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Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
Drafted by 起草人	Xu Guangxiang 许光祥	EHS Officer		
Reviewed by 审阅人	Eran Galor; Shaogang Chen陈少刚; Sehoon Park; Vicky Wur Ronghao Wang	PVC and Deputy General Director; PVC assistant & Safety coordinator; Academy Safety Representative; Deputy Director of Operations Department Manager of Logistics Department		
Approved by 批准人		Campus Safety Committee;		

Reversion records

版本历史记录

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01	2018-09-22	New file 新建文件
02	2021-12-31	Update the red font content according to current safety management requirement from Gov. and Technion standards

Relevant departments (select relevant departments with a “√”)

相关部门 (用√勾选相关部门)

EHS Office 安全办公室	√	Operation Department 运营部	√	Logistics Department 后勤部	√
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Relevant documents 相关文件

None 无

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1. Purpose 目的

Make sure effective control over potential risks in GTIIT through regular safety inspection and rectification, thus avoiding the occurrence of personal injury, environmental pollution and property loss.

通过学院的定期安全检查及整改，确保校内安全隐患得到有效控制，从而确保避免发生人员伤亡、环境污染和财产损失事故的发生。

2. Scope of Application 范围

This Procedure is applicable to all safety inspection activities in Guangdong Technion-Israel Institute of Technology (GTIIT).

本标准适用于广东以色列理工学院(GTIIT)内所有安全检查活动。

3. Responsibility 职责

Campus EHS office 校安全办公室

- Formulate annual safety inspection plan, such as semester inspection and special inspection.
制定年度的健康安全环保保安检查的计划，如：学期安全巡检计划、安全专项巡检计划等；
- Formulate checklists, including inspection items, content, standard or basis, and results.
制定各项检查的检查表，内容包括检查项目、检查内容、检查标准或依据、检查结果；
- Statistics and summarize the inspection findings and rectification situation of various potential risks.
统计和汇总校内各类隐患的发现和整改情况；
- Summarize safety inspection report, setting rectification requirements and assigning responsible persons and completion dates for the findings about the public facilities.
负责跟踪记录检查报告内问题，对公共设施中的发现项设定整改要求和指定负责人及完成日期；
- Supervise the implementation and effect of EHS inspection.
监督健康安全环保检查的执行和效果；

lab's PI 各实验室负责人

- Attend the safety inspection organized by EHS office for the lab who is responsible.

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参与针对负责实验室的校安全办公室组织的安全检查；

- Responsible for safety inspection for the areas taken charge by own lab.

负责所属实验室区域的日常检查；

- After receiving the inspection report, lab PI shall develop solutions, and assign the caretaker and completed date.

收到安全隐患项整改报告时，制定相应的解决方案，设定跟进人员和时间，按期完成整改后将佐证提交EHS办公室审核；

- After completed, ask EHS to verify and check the effectiveness and timeliness of relevant measures.

完成项目落实后，请安全办公室到场验证跟进措施的有效性和时效性。

Operation Department 校园运营部

- Organize the inspection for campus public facilities.

负责组织和完成校园公共设施类的专业检查；

- Take charge of project optimization and reconstruction work related to hidden danger identification.

负责隐患排查中涉及工程优化改造类的项目；

4. Terminology 术语

- EHS: health, safety, and environment

EHS: 职业健康安全环保

- Risk: Instable factors in a certain condition, object, and incident that will affect the safety interests of individuals or others; it is a potential hazard factor.

隐患：在某个条件、事物以及事件中所存在的不稳定并且影响到个人或者他人安全利益的因素，它是一种潜藏着的危害因素

5. General Requirement 安全检查及隐患排查治理的一般要求

- According to the requirements of the National Safety Law, follow the requirement that "who is in charge the working unit, who must be responsible for its safety management", strict implementation of the lab safety inspection and rectification.

根据国家安全法要求，落实实验室“谁主管，谁负责”的要求，严格落实实验室隐患排查和整改工作。

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- Formulate the safety inspection plan at the beginning of every year, including inspection purpose, requirements, content, frequency, and responsible person;
每年初制定安全检查和隐患排查计划，包括各项检查的目的、要求、内容、频次和负责人；
- Establish the system for safety inspection and potential risks report archives, and keep relevant records;
建立安全检查和隐患排查治理档案，保存相关记录；

5.2 Comprehensive Inspection 综合性检查

- Organize a safety inspection team, whose main members may consist of heads of departments such as: Operations Department, EHS office, or other departments, and labs PI.
组织安全检查小组，主要成员可由各部门负责人或实验室负责人，如：运营部、EHS 办公室、或其他部门，以及实验室等组成；
- The inspection team send out the safety inspection invitation, and organize relevant members for safety inspection of the planned area.
检查小组组长负责发出检查邀请，组织本小组人员对计划的区域进行安全检查；
- Upon completion of the inspection, the report will be sent to the person responsible for rectification of findings.
检查完成后，将发现项发给各问题的负责整改人员；
- After receiving the safety inspection report, lab or findings caretaker shall formulate a solution, and assign the caretaker and completed date.
收到安全隐患项整改报告时，制定相应的解决方案，设定跟进人员和时间，按期完成整改后将佐证提交 EHS 办公室审核；
- After completed, ask EHS to verify and check the effectiveness and timeliness of relevant measures.
完成项目落实后，请安全办公室到场验证跟进措施的有效性和时效性。

5.3 Semester Safety Inspection 学期安全检查

- Semester Safety inspection mainly includes lab safety, typhoon prevention, thunder storm prevention, and electrical safety.
学期安全检查主要包括：实验室安全、防台风暴雨、防雷，用电安全等等；
- Frequency: at least once comprehensive inspection for one semester.

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频次：每学期至少综合性检查 1 次；

- Organized and operated by the EHS office, assisted by Operation Department, Logistics Department, and Campus Construction Department etc.

由校安全办公室组织，由运营部、后勤部和建设部协助检查。

5.4 Special Inspection 专业检查

- The scope of special inspection mainly includes hazardous substance, electrical equipment, mechanical equipment, buildings (structures), safety devices, fireproof, explosion-proof, dustproof, anti-poison, monitoring instruments, and food safety.

专业检查范围主要包括：危险物品、电气装置、机械设备、构建筑物、安全装置、防火防爆、防尘防毒、监测仪器、食品安全等等；

- Frequency: base on key equipment inspection standard and requirements on specific inspection frequency, or refer to the required by the Education Department.

频次：具体的检查频率见关键设备检查标准及要求，或根据教育厅要求进行；

- The storage area of hazardous materials shall be inspected by the chemicals warehouse keeper every day. Corresponding records shall be properly kept.

危险物品储存区域由化学品仓库管理人员负责检查，频次每天进行检查，并留有记录。

5.5 Daily or Routine Inspection 日常检查

- Routine inspection includes inspection by grassroots personnel and routine inspection by management personnel, such as lab staff does the daily review for their own lab.

日常检查分基层岗位人员检查和管理人员日常检查(如实验室人员自检)；

- The management personnel shall do routine inspection within the scope of their respective scope.

管理人员在各自的业务范围内进行日常检查。

5.8 Inspection Before and During Holidays and Festivals 节假日前及期间检查

- Prior to long holidays, it needs to make special inspection for the Institute, including public facilities & equipment, security, fire-fighting, emergency supplies preparation and standby equipment.

长假前需要对各全校进行专项检查，包括：公共设施设备、安保、消防、应急物资准备、备用设备等方面的专门检查；

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- Such inspection shall be made by various labs and departments themselves. After the inspection, the checklist shall be submitted to the EHS office for summary, tracking, and storage.

检查由各实验室和部门自行检查，检查后将检查表格提交至安全办公室汇总跟进及保存；

- During Holidays and Festivals, the on-duty personnel in various departments shall collaborate with the security personnel for irregular inspection.

节假日期间，各部门值班人员协同安保进行不定期巡检；

5.8 Identification, Assessment and Correction of findings 隐患的排查、治理和考核

- Source of potential risks

隐患获取来源

- Potential risks (listed into focal point for rectification) put forward by the superior safety production supervision & management department (such as Gov. authority or department).

上级安全生产监督管理部门（如上级政府部门）提出的安全隐患（列为整改重点）；

- Reported by the staff and students;

员工和学生发现上报的安全隐患；

- Found by the employee or contractor;

学校雇员或承包商人员发现的安全隐患；

- Found in external review

其它外部审核发现的安全隐患。

- Formulate a correction plan according to the risks identification, it shall include the content of problem, control measures or suggestion, solution caretaker and completed time limit.

根据隐患排查的结果，制定隐患治理方案，对隐患进行治理。方案内容应包括目标和任务、方法和措施、跟进负责人和设定完成时限。

- After completed the actions, it needs to verify the rectification effect.

在隐患治理完成后对治理情况进行验证和效果评估，确定整改后效果。

- Make statistical analysis of the safety inspection and risk correction, and submit the written statistical analysis tables to the EHS committee and relevant departments;

按规定对隐患排查和治理情况进行统计分析，并向安全委员会和有关部门报送书面统计分析报告。

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- Assessment for the rectification rate: the monthly complete rate shall reach 90%.
隐患整改的考核，当月发现的安全隐患的整改完成率需要达到 90%。
- The caretaker of rectification labs or department shall make a reasonable solution with relevant supporting departments.
现场的隐患整改需实验室或部门负责人需与相关协助部门落实合理的解决方案。

5.8 Improving of Significant Risks 重大隐患治理

- Prior to the governance of significant potential risks, it needs to take temporary control measures and make the temporary control measure.
重大隐患在治理前，应采取临时控制措施，制定临时控制措施。
Hidden danger governance measures shall include:
隐患治理措施应包括：
 1. Engineering technical measures
工程技术措施
 2. Procedure management measures
程序管理措施
 3. Training and coaching measures
教育培训措施
 4. Personal protective equipment setting
个人防护措施
 5. Emergency response measures
应急处置措施等
- The principle of “five in place” shall be implemented for significant risks: rectification measure, responsibility, fund, time limit, and prevention measures for future running.
重大隐患项目做到：整改措施、责任、资金、时限和预防“五到位”；
- The items confirmed as significant risks shall be keep in record. The content of archives shall include:
对确定的重大隐患项目建立档案，档案内容应包括：
 1. Evaluation report and technical conclusion;
评价报告与技术结论；
 2. Risks improving plan
隐患治理方案；
 3. Review on site.

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现场检查审核:

4. documentation.

备案文件。

6.0 Attachments 附件

None

无