Approval process 审批过程

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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	2019-11-01	New file 新建文件
02	2021-04-01	Update the content about the authorized persons of lab staff 更新实验室每学期进入人员授权内容；
03	2023-05-01	Add the content of lab and experiment application approval process 增加实验室及实验准入批准流程部分
04	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	√	H.R. Dept. 人力资源部	√

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Document Name 文件名称	Mandatory Training and Approval Process of Lab 实验室安全准入制度		

RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部	√	I.T.Dept. 电脑信息部	√

Relevant documents 相关文件

No 无

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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

Applies to access to all labs and to all labs faculty and students in GTIIT.

适用于进入本校所有实验室和所有实验室师生。

3. Responsibility 职责

3.1. Campus EHS office 校园安全办公室：

- Assisting all disciplines to establish a laboratory access education assessment system and a safety general education assessment system;

  协助各学科建立实验室准入教育考核体系及安全通识教育考核制度；

- Provide relevant domestic laws and regulations for the establishment of laboratory safety access systems for various disciplines;

  为各学科建立实验室安全准入制度提供相关国内法律法规依据；

- Provide appropriate security advice for the management of laboratory safety access systems.

  为实验室安全准入制度管理提供相应安全咨询。

- After completing the lab renovation, conduct the safety review for lab acceptance and continuous improving

  实验室装修完工后，负责项目验收安全审核和后续改善工作回顾。

- Assist the lab PI to complete risk evaluation and control measures setting.

协助实验室完成风险评价和管控措施设置。

3.2. Campus Construction Department 校园建设部

- Collect the lab and experiment information with lab PI

    实验室准入信息收集 CCD 负责和实验室 PI 沟通需求和要求

- Lead the renovation work for lab and experiment need

    负责满足实验的装修项目工作

- after completing the lab renovation, CCD will complete the acceptance for construction and continuous improving

    实验室装修完工后，建设部负责项目装修验收和改善工作。

3.3. Campus Operation Department 校园运营部

- After completing the lab renovation, OPS will complete the acceptance for operation and continuous improving

    实验室装修完工后，运营部负责项目装修后运营内容的验收和改善工作。

- Assist in the approval of laboratory personnel access and related system administration

    协助实验室人员准入的批准和相关系统管理工作。

3.4. Academic leaders of Programs 各学科学术负责人：

- Responsible for the safety related management and duties of the laboratory;

    负责本学科实验室安全相关管理工作和职责；

- Designated discipline laboratory safety leader and faculty;

    指定学科实验室安全负责人和教员；

- Determine that the heads and faculty of the subject laboratory have laboratory safety management capabilities.

    确定学科实验室负责人和教员具备实验室安全管理能力。

3.5. Head of various disciplinary laboratories（Lab PI）各学科实验室负责人：

- Assign relevant responsible persons to be responsible for the safety management of each laboratory in this

discipline;

指派相关负责人负责本学科各个实验室安全管理工作.

- According to the professional characteristics of the subject, the organization conducts safety education training and admission assessment for teachers and students entering the laboratory.

  根据本学科专业特点，组织对进入实验室的师生进行安全教育培训及准入考核。

- Responsible for the approval and review of lab access

  负责实验室人员准入授权。

3.6. Laboratory Manager 各实验室教员：

- Develop a safety behavioral code and related assessment system in the laboratory;

  制定负责实验室内安全行为准则和相关的考核制度；

- Responsible for safety education assessment in the laboratory.

  负责实验室内的安全教育考核工作。

4. Processes and Requirements 流程及要求

4.1. General provisions 一般规定

- Laboratory safety access education assessment is divided into safety general education assessment and laboratory safety special education assessment;

  实验室安全准入教育考核分为安全通识教育考核和各实验室安全专项教育考核；

- Before freshmen enters the laboratory, the laboratory manager must verify his admission qualifications, and students who have not obtained admission qualifications are not allowed to enter the laboratory. In the event that students who are not eligible for admission to the laboratory enter the laboratory, the school will hold the relevant management personnel of the laboratory accountable if it is confirmed;

  在新生进入实验室之前，实验室管理人员须核实其准入资格，未取得准入资格的学生不允许进入实验室。如有未取得准入资格的学生进入实验室的情况，一经查实，学校将追究实验室相关管理人员的责任；

- If safety and environmental protection accidents occur due to the non-implementation of the safe access

system, the school will investigate the responsibility of the relevant management personnel.

如因安全准入制度执行不到位而导致安全与环境保护事故发生，学校将追究相关管理人员的责任。

Before the beginning of each semester, lab PIs needs to review and summarize the personnel information for lab's users. Submit the lab access application to the Campus Operations Department, and ask their support to authorize the corresponding lab access control right for the semester;

实验室负责人每学期开学前就实验室准入人员情况进行审核和信息汇总，并将相关的人员申请提交至校园运营部，请其协助为该学期的实验室准入人员开启相应实验室准入权限；

Labs' PI shall ensure that the lab access applicant completed and passed the mandatory lab safety testing before granting the lab access authorization, and can apply for them only after they are qualified to enter the lab.

实验室负责人在进行实验室准入授权前应确保实验室准入人员必须完成，并通过学校的实验室准入测试，具备进入实验室资格后方可为其进行申请。

4.2. Content of education 教育内容

- National and local policies and regulations on the safety and environmental protection of university laboratories and the relevant rules and regulations of the school;

  国家与地方关于高校实验室安全与环境保护方面的政策法规以及学校的相关规章制度；

- General knowledge of laboratory general safety, environmental protection and waste disposal;

  实验室一般性安全、环境保护及废弃物处置常识；

- Specialized safety and environmental protection knowledge for all types of professional laboratories;

  针对各类专业类实验室的专项安全与环境保护知识；

- Laboratory first aid knowledge and accident emergency response plan, etc...

  实验室的急救知识与事故应急处置预案等等……

4.3. Mode of education 教育方式

- The laboratory safety and environmental protection education examination system is online for learning, and special education and training can be arranged centrally when necessary.

  实验室安全与环境保护教育考试系统在线学习，必要时可集中安排专项教育培训。

- Laboratory Safety and Environmental Protection Education Examination System online examinations, it is supplemented by other forms of examinations.

  实验室安全与环境保护教育考试系统在线考试，辅之于其它方式的考试。

4.4. Conditions and processes for eligibility 取得准入资格的条件与流程

- Online learning (or centralized learning in departmental laboratories) accumulates no less than 4 hours per semester.

  在线学习（或科系实验室组织集中学习）累计每学期学习时间不低于 4 学时。

- Pass the general assessment and laboratory special assessment.

  分别通过通识考核和实验室专项考核。

- Sign the commitment of laboratory safety responsibility.

  签订实验室安全责任承诺书。

4.5. Lab safety approval process 实验室准入流程

Lab user or PI submit the lab application to the University's Academic Council, which determines whether or not to approve the need after review by the University's Academic Council and Academic Vice-Chancellor.

实验人员向学校学术委员会提出实验室和实验申请，由学校学术委员会和学术副校长审核后确定是否批准需求。

After the needs are identified, the CCD collects relevant information responsible for realizing the needs of that lab. It also convenes face-to-face communication and confirmation with the person in charge of the lab to ensure that both construction and safety, environmental protection and health information are effectively collected for the subsequent construction project.

在确定需求后，校园建设部收集负责实现该实验室需求的相关信息。并召开和实验室负责人面对面的沟通确认，确保建设和安全、环保、健康等信息均有效收集，以便于后续建设项目的开展。

CCD is responsible for realizing the construction of facilities for experimental activities and the infrastructure setting of experimental equipment. After the completion of the construction project, the person in charge of the experimental release and the Construction Department, the Operations Department and the Safety Office conduct acceptance audits of the experimental project settings to ensure that the site settings meet the

experimental requirements.

建设部负责实现实验活动的设施建设和实验设备的基础设施设置。在建设项目完工后，实验放负责人和建设部、运营部、安全办公室对实验项目的设置进行验收审核，确保现场设置符合实验要求。

After the completion of the acceptance, the laboratory can carry out relevant experimental activities, while the laboratory access application is completed, the relevant information for the record archives.

完成验收后，实验室可以开展相关实验活动，同时该实验室准入申请工作完结，相关资料进行备案存档。

This system has been approved by the academic and EHS and will be implemented from the date of issuance.

The specific content is explained by the laboratory teachers of the various departments of the school and the EHS.

本制度经学术及校园安全办公室审核后通过，自签发之日起施行。

具体内容由学校各科系实验室教员及 EHS 负责解释。

5. **Attachment 附件：**

   1) GTIIT_EHS_03_03_A01_ the commitment of laboratory safety responsibility 实验室安全责任承诺书

   2) GTIIT_EHS_03_03_A02_ Lab Safety Courseware 实验室安全课程告知

   3) GTIIT_EHS_03_03_A03_ Lab access application form 实验室准入申请表

   4) Safety approval process for labs and experiments 实验室准入审核流程图