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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		
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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	2019-11-01	New file 新建文件
02	2021-12-31	Content updates according to the Ministry of Education's requirements for strengthening lab safety in colleges and universities, with updated sections in blue font. 根据教育部关于加强高校实验室安全工作要求进行内容更新，更新部分为蓝色字体内容；
03	2024-09-06	Updates related to safety officer更新实验室联络员相关内容

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	√

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Relevant documents 相关文件

No无

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Electronic edition ☒ Paper edition ☐

电子版 ☒ 纸版 ☐

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1.0 PURPOSE 目的

Define the safety responsibility and accountability of lab and administration departments of GTIIT.
明确学校各系各学科实验室相关安全职责和义务。

2.0 SCOPE 范围

The provisions of this document apply to relevant lab and administration departments within the GTIIT.
本文件规定适用于广东以色列理工学院内相关的实验室和行政管理部门。

3.0 Responsibility of Depratments各部门的职责

3.1 Campus Safety Committee 校安委员会

- Ensure the ffective investment to the EHS mangement.
保证学校实验室安全健康环境的有效投入；
- Establish and improve the responsibility system for lab safety management.
建立并健全实验室安全管理责任制度；
- Approve protocols and regulations for the EHS management.
批准各项实验室安全健康环境规章制度；
- Review for significant EHS events.
其他涉及重大EHS事项的审核。

3.2 Campus EHS office 校园环境/健康卫生/安全办公室(EHS)

- Responsible for collecting relevant laws and regulations on safety, health and environmental protection, regularly updating the list of laws and regulations, and providing relevant personnel with publicity and training.
负责收集相关的安全健康环保方面的法律法规，定期更新法律法规清单，对相关人员提供宣传培训；
- Review the compliance of laws and regulations annually, and supervise the implementation of corrective and preventive measures after the audit.
每年对法律法规的符合性进行审核，并督促审核后纠正预防措施的执行；
- Assist schools to implement labs to conduct safety and health environment inspections.
协助校执行实验室进行安全健康环境检查工作；
- Promote all kinds of safety incidents and laws, regulations and requirements for safety, environment and health in a timely manner.
及时宣传各类安全事故和各类安全环保健康法律法规要求；

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- Assist the school in implementing the instructions of the Ministry of Education and the Department of Education and other higher authorities regarding lab safety management, and communicate safety management requirements in a timely manner with the academic safety coordinators of all relevant programs.

协助学校贯彻教育部和教育厅等上级主管部门有关实验室安全管理的指示，并及时传达安全管理要求，及时与学校各相关部门或学科安全协调员进行沟通；
- Formulate and improve safety management rules and regulations at school level to strengthen the labs safety management.

制订和健全学校层级得安全管理规章制度，加强学校实验室安全工作管理；
- Develop an annual safety, health and environmental improvement plan, and monitor the effective implementation of the plan.

制定年度安全健康环保改进计划，并监督计划有效执行；
- Organize school-level lab safety inspections, urge relevant departments or laboratories to formulate preventive measures for potential risksdetected, and supervise and inspect the completion of rectification of hidden hazards.

组织学校级实验室安全检查工作，督促相关部门或实验室对查出的隐患制订防范措施，监督检查隐患整改工作的完成情况；
- In-depth on-site inspections should promptly correct any problems found. In the case of an emergency that threat the safety in campus, it has the right to order it to stop related high-risk work or experiments, and immediately report to the responsible person in charge of the discipline and the head of the school's safety.

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；
- Supervise and inspect the use of safety protective equipment in the lab.

监督检查实验室安全防护用品使用情况；
- Assist to handle the incident investigation, analysis and improving.

协助学科负责人进行事故调查、分析和改善；
- Assist personnel in organizing work injury appraisal and implement the work injury insurance regulations.

协助人事组织工伤鉴定工作，贯彻执行工伤保险规定；
- Responsible for safety training and assessment of relevant users in an appropriate and effective manner.

负责以适当、有效的方式对相关操作人员进行安全培训及考核。

3.3 Lab's PI 实验室负责人

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- On the premise of ensuring safety, organize the implementation of the experimental plan, stop the violations in a timely manner, and strictly prohibit the violations.
在保证安全的前提下，落实实验计划、及时制止违规行为、严禁违规操作；
- Carry out lab safety inspections, keep abreast of safety trends, and rectify potential risks in a timely manner.
进行实验室安全检查，随时掌握安全动态，及时对事故隐患进行整改；
- Report lab safety accidents truthfully and cooperate with accident investigation in a timely manner.
及时如实报告实验室安全事故、配合事故调查；
- Responsible for formulating lab safety instructions, and performing lab safety performance inspections from time to time.
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 experiment safety measures of lab 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；
- Responsible for safety training and assessment of lab staff and students in lab.
负责对实验室学生及人员的安全培训及考核；
- Strictly implement the safety management system for strict controlled chemicals storage, transportation and use safety regulations.
严格履行管制类危险化学品储存、出入库安全管理制度及运输、使用安全规定；
- Fully responsible for the safety and fire prevention of lab's experimental substance and equipment.
全面负责实验室内实验物品及设备安全防火工作。

3.4 Campus Operations Department 校园运营部

- Responsible for the management of lab equipment and facilities in the lab, including: public safety facilities, special equipment, fire protection facilities, regular inspections and maintenance to make them comply with safety technical requirements;
负责实验室内实验设备设施，包括：公共安全设施、特种设备、消防设施的管理，定期检查和维护保养，使其符合安全技术要求；
- Responsible for formulating and reviewing various management systems related to equipment manufacturing, renovation, maintenance, and overhaul;
负责制定和审查有关设备制造、改造、维护、检修的各项管理制度；
- Carry out national and higher-level departments' safety regulations and regulations on equipment manufacturing, overhaul, maintenance and construction, and formulate and revise public operating regulations and management systems for various types of machinery and equipment
贯彻国家、上级部门关于设备制造、检修、维护保养及施工方面的安全规程和规定，制订和修订各类公共设置中机械设备的操作规程和管理制度；

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- Carry out safety assessment on newly added and modified operating equipment and changes in operating conditions to make it comply with safety technical requirements;
对新增、改造运设备、操作条件的变动进行安全评估，使其符合安全技术要求；
- Organize professional inspection of mobile equipment, and organize timely rectification of potential risks in equipment and facilities;
组织机动设备专业检查，对设备设施存在的事故隐患须及时组织力量整改；
- Responsible for the safety training and on-site safety management of relevant external contractors and construction personnel;
负责运营相关外来承包商及施工人员的安全培训及现场安全管理工作；
- Responsible for the management of pre-qualification, selection, pre-start preparation, operation process supervision, performance evaluation, and renewal of operation-related contractors
负责对运营相关承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理；
- Establish a directory and archive of qualified contractors.
建立合格承包商名录和档案。

3.5 Campus Operations Department-Chemical Warehouse 校园运营部-化学品仓库

- Ensure that all chemicals and waste on campus are evaluated and a chemical and waste management file is established.
确保对校内所有化学品和废弃物进行评估并建立化学品和废弃物管理档案。
- Ensure that lab raw materials such as chemicals and bacteria, and lab waste are classified and archived in accordance with "Classification and Marking of Commonly Used Dangerous Chemicals" and "Classification and Marking of Hazardous Waste".
确保对化学品、菌种等实验原材料，以及实验室废弃物按照“常用危险化学品的分类及标志”和“危险废弃物分类及标志”进行分类及归档。
Ensure that the products included in the collection of hazardous chemicals to prepare safety technical instructions and safety labels确保对列入危险化学品的产品收集安全技术说明书和安全标签。
- Responsible for the safety management duties of the chemical warehouse in the school.
负责学校内化学品仓库的安全管理职责。
- Ensure that the storage and transportation of raw materials, products and other materials are carried out in a safe manner;
确保原材料、产品和其它物料的仓库内储存、校内运输以安全的方式进行；

3.6 Campus Operations Department-Purchasing Department 校园运营部-采购部

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- Responsible for obtaining safety technical specifications and safety labels when purchasing dangerous chemicals, and not purchasing dangerous chemicals without safety technical specifications and safety labels;
负责在采购危险化学品时，索取安全技术说明书和安全标签，不得采购无安全技术说明书和安全标签的危险化学品；
- Responsible for establishing and improving supplier management systems, formulating pre-qualification, selection and renewal standards, and often identifying risks related to procurement.
负责建立并完善供应商管理制度，制定资格预审、选用和续用标准，并经常识别与采购有关的风险。

3.7 Campus Construction Department 校园建设部

- Responsible for the safety assessment, review and construction of infrastructure projects, and make them comply with national requirements on safety, fire prevention, health and sanitation, and "three simultaneous" requirements, and ensure that their safety and environmental protection facilities are designed, constructed, completed, and accepted simultaneously
负责基建项目的安全评估、审查和施工，并使其符合国家关于安全、防火、健康、卫生及“三同时”要求，并保证其安全环保设施同时设计、施工、竣工、验收；
- Responsible for safety training and site safety management of foreign contractors and construction personnel of construction projects
负责建设项目外来承包商及施工人员的安全培训及现场安全管理工作；
- Responsible for the management of contractor pre-qualification, selection, preparation before construction, supervision of operation process, performance evaluation, renewal, etc.
负责对承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理；
- Establish a directory and archive of qualified construction project contractors.
建立合格建设项目承包商名录和档案。

3.8 Academic HROffice 学术人事部

- Responsible for purchasing injury insurance for lab personnel and lab personnel;
负责协助实验室人员及实验人员购买工伤保险；
- Responsible for lab staff orientation training.
负责实验室人员入职培训。

3.8.1 Finance Department 财务部

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- When preparing and balancing financial plans, the source of funds for safety technology measures should be guaranteed;
编制、平衡财务计划时，应保证安全技术措施资金的来源；
- Supervise and evaluate the expenditure of safety expenses, and ensure that safety expenses are used exclusively.
监督及考核安全费用的支出情况，保证安全费用专款专用。

4.0 Responsibility of Campus Management 学校管理人员的职责

4.1.1 Principal (Principal Safety Responsible Person) 校长（安全主要负责人）

- Guide the establishment and improvement of the safety responsibility system.
指导建立、健全学校安全责任制；
- Ensure the effective implementation of school safety resources.
确保学校安全投入的有效实施；
- Supervise and inspect the school's work safety and eliminate the potential risks of production safety accidents in time.
督促学校的安全工作，及时消除安全事故隐患；
- As the first person responsible for school safety, he is fully responsible for the school's safety management, and implements the basic and basic work of safety production.
作为学校安全第一责任人，对学校安全管理工作全面负责，落实安全基础与基层工作；
- Ensure that school experimental activities meet the health and environmental requirements of relevant national safety laws and regulations.
确保学校实验活动符合国家相关安全法律法规健康环保要求；
- Determine the school's safety goals, review the safety plan, issue safety management systems, approve major safety technical measures, continuously improve the safety conditions of the experiment, and ensure safety funding.
确定学校的安全目标，审定安全计划，签发安全管理制度，批准重大安全技术措施，持续改善实验安全条件，确保安全资金投入；
- Responsible for presiding a safety meeting to guide and resolve major issues in safety management.
负责主持召开安全会议，指导解决安全管理中的重大问题；
- Ensure timely reporting of major accidents to relevant regulatory agencies such as the Education Department and the Emergency Management Department.
确保发生重大事故及时报告教育厅及应急管理局等相关监管部门；

4.1.2 EHS office staff 环境健康安全办公室人员

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- Organize or participate in the drafting of school-level safety management rules and regulations, emergency rescue plans for lab safety accidents, etc.
组织或者参与拟订学校级安全管理规章制度、实验室安全事故应急救援预案等；
- Organize or participate in school safety education and training, and truthfully record the situation of work safety education and training.
组织或者参与学校安全教育和培训，如实记录安全教育和培训情况；
- Supervise the implementation of safety management measures for hazardous sources in each lab.
督促学校各实验室危险源安全管理措施落实；
- Organize or participate in school emergency rescue drills.
组织或者参与学校应急救援演练；
- Inspect the school's production safety status, timely eliminate potential risks of production safety accidents, and put forward suggestions for improving production safety management.
检查学校的安全状况，及时排除安全事故隐患，提出改进安全管理的建议；
- Stop and correct illegal command, force risky operations, and violation of operating procedures.
制止和纠正违规指挥、强令冒险作业、违反操作规程的行为；
- Supervise the implementation of school safety rectification measures.
督促落实学校安全整改措施；
- Responsible for collecting relevant laws and regulations on safety, health and environmental protection, regularly updating the list of laws and regulations, and providing propaganda to relevant personnel. Review the compliance of laws and regulations annually, and supervise the implementation of corrective and preventive measures after the audit.
负责收集相关的安全健康环保方面的法律法规，定期更新法律法规清单，对相关人员提供宣传培。每年对法律法规的符合性进行审核，并督促审核后纠正预防措施的执行；
- Assist the principal and the safety committee to implement the relevant lab safety management instructions of the superior, timely forward the production safety documents and information of the superior and relevant departments, and communicate with the relevant departments and laboratories.
协助学校各级贯彻上级有关实验室安全管理指示，及时转发上级和有关部门的安全文件、资料，与各相关部门、各实验室进行沟通；
- Develop an annual safety, health and environmental protection improvement plan, and supervise the implementation of the plan.
制定年度安全健康环保改进计划，并监督计划执行；
- Responsible for the safety education and inspection of the staff who come to the school temporarily;
负责对临时来学校的办事人员进行安全教育和检查；
- Responsible for conducting school-level safety education and training for lab operators such as students and lab instructors, and organizing various school-level safety activities;

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负责对学生和实验室教员等实验室操作人员进行学校级安全教育和培训，组织开展各类学校级安全活动；

- In-depth on-site inspections, supervise and assist in resolving related safety issues, and correct violations. In the case of an emergency that endangers production safety, he has the right to order him to stop operations and immediately report to the relevant leaders;

深入现场检查，督促并协助解决有关安全问题，纠正违规作业。遇到危及安全的紧急情况，有权责令其停止作业，并立即报告有关领导；

- Supervise and inspect the use of personal safety protective equipment in the lab;
监督检查实验室个人安全防护用品使用情况；
- Responsible for lab safety incident reporting and investigation, and supervise relevant laboratories and departments to complete corresponding rectification measures;
负责实验室安全事故报告、调查，并监督相关实验室和部门完成相应的整改措施；
- Assist personnel in the identification of work accidents in lab accidents, and implement the regulations on work injury insurance.

协助人事进行实验室事故工伤鉴定工作，贯彻执行工伤保险规定。

4.1.3 Programs Dean 学科系主任

- The person responsible for programs' lab safety. Programs Dean is responsible for the overall management and supervision of the safety of the program.

学科实验室安全管理第一责任人，对负责学科内的实验室安全负全面管理监督责任。

- Guide the establishment and improvement of the responsibility system for safety in programs.
指导建立、健全学科内安全责任制；
- Ensure the effective implementation of program safety inputs;
确保学科安全投入的有效实施；
- Supervise the programs safety and eliminate the potential risks of safety accidents in time;
督促学校的安全工作，及时消除生产安全事故隐患；
- As the first person responsible for school safety production, he is fully responsible for the school's safety management, and implements the basic and basic work of safety production;
作为学校安全第一责任人，对学校安全管理工作全面负责，落实安全基础与基层工作；
- Ensure that programs experimental activities meet the health and environmental requirements of relevant national safety laws and regulations;
确保学科实验活动符合国家相关安全法律法规健康环保要求；
- Organize the investigation and handling of major accidents, and implement the "Four Misses" principle of accidents;

组织重大事故的调查、处理，落实事故“四不放过”原则；

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- Take safety work performance as an important basis for assessing the performance of management personnel, and clarify the responsibilities of serious leaders and deal with it seriously;
把安全作业业绩作为考核管理人员业绩的重要依据，对发生重大事故的有关领导分清责任、严肃处理；
- Organize the formulation and implementation of emergency plans for major accidents in program.
组织制定并实施学科的重大事故应急救援预案。

4.1.4 Principle Investigator and Lab manager 实验室首席研究员及负责人

- The person responsible for lab safety. Lab PI is responsible for the overall management and supervision of the lab safety.
实验室安全第一责任人，对负责的实验室安全负全面管理监督责任。
- Timely communicate and implement superior lab related safety requirements;
及时传达、贯彻上级有关实验安全要求；
- Responsible for risk assessment and experiment safety approval of labs activities;
负责实验室相关活动进行风险评估及实验安全批准；
- Conduct experimental activities on the premise of ensuring the safety of the experiment, stop the violations in a timely manner, and strictly prohibit illegal operations;
在保证实验安全的前提下进行实验活动，及时制止违规行为，严禁违规作业；
- When unsafe factors, dangers and accidents occur during the experiment, they must be dealt with decisively, and immediately report to the superiors to prevent the accident from expanding;
在实验过程中出现不安全因素、险情及事故时，果断处理，并立即报告上级领导，防止事故扩大；
- Participate in lab safety inspections and rectify potential safety hazards in a timely manner;
参加实验室安全检查，及时对安全隐患进行整改；
- When designing the experiment, consideration should be given to the innocuous treatment of waste and the risk control of the experimental process;
设计实验时，需考虑废弃物无害化处理、实验过程风险管控等；
- Participate in accident investigation, analysis and handling;
参加事故调查、分析和处理；
- Inspection, supervision and evaluation of the implementation of safety operating procedures in the lab;
对实验室内安全操作规程执行情况进行检查监督和考核；
- Responsible for lab-level safety training and assessment of lab operators;
负责对实验室操作人员进行实验室级别的安全培训及考核；

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- Formulate and implement strict management systems for the storage, removal, and storage of dangerous chemicals, as well as transportation, loading and unloading safety management systems, standardize operations, and reduce accidents;
制订和履行严格的危险化学品储存、出入库安全管理制度及运输、装卸安全管理制度，规范作业行为，减少事故发生；
- Ensure that all chemicals in the lab (including experimental raw materials, intermediates and products, waste, etc.) are evaluated and chemical use registration records are established;
确保对实验室内所有化学品（包括实验原材料、中间体和产品、废弃物等）进行评估并建立化学品使用登记记录；
- Fully responsible for the safety and fire prevention of the lab chemical temporary storage area; regularly conduct safety inspections on the chemical storage area and lab area, and follow up the implementation of rectification measures.
全面负责实验室化学品暂存区的安全防火工作；定期对化学品储存区域和实验室区域进行安全检查，并跟进整改措施的执行。

4.1.5 Requirements of safety officers:

安全管理员的要求：

- Undergraduate students are not allowed to work as research lab safety officers
规定在读本科生不得担任科研实验室安全协调员
- If the safety officer leaves or is absent for more than one month, the laboratory PI must appoint a competent person as a successor
安全协调员离职或超过一个月不在岗，则实验室负责人必须安排具备相应能力的人员作为继任者
- The laboratory safety officers must pass all safety skills training assigned by the laboratory PI and complete the examination before taking the role of safety officer of the laboratory.
实验室安全管理员必须通过实验室负责人（首席研究员）指派的所有安全技能培训并完成考核后，方能作为该实验室的安全管理人员

Responsibilities of safety officers:

安全管理员的职责：

- Responsible for the daily safety management of the laboratory
负责本实验室的日常安全管理工作
- Responsible for the safety training of all personnel in the laboratory
负责实验室内所有人员的安全培训
- Responsible for all kinds of laboratory special equipment and laboratory regular inspection
负责实验室的各类特殊设备和实验室的定期检查

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- Responsible for emergency handling and reporting of laboratory accidents
负责实验室事故的应急处置和汇报

4.1.6 Management staff of operation 运营部管理人员

- Responsible for the management of laboratories and related auxiliary equipment and facilities, including safety facilities, special equipment and fire protection facilities, and regular inspection and maintenance to ensure that they meet safety technical requirements;
负责实验室及相关辅助设备设施，包括安全设施、特种设备、消防设施的管理，定期检查和维护保养，使其符合安全技术要求；
- Responsible for formulating and reviewing various management systems related to equipment manufacturing, renovation, maintenance, and overhaul;
负责制定和审查有关设备制造、改造、维护、检修的各项管理制度；
- Carry out national and higher-level management departments' safety regulations and regulations on equipment manufacturing, maintenance, maintenance and construction, and formulate and revise operating regulations and management systems for various types of machinery and equipment;
贯彻国家、上级管理部门关于设备制造、检修、维护保养及施工方面的安全规程和规定，制订和修订各类机械设备的操作规程和管理制度；
- Evaluate newly added, retrofitted, overdue operating lab supporting equipment, and changes in operating conditions to make it meet safety technology requirements;
对新增、改造、超期运行实验室辅助设置和设备、操作条件的变动进行评估，使其符合安全技术要求；
- Organize professional inspection of mobile equipment, and organize timely rectification of potential risks in equipment and facilities;
组织机动设备专业检查，对设备设施存在的事故隐患须及时组织力量整改；
- Responsible for the safety assessment, review and construction of operating projects, and make it comply with the national requirements on safety, fire prevention, industrial hygiene and "three simultaneous", and ensure that their safety and environmental protection facilities are designed, constructed, completed, and accepted simultaneously
负责运营项目的安全评估、审查和施工，并使其符合国家关于安全、防火、工业卫生及“三同时”要求，并保证其安全环保设施同时设计、施工、竣工、验收；
- Responsible for safety training and on-site safety management of foreign contractors and construction personnel in operating projects;
负责运营项目外来承包商及施工人员的安全培训及现场安全管理工作；

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- Responsible for the management of pre-qualification, selection, pre-start preparation, operation process supervision, performance evaluation, renewal, etc. of the operating project contractor; establishment of qualified contractor directory and file.

负责对运营项目承包商资格预审、选择、开工前准备、作业过程监督、表现评价、续用等进行管理；建立合格承包商名录和档案。

5.3 Duties of lab faculty and students 实验室教员及学生的职责

- Comply with the safety operation regulations of the respective lab and experiment contents to ensure that they do not violate the regulations;
遵守各自实验室和实验内容的安全操作规定，确保不违规操作；
- Comply with the maintenance requirements of lab equipment to ensure the safety and normal operation of lab equipment;
遵守有关实验室设备的维修保养要求，确保实验设备安全与正常运转；
- Comply with the safety management system of laboratories and lab-related equipment;
遵守实验室及校内实验室相关设备的安全管理制度；
- Use and wear personal protective equipment properly;
正确使用和佩戴个人防护用品；
- Have the responsibility to stop and correct others' illegal operations;
有责任制止 和纠正他人的违规操作；
- The right to refuse guidance that does not meet safety requirements or regulations;
有权拒绝不符合安全要求或规定的指导；
- Actively participate in various lab safety publicity and education activities;
积极参加各种实验室安全宣传，教育活动；
- Pay attention to the safety environment of the lab, and make reasonable suggestions or opinions to the responsible person or department;
关注实验室安全环境，向有关负责人或部门提出合理化建议或意见；
- When an accident is found, report it immediately to the lab manager and the school emergency management team.
发现事故，立即向实验室负责人和校应急管理团队报告。

6.0 Annex 附件

- [Safety Responsibility Agreement of GTIIT 广东以色列理工学院安全第一负责人安全管理责任书](#)

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- [Safety Responsibility Agreement of Program GTIIT](#) 广东以色列理工学院学科系负责人安全管理责任书
- [Safety Responsibility Agreement of Labs’ Pls GTIIT](#) 广东以色列理工学院实验室负责人安全管理责任书