
广东以色列理工学院 (GTIT) 新员工入职安全须知

(实验室相关)

一、总则

- 确保实验室安全，预防事故发生
- 适用校内全体教职员工及实验室工作人员
- 遵守国家法规和广以 EHS 管理制度

二、岗位健康因素判断

- **实验室负责人:** 实验室负责人为实验室第一安全责任人，请向其了解您所属岗位的相关职业健康因素信息。
- **识别评估:** 入职后上岗前，熟悉实验室相关危害因素，如化学、生物、物理等；在新实验、设备、条件变更前，及时完成风险评估，有效落实控制措施；
- **健康监护:** 根据岗位特点，接受定期相关的体检；建立健康档案；

三、安全培训须知

- **培训对象:** 全体需要在实验室内工作的员工
- **培训内容:** 校级安全培训、系级安全培训和实验室相关安全培训等，三级安全培训内容
- **培训要求:** 根据实验室风险等级和实验室负责人要求完成必修学时，考核合格后方可上岗；每年至少复训一次，保留培训记录；

具体培训流程请联系 EHS@gtit.edu.cn 了解

四、实验安全分析

- **实验前风险管理:** 实验前，实验人员必须完成实验危害分析；分解操作步骤；识别危险源；按优先级制定控制措施（消除→替代→工程控制→标识→PPE→应急）

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- **实验准入批准：**所有实验分析均需获得实验室负责人审核批准，涉及重要危险源或中高风险的实验内容，需通过 EHA（Experiment Hazard Analysis）告知 EHS 办公室进行审核，最后由负责人确认批准后开展实验活动。
 - **措施落实：**您需要实验室已经根据 EHA 配备对应的控制措施，若有未落实的地方，请及时与实验室负责人沟通。
 - 具体“重要危险源”内容，请联系 EHS@gtiit.edu.cn 了解

五、实验个人防护装备（PPE）

- **个人防护基本配备：**实验防护服、防护手套、护目镜/面罩、口罩、实验鞋等
您需要确保实验室已经提供符合您岗位的个人防护用品；若缺失对应个人防护品，请主动告知实验负责人，请求配备合适的个人防护品。
请勿在未佩戴正确个人防护品的条件下开展实验活动！
- **使用规范：**进入实验室全程穿戴；离开时必须脱下；禁止将手套、实验服带出实验楼。

六、应急处理与报告

- **报告对象：**实验室负责人、应急响应小组（EHS）、校园安全委员会
- **报告事项：**任何事故都需要上报 EHS 办公室，如：火灾、化学品泄漏、生物样本暴露、人员受伤中毒、设备重大故障等。

七、重要提示

- **权利：**了解危害、拒绝不安全工作、积极参与安全事务
- **责任：**遵守规程、正确使用 PPE、报告隐患、参加培训

更多实验室相关信息，请访问 <https://sites.gtiit.edu.cn/ehs/> 了解相关信息。

EHS 办公室联系信息：

e-mail: EHS@gtiit.edu.cn

Office: A202, NC / A301, SC

Guangdong Technion-Israel Institute of Technology (GTIIT) New Employee Onboarding Safety Notice (Laboratory-Related)

I. General Provisions

- Ensure laboratory safety and prevent accidents
- Applicable to all faculty, staff, and laboratory personnel on campus
- Comply with national regulations and GTIIT EHS management systems

II. Job-Specific Health Hazard Assessment

- **Person in charge of the lab:** The person in charge will take primary safety responsibility of the laboratory. Please consult them for information on occupational health hazards relevant to your position.
- **Identification and Evaluation:** Before starting work after onboarding, familiarize yourself with relevant hazards in the laboratory, such as chemical, biological, and physical hazards; conduct timely risk assessments before new experiments, equipment, or condition changes, and effectively implement control measures.
- **Health Surveillance:** Receive regular relevant medical examinations based on the characteristics of your position; maintain health records.

III. Safety Training Requirements

- **Training Participants:** All employees who need to work in the laboratory
- **Training Content:** Three-tier safety training system including university-level, program-level, and laboratory-specific safety training
- **Training Requirements:** Complete mandatory training hours according to the laboratory risk level and supervisor requirements, and pass assessments before starting work; attend refresher training at least once a year, and retain training records.

For specific training procedures, please contact EHS@gtiit.edu.cn

IV. Experiment Safety Analysis

- **Experiment Hazard Analysis:** Before experiments, personnel must complete experiment hazard analysis; break down operation steps; identify hazard sources; develop control measures according to priority (Elimination → Substitution → Engineering Controls → Signage → PPE → Emergency Response)
- **Experiment Access Approval:** All experiment analyses must be reviewed and approved by the laboratory supervisor. Experiments involving significant hazard sources or medium-to-high risks must be

submitted via EHA (Experiment Hazard Analysis) to the EHS Office for review, and finally approved by the supervisor before commencing experimental activities.

- **Measures Implementation:** You must verify that the laboratory has implemented corresponding control measures based on the EHA. If there are any unimplemented aspects, please communicate with the laboratory supervisor promptly.

For specific "significant hazard sources," please contact EHS@gtiit.edu.cn

V. Personal Protective Equipment (PPE) for Experiments

- **Basic PPE Provision:** Laboratory protective clothing, protective gloves, safety goggles/face shields, masks, laboratory shoes, etc.

You must ensure the laboratory has provided PPE appropriate for your position. If corresponding PPE is missing, please proactively inform the person in charge and request suitable personal protective equipment.

DO NOT conduct experimental activities without wearing proper PPE!

- **Usage Standards:** Wear throughout your time in the laboratory; must remove when leaving; prohibited from taking gloves or lab coats out of the laboratory building.

VI. Emergency Response and Reporting

- **Report to:** Lab PI/manager, Emergency Response Team (EHS), Campus Safety Committee
- **Reportable Incidents:** All accidents must be reported to the EHS Office, including but not limited to: fires, chemical spills, biological sample exposure, personnel injury/poisoning, major equipment failure, etc.

VII. Important Notes

- **Rights:** Understand hazards, refuse unsafe work, actively participate in safety affairs
- **Responsibilities:** Follow procedures, correctly use PPE, report potential hazards, attend training

For more laboratory-related information, please visit:

<https://sites.gtiit.edu.cn/ehs/>

EHS Office Contact Information:

Email: EHS@gtiit.edu.cn

Office: A202, NC / A301, SC