in a timely manner.
及时向设备维保部门报告设备故障和相关使用情况。

Equipment operation and maintenance department 设备运营及维保部门：

- Responsible for regular maintenance of EHS-related equipment in schools;
负责定期维护保养校内涉及EHS功能的设备；
- Handle equipment failures in a timely manner or contact relevant professional units to ensure the safe operation of equipment;
及时自行处理或联系相关专业单位处理设备故障，确保设备安全运行；
- Responsible department management equipment involves special equipment to apply to the relevant government management department for special equipment registration.
负责部门管理设备中涉及特种设备向政府相关管理部门申请特种设备登记。

4. Terminology 术语

EHS equipment: Public facilities and equipment related to the relevant health and sanitation, environment and safe operation in the school, as well as related facilities and equipment in various laboratories for safety protection, environmental factor protection, and the health and safety of laboratories and related personnel.

EHS设备：涉及校内相关健康卫生、环境和安全运行的公共设施设备、以及各个实验室内用于安全防护、环境因素保障，和保障实验室和相关人员健康卫生的相关设施和设备。

Such as 例如：

- Waste water treatment equipment used in school wastewater treatment stations
校内废水处理站所用废水处理设备；
- Lab's experimental waste gas collection and treatment monitoring system
实验室废气收集及处理监控系统；
- Lab's flammable gas monitoring system
实验室可燃气体监控系统；
- Temporary waste storage facilities
校内废弃物暂存设备设施；
- Lab's autoclave

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实验室高温高压灭菌器；

- Special purpose equipment such as high pressure and radiation for experimental purposes.
实验室用于实验用途的承压、辐射等特种设备。

5. Management process of EHS related equipment in school 校内EHS相关设备的管理流程

5.1. Safety Handover process of lab before using 实验室使用前安全验收

Before lab is putting into use, a general safety handover review will be provided to lab by EHS office, which will include equipment, emergency supplies, safety sign and other safety issues. After the handover, labs will have 3 months to do the rectification, unless the rectification is finished, the part can not be put into use.

If there are special equipments inside the labs, the registration of use should be done before putting into use,

实验室投入使用前，由EHS办公室向实验室进行安全交底，内容包括设备、应急物资、安全标志和其他安全问题。移交后，实验室将有3个月的时间进行整改，除非整改完毕，否则该部分可以投入使用。

如果实验室内有特殊设备，在投入使用前应做好使用登记。

5.2. Purchasing of Special Equipment 特种设备的购置

- When applying for equipment to purchase or customize new equipment, the equipment requirement unit should also consider safety performance and protective devices while considering performance requirements. The equipment purchased or customized must meet the relevant national laws and regulations, and its safety protective equipment must be complete and reliable. Save costs and introduce equipment with safety performance lower than that required by national laws and regulations or discard original safety protection devices and components;
设备需求单位申请购置或定制新设备时，在考虑性能需求的同时，还应考虑安全性能与防护装置，购买或定制的设备必须符合国家相关法律法规要求，其安全防护装置必须齐全可靠，不能因节省成本而引进安全性能低于国家法律法规要求的设备或舍弃原有的安全防护装置与部件；
- When new equipment enters the campus, the equipment requesting unit shall request the relevant information from the equipment supplier or production unit for the relevant production license permit certificate, qualification certificate, operating instructions and other materials. Test reports and the like), and must not receive its equipment without relevant proof materials;

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新设备入校时，设备需求单位应向设备供应商或制作单位索取相关生产证许可证明、合格证明、操作说明书等资料（定制的设备若没有生产许可证明或合格证明，则须提供试运行或测试报告等类似资料），无相关证明资料不得接收其设备；

- Before the equipment is put into use, it should be inspected and accepted by the equipment user or department, and the EHS office should conduct a safety assessment, identify its hazards, determine the corresponding safety operation requirements and safety protection measures, and fully implement it before it can be put into production.

设备投入使用前，应经过设备使用者或部门验收，并由EHS办公室进行安全评估，辨识其危险危害因素，确定对应安全操作要求与安全防护措施并完全落实后，方可正式投入生产使用。

5.3. Use of equipment 设备的使用

- According to the evaluation content and relevant national regulations, the corresponding Chinese warning signs should be posted on the dangerous parts and areas of the equipment to remind operators to pay attention to safety;

根据评估内容和相关国家法规要求，对设备的危险部位、区域应张贴相应的中文警示标识，提醒作业人员注意安全；

- The equipment using department shall strictly use the equipment operation instructions and relevant safety operation requirements, prohibiting overload operation, changing relevant safety protection parameters without permission, removing or destroying safety protection devices, etc.;

设备使用部门应严格依照设备操作说明和相关安全操作要求使用，禁止超负荷运行、私自更改相关安全防护参数、拆除或破坏安全防护装置等；

- Before using the equipment, the equipment use department should check whether the equipment is intact and normal, and confirm that there is no abnormality before normal use. After the use, the equipment should be cleaned up and its water, electricity and gas switches should be closed in time
设备使用部门每次使用设备前，应检查设备是否完好正常，确认无异常后方可正常使用，使用完成应及时做好设备清理、关闭其水、电、气等开关；

- The equipment operators should be trained to understand the main performance of the equipment, the existing dangerous factors, relevant safety operation requirements and protective measures, and prohibit non-designated personnel from operating the equipment;

应对设备操作人员进行相关培训，使之了解设备的主要性能、存在的危险危害因素、相关安全操作要求与防护措施，禁止非指定人员对操作设备；

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- The equipment should be operated under proper working conditions. During the operation of the equipment, if the operator (or other peripheral personnel) finds that the equipment is abnormal, it should be properly handled according to the operating requirements, and then sent to the campus EHS and laboratory or equipment Management reports that the equipment is not allowed to operate with illness.

设备应在适当的工作条件下运行，在设备运行过程中，操作人员（或其他周边人员）若有发现设备异常，应立即按操作要求进行妥善处理，然后向校内EHS及实验室，或设备相关管理人员报告，禁止将设备带病运行。

5.4. Equipment maintenance and repair 设备的维保与维修

- The equipment maintenance department shall perform routine maintenance on the equipment on a regular basis, such as weekly maintenance, monthly maintenance, quarterly maintenance, annual maintenance, etc., based on factors such as equipment type, performance, useful life, and safety status;

Set different maintenance contents for different maintenance intervals to ensure the normal operation of the equipment and avoid accidents caused by abnormal equipment;

设备维护部门应根据设备种类、性能、使用年限、安全状况等因素，定期对设备进行例行的维护保养，如：周保养、月保养、季度保养、年度保养等；

不同的保养周期设定不同的保养内容，以确保设备的正常运转，避免因设备异常导致事故发生；

- When the equipment fails, the equipment maintenance personnel should repair the equipment in time;

Failures that cannot be handled by themselves should be repaired by the supplier or a professional maintenance service unit, and accidental operations are prohibited or equipment failures are handled in an irregular manner;

当设备发生故障时，设备维护人员应及时对设备进行维修；

无法自行处理的故障，应请供应商或专业维修服务单位进行维修，禁止侥幸作业或采用不规范的方式处理设备故障；

- When it is necessary to replace damaged or worn out equipment parts and components, the equipment maintenance department shall select accessories with reliable quality that match the equipment model. It is forbidden to choose products with mismatched models or unqualified products.

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当需要更换损坏或磨损的设备部件、零件时，设备维保部门应选用与设备型号匹配、质量可靠的配件产品，禁止选用型号不匹配或质量不合格的产品。

5.5. Equipment scrapped 设备报废

When the equipment reaches the end of its service life, or its main components have been damaged and have no maintenance value, or its failure frequently threatens the safety of the operator, it should be evaluated and considered in time to replace or eliminate the equipment.

If special equipment is involved, it shall be declared and decommissioned in accordance with the relevant national special equipment scrap regulations.

当设备运行到达其使用寿命、或其主要部件已损坏无维修价值、或其故障频发威胁到操作人员安全时，应及时评估和考虑更换或淘汰该设备，具体实施办法依学校相关流程作业；如涉及特种设备则根据国家特种设备报废相关规定进行申报和停用。

6. Annex 附件

- [Guidelines for the description of the functions of each department 各部门职能说明指引](#)
- [Lab Equipment Safety Checklist \(EHS\) 实验室设备安全检查表 \(EHS\)](#)