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Document Name 文件名称	**Incident Report and Inspection Procedure** **事故汇报及调查程序**		

Approval process 审批过程

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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

Production safety accident report and investigation and handling regulations

生产安全事故报告和调查处理条例

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1   Purpose 目的

To confirm and follow up the root causes of laboratory environmental and safety accidents in Guangdong Technion-Israel Institute of Technology, effectively prevent or reduce accident hazards, minimize accident losses, and ensure timely and adequate reporting, investigation and correction of all incidents in the laboratory. prevention.

为规范广东以色列理工学院内实验室环境、安全等事故根本原因得以确认和跟进，有效预防或降低事故危害，最大限度降低事故损失，确保实验室所有的事件及时、充分的报告、调查和纠正预防。

2   Scope 范围

This procedure applies to accidents (including near miss) that occur in the laboratory of Guangdong Technion-Israel Institute of Technology, including but not limited to safety, occupational health, environment, firefighting, etc.

本程序规定适用于广东以色列理工学院实验室内发生的事故（含未遂事故），包括但不限于安全、职业健康、环境、消防等事故。

3   Terminology 术语

3.1   Incident 事件

Work-related matters that have occurred or are likely to have injuries, illnesses (regardless of severity), death, property damage, environmental pollution, including accidents, near miss.

已经发生或可能发生伤害、疾病（不论严重程度）、死亡、财产损失、环境污染的与工作相关的事情，包括事故、未遂事件。

3.2   Accident 事故

An accident that causes death, illness, injury, property damage, or other loss.

造成死亡、疾病、伤害、财产损失或其它损失的意外事件。

3.3   Near Miss 未遂事件

There were no incidents of personal injury, illness, property damage or environmental pollution. Refers to situations in which an accident may occur if the experiment or workplace or mode of operation is not improved.

A near miss may also be an accident, but there is no accident resulting in personal injury or property damage.

没有造成人身伤害、疾病、财产损失、环境污染事件。指如果不对实验或工作场所或操作方式进行改善，可能会导致事故发生的情形。

未遂事故也可以是发生了事故，但没有造成人员受伤或财产损失的事故。

4   Responsibilities 职责

4.1   EHS office EHS 办公室

- Supervise the execution of this procedure;
  监督本程序的执行；

- Determine the type and level of internal events based on school accident classification information;
  根据学校事故分类信息确定内部事件类型和等级；

- Responsible for the exchange of events within the school area;
  负责在事件在学校区域范围内的交流；

- Responsible for the preservation of event related records;
  负责事件相关记录的保存；

- Supervise the implementation of follow-up actions.
  监督事件跟进措施的落实。

4.2   Event department or laboratory 事件部门或实验室

- Report incidents in a timely and accurate manner;
  及时、准确的报告事件；

- Submit the "Event Investigation Report Form" within the specified time;
  在规定时间内提交"事件调查报告表"；

- Complete relevant corrective and preventive measures within the specified time.
  在规定时间内完成相关纠正预防措施。

4.3   Other department or laboratory 其他部门或实验室

- Confirm that there are similar risks in the laboratory and follow up;
  确认实验室内是否有类似风险并跟进；

- Complete relevant corrective and preventive measures within the specified time.
  在规定时间内完成相关纠正预防措施。

5   Event / Incident Report 事件/事故报告

- After the accident, the accident site personnel must immediately report the accident information to the person in charge of the department and take emergency measures in time for on-site disposal.

  事故发生后，事故现场人员必须立即将事故信息上报部门负责人，并及时采取应急措施进行现场处置。

- The accident information is immediately reported to the EHS and the relevant person in charge of the school by the person in charge of the accident department.

  由事故部门的负责人将事故信息立即上报 EHS 及学校相关负责人。

- After receiving the alarm, the person in charge of the accident department shall immediately organize according to the emergency management requirements according to the scene of the accident.

  事故发生部门负责人在接到报警后，应立即根据事故现场情况按照应急管理要求组织。

- Emergency disposal at the scene of the accident. The specific implementation of the accident emergency response can be implemented by referring to the GTIIT_EHS_06_01_Emergency Response Plan for Laboratory emergency plan requirements.

  事故现场的应急处置。事故应急处置具体执行可参照 GTIIT_EHS_06_01_Emergency Response Plan for Laboratory 实验室应急预案要求执行。

- After the EHS receives the incident report, it must determine its level and determine the level of reporting based on the incident level. For details, please refer to "Attachment 1: Accident Classification and Reporting".

  EHS 收到事故报告后，必须对其等级进行确定，并根据事故等级确定汇报的级别。具体内容请详见"附件一：事故等级分类及汇报"。

- In the event of a major casualty accident, or a major accident such as a fire or explosion, or a large number of leaks or evacuation, report it to the government. For details of the reporting process, please refer to: Production Safety Incident Report and Investigation and Handling Regulations (State Council No. 493)

  当发生重大伤亡事故，或火灾、爆炸事故，或大量泄漏、需疏散人员等重大事故，应向政府部门报告。具体汇报流程请详见：生产安全事故报告和调查处理条例(国务院第 493 号)

- All kinds of accident information obtained from the scene shall be reported truthfully, and the report shall not be delayed or reported or misrepresented on the grounds that the accident is unclear.

  对于从现场获得的各类事故信息均应如实上报，不得以事故不清楚为由延迟报告或瞒报、谎

报。

- After the accident, the accident department shall strictly protect the accident site. If it is necessary to move the on-site objects for special reasons, it is necessary to do on-site identification to properly preserve the important traces and physical evidence on the site for on-site investigation of the accident.

  事故发生后，事故发生部门应严格保护事故现场。如因特殊原因需移动现场物件时，必须做好现场标识，妥善保存现场重要痕迹、物证，以便事故的现场调查。

6 Incident/accident investigation 事件/事故调查

6.1 Investigation process 调查流程

- The members of the survey team include: the person in charge of the laboratory, the personnel familiar with the accident analysis, and the professional and technical personnel;

  组成调查组成员包括：实验室负责人、熟悉事故分析的人员、专业技术人员等；

- Collecting information: The area must be isolated after an accident. Information collection must be completed within 24 hours; the scene must be maintained after the accident until the evidence collection is completed, but in the event of a chemical spill, the evidence can be kept and collected immediately after ensuring safety, and the site can be cleaned immediately;

  收集信息：事故发生后必须对区域进行隔离。信息收集必须在 24 小时内完成；事故发生后必须保持现场直至证据收集完成，但如果发生化学品泄漏事故，则在保证安全的条件下进行证据保留和收集后，可以立即进行现场清理；

- Cause Analysis: Identify problems and information logic. Root cause analysis methods such as accident trees and fishbone diagrams can be used for analysis;

  原因分析：识别问题及信息逻辑。可以采用诸如事故树、鱼骨图等根本原因分析方法进行分析；

- Determine the nature of the root cause of the accident, the direct cause or the indirect cause, determine the relationship, and find the ultimate root cause;

  确定导致事故发生的根本原因性质，直接原因还是间接原因，确定之间关系，找出最终的根本原因；

- Set corrective and preventive measures according to the root cause, set the person in charge and the date of completion;

  根据根本原因设定纠正预防措施，设定负责人和完成日期；

- And verify the effectiveness of corrective actions: the effectiveness of corrective actions.

并验证纠正措施的有效性：整改措施的有效性。

6.2   Accident Investigation Requirements 事故调查要求

- When an accident occurs, the report of the accident, on-site disposal, investigation, analysis, processing, recording, statistics, and reporting shall be carried out in strict accordance with the investigation and handling procedures of the relevant national accidents.

  当事故发生后，事故的报告、现场处置、调查、分析、处理、记录、统计、上报等工作，应严格按照国家有关事故的调查、处理程序执行。

- In the event of an accident, regardless of the size of the accident, it shall be investigated and dealt with according to the principle of "four not letting go", and the attempted event shall be dealt with according to the accident that has caused the direct result.

  发生事故，无论事故大小均应按照"四不放过"的原则进行调查处理，未遂事件按照可导致直接结果的已发生事故处理。

- The accident investigation shall be carried out in accordance with the principle of fairness and impartiality, and the process, cause, nature, casualties and economic losses of the accident shall be ascertained. In particular, the weak links in management and the defects in safety technology shall be identified, objectively, Really reflects the whole process of the accident.

  事故调查应本着公平、公正的原则进行，查明事故发生的过程、原因、性质、人员伤亡和经济损失情况，尤其要查明管理上存在的薄弱环节和安全技术上存在的缺陷，客观、真实的反映事故发生的全过程。

- In the accident investigation, the investigator has the right to know the situation related to the accident to the department or personnel in the accident, and to request and collect the accident related materials. No department or individual may shirk, obstruct or refuse, and may not conceal or lie, nor even obtain investigations that have perjury, damage the scene of the accident or obstruct the accident, and should truthfully reflect the actual situation of the accident.

  事故调查中，调查人员有权向发生事故的部门、人员了解与发生事故有关的情况，并索取、搜集事故相关材料。任何部门和个人不得推诿、阻挠、拒绝，不得隐瞒和谎报，更不得出具伪证、破坏事故现场或阻挠事故的调查，应如实反映事故真实情况。

- The accident investigation shall collect the original evidence and the documentary information related to the accident through the methods of on-site investigation and investigation and inquiry, check various records and materials related to the accident, and grasp the details and factors related to the accident to provide the accident analysis evidence.

事故调查应通过现场勘察和调查询问的方法，采集与发生事故有关的原始证据和证人口述材料，核查与事故有关的各种记录和资料， 掌握与事故有关的细节和因素等，为事故分析提供证据。

- The accident investigation report should include the following:

  事故调查报告应当包括下列内容：

    1. Accident occurrence laboratory overview;

       事故发生实验室概况;

    2. Accident occurrence and rescue situation;

       事故发生经过及救援情况;

    3. Casualties and direct economic losses caused by the accident;

       事故造成的人员伤亡和直接经济损失情况;

    4. The direct cause of the accident and the nature of the accident;

       事故发生的直接原因和事故性质;

    5. Accident liability determination and handling of the person responsible for the accident;

       事故责任认定以及对事故责任者处理建议;

    6. Accident prevention and corrective measures.

       事故防范和整改措施。

7   Attachment 附件

Attachment 1: Accident classification and reporting

附件一：事故等级分类及汇报