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Approval process 审批过程

	Name 姓名	Title 职务
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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	2024-10-01	New file 新建文件

Relevant departments (select relevant departments with a “√”) 相关部门 (用√勾选相关部门)

Human Resources Department 人力资源部	√	Academic Administration Office 学术行政办公室	√	University Office 学校办公室	√
RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部 Logistics	√	Student Affair 学生事务处	√
Purchasing Department 采购部	√	Admissions Office 招生办公室	√	EHS office 校园办公室	√

Relevant documents 相关文件


No 无

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1. Purpose 目的

The safety of all Participants in Off-Campus Activities is of paramount importance to the university. To meet legal and moral obligations, with respect to the health and safety of GTIIT Members participating in university-sanctioned Off-Campus Activities, the university strives to impart awareness of safety issues to the members of activities. It also seeks to establish mechanisms for GT Members to access safety guidance and support while planning and/or participating in Off-Campus Activities.

所有校外活动参与者的安全对学校至关重要。为了履行法律和道德义务，关于 GTIIT 成员参加大学批准的校外活动的健康和安，学校努力向活动成员传授安全问题的意识。本指引寻求建立机制，使 GT 成员在计划和/或参与校外活动时获得安全指导和支持。

2. Scope of application 适用范围

Any off-campus administrative and sporting activities organized or approved by GTIIT that take place outside the GT campus.

由 GTIIT 组织或批准的在 GT 校园之外进行的任何校外行政和体育活动。

- Competitive activities 竞技活动
- Community activities 社区活动
- Travel, Team building activities 旅行、团建活动
- Undergraduate off-campus teaching practice 本科生校外教学实践活动

This policy excludes, but is not limited to, the following:

本政策不包括以下内容，但不仅限于以下内容：

- Participation in well-planned external academic exchange activities and recruitment activities are not covered by this procedure.
参加外部具备良好规划的学术交流活动、招聘活动不属于本程序覆盖范围。
- Travel individually or participate in events organized through the office or a teacher-based program team.
个人旅行或参加通过办公室或以教师为基础的团队组织的活动。

3. Definition 定义:

Off-campus activities 校外活动:


Extracurricular activities organized, approved or funded in whole or in part by the school, or participation in activities outside the school organized by an external unit.

全部或部分由学校组织、批准或资助的校外活动,或者参加外部单位组织的学校以外的活动。

Activities with normal risk: An activity is considered a normal risk if the hazard posed by the activity is not greater than the hazard encountered by the participants in daily life. These activities require minimal planning and preparation.

正常风险的活动:如果一项活动所带来的危害不大于参与者在日常生活中所遇到的危害，则该活动被认为是正常风险。这些活动只需要最少的计划和准备。

Activities of normal risk include, but are not limited to, the following:

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正常风险的活动包括，但不仅限于以下内容：

- External recruitment activities are organized or approved by GT.
由学校组织或批准校外招聘活动
- Travel for conferences, seminars, meetings, and/or for visits to academic or related institutions
参加会议、研讨会、会议和/或访问学术或相关机构
- placements at accredited institutions or companies
在认可的机构或公司实习
- Domestic travel by GT-supported athletic clubs
由广以支持的运动俱乐部进行国内旅行

High-risk activity: An activity is considered high risk if it has the potential to expose participants to much greater dangers than they might encounter in their daily lives. Potential risks may be associated with the event itself, ancillary activities (such as going to the site) and/or environmental, health, safety, or security risks specific to the location.

高风险活动:如果一项活动有可能使参与者暴露于比他们日常生活中可能遇到的危险大得多的危险，则该活动被认为是高风险的。潜在风险可能与活动本身、辅助活动(如前往现场)和/或该地点特有的环境、健康、安全或安保风险有关。

High-risk activity includes, but are not limited to, the following


高风险活动包括，但不仅限于以下内容：

- Participating in high-risk activities that lack safety measures or the following safety instructions (bungee jumping, rowing without life jackets etc.)
参加缺乏安全措施或没有以下安全指导的高风险活动(蹦极，不配备救生衣的划艇等)
- Activities are carried out in areas with high potential for health disease risk, natural disaster risk, lack of communication and other adverse conditions or environments.
开展的活动在潜在高度卫生疾病风险、自然灾害风险、缺乏通讯等恶劣条件或环境下的地区。

4. Responsibility 职责

3.1. Activity/Project organizer 活动/项目组织者

- Apply and plan for off-campus activities
清楚了解活动内容，并完成校外活动申请和计划说明
- Complete safety assessment of risk activities and submit to EHS for review.
完成活动的相关安全评价并提交至安全办公室审核
- Obtain approval from GT management
获得学校项目管理层的批准
- Complete training of team members
完成组员的完全培训
- Complete and implement the relevant safety measures and emergency plan
完成相应的安全措施和应急方案的编制和落实

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- Abnormal situation handling
异常情况处理

3.2. GT Management 广以管理层

- Review and approve appropriate off-campus activities
对相应的校外活动进行审核和批准

3.3. Program Head 系主任:

- Approval of off-campus activities
对学科内校外活动的批准

3.4. Purchasing Department 采购部

- Purchase the appropriate personnel or equipment insurance for off-campus activities approved by GT
为学校批准的校外活动购买相应的人员或设备的保险保障

3.5. EHS office 安全办公室

- Assist in risk assessment of high risk off-campus activities and provide risk control advice
协助对高风险校外活动方案进行风险评估，并提供风险控制建议
- Assist the project leader to review and approve the event site, control measures and contingency plans
协助项目负责人对活动场地、控制措施和应急方案进行审核和批准

3.6. 相关部门

- To approve and provide support to the department involved in off-campus activities
对部门内涉及的校外活动进行批准，并提供相应的支持

5. Processes and Requirements 流程及要求

3.1. Application and approve process

申请和批准程序

Step 1: Create an Off-Campus Activity Safety Planning Record

第一步:创建校外活动安全计划记录

- Prior to submitting the activity plan, gather the following information
在提交活动计划之前，请收集以下信息

The application must be submitted only after the completion of the risk assessment and safety plan of the activity with the assistance of the EHS Office.

必须在安全办公室协助下完成活动的风险评估和安全方案后方可提交申请。


Normal risk activities are only required to complete a safety assessment of the activity prior to application.

正常风险活动仅需要在申请前完成活动的安全评估。

High-risk activities must complete risk assessment and approval of contingency plans prior to application.

高风险活动必须在申请前完成风险评估和应急预案的批准。

- Information on the planned Off-Campus Activity
计划的校外活动信息
- Dates and Type of Activity

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活动日期及类型

- Contact Phone number of activity responsible person
活动负责人联系电话
- Information required if traveling internationally
国际旅行需提供相关信息
- Country, City, Location of Activity (e.g., hotel, host institution)
国家、城市、活动地点(如酒店、主办机构)
- If applicable, include the name(s) of any Activity Leader(s) supporting the Off-Campus Activity.
You will need the following information for each Activity Leader: name, email, training/certifications (e.g., first aid)
如适用, 请包括支持校外活动的任何活动负责人的姓名。您需要为每个活动负责人提供以下信息:姓名, 电子邮件, 培训/证书(例如急救)

Step 2: Ensure Appropriate Insurance Coverage


第二步:确保适当的保险范围

- Review the insurance to ensure you have the appropriate coverage, including health coverage plans (through HR, Procurement) and coverage for university-owned, private and/or rental property/vehicles.
检查保险以确保你有适当的保险, 包括健康保险计划(通过人力资源, 采购)和大学购买的, 私人人和/或租赁财产/车辆的保险。
- Obtain appropriate insurance coverage and appropriate Visa and immunizations (if applicable).
获得适当的保险, 以及适当的签证和免疫接种(如果适用)。

Step 3: Complete Pre-Departure Training or Safety Consulting

第三步:完成出行前培训或安全咨询

- Complete the travel request according to the travel procedure (issued by HR/AAO).
根据人事出差流程完成出行申请。
- If involved **High-risk activity**, you will be directed to complete training or safety consulting based on the type of travel and/or activity.
如涉及高风险活动, 则根据旅行和/或活动类型, 完成培训或安全咨询。
Activity content and associated risk identification
活动内容及相关风险的辨识
Activity risk control measures
活动风险的控制措施
Confirm the safety facilities of the event venue
对活动场所安全设施设置的确认
- Students will NOT be able to submit their Off-Campus Activity safety plan until the training or safety consulting is complete.
在培训或安全咨询完成后, 学生才可以提交校外活动计划。

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- You must check with the Campus Person in Authority to determine.
您必须与校园负责人核实以确定。
- Complete any additional department- or faculty-specific orientation or training requirements.
完成任何额外的部门或教师特定的方向或培训要求。

Step 4: Acknowledge Responsibilities under the Policy

第四步:承认政策下的责任

- As part of your off-campus activities Safety Program record, you will need to confirm what you understand about the responsibilities associated with off-campus activities, including insurance, immunizations, visas, and a brief description of timely reporting of incidents.
作为校外活动安全计划记录的一部分,您需要确认您了解的与校外活动相关的责任,包括保险、免疫、签证和及时报告事件的简要说明。

Step 5: Complete Pre-Departure Activities


第五步:完成出发前的活动

- Prepare and complete pre-departure orientations with all Participants.
与所有活动成员一起完成出发前的指导。
- Inform Participants that it is their responsibility to obtain appropriate insurance coverage as well as the appropriate Visa(s).
告知参与者,获得适当的保险和签证是他们的责任。
- Direct Participants to review the Insurance to ensure they have the appropriate coverage, including health coverage plans (i.e., through HR, AAO) and coverage for university-owned, private and/or rental property/vehicles.
指导参与者审查保险,以确保他们有适当的保险,包括健康保险计划(即通过 HR, AAO)和大学购买的,私人或/或租赁财产/车辆的保险。
- Pre-arrange any special needs for yourself or Participant(s) with disabilities, health needs, etc.
预先为您或有残疾的参加者安排任何特殊需要、健康需要等。

Step 6: Report Any Changes in Activity

第六步:报告活动的任何变化

- If there is any change to the activity and/or the location of the activity prior to departure or during the activity, you must consult with the Person in campus authority.
如果活动和/或活动地点在出发前或活动期间有任何变化,您必须与学校活动主管人员协商。
- if the activity risk is raised to high-risk. You are required to submit an Off-Campus Activity safety planning, change the risk level to high, and complete a safety plan.
If the risk is found to be Unmanageable, cancel or terminate the Off-Campus Activity.
如果活动风险升级为高风险,您需要提交风险校外活动安全计划,将风险级别更改为高,并完成安全计划。
如果发现风险无法控制,则取消或终止校外活动。

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6. Attachment

- [Risk assessment form for off-campus activities](#) 校外活动风险评估表

7. Reference 参考内容

Refer to the Main legal and regulatory basis 主要法律法规依据

- 1) Production Safety Law of the People's Republic of China (Order No. 13 of the President of the People's Republic of China);
《中华人民共和国安全生产法》(中华人民共和国主席令第 13 号)
- 2) Fire Protection Law of the People's Republic of China (Order No. 6 of the President of the People's Republic of China);
《中华人民共和国消防法》(中华人民共和国主席令第 6 号);
- 3) Sports Law of the People's Republic of China (Order No. 57 of the President of the People's Republic of China);
《中华人民共和国体育法》(中华人民共和国主席令第 57 号);
- 4) Tourism Law of the People's Republic of China (Order of the President No. 3)
中华人民共和国旅游法(中华人民共和国主席令第 3 号)
- 5) Regulations on Safety Management of Large-scale Mass Activities (Decree No. 505 of The State Council of the People's Republic of China);
《大型群众性活动安全管理条例》(中华人民共和国国务院令第 505 号);
- 6) Regulations on National Fitness (Decree No. 560 of The State Council of the People's Republic of China);
《全民健身条例》(中华人民共和国国务院令第 560 号);
- 7) Regulations on Emergency Response to Production Safety Accidents (Decree No. 708 of The State Council of the People's Republic of China);
《生产安全事故应急条例》(中华人民共和国国务院令第 708 号);
- 8) Regulations of Guangdong Province on Work Safety (Announcement No. 62 of the Standing Committee of the Tenth People's Congress of Guangdong Province);
《广东省安全生产条例》(广东省第十届人民代表大会常务委员会公告第 62 号) ;
- 9) Announcement of the First Batch of High-Risk Sports (Announcement of the General Administration of Sport [2013] No. 16);
《第一批高危险性体育项目目录公告》(国家体育总局公告[2013]年第 16 号);
- 10) Provisions on the Administration of Public Security in Public Places of Shantou Special Economic Zone (Shantou Government Order [2014] No. 83);
《汕头经济特区公共场所治安管理规定》(汕府令[2014]第 83 号);
- 11) Shantou City Water Traffic Safety Supervision and Management Regulations" (Shantou City People's Government Order No. 109);
《汕头市水上交通安全监督管理规定》(汕头市人民政府令第 109 号);

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- 12) "Shantou National Fitness Implementation Plan (2016-2020)";
《汕头市全民健身实施计划（2016-2020 年）》;