

	<b>GTIIT_EHS_ISO file</b>	File No.: GTIIT_EHS_01_08 文件编号：
		Rev. No.: 01 版本号：
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File name 文件名	<b>Reward and Disciplinary Procedures of Lab</b> <b>实验室奖惩制度</b>	

### 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;	PVC & Director General PVC assistant & Safety coordinator Academy Safety Representative		
Approved by 批准人		Campus Safety Committee;		

### Reversion records

#### 版本历史记录

Rev. No. 版本号	Publication date 出版日期	Rev. reason/ content modified 再版原因/更改内容
01	2020-11-01	New file 新建文件

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

#### 相关部门 (用√勾选相关部门)


Academic Administration Office 学术行政办公室	√	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	√

### Relevant documents 相关文件

No无

### Distribution mode (black) 发放方式 (涂黑)

Electronic edition ☒ Paper edition ☐  
 电子版 ☒ 纸版 ☐

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## 1. PURPOSE 目的

为进一步加强广东以色列理工学院实验室安全管理，有效预防和减少实验室安全事故发生，保障全院师生的人身及财产安全，强化实验室安全管理责任的落实，促进学院的和谐稳定发展，制定本程序。

## 2. SCOPE 范围

本程序适用于全校实验室，以及在实验室内工作的学术人员、职工、在校学生及其他进入实验室开展实验工作的相关人员。

## 3. Responsibility 职责

### The first person responsible for school safety (First Person of Communist Party in GT)

#### 学校安全第一责任人（党政一把手）：

- Ensure that the university provides adequate resources for safety (EHS) management projects and that related improvement projects are adequately supported.  
确保学校为安全(EHS)管理项目提供充足的资源，确保相关的改进项目得到充分的支持；
- Provide appropriate guidance on the presence of safety hazards in the lab.  
对实验室存在安全隐患提供相应的指导；
- Directing lab accident investigation teams to investigate the cause of and determine responsibility for lab accidents and to impose penalties on those responsible for accidents.  
指导实验室事故调查小组对实验室事故进行事故原因调查和确定事故责任，对事故责任人进行处罚；
- Providing appropriate rewards to laboratories and individuals with outstanding lab safety management and outstanding achievements.  
对实验室安全管理突出，有优秀成绩的实验室和个人提供相应的奖励。

#### EHS office 校园安全办公室：

- Develop a corresponding system of rewards and penalties related to school laboratories and monitor the effective implementation of the system.

	<b>GTIIT_EHS_ISO file</b>	File No.: GTIIT_EHS_01_08 文件编号：
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制定相应的学校实验室相关奖惩制度，并监督制度的有效执行；

- In-depth on-site inspection, the problems found need to be corrected in a timely manner. To encounter emergencies that endanger campus safety and have the authority to order the cessation of relevant high-risk work or experiments and to report immediately to the relevant discipline leader and the school's safety leader in charge.

深入现场检查，对发现问题需及时纠正。遇到危及校园安全的紧急情况，有权责令其停止相关高危工作或实验，并立即报告有关学科负责人及校内安全主管领导；
- Completing school-level safety supervision inspections from time to time and proposing penalties to the department or school safety management committee for laboratories that have safety hazards and fail to rectify them according to the set deadlines.

不定期完成学校级安全监督检查，并对存在安全隐患，且未能根据设定期限整改的实验室向系或学校安全管理委员会提出处罚建议；
- Organizing and coordinating lab accident investigation teams to investigate the cause of accidents and determine responsibility for incidents in labs.

组织和协调实验室事故调查小组对实验室事故进行事故原因调查和确定事故责任；
- Providing appropriate deeds and summary reports on safety management for laboratories and individuals with outstanding lab safety management and outstanding achievements to be submitted to campus management.


对实验室安全管理突出，有优秀成绩的实验室和个人提供相应的事迹和安全管理总结报告，报送至学校管理层。

#### **Lab's PI 实验室负责人**

- Conducting regular lab safety inspections, keeping abreast of the current status of safety management, and making timely rectification of accidental hazards.

进行定期实验室自行安全检查，随时掌握安全管理现状，及时对事故隐患进行整改；
- To report lab incidents and cooperate with accident investigations in a timely and truthful manner.

及时如实报告实验室安全事故、配合事故调查；
- To be responsible for the preparation of lab safety operation guidelines and to carry out occasional lab safety implementation checks.

	<b>GTIIT_EHS_ISO file</b>	File No.: GTIIT_EHS_01_08 文件编号：
		Rev. No.: 01 版本号：
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<b>File name</b> 文件名	<b>Reward and Disciplinary Procedures of Lab</b> <b>实验室奖惩制度</b>	

负责编制实验室安全操作指引，不定期进行实验室安全执行情况检查；

- Responsible for risk assessment and implementation of experimental safety measures for lab-related activities.

负责实验室相关活动进行风险评估及实验安全措施落实；

#### 4. Terminology 术语

EHS: abbreviation for Environment, Health and Hygiene, Safety, the following is abbreviated as EHS.

EHS:环境、健康与卫生、安全的缩写，以下内容以EHS为缩写；

EHS office is abbreviated as Office of Campus Safety.

EHS office 简称为校园安全办公室。

#### 5. Process 流程

The school lab safety work follows the policy of "safety first, prevention first", according to the principle of "who is in charge, who is responsible, who is on duty, who is responsible", and establishes a three-level linked lab safety reward and punishment system for the School, Program and Lab. To effectively achieve comprehensive management of lab safety work, and effectively prevent the occurrence of lab incidents.

学校实验室安全工作遵循“安全第一、预防为主”的方针，根据“谁主管、谁负责，谁在岗、谁负责”的原则，建立学校、学科（系）、系实验室三级联动的实验室安全奖惩体系。切实做到实验室安全工作的综合治理，有效防范实验室安全事故的发生。

##### 5.1. Lab safety responsibilities not fulfilled by the pursuit of 实验室安全责任未履行的追究

##### 5.1.1. The way and type of responsibility to pursue 责任追究方式及类型

Each department under the School shall include lab safety into one of the annual evaluations and assessment contents. For laboratories that do not fulfill their safety responsibilities in accordance with the law and violate the safety management system, they should be ordered to rectify; for those who do not change or cause damage, the directly responsible supervisors and other directly responsible persons should be informed of the severity of the circumstances and given appropriate sanctions such as

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		Rev. No.: 01 版本号：
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criticism or warning, and for those suspected of violating the law and discipline to the judicial organs according to law. Types of accountability include:

学院下属各系应将实验室安全纳入年度评估考核内容之一。对未依法依规履行安全职责、违反安全管理制度的实验室，应责令其整改；对于屡教不改或造成损失的，应根据情节轻重对直接负责的主管人员和其他直接责任人给予通报批评或警告等相应处分,对于违法违纪涉嫌犯罪的交由司法机关依法处理。责任追究类型包括：

1. Written review letter 书面检查；
2. Admonishment talk 诫勉谈话；
3. Notification of criticism 通报批评;
4. Warning letter 警告;
5. Cancellation of merit evaluation and financial compensation 取消评优评先及经济赔偿;

## 5.2. Identification and handling of responsibility for lab safety incidents

### 实验室安全事故责任追究

If case Lab incidents occur, campus will organize a safety inspection group, campus EHS office in conjunction with the relevant departments to identify the causes of incidents in a timely manner, to distinguish the responsibility for the accident, put forward to pursue the person directly responsible for safety, lab safety or responsible for the accident unit and other preliminary treatment, reported to the program head and the campus management for decision, the circumstances are serious enough to submit to the school Chancellor and the 1st safety person of party in campus. They will discuss and make the final decision. If it causes serious consequences or is a serious violation of the law, the judicial department to deal with according to law.

发生安全事故的实验室，由学校组织实验室安全工作组，由校园安全办公室会同相关部门及时查明安全事故原因，分清事故责任，提出追究直接安全负责人、实验室

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		Rev. No.: 01 版本号：
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<b>File name</b> 文件名	<b>Reward and Disciplinary Procedures of Lab</b> <b>实验室奖惩制度</b>	

安全责任人或责任事故单位等的初步处理意见，报请分管系主任和学校管理层决定，情节严重者提交学校校长和学校负责安全的党政负责人讨论决定。如造成严重后果或属于严重违法行为的，交由司法部门依法处理。

### 5.3. Accountability for student lab incidents

#### 学生实验室安全事故责任追究

Undergraduates and graduate students who violate the regulations related to lab safety and cause lab incidents will be given the corresponding disciplinary action with reference to the Student Handbook.

If an incident occurs due to a student's violation of lab safety-related regulations, the student shall be responsible for his/her own injury, and shall bear the corresponding compensation and legal responsibility if he/she causes injury and property damage to others. If it causes serious consequences or is a serious violation of law, it shall be referred to the judicial department for treatment according to law.

本科生及研究生违反实验室安全相关规定造成实验室安全事故的，参照《学生手册》给予相应的纪律处分。

如因学生自己违反实验室安全相关规定发生安全事故，造成自身伤害由学生自行承担，若对他人造成伤害和财产损失应承担相应赔偿和相应的法律责任；如果造成严重后果或属于严重违法行为的，交由司法部门依法处理。

### 5.4. Incentives for lab safety management 实验室安全管理的奖励

Individuals with outstanding performance in annual lab safety management, such as lab faculty members, may be given priority consideration in year-end assessments or merit evaluation activities.

对于实验室年度安全管理成绩突出的个人，如的实验室教职人员，可在年终考核或评优评先活动中应给予优先考虑；

	<b>GTIIT_EHS_ISO file</b>	File No.: GTIIT_EHS_01_08 文件编号：
		Rev. No.: 01 版本号：
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<b>File name</b> 文件名	<b>Reward and Disciplinary Procedures of Lab</b> <b>实验室奖惩制度</b>	

Labs and Programs with outstanding contributions and performance in annual lab safety management may be given certain encouragement or rewards.

对实验室年度安全管理有突出贡献和绩效的实验室和学科（系）可以给予一定的鼓励或奖励；

For faculty or students with outstanding performance in activities such as lab safety knowledge competitions organized by the relevant departments of the campus, the department organizing the activities can be given certain rewards.

对参与学校相关部门组织的实验室安全知识竞赛等活动中表现突出的教工或学生，组织活动的部门可给与一定的奖励。

Matters not covered by this procedure that shall be carried out in accordance with relevant Chinese laws and regulations.

本程序未尽事项，按中国国家有关法律法规执行。

These procedures shall be effective from the date of publication, and the specific content and implementation may be interpreted by Campus EHS Office.

本程序自发布之日起施行，具体内容和执行情况可由学校安全办公室协助学校进行解释。

## 6.0 附件

None 无