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Approval process

审批过程

	Name 姓名	Title 职务
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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 “V”)

相关部门 (用√勾选相关部门)

Institute Construction Dept. EHS 校园建设部 EHS	√	Institute Operation Dept. 校园运营部	√	Human Resource Dept. 人力资源部	√
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Research Innovation and Graduate Dept. 研究创新和研 究生部	√	Undergraduate Education Dept. 本科教学部	√	Computer Information Dept. 电脑信息部	√
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Relevant documents

相关文件

- GB/T 12903-2008 Personal protective equipment terminology 个体防护装备术语
- GB 11651-89 The Selection Rules of Articles for Labour Protection Use 劳动防护用品选用规则
- GBZ2.1-2007 Occupational exposure limits for hazardous agents in the workplace 工作场所有害因素职业接触限值
- 中华人民共和国职业病防治法
- GTIIT_EHS_05_01_Lab Waste Management Procedure V01 实验室废弃物管理程序

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1 Purpose 目的

To clarify the school's requirements for the selection, distribution, use, disposal and management of personal protective equipment (hereinafter referred to as "PPE") suppliers and their products, guide the correct distribution, use and management of personal protective equipment, and protect the safety and health of teachers and students during the experiment. Prevention of personal injury.

明确学校对个人防护用品(以下简称“PPE”)供应商及其产品的选择、发放、使用、废弃和管理要求,指导正确发放、使用和管理个人防护用品,保护师生在实验过程中的安全和健康,预防人身伤害事故的发生。

2 Scope 范围

This procedure applies to PPE management in the laboratory of GTIIT and in areas where PPE is used.

本程序规定适用于广东以色列理工学院实验室以及使用 PPE 的区域内的 PPE 管理。

3 Terminology 术语

3.1 PPE

It refers to the defensive equipment worn by individuals to protect themselves from accidental injuries and occupational hazards.

PPE includes: respiratory protective gear, eye protectors, face protectors, hearing aids, protective shoes, protective gloves, protective clothing, etc.

是指保护人员为免遭或减轻事故伤害和职业危害所必备的个人随身穿 (佩) 戴的防御性装备。

PPE 包括: 呼吸护具、眼部护具、面部护具、听力护具、防护鞋、防护手套、防护服等。

3.2 Laboratory basic personal protective equipment 实验室基本个人防护装备

PPE for general protection, including safety glasses, general lab coat (white coat).

用于提供一般防护的 PPE,包括安全眼镜、普通实验服(白大褂)。

3.3 Special PPE 特殊 PPE

In addition to the basic PPE, according to the actual experimental needs, for the special hazards that may exist in the experiment, such as: energy release, corrosion, hitting objects, suffocation, toxicity, heat

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/ frostbite, etc., provide protective personal protective equipment, such as: chemical protective clothing, Insulation gloves, self-contained air breathing apparatus, etc.

基本 PPE 以外, 根据实际实验需求, 针对实验中可能存在的特殊危害, 例如: 能量释放、腐蚀、打击物体、窒息、毒性、热/冻伤等, 提供防护的个人防护装备, 例如: 化学防护服、隔热防护手套、自给式空气呼吸器等。

4 Responsibility 职责

4.1 EHS officer

- Assist in the evaluation and selection of PPE products in various laboratories in the school;
协助校内各实验室 PPE 产品评估及选型;
- Assist in the procurement of evaluation, review, approval and filing of PPE suppliers;
协助采购对 PPE 供应商的评估、审核、批准及备案;
- Regularly organize a review or inspection of the compliance of the program in the school/laboratory;
定期组织对学校/实验室进行本程序执行符合性的审核或检查;
- Provide PPE safety training;
提供 PPE 安全培训;
- Provide technical support for the use of PPE in each laboratory;
为各实验室 PPE 使用提供相应技术性支持;
- Responsible for program updates.
负责本程序更新。

4.2 Lab Manager 实验室负责人

- Perform risk assessments related to laboratory operations and identify PPE requirements for risks in each laboratory based on relevant risk assessments;
执行实验室操作相关的风险评估, 依据相关风险评估识别各实验室内风险对应的 PPE 需求;
- Conduct relevant PPE training for all relevant personnel in the laboratory and provide necessary documentation;

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负责实验室内所有相关人员进行相关 PPE 培训，并提供必要的文件资料；

- Responsible for all relevant personnel in the laboratory to use PPE as required;

负责实验室内所有相关人员按要求使用 PPE；

- According to the actual use of the laboratory PPE, ensure the minimum safety stock of the laboratory to ensure the relevant safety needs;

根据实验室 PPE 使用实际情况，确保该实验室最低安全库存，以保障相关安全需求；

- Responsible for the daily management (use and retirement) and supervision of PPE;

负责 PPE 日常管理(使用和报废)和监督；

- Responsible for the quality control of PPE receipts in their respective laboratories, including inspection and acceptance of PPE packaging and integrity, including collection of product specifications, product certification and product inspection verification;

负责各自实验室 PPE 收货的质量控制,包括对 PPE 包装及完整性的检查验收，包括收集产品说明书、产品合格证和产品检验证；

- Participate in the evaluation and review of relevant PPE suppliers;

参加对相关 PPE 供应商的评估和审核；

- Provide relevant PPE to laboratory visitors;

向实验室访客提供相关的 PPE；

4.3 Campus Operations Purchasing Department 校园运营采购部

- Responsible for the preparation of procurement contracts and the supervision of the procurement process;

负责采购合同的编制及采购流程的监督；

- Responsible for the evaluation, review, approval and filing of PPE suppliers;

负责对 PPE 供应商进行评估、审核、批准及备案；

- Responsible for the centralized procurement , storage and distribution of relevant PPE.

负责执行相关 PPE 的集中采购、储存发放。

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4.4 All users 所有使用人员

All relevant personnel, including teachers, students, contractors and visitors, should properly wear personal protective equipment according to the requirements of this procedure and each laboratory, and properly maintain personal protective equipment in accordance with relevant requirements and training content.

所有相关人员，包括师生、承包商和访客应根据本程序要求，和各个实验室要求正确穿戴个人防护用品，并按照相关的要求和培训内容，正确维护保养个人防护用品。

5 Procedural requirements 程序要求

5.1 Hazard Assessment 危害评估

- Each laboratory assesses the laboratory's risk at least once a year and makes recommendations for purchasing PPE or PPE adaptability.

各实验室每年至少一次对本实验室的风险进行评估，提出购买 PPE 或 PPE 适应性的建议。

5.2 Supplier qualification assessment 供应商资质评估

- Check the supplier's business license, production license, product test report, product qualification certificate and safety mark. Select at least one qualified supplier for each PPE.

检查供应商的营业执照、生产许可证、产品的检测报告、产品合格证和安全标志等。每种 PPE 至少选择一个合格供应商。

5.3 PPE Procurement PPE 采购

- The specifications, model and quantity shall be determined by the EHS, and the procurement department shall make the procurement. The procurement department shall not arbitrarily change the specifications, models and additions and subtractions;

由 EHS 确定规格、型号和数量，由采购部门进行采购，采购部门不得随意更改规格、型号和增减数量；

- When purchasing the protective equipment, the purchasing department not only requires the product's protective performance to be reliable, but also ensures the safety and health of the user.

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It also requires the product to have good performance, convenience and flexibility, and also consider the cost;

采购部门采购防护用品时，不仅要求产品的防护性能可靠，能确保使用者的安全 and 健康，而且还要求产品适用性能好，方便、灵活，另外还要考虑成本；

- The purchased products must comply with national standards or industry standards, and it is strictly forbidden to purchase unlicensed products or counterfeit and shoddy products. Otherwise, the purchased products will not be allowed to enter the warehouse. The consequences are borne by the purchaser.

所购买的产品必须符合国家标准或行业标准，严禁采购无证产品或假冒伪劣产品。否则，所购产品一律不得入库。所产生的后果由购买人承担。

5.4 PPE Acceptance PPE 验收

- PPE storage should have a valid certificate and the name of the manufacturer. The special PPE should also have “three certificates complete” (safe production license, safety appraisal certificate, product certificate), otherwise the PPE acceptance personnel have the right to terminate the acceptance and return the goods.

PPE 入库，应具有有效的合格证及生产厂名，特种 PPE 还应“三证齐全”（安全生产许可证、安全鉴定证、产品合格证），否则 PPE 验收人员有权终止验收并作退货处理。

- Before the PPE is put into storage, it shall be jointly accepted by the EHS, Lab Manager, the warehouse personnel and the purchasing personnel, and signed and confirmed. It is not allowed to enter the warehouse without passing the inspection, and it is not allowed to be put into use.

PPE 入库前，由 EHS、各实验室负责人、库房人员、采购人员共同验收，并签字确认。未经检验合格不准进入库房，更不准投入使用。

5.5 Storage and Custody of PPE PPE 的储存与保管

- The PPE in the warehouse should be classified and stored according to its natural attributes, specifications, models, features and uses. Consider the environmental conditions of the storage place

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and perfect storage measures, and conscientiously implement the “Ten Prevention” (fire prevention, moisture proof, dust prevention, anti-theft, anti-corrosion, sun protection, anti-rust, anti-expiration, anti-fouling, anti-mixing) of the warehouse to prevent the loss of responsibility for storage. occur;

库房内的 PPE，应根据其自然属性、规格、型号、特点和用途进行分类储存。考虑好储存场所的环境条件和完善的保管措施，认真执行仓库“十防”（防火、防潮、防尘、防盗、防腐、防晒、防锈、防过期、防污、防混）杜绝保管责任损失发生；

- The PPE kept in custody shall not be lent or misappropriated without the consent of Lab Manager or the head of the department.

保管的 PPE，未经实验室负责人或部门领导同意，一律不准擅自借出或挪用。

5.6 PPE adoption and distribution PPE 的领用、发放

- Accepting PPE must hold a valid receipt form(signed or email confirmed by the head of the department or laboratory) and must be verified by the supervisor before issuance;

领用 PPE，必须持有效的领料单（部门领导或实验室负责人签字或邮件确认），经库管员核实后方可发放；

- The physical object must be consistent with the marking on the picking list;
实物必须与领料单上的标注一致；
- Prohibited in other materials instead of labor protection products were issued;
严禁以其它物资代替劳动防护用品进行发放；
- After receiving the protective equipment, Lab Manager shall promptly issue it to the experimental personnel and wear it in time as required.

实验室负责人领取防护用品后，应及时发放给实验人员，并按规定及时正确佩戴。

5.7 PPE training PPE 培训

- Lab Manager should complete PPE training in admission training for new staff, students and visitors;
各实验室负责人应在新员工、学生和访客的入场培训中完成 PPE 的培训；
- Each laboratory organizes training at least once a year according to the characteristics of each

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laboratory; if necessary (if major changes or non-conformities occur), the frequency of training should be appropriately increased;

各实验室根据各实验室的特点等情况至少每年组织培训一次；必要时(如出现重大变更或不符合项)，应适当增加培训频次；

5.8 Use, cleaning and maintenance of PPE PPE 使用、清洁和维护

- PPE must be worn in accordance with the requirements of its area when entering the laboratory/other designated areas;

进入到实验室/其他指定区域时必须按照其区域的要求穿戴 PPE；

- Wear the necessary special PPE according to the risk of the experiment to be carried out and the relevant safety measures;

根据所要进行实验的风险，以及相关安全措施要求，穿(佩)戴必需的特殊 PPE；

- PPE must be regularly inspected or tested in accordance with its instructions to ensure that it is in good condition of use;

PPE 必须根据其使用说明进行定期检查或测试，以确保其处于良好的使用状态；

- When the work clothes are to be cleaned, they are collected and cleaned by a special cleaning company;

需工作服要清洗时，由专门的清洗公司进行收集和清洗；

- Other PPEs such as safety glasses or masks can be cleaned or wiped with tap water if necessary after use;

其它 PPE 如安全眼镜或面罩等使用后，如有必要，可使用自来水进行清洗或擦拭；

- If hazardous chemicals are contaminated at the job site, the staff should first perform the initial cleaning in the designated area or facility before removing the relevant chemical protective equipment. After the initial cleaning, the relevant equipment should be cleaned twice.

如果在工作现场沾染危险化学品，工作人员在脱掉相关化学品防护装备前，首先应在现场指定区域或设施内进行初次清洗。初次清洗后，对相关装备要进行二次清洗。

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5.9 Scrap 报废

- Non-chemical protective PPE contaminated by hazardous chemicals should be collected and disposed of as hazardous waste. For details, see «Waste Management Procedures»;

被危险化学品污染过的非化学品防护类 PPE 应当作危险废弃物进行收集处置,详见«废弃物管理程序»;

- End-of-life PPE that is not contaminated with hazardous waste and chemicals should be disposed of as ordinary solid waste according to the "National Hazardous Waste List 2016" exemption list. It should be collected by a designated waste collector and physically destroyed to avoid reuse.

未沾染危险废弃物和化学品的报废个人防护用品,应根据“国家危险废物名录 2016”豁免管理清单,按普通固体废弃物进行处置,由指定的废弃物收集商进行收集,并将 PPE 进行物理性破坏,以免再次使用。

- When the PPE is damaged (the discriminating standard should follow the instructions of the PPE manufacturer), it should be obtained again after approval by Lab Manager or its authorized personnel.

- 当 PPE 损坏(判别标准应遵循 PPE 制造商说明),应获得实验室负责人或其授权人员批准后再次领取。

6 Attachment 附件