

Institute (logo) 学院logo	GTIIT_ISO file GTIIT_ISO文件	File No.: GTIIT_EHS_03_06 文件编号:
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Title 文件题目	Chemicals Warehouse Safety Management Procedure 化学品仓库安全管理规定	

Approval process

审批过程

	Name 姓名	Title 职务
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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	√	H.R. Dept. 人力资源部	√
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	√
Construction Dept.	√	Operation Dept.	√	H.R. Dept.	√

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校园建设部		校园运营部		人力资源部	
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Relevant documents

相关文件

Chemicals Control Procedure

《化学品管理程序》

Distribution mode (black)

发放方式 (涂黑)

Electronic edition	<input checked="" type="checkbox"/>	Paper edition	<input type="checkbox"/>
电子版	<input checked="" type="checkbox"/>	纸版	<input type="checkbox"/>

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1. Purpose

目的

In-Institute chemicals warehouse safety management and operation requirements shall be standardized to avoid personal injury, environmental pollution, and property loss accident

规范学院内化学品仓库安全管理和操作要求，从而确保避免发生人员伤害、环境污染和财产损失事故的发生。

2. Scope of Application

范围

The Standard Operating Procedure is applicable to the management of all chemicals warehouses and various operation activities in Guangdong Technion-Israel Institute of Technology (GTIIT).

本标准操作规程适用于广东以色列理工学院(GTIIT)内所有化学品仓库的管理及各类操作活动。

3. Responsibilities

职责

EHS Officer of the Institute Construction Department:

校园建设部EHS officer:

- Formulate the Procedure, and supervise effective implementation of various chemicals warehouse safety management requirements;
负责制定本程序，并监督各项化学品仓库安全管理要求的有效落实；
- Cooperate with the chemicals warehouse and the laboratory administrator for chemicals accident emergency training; the chemicals warehouse and the laboratory administrator shall reserve corresponding training records.
协同化学品仓库和实验室管理人员进行化学品事故应急培训，化学品仓库和实验室管理员保留培训记录；
- Maintain the state of fire-fighting equipment and facilities in the chemicals warehouse, and inspect on a regular basis, so as to meet the fire safety requirements
负责化学品仓库消防设施设备的状态维护和定期检查、检验，以满足消防安全要求；

Person in Charge of Chemicals Warehouse

化学品仓库负责人

- Take responsibility for daily management of chemicals reagents and gases in the chemicals warehouse and the gas cylinder laboratory, such as purchase & delivery registration and monthly inventory;

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负责化学品仓库和气瓶实验室内化学试剂和气体等日常管理工作，如：进出货登记、月度盘点等工作；

- Take responsibility for daily safety management of various facilities and equipment in the chemicals warehouse, such as regular inspection, calibration, and maintenance;
负责化学品仓库内各类设备设施的日常安全管理工作，如：定期检验、校准、维护等等；
- Take responsibility for job placement for various chemicals warehouse management personnel in the chemicals warehouse;
负责各化学品仓库管理人员的工作安排；
- Take responsibility for emergency response rescue of the warehouse;
负责仓库的应急响应救援工作；
- Regularly assess the competence and knowledge of the chemicals warehouse management personnel, and provide corresponding assistance and training;
定期评估化学品仓库管理人员能力、知识水平，并提供相应的协助和培训；
- On-time report on abnormal article conditions of the chemicals warehouse to the Institute's management and the person in charge of EHS
及时汇报化学品仓库内物品异常情况至校内管理层人员和EHS负责人。

Laboratory Management Personnel

实验室管理人员

- Apply for and register chemicals according to these requirements;
按本要求进行化学品申领和登记等要求；
- Finish the safety, environmental protection and occupational hazard requirement training for the laboratory administrator;
完成实验室管理员所应具备安全、环保和职业危害要求培训；
- Take responsibility for emergency response rescue of the laboratory within the jurisdiction;
负责管辖区域内实验室的应急响应救援工作；
- On-time report on abnormal conditions of experimental articles in the chemicals warehouse to the Institute's laboratory management and the person in charge of EHS
及时汇报实验室内实验物品异常情况至校内实验室管理层人员和EHS负责人；

4.0 Terminology

术语

PPE: Personal Protective Equipment

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PPE:个人防护设备

MSDS: Material Safety Data Sheet

MSDS:化学品安全说明书

5S: seiri, seiton, seiso, setketsu and shitsuke (namely arrangement, consolidation, sweeping, cleaning and quality)

5S:整理、整顿、清扫、清洁和素养

IP: Inspection Plan

IP: 检查检验计划

Chemicals: reagents, test solutions and samples used in the laboratory; please refer to the *Chemicals Safety Management System* for the management flow of chemicals in the Institute.

化学品: 指实验室内使用的试剂、试液和样品, 化学品在学院内的管理流程请参照《化学品安全管理制度》要求落实。

GHS: Globally Harmonized System of Classification and Labeling of Chemicals

GHS: Globally Harmonized System of Classification and Labeling of Chemicals, 即全球化学品统一分类和标签制度

NFPA Code: National Fire Protection Association Code

NFPA Code: National Fire Protection Association Code 美国消防协会对有害物料标签辨识要求;

5.0 Flow 流程

5.1 Code of Conduct for Chemicals Warehouse: 化学品仓库行为准则:

5.1.1 General Code of Conduct for Chemicals Warehouse: 化学品仓库一般行为准则要求:

- Firework, eating and drinking are prohibited in the warehouse.
仓库内禁止烟火、进食和饮水;
- Non-explosion-proof equipment cannot be brought into the warehouse.
禁止将非防爆设备带入仓库;
- PPE must be properly worn while handling and operating relevant laboratory articles.
搬运和操作实验物品时必须按要求佩戴好PPE;
- All personnel into the laboratory (including visitors) shall wear PPE for relevant work and activities according to the laboratory requirements.
进入仓库的人员 (含访客) 需按实验室要求佩戴PPE进行工作和活动;

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- Minimum safety configuration requirements on the reagent operator in the laboratory: safety protective glasses, anti-splash apron, chemicals-proof gloves, and safety shoes; if special safety requirements are included in the test, relevant devices shall be effectively configured according to the practical situation.

仓库内试剂操作人员最低安全配置要求：安全防护眼镜、防化学品飞溅围裙、防化手套、安全鞋；如果试验中包含特殊安全要求，则根据实际情况进行有效配置；

- PPE shall be used within the period of validity, and correctly stored, cleaned and maintained, preventing cross-contamination and failure.

PPE应在有效期内使用，并按正确方法存放、清洁和维护，防止交叉污染和PPE失效；

- Reagent subpackage is prohibited outside the warehouse.

禁止仓库外进行试剂分装工作；

5.1.2 Article Reception Requirements:

物品领取要求：

- Before entering the warehouse:

进入仓库前：

Tie up the hair, properly collect the ornaments interfering with the operation, and properly wear PPE according to the requirements;

要扎起长发，收好具妨碍性的首饰，按要求佩戴好PPE；

Touch the electrostatic eliminator to eliminate static on the body;

触摸静电消除器，消除身上静电；

Apply for relevant articles according to the article registration requirements of the chemicals warehouse

根据化学品仓库物品登记要求完成申领物品信息。

- When receiving experimental reagents and articles:

领取实验试剂和物品时：

When it is necessary for subpackage, two persons must cooperate with each other in the fuming cupboard.

如需进行分装，则必须有两人协同进行，并必须在通风橱内进行。

When receiving “precursor, explosive and highly toxic chemicals”, the whole reception and registration process must be supervised by two persons in charge of the warehouse.

如领用“易制毒、易制爆、剧毒等化学品”时，必须由两名仓库负责人同时监督完成整个领取和登记流程；

When receiving “precursor, explosive and highly toxic chemicals”, the laboratory use and consumption records must be submitted to the warehouse. The said chemicals cannot be received before making sure reasonable consumption of the previous quantity received.

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领取“易制毒、易制爆、剧毒化学品”时，必须将实验室使用和消耗记录提交至仓库，确保之前使用量对比领用量完全合理消耗后，方能领取上述化学品；

- After receiving the experimental reagents and articles:

领取实验试剂和物品后：

Replace the clothes, and wash the face and both hands;

需要更换实验衣服、清洁手部和面部；

Chemicals-related wastes and waste liquids shall be sorted and collected according to relevant systems of the Institute.

涉及化学品的废液、废物应按学校相关制度规范分类收集；

Make sure that all articles and facilities in the storage room are in normal safety condition before leaving, including chemicals storage, power supply, water source, gas source, door, and window

确保储存室内物品、设备设施处于正常的安全状态后方可离开,如：化学品存放、电源、水源、气源、门窗等等。

5.1.3 Operation Requirements for Chemicals in the Warehouse:

仓库物品操作要求：

- Subpackage of chemicals reagents must be performed in the fuming cupboard. The fuming cupboard cannot be used to store chemicals.

化学试剂分装必须在通风橱内进行，禁止将通风橱作为化学品的储存柜；

- During manual handling, one hand shall hold the bottom, and the other hand shall hold the bottleneck.

人工搬运时，应一手托住底部，一手拿住瓶颈；

- While using handling equipment, it needs to make sure that the chemicals are stably placed (no probability of dump and rollover) and take corresponding preventive measures for collision.

使用搬运设备时，需要确保化学品放置平稳，无倾倒侧翻可能，且设置碰撞保护；

- Glass containers shall be handled and put into the storage cabinet with great care, preventing the glass from smashing.

搬运玻璃容器和放入储存柜时，应轻拿轻放，防止玻璃破碎；

- The broken or damaged glassware instruments must be discarded immediately, and then registered and recorded (packing materials contaminated by hazardous chemicals shall be disposed of with reference to the *Hazardous Waste Management Procedure*).

破碎或损坏的玻璃仪器必须马上进行废弃处理，并登记记录（沾染危化品包装物处理请参照《危险废弃物管理程序》执行）。

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5.2 Management Requirements for Facilities & Equipment in the Warehouse:

仓库内设施设备管理要求:

5.2.1 Warehouse Article Handling Requirements:

仓库物品搬运要求:

- Before handling, loading, and unloading, it needs to check whether the package leaks, and operate according to the notes and storage & transportation signs on the package.
搬运和装卸前, 应先查看其包装是否存在泄漏, 按照包装上的注意事项及储运标志操作;
- In the process of handling, loading, and unloading, proper PPE shall be selected and worn according to the nature of the operated chemicals.
搬运和装卸时, 应根据所操作化学品性质选择并佩戴合适的个人防护用品;
- The chemicals shall be handled, loaded and unloaded with great care. It is prohibited to drag and roll over, so as to prevent bump and dump. Special transport vehicles shall be used for transportation within the Institute.
搬运和装卸时, 轻拿轻放、严禁拖拉翻滚、防止撞击及倾倒, 使用专用的运输车辆进行校内运输;
- The handling, loading and unloading equipment and tools for combustible and explosive chemicals shall comply with the explosion-proof requirements.
对易燃易爆化学品, 搬运和装卸的设备和工具应符合防爆要求;
- Proper control measures shall be taken to prevent leakage of the materials with great impacts on the environment and personnel.
对于环境和人员存在较大影响的物料, 必须做好防泄漏的控制措施。

5.2.2 Storage Requirements for Chemicals Warehouse:

化学品仓库内储存要求:

- When entering and going out of the warehouse, the warehouse keeper must finish the statistics and recording of the chemicals warehousing system according to the standard requirements.
出入库时, 仓库管理人员必须按规范要求完成化学品仓库系统统计和记录;
- The special personnel management mode of two persons and two locks shall be adopted when precursor, explosive and highly toxic chemicals are put in and out of the warehouse.
易制毒、易制爆、剧毒化学品出入库时, 必须严格遵守双人双锁的专人管理模式;
- The chemicals in and out of the warehouse shall be checked and registered, and inspected on a regular basis.
化学品出入库应当进行核查登记, 并定期检查;
- All chemicals shall follow the principle of “first-in-first-out (FIFO)”, and stored in the appointed area in strict accordance with relevant provisions.
所有化学品应遵守先进先出的原则, 并按规定严格遵循指定区域存储;

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- Corresponding safety instructions and warning signs shall be pasted in the eye-striking areas of various reagent storage areas in and out of the warehouse, such as category of chemicals, maximum storage of the cabinet and maximum bearing capacity of plate at each layer.
在仓库外和仓库内各个试剂存放区域内显著区域应张贴相应安全指示和警告标志，如：化学品种类，柜子最大储存量、每层层板最大承重量；
- The maximum storage of general chemicals shall not exceed 200kg.
一般化学品最大储存量不得超过200kg；
- Precursor, explosive and highly toxic chemicals must be stored in a special warehouse, and cannot be mixed with other chemicals for storage.
易制毒、易制爆、剧毒化学品必须专库储存，禁止和其他化学品混合储存；
- The inventory of precursor, explosive and highly toxic chemicals must be controlled in strict accordance with the requirements of relevant laws and regulations.
易制毒、易制爆、剧毒化学品必须根据法规要求严格控制之库存量；
- The maximum inventory of explosive and highly toxic chemicals in a single warehouse shall be controlled within 150kg, within 50kg for the maximum storage in each storage cabinet, and within 25kg for a single package.
易制爆、剧毒化学品单库内最大库存不得超过150Kg，单柜内此类化学品最大储存量不得超过50Kg，单一包装不得超过25Kg。
- Proper storage conditions shall be implemented for the chemicals with different storage characteristics according to the storage and curing requirements. The chemicals in a mutual conflict in the hazardous nature or extinguishing method cannot be stored in a mixed way.
针对不同储存特性的化学品应根据其储存养护要求落实应有的储存条件，危险性质或灭火方法互相抵触的化学品不允许混合存放；
- The label (correct, clear and complete) on the package of the arrived chemicals shall be consistent with the arrival quantity and the purchase quantity.
到货化学品包装上的标签（标签应正确、清晰、完整）和到货数量和采购量一致；
- The latest MSDS for reagent storage in the cabinet at the entrance to the warehouse;
仓库入口处按储存柜存放试剂的最新版MSDS；
- The safety label and GHS label compatible with the requirements of relevant national standards must be provided on the package of hazardous chemicals.
危险化学品包装上必须有符合国家标准要求的安全标签GHS标签；

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- The storage site shall be properly ventilated, and protected against direct sunlight, high temperature, and high voltage. The chemicals that will cause combustion or explosion during mutual contact must be separately stored.

储存场所应保证通风良好，避免阳光直晒、高温高压，对相互接触能引起燃烧或爆炸的化学品，必须分开存放；

- Abnormal spoilage of precursor, explosive and highly toxic chemicals and leakage caused by the broken container in the transportation process shall be immediately reported to the warehouse keeper. Besides, it also needs to write an accident report, and properly record and register the accident.

易制毒、易制爆、剧毒化学品如果发生非正常损耗，如容器运输期间破损导致泄漏，需要立即汇报仓库管理员，编写事故报告，并做好相关事故记录和备案登记；

- Highly toxic chemicals shall be separately stored in the special storage cabinet with two locks, and managed according to the system of “five dual”, namely dual-person storage, dual-person reception, dual-person use, dual lock and dual account (warehouse reception registration and laboratory use registration).

剧毒化学品应单独存放在双锁的专用储存柜中，实行“双人保管、双人领取、双人使用、双把锁、双本帐（仓库领用登记，实验室使用登记）”的“五双”制度管理；

- If the precursor, explosive and highly toxic chemicals are lost, stolen and robbed, the case shall be immediately reported to Dean and the local police, and reported to the food & drug supervision and management department of the local people’s government at the county level, the safety production supervision and management department, the competent education department or the competent hygiene department at the same time.

易制毒、易制爆、剧毒化学品丢失、被盗、被抢的，应立即汇报校长和当地公安机关，并同时报告当地的县级人民政府食品药品监督管理部门、安全生产监督管理部门、教育主管部门或者卫生主管部门；

- In every January, the chemicals warehouse needs to submit the copies (with the official seal of the Institute) of the use management records and the transaction records of precursor, explosive and highly toxic chemicals to the competent police for filing. Before procurement, precursor, explosive and highly toxic chemicals must be put on record in the police.

化学品仓库每年一月份需将上一年度所有易制毒、易制爆、剧毒化学品使用管理台帐和交易记录台帐复印件加盖学校公章后提交至去公安主管部门审查备案；易制毒、易制爆、剧毒等化学品购买前必须在公安机关备案；

- The ingress and egress records on precursor, explosive, highly toxic and other chemicals shall be kept for at least three years.

保留易制毒、易制爆、剧毒等化学品的出入库记录至少三年以上。

5.2.3 Management Requirements for Gas Cylinder Warehouse:

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气瓶仓库管理要求:

- Various gas cylinders must be vertically placed at a fixed point and in different sorts, and provided with a fixed device and definite identification.
各类气体必须根据分类定点竖直放置，确定使用固定装置，确保有明确标识;
- All gas cylinders shall be stored in the dry and cool places with good ventilation. Open flame and exposure are prohibited. Besides, the cylinders shall also be kept away from heat.
气瓶须存放在阴凉干燥通风处，严禁明火，暴晒，远离热源;
- When the gas cylinder is opened, the operator shall stand on the gas outlet side. It shall be slowly opened, so as to reduce friction and prevent static.
操作开气瓶时，人员应站在气体出口侧面，动作要慢，以减少摩擦，防止静电产生;
- Gas cylinder shall be supplied by the units with urban gas qualification certificate. Before unloading the gas cylinder, it needs to close the cylinder valve and the main gas circuit valve, disassemble the pipeline, and then unload the gas cylinder.
气瓶应有[城市燃气企业资质证书]的单位供给，卸下气瓶前，先关闭气瓶阀门以及与总气路的阀门，然后拆卸管路连接，卸下气瓶;
- When it is about to load the gas cylinder, it needs to inspect and confirm no leakage at the cylinder valve. The valve connecting various gas circuits with the main gas circuit shall be maintained closed. Then, the cylinder port shall be connected with a corresponding branch pipe. After confirming the connecting state, it needs to open the cylinder valve and the branch valve connected with the main gas circuit, slightly open the cylinder valve for secondary inspection, and then make sure no leakage at various connections.
安装气瓶时，先检查并确认气瓶阀门处无泄露情况，各个气瓶分管与总气路连接的阀门保持“关闭”状态，然后把气瓶接口与相应分管路连接；确定连接状态后，依次打开气瓶阀门和与总气路连接的分管阀门，轻微开启气瓶阀门再次检查并确认各个连接处不存在漏气现象。
- When it is about to disassemble the gas cylinder, repeat the gas cylinder installation requirements
拆卸气瓶时，同样重复安装气瓶操作要求。

5.3 Environmental Requirements for Chemicals Warehouse:

化学品仓库环境要求:

- Make sure appropriate temperature and humidity; key environmental conditions shall be monitored. Make sure that the warehouse storage environment is 15-25°C, and that the relative humidity is less than 75-80%;
应保证合适的温湿度等关键环境条件应被监控，确保仓库储存环境为15~25°C，相对湿度小于75-80%;

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- Various chemicals and test consumables shall be stored in the appropriate environment, preventing leakage, pollution, deterioration, and reaction.
各类化学品、测试耗材存放在适合的环境中，防止泄露、污染，变质或发生反应；
- 5S: All articles shall be clean and in good order based on category and quantity.
5S: 物品摆放必须整齐、清洁、按类按量有序存放；
- The warehouse shall be subject to fixed location management. The equipment and articles in the area shall be placed at a fixed point and a fixed location. Besides, identification management shall be specified.
仓库内实施定置管理，对区域内设备及物品摆放进行定点定位、明确标识管理；
- The person in charge of the warehouse serves as the 5S responsible person. The 5S inspection shall be scored once a month. Inspection can be made according to Attachment “5S Scoring Standard for Warehouse”.
仓库负责人为5S负责人，每月进行一次5S检查评分，检查标准可依据附件“仓库5S评分标准”进行。

5.4 Warehouse Fixed-assets Management

仓库内固定资产管理

- Selection: consider a series of judgment standards, such as instrument performance, safety operating condition, and price;
选型：考虑一系列的判断标准，如仪器的性能、安全操作条件、价格等；
- Installation: consider necessary installation conditions; verify the instruments after installation and before official use;
安装：考虑安装所需的条件；安装后，并在正式使用前对仪器进行验证；
- Calibration: formulate a calibration plan, calibrate by the Institute and/or external supplier, and form a calibration report;
校准：制定校准计划，由本校和/或外部供应商进行校准，形成校准报告；
- Verification: formulate a verification plan, apply for instrument verification by the Metering Institute, and take corresponding measures for the verification results;
检定：制定检定计划，申请计量院对仪器进行检定，针对检定结果作出相应措施；
- Maintenance: formulate a preventive maintenance plan, implement regular preventive maintenance by the instrument supplier or the Company, and provide standby instruments and spare parts for key instruments;
维保：制定预防性维保计划，由仪器供应商或本公司定期实施预防性维保；对于关键仪器应有备用仪器和零件；
- Fault handling: repair, record fault handling in the equipment log, verify the instruments after maintenance, and consider the test results in the fault verification stage;

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故障处理：执行维修，将故障处理记录于设备日志，维修结束后对仪器进行验证，考虑验证故障阶段的测试结果；

- Abandonment: The abandoned instruments shall be subject to timely identification and abandonment. See the *Laboratory Equipment Management Procedure* for detail.

报废：报废的仪器应及时进行设备标识和进行报废流程。详见《实验室设备管理程序》

- All fixed assets in the warehouse shall be registered and managed. Make sure that all fixed assets are in good condition, and repair relevant faults and damages in time;

仓库内固定资产必须进行登记管理，并确保其处于良好状态，发现故障和损坏需及时报修；

- Violation operation is prohibited for the equipment and facilities in the warehouse. It is prohibited to violently use the laboratory facilities, such as kicking the gate or the cabinet door with foot.

严禁对仓库内设备设施进行违规操作或野蛮操作，如：脚踢大门或化学品储存柜门等；

- If someone is found to damage fixed assets, corresponding personnel shall be educated. In case of refusal to mend after repeated education or gross violation, relevant personnel will be warned, fined or treated by other means in a written form.

如果发现有人为损坏固定资产的现象，应对相应人员进行教育，屡教不改者或情节严重的，以书面警告、罚款、赔偿等方式进行处理。

5.5 Waste Disposal and Identification:

废弃物处理和标识：

- Wastes shall be disposed of according to the *Waste Management Procedure* issued by the Institute.

废弃物处理遵循学院《废弃物管理程序》；

- Waste gas: Before daily work, inspect the condition of the equipment ventilation system in the warehouse;

废气：每天上班前检查仓库内设备排风系统通风状况；

- Waste reagent: collect the invalid reagents into the appointed waste liquid bucket, and deliver to the Institute Construction Department for disposal;

废试剂：收集失效的试剂于指定废液桶内，交校园建设部处理；

- Discarded samples and other hazardous wastes: collect in the hazardous garbage can, and dispose of in time according to relevant HSE provisions; the wastes related to “precursor, explosive and highly toxic chemicals” shall be applied and abandoned according to relevant national laws and regulations.

废弃样品及其它有害废弃物：收集到有害垃圾的桶内，及时按照HSE规定处理，如涉及“易制毒、易制爆、剧毒等化学品”废弃物，则根据国家相关法规进行申请和报废；

- Harmless waste: collect harmless garbage into the garbage can for timely disposal; for the wastes related to “precursor, explosive, highly toxic and other chemicals”, make sure the completion of innocent treatment; for

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the wastes not belonging to “precursor, explosive, highly toxic and other chemicals”, the waste production department shall provide corresponding description.

无害废弃物：收集到无害垃圾的桶内，及时处理；如涉及“易制毒、易制爆、剧毒等化学品”废弃物，必须先确定废物已经完成无害化处理，废物属性不属于“易制毒、易制爆、剧毒等化学品”，废弃物产废部门提供说明；

- Waste PPE: PPE shall be subject to harmful and harmless treatment according to the nature of reagent bottles and samples after harmless treatment.

废弃PPE：按照无害化操作后的试剂瓶和样品的性质将PPE分为有害和无害废弃物处理。

5.6 Emergency Requirements for Chemicals Warehouse:

化学品仓库应急要求：

- Based on the chemicals nature, the storage site shall be provided with corresponding emergency response facilities, including leakage collecting and intercepting facilities, spray eyewash equipment, gas mask, chemicals-proof gloves, and chemicals-proof clothes.

储场所应视化学品性质适当地设置泄漏收集围堵设施、喷淋洗眼器、防毒面具、防化手套、防化服等应急响应设施；

- The warehouse keeper must get familiar with potential risks in the chemicals warehouse, and understand how to cope with and control relevant hazards.

仓库管理人员必须熟悉化学品仓库内潜在风险，并了解如何应对控制相关危害；

- If the gas defector in the warehouse alarm, it needs to inspect, report and deal with the abnormality immediately.

如果仓库内气体探测器发生报警，应立即检查、汇报和处理异常情况；

- With respect to laboratory emergency, the laboratory personnel shall be guided to deal with abnormal incidents according to the *Emergency Response Plan for Laboratory*.

实验室应急请根据学院《Emergency Response Plan for Laboratory 实验室应急预案》指导实验室人员处理异常事件；

- All personnel must strictly abide by the HSE rules of the Institute.

所有人员必须严格遵守学院安全、健康和环境规则。

6.0 Attachments

附件

GTIIT_EHS_03_03_A01_ Chemicals Management Records

GTIIT_EHS_03_03_A01_化学品管理台帐

GTIIT_EHS_03_03_A02_ Architecture Diagram of Special Chemicals Management

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