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### Approval process

#### 审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
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<b>Approved by</b> 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	2022-12-20	New file 新建文件
02	2023-11-01	Update relevant content according to the regulation "Measures for Accountability for Laboratory safety Accidents in universities directly under the Ministry of Education", as shown in the blue section 根据法规“教育部直属高校实验室安全事故事件追责问责办法”更新相关要求，如蓝色部分所示。

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

#### 相关部门 (用√勾选相关部门)

Academic Administration Office	√	Operation Dept. 校园运营部	√	H.R. Dept. 人力资源部	√
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学术行政办公室					
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**

- Law of the People's Republic of China on Production Safety  
中华人民共和国安全生产法
- The Regulations on the Reporting and Investigation of Production Safety Accidents  
生产安全事故报告和调查处理条例
- The Opinions of the Ministry of Education on Strengthening Lab Safety in Colleges and Universities  
教育部关于加强高校实验室安全工作的意见
- Measures for Pursuing and Accounting for Laboratory Incidents in Colleges and Universities Directly Under the Ministry of Education (Trial)  
教育部直属高校实验室安全事件追责问责办法（试行）
- The Notification of Guangdong Provincial Department of Education on the transmittal of the "Ministry of Education directly under the colleges and universities laboratory incidents in the pursuit of responsibility and accountability measures (Trial)"  
广东省教育厅关于转发《教育部直属高校实验室安全事件追责问责办法（试行）》的通知

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

Electronic edition        Paper edition      
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## 1. PURPOSE 目的

In order to further strengthen the lab safety management, improve and implement the lab safety management responsibility system, establish the concept of lab safety development, effectively prevent the occurrence of lab incidents, protect people lives, and ensure the healthy and stable development of the university, according to the relevant national laws and regulations and relevant school management system, and the actual situation of Guangdong Technion Israel Institute of Technology (GTIIT) lab-related safety management procedures according to formulate this procedure.

为进一步加强学校实验室安全管理，健全和落实实验室安全管理责任制，树立实验室安全发展理念，有效防范实验室安全事故的发生，保护师生员工的生命安全，保障学校事业健康稳定发展，依据国家相关法律法规以及广东以色列理工学院实验室相关安全管理程序等相关学校管理制度，结合学校实际，制定本细则。

## 2. SCOPE 范围

This procedure applies to all units and personnel involved in lab safety (including personnel from outside of GT). For units and individuals who do not implement the lab safety responsibility system, and/or have major problems in safety management, and/or do not rectify safety hazards timely and thoroughly, and/or are identified as having lab incidents, they will be held responsible according to this procedure.

本细则适用于全校涉及实验室安全的相关单位和人员（含校外人员）。对于实验室安全责任制落实不到位，安全管理存在重大问题，安全隐患整改不及时不彻底，以及经认定为实验室安全事故的单位和个人，依据本细则追究相应责任。

## 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；

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- Directing lab incidents' investigation teams to investigate the root cause of the lab incidents, determine responsibility for such incidents, and impose penalties on those responsible for the incidents.  
 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.  
 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, where the problems found need to be corrected in a timely manner. To encounter emergencies that compromise the 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 significant risk and fail to rectify them according to the set deadlines.  
 不定期完成学校级安全监督检查，并对存在重大安全隐患，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 incident investigation teams to investigate the root cause of the incidents and determine responsibility for those incidents in the 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 recognition and summary reports to campus management on laboratories and individuals with outstanding lab safety management and outstanding achievements.

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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

- Responsible for the implementation of lab safety management related activities and safety measures, as well as other safety requirements related to this procedure.  
负责落实实验室安全管理相关活动和安全措施的实施，以及其他本程序相关的安全要求。
- Implement the responsibility of each relevant lab staff for lab safety in accordance with lab safety procedures or protocols.  
落实各相关实验室人员按照实验室各项安全规定对实验室安全承担相应责任。

#### 4. Terminology 术语

- Secondary Unit: Refers to a program or discipline within the university.  
二级单位:指学校内的系或学科。
- EHS: abbreviation for Environment, Health and Hygiene, Safety.  
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. General Requirement 一般要求：

Lab safety management adhere to the "safety first, prevention-oriented, people-oriented, comprehensive management" policy, in accordance with the "party and government members take the safety responsibility, a post take the administration and safety management responsibilities, the obligation to pursue responsibility for failure" and "management of industry must manage safety, management of business must manage safety" requirements, according to the principle of "who is in charge, who is responsible, who uses, who is responsible", to establish a "comprehensive, and no dead-end coverage" hierarchical lab safety responsibility system.

学校实验室安全管理坚持“安全第一、预防为主、以人为本、综合治理”的方针，按照“党政同责、一岗双责、齐抓共管、失职追责”和“管行业必须管安全、管业务必须管安全”的要

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求，根据“谁主管、谁负责，谁使用、谁负责”的原则，建立“横向到边、纵向到底、不留死角”的层级实验室安全责任体系。

All relevant functional departments, secondary units, labs, and personnel are responsible for lab safety in accordance with the safety regulations.

各相关职能部门、二级单位、实验室及人员按照实验室各项安全规定对实验室安全承担相应责任。

## 5.1. The object and the way of accountability 责任追究对象和方式

### 5.1.1. Lab safety accountability targets include:

实验室安全责任追究对象包括：

- 1) The person directly responsible.  
直接责任人；
- 2) The person in charge of the project related to the experiment.  
实验相关项目负责人；
- 3) the person in charge of the laboratory (Lab PI or Lab manager and lab safety officers).  
实验室负责人和实验室安全员；
- 4) the secondary unit where the laboratory is located (hereinafter referred to as the "responsible unit"), the main leadership, the person in charge of safety, and the safety management personnel.  
实验室所在二级单位（以下称“责任单位”）主要领导、分管安全负责人和安全管理人  
员；
- 5) Relevant functional department heads and managers.  
相关职能部门负责人和管理人员；
- 6) Responsible leaders at the campus level.  
校级责任领导；
- 7) Other relevant personnel.  
其他相关人员。

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In the above liability investigation, if the object of liability has multiple identities, the accident responsibility shall be investigated in accordance with the regulations. If the target of accountability is the student, the instructor should also take the corresponding responsibility. If the target of accountability is outside the school, it is necessary to ask the unit where his official relations are located to investigate his corresponding responsibility according to regulations. The lab PI, the lab manager and the reception personnel who allow them to enter the laboratory shall take the responsibilities.

上述的责任追究对象中，如被追责对象有多重身份，依规追究其事故责任。如追责对象为学生，其指导教师应同时承担相应责任。如追责对象为校外人员，则需提请他的人事关系所在单位，依规追究他相应的责任。允许其进入该实验室的责任单位负责人、实验室负责人及具体接待人员承担相应责任。

5.1.2. Lab safety accountability includes disciplinary action, economic punishment, and more. The above three types of accountabilities can be used individually, depending on the specific circumstances, and can also be used in combination. In case of violation of state laws and regulations, party discipline and rules and causing accidents, the responsibility shall be recognized by the relevant state organs in accordance with the relevant laws and disciplinary provisions.

安全责任追究方式包括：纪律处分、经济处罚、其他处理三类。以上三类责任追究方式可以视具体情况单独使用，也可以合并使用。违反国家法律法规、党纪党规的并造成事故的，责任认定由国家相关机关按照有关法律、纪律规定执行。

a) Disciplinary

纪律处分方式

Disciplinary sanctions for faculty and staff include warning, demerit, reduction in rank of position or dismissal, and expulsion.

对教职工的政纪处分包括：警告、记过、降低岗位等级或者撤职、开除；

Disciplinary punishments for students include warning, serious warning, demerit, probation, and expulsion from school.

对学生的纪律处分包括：警告、严重警告、记过、留校察看、开除学籍。

b) Financial penalties

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经济处罚方式

Including responsible for the compensation of economic losses caused by laboratory incidents, bear the financial compensation of the injured personnel in the incident, and deduct the annual performance allowance of the unit, etc.

包括承担实验室安全事件造成经济损失的赔偿、承担事件中受伤害人员的经济补偿；核减单位年度绩效津贴等。

c) Other processing methods

其他处理方式

The handling methods of those responsible for the accident include written inspection, notification of criticism, cancellation of the evaluation of excellent awards and promotion, reduction of the enrollment quota of graduate students or suspension of enrollment qualifications, cancellation of the student scholarship evaluation of the year, etc.

对责任人的处理方式包括书面检查、通报批评、取消评优评奖和升职晋级、减少研究生招生名额或暂停招生资格、取消当年学生奖学金评奖资格等。

The treatment of the laboratory includes notification of criticism, rectification within a time limit, closure and rectification.

对实验室的处理方式包括通报批评、限期整改、关停整改等。

The treatment of the responsible unit includes the evaluation of the results of "unqualified" in the annual work assessment of laboratory safety in the secondary unit.

对责任单位的处理方式包括在二级单位实验室安全年度考核中予以“不合格”的结果评价。

The ways of accountability for leaders include: notification, encouragement, organizational adjustment or organizational treatment, and disciplinary action.

对领导人员的问责方式包括：通报、诫勉、组织调整或者组织处理、纪律处分。

If the case constitutes a crime, the relevant state organ shall investigate for criminal responsibility according to law.

构成犯罪的，由国家有关机关依法追究刑事责任。



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## 5.2. Classification of laboratory safety responsibilities 实验室安全责任分级

5.2.1. Based on the severity and the impact and losses caused of laboratory significant risks or incidents, the responsibility for laboratory significant risks and incidents is categorized into two levels:

根据实验室重大安全隐患或安全事件的严重程度和造成的影响、损失，将实验室重大安全隐患和安全事件分为以下两级：

- I. Laboratory significant risk Management Responsibility  
实验室重大安全隐患管理责任
- II. Laboratory Incident  
实验室安全事件

Laboratory accidents involving colleges and universities, schools should comply with the national "Production Accident Reporting and Investigation Regulations" graded to cooperate with the competent government agencies in the investigation, according to the production safety accidents (hereinafter referred to as accidents) caused by casualties or direct economic losses to be graded.

涉及高校实验室安全责任事故，学校应遵守国家《生产安全事故报告和调查处理条例》分级配合政府主管机关的调查，根据生产安全事故（以下简称事故）造成的人员伤亡或者直接经济损失进行分级。

The characterization of accidents and accountability are based on the opinion of the competent governmental authorities.

事故定性和责任追究依据政府主管机关意见进行。

5.2.2. If one of the following circumstances exists, but has not yet resulted in casualties and property damage, and has not been recognized as a safety accident by the higher authorities, the relevant units and personnel shall be held responsibility for the significant risk management:

有下列情形之一，但尚未造成人员和财产损失，未被上级部门认定为安全事故的，追究相关单位和人员重大安全隐患管理责任：

- a) Failure to implement the laboratory safety mandatory training system, allowing staff, students or extramural personnel who have not passed the safety training or safety training assessment to work and study in the laboratory.

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未落实实验室安全准入制度，允许未通过安全培训或安全培训考核不合格的教职工、学生或校外人员进入实验室工作、学习。

Allow persons who have not obtained the relevant qualification license to engage in the relevant work that should be certified according to the provisions of the State.

允许未获得相关资质许可的人员从事按国家规定应持证上岗的相关工作的。

- b) Illegally purchasing, renting, storing, using or lending radioactive materials or radiological devices, dangerous gas cylinders and special equipment.

违规购买、租用、储存、使用、外借放射性物质或射线装置、危险性气瓶、特种设备；

- c) Illegally purchasing, transferring, transporting, storing, using or borrowing dangerous chemicals, narcotic drugs or psychotropic substances controlled by the State.

违规购买、转让、运输、储存、使用、借用国家管控的危险性化学品、麻醉药品或精神药品。

- d) Privately conduct high-risk animal experiments or culture high-risk pathogens.

私自开展高风险性动物实验或进行高危险性病原体培养。

- e) Illegal dumping of experimental waste or discarding of experimental waste.

违规倾倒实验废液或丢弃实验废物。

- f) Instigate and force others to violate national laws and regulations, the safety management requirement of the school and the laboratory, and take risks.

指使、强令他人违反国家法律法规、学校和本单位实验室安全管理规定，冒险作业。

- g) Do not obey or cooperate with the daily laboratory safety management and inspection organized by government departments at all levels, schools, secondary units and laboratories.

不服从、不配合各级政府部门、学校、所在二级单位和所在实验室组织的实验室日常安全管理和检查。

- h) For all levels of government departments, school laboratory safety inspection found in addition to the above safety hazards other hazards.

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对于各级政府部门、学校实验室安全检查中发现的除上述安全隐患之外的其它隐患；

- i) Finding risk, and failing to complete rectification within the prescribed time limit or failing to complete rectification for three times in the year.

发现安全隐患，当年度在规定期限内未完成整改或整改不到位达到三次的；

- j) Significant risks are found, and rectification is not completed within the prescribed time limit or rectification is not in place twice in the year.

发现重大安全隐患，当年度在规定期限内未完成整改或整改不到位达到两次的；

- k) Similar risks were found and rectified, but in the subsequent safety inspections of various laboratories at all levels of government departments and schools in this year, it was found that the laboratory continued to appear more than three times.

发现同类隐患问题，完成整改，但在本年度后续各级政府部门和学校各类实验室安全检查中，发现在该实验室继续出现超过三次的。

Failure to complete the rectification within the prescribed time limit due to force majeure is excluded.

因不可抗力导致无法在规定期限内完成整改的除外。

- 5.2.3. If one of the following circumstances exists, but if it is not recognized as an incident by the higher authorities, the relevant units and personnel will be held responsible for the general laboratory incident.

有下列情形之一，但未被上级部门认定为安全事故的，追究相关单位和人员一般实验室安全事件责任：

- a) Class II and III precursor chemicals or psychotropic, narcotic and toxic medicine are stolen, lost or out of control as a result of failure to manage them in accordance with the requirements of the higher authorities and the university for the management of such items.

第二类、第三类易制毒化学品或精神、麻醉和毒性药品因未按照上级主管部门和学校对该类物品的管理要求进行管理导致被盗、丢失、失控；

- b) Class III and IV pathogenic microorganism strains (viruses) or samples, infected animals or suspected infected animals are stolen, lost or out of control as a result of failure to manage

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them in accordance with the management requirements of the higher authorities and the university for such items.

第三、四类病原微生物菌（毒）种或样本、染病动物或疑似染病动物因未按照上级主管部门和学校对该类物品的管理要求管理导致被盗、丢失、失控；

- c) Non-force majeure resulting in a laboratory incident that causes less than 50,000 yuan of damage to the property of the university or others, or one person suffers minor injuries.

非不可抗力导致实验室安全事件，给学校或他人财产造成损失不足 5 万元，或有 1 人受伤。

- 5.2.4. One of the following circumstances, but not recognized as an incident by the higher authorities, the relevant units and personnel to pursue responsibility for larger laboratory incidents:

有下列情形之一，但未被上级部门认定为安全事故的，追究相关单位和人员较大实验室安全事件责任：

- a) Explosive chemicals are stolen, lost and out of control because they are not managed in accordance with the management requirements of superior authorities and schools for such items.

易制爆化学品因未按照上级主管部门和学校对该类物品的管理要求管理导致被盗、丢失、失控；

- b) Due to a laboratory incident not caused by force majeure, the direct economic loss of the school or others is more than 50,000 yuan but less than 400,000 yuan, or more than 2 people but less than 10 people are slightly injured.

因非不可抗力导致实验室安全事件，造成学校或他人直接经济损失 5 万元以上但不足 40 万元，或有 2 人以上但不足 10 人受伤。

- 5.2.5. Under any of the following circumstances, but not identified as an accident by the superior department, the relevant units and personnel shall be investigated for major laboratory safety incidents.

有下列情形之一，但未被上级部门认定为安全事故的，追究相关单位和人员重大实验室安全事件责任：

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- a) Highly toxic chemicals and Class I precursor chemicals are stolen, lost and out of control because they are not managed in accordance with the management requirements of higher competent departments and schools on such goods.

剧毒化学品、第一类易制毒化学品因未按照上级主管部门和学校对该类物品的管理要求管理导致被盗、丢失、失控；

- b) Highly pathogenic microorganism (virus) species or samples, zoonotic infectious diseases or suspected zoonotic infectious diseases animals are stolen, lost and out of control because they are not managed according to the management requirements of higher competent departments and schools for such goods.

高致病性病原微生物菌（毒）种或样本、人兽共患传染病发病或疑似人兽共患传染病发病动物因未按上级主管部门和学校对该类物品的管理要求管理导致被盗、丢失、失控；

- c) Non-force majeure causes laboratory incident, causing direct economic losses of more than 400,000 yuan to the school or others, or more than 10 people are slightly injured but no serious injuries or deaths.

非不可抗力导致实验室安全事件，造成学校或他人直接经济损失 40 万元以上，或有 10 人以上受轻伤但未造成人员重伤或死亡。

- 5.2.6. If serious injury or death is caused, major social reputation and economic losses to the school or others are caused, and other major impacts are identified as an accident by the higher authorities, the relevant lab and personnel shall be investigated for accident in accordance with relevant national provisions such as the Regulations of the People's Republic of China on Reporting, Investigation and Handling of Production Accidents.

对造成人员重伤或死亡、造成学校或他人重大社会名誉、经济损失及其他重大影响，经上级部门认定为安全事故，按照《中华人民共和国生产安全事故报告和调查处理条例》等国家相关规定依法追究相关单位和人员安全事故责任。

### 5.3. Safety Accountability for laboratory significant risk and incident 实验室安全责任追究

#### 5.3.1. Accountability for managing laboratory significant risk

实验室重大安全隐患管理责任的追究

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- a) Treatment of persons directly responsible for significant risk 对直接责任人的处理：

If the person directly responsible is a faculty member, depending on the seriousness of the case, he/she shall be given an introspection report, notification and criticism, or a warning and other disciplinary action;

直接责任人为教职工的，视情节轻重给予书面检查、通报批评等处理，或者警告等政纪处分。

If the directly responsible person is a student, depending on the seriousness of the case, he/she shall be given a written examination, notification and criticism, or a warning, serious warning and other disciplinary actions, and at the same time, the instructor shall be given an introspection report, notification of criticism, or a warning and other administrative and disciplinary action.

直接责任人为学生的，视情节轻重给予书面检查、通报批评等处理，或者警告、严重警告等纪律处分，同时对指导教师给予书面检查、通报批评等处理，或者警告等政纪处分。

- b) for violations of paragraphs (b) and (c) of this procedure 5.2.3 in particularly serious cases. 对违反本细则 5.2.3 条第 (b)、(c) 款且情节特别严重者，

If the person directly responsible is a faculty member, he/she may be given a disciplinary punishment such as a demerit or reduction in rank.

直接责任人如为教职工的，可给予记过、降低岗位等级等政纪处分。

If the person directly responsible is a student, he/she may be given a disciplinary action such as demerit, probation or expulsion, and the instructor may be given a disciplinary action such as demerit or reduction in rank.

直接责任人如为学生的，可给予记过、留校察看或者开除学籍等纪律处分，同时对指导老师可给予记过、降低岗位等级等政纪处分。

- c) Handling of project leaders and laboratory PI/manager: Depending on the severity of the case, they may be given an introspection report, notification of criticism, or warnings, demerits and other administrative disciplinary measures.

对项目负责人、实验室负责人/经理的处理：视情节轻重给予书面检查、通报批评等处理，或者警告、记过等政纪处分。

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Other laboratory personnel who fail to fulfill their duties may also be given a written examination or notification of criticism, etc., depending on the actual situation.

也可根据实际情况对未尽履职义务的实验室其他人员给予书面检查或通报批评等处理。

d) Handling of lab's significant risk 对重大安全隐患实验室的处理：

Depending on the actual situation, they will be notified and criticized, rectified within a certain period of time, or shut down for rectification. Laboratory closure and rectification period shall not carry out experimental activities.

根据实际情况，予以通报批评、限期整改或关停整改处理。实验室关停整改期间不得开展实验活动。

After the completion of the rectification by the lab's onsite safety group to organize acceptance.

整改完成后由所在系实验室安全工作小组组织验收。

Acceptance and report to the Campus EHS Office for review before continuing to carry out experimental activities.

验收合格并报校园安全办公室复核后方可继续开展实验活动。

e) Handling of units responsible for significant risk:

对重大安全隐患责任单位的处理：

Depending on the circumstances of the violation and the severity of the consequences, in the annual assessment of lab safety may be "basically qualified" or "unqualified" results evaluation;

视违规情节和影响后果轻重，在实验室安全年度工作考核中可予以“基本合格”或“不合格”的结果评价；

Deduction of the Department of the annual work of the comprehensive performance bonus. 扣减二级单位年度工作综合绩效；

Depending on the performance of duties and the severity of the case, the main leader of the program, the person in charge of safety, safety management personnel may be given a

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written examination, notification of criticism and other treatments, or warnings, demerits and other disciplinary action.

视职责履行情况和情节轻重，可给予二级单位(系)主要领导、安全负责人、安全管理人员等书面检查、通报批评等处理，或者警告、记过等政纪处分；

Or the accountability of the lab PI and the person in charge of safety by way of admonition.  
或通过诫勉谈话方式对实验室主要负责人、分管安全负责人进行问责。

### 5.3.2. Accountability for Laboratory Safety Incidents

实验室安全事件责任的追究

a) Treatment of those directly responsible 对直接责任人的处理：

- If the directly responsible person is a faculty member, depending on the seriousness of the case, he/she shall be given an introspection report, notification of criticism, or a warning or a demerit and other disciplinary actions, and if it causes direct economic losses, he/she shall compensate for the direct economic losses of the laboratory.

直接责任人为教职工的，视情节轻重给予书面检查、通报批评等处理，或者警告或记过等政纪处分，造成直接经济损失的，赔偿实验室的直接经济损失。

- If the directly responsible person is a student, depending on the seriousness of the case, he/she will be given a warning, serious warning, demerit and other disciplinary actions, and the instructor will be given an introspection report, notification of criticism, or warning and other disciplinary actions, and if direct economic losses are caused, the laboratory will be compensated for the direct economic losses.

直接责任人为学生的，视情节轻重给予警告、严重警告、记过等纪律处分，同时对指导教师给予书面检查、通报批评等处理，或者警告等政纪处分，造成直接经济损失的，赔偿实验室的直接经济损失。

b) Handling of project leaders and laboratory leaders: Depending on the seriousness of the case, they may be given an introspection report, notification of criticism, or administrative disciplinary measures such as a warning or a demerit. Depending on the actual situation, other laboratory personnel who have not fulfilled their duties may also be given a written examination or notification of criticism.



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对项目负责人、实验室负责人的处理：视情节轻重给予书面检查、通报批评等处理，或者警告或记过等政纪处分。也可根据实际情况对未尽职务的实验室其他人员给予书面检查或通报批评等处理。

- c) Handling of the laboratory responsible for the incident: according to the actual situation, the laboratory will be notified and criticized, or closed down for rectification.

对事件责任实验室的处理：根据实际情况，予以通报批评、限期整改或关停整改处理。

- d) Treatment of the unit responsible for the incident: depending on the performance of duties and the severity of the impact of the incident, in the annual assessment of laboratory safety can be "basically qualified" or "unqualified" results of the evaluation.

Deduction of the annual work of the secondary unit of the comprehensive performance bonus.

Depending on the performance of duties and the severity of the incident, can be given to the program head, onsite safety representative and lab PI, such as given an introspection report, notification of criticism, warnings and other political and disciplinary actions, or by way of admonishment.

对事件责任单位的处理：视职责履行情况和事件情节影响轻重，在二级单位实验室安全年度工作考核中可予以“基本合格”或“不合格”的结果评价；扣减二级单位年度工作综合绩效；视职责履行情况和事件情节轻重，可给予二级单位主要负责人、分管安全负责人、实验室负责人等书面检查、通报批评处理或警告等政纪处分；或通过诫勉谈话方式对主要负责人、分管安全负责人进行问责。

### 5.3.3. Accountability for lab accident 安全事故责任的追究

The person responsible for the accident and related personnel shall be dealt with in accordance with the "Regulations on Reporting and Investigation of Production Accidents" and other relevant national laws and regulations, and those suspected of committing crimes shall be transferred to the judicial organs to pursue criminal responsibility in accordance with the law.

对于生产安全事故责任人及有关人员按照《生产安全事故报告和调查处理条例》等国家相关法律法规处理；涉嫌犯罪的，依法移送司法机关追究刑事责任。

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For school-level leaders, if a major laboratory accident occurs due to ineffective leadership, management negligence or dereliction of duty, they will be dealt with in accordance with the relevant regulations of the higher authorities.

对于校级领导，如因领导不力、管理失职、渎职而致使发生实验室生产安全事故的，按上级有关部门的相关规定进行处理。

The personnel responsible for the relevant laboratory incidents or accidents can be held accountable in a lighter and less severe manner if they have the following circumstances:

相关实验室安全事件或生产安全事故责任人员，有以下情形的，可以从轻、减轻追究责任：

a) Taking the initiative to report and actively take remedial measures to reduce the loss of laboratory incidents or production safety accidents, or to undo the adverse effects.

主动报告并积极采取补救措施，减少实验室安全事件或生产安全事故损失，或者挽回不良影响的；

b) Actively cooperate with the investigation of laboratory incidents and take the initiative to confess the wrong facts and admit the mistakes.

积极配合实验室安全事件调查并主动交待错误事实、承认错误的；

c) Other circumstances that can reduce or mitigate the responsibility.

其他可以从轻或减轻追究责任的情形。

Laboratory incidents related to laboratory supervision and management of units and personnel, if it is found that has been in accordance with the law to perform their duties in place, the full implementation of the management, the university's work deployment or the programs, laboratories, the relevant work requirements, will not be held accountable for the relevant responsibilities.

对实验室安全事件中负有相关实验室监督管理责任的单位和人员，如经查实已依法履行岗位职责且已履职到位，全面落实各级政府、学校工作部署或二级单位、实验室相关工作要求的，不予以追究相关责任。

For the tenure of safety responsibilities and failure of duty and responsibility of the nature of bad, serious consequences of the faculty and staff and related leadership, regardless of whether

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they have been transferred, transferred, promoted or retired, shall be held accountable in accordance with these rules.

对任职期间负有安全责任且失职失责性质恶劣、后果严重的教职工及相关领导人员，不论是否已调离、转岗、提拔或退休，均应依本细则进行问责追究。

Where the occurrence of various types of laboratory incidents (or accidents) are not reported in a timely manner, or misreporting, concealment, omission, once verified, will be dealt with severely.

凡发生各类实验室安全事件（事故）未及时上报，或谎报、瞒报、漏报的，一经查实，从重处理。

#### 5.4. Process of accountability of laboratory incidents

##### 实验室安全事件责任追究的工作程序

##### 5.4.1. Investigation and accountability 调查和责任认定

a) Laboratory significant risk management responsibility investigation: the secondary unit (program) and EHS office are responsible for the investigation and analysis of the responsibility for laboratory significant risks, the responsibility of the relevant units and responsible persons is preliminarily identified, and the handling suggestions are submitted to the campus management for review. If the circumstances are serious, the EHS Office shall report to the school leaders in charge or the main school leaders for approval.

实验室重大安全隐患管理责任追究：由所在二级单位（系）及安全办公室负责对实验室重大安全隐患责任进行调查和分析，对相关单位和责任人的责任进行初步认定，提出处理建议，报校管理层审核。如情节严重，由校园安全办公室报分管校领导或主要校领导审批。

b) Lab incident investigation: led by the campus security office, the relevant functional departments and secondary units (programs) to investigate and analyze the laboratory incident, verify the property loss caused by the incident, preliminarily identify the responsibility of the relevant units and responsible persons, put forward handling suggestions, and form a "Laboratory safety responsibility Incident Investigation Report" to the responsible school leaders for approval.

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安全事件责任追究：由校园安全办公室牵头联合相关职能部门、所在二级单(系)位对实验室安全事件进行调查和分析，核实事件造成的财产损失，对相关单位和责任人的责任进行初步认定，提出处理建议，形成《实验室安全责任事件调查报告》报分管校领导审批。

- c) Accountability for accidents is carried out in accordance with relevant national laws and regulations.

生产安全事故的责任追究，依据国家相关法律、法规执行。

#### 5.4.2. Responsibility investigation and implementation of internal incidents

校内事件的责任追究实施

- a) The liability investigation of on-campus incidents involving laboratory rectification within a time limit, notification of shutdown and rectification, and written inspection and notification of criticism by relevant personnel shall be approved by the school management, and the rectification notice issued by the EHS office shall be implemented by the incident responsibility unit.

校内事件的责任追究涉及实验室限期整改、停工整改、以及相关人员进行书面检查及通报批评的情形，由学校管理层同意，校园安全办公室下达整改通知，由事故责任单位执行。

- b) The personnel involved in disciplinary action, if the person held responsible is a faculty member, shall be executed by the personnel Department in accordance with the administrative regulations of the school.

责任追究涉及纪律处分的人员中，如被追究责任人为教职工，由人事部依据学校行政规定执行。

If the person held responsible is a student, the Student Affairs Office shall implement it in accordance with the Regulations on the Management of Student Punishments of Guangdong Technion-Israel Institute of Technology.

如被追究责任人为学生的，由学生处依据《广东以色列理工学院学生处分管理规定》执行。

- c) Responsibility investigation involving performance appraisal, promotion and punishment, by the personnel department in accordance with relevant regulations.

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责任追究涉及绩效考核、升职晋级处罚的情形，由人事部按相关规定执行。

- d) Liability investigation involving the reduction or suspension of postgraduate admission qualifications, by the graduate School in accordance with relevant regulations.

责任追究涉及减少或暂停研究生招生资格的情形，由研究生院按相关规定执行。

- e) Where the investigation of responsibility involves economic punishment, the finance Department shall execute it in accordance with relevant provisions.

责任追究涉及经济处罚的情形，由财务部按相关规定执行。

- 5.4.3. If the person or unit responsible for an incident has a different opinion on the determination of the level of the incident or the result of the treatment, he/she may submit a written request for review to the EHS Office within five working days from the date of receipt of the decision on the treatment (inclusive).

If it involves disciplinary action, he/she may file a complaint in accordance with the relevant procedures of the university. During the appeal period, the original handling or disciplinary decision continues to be enforced.

若安全事件责任人或责任单位对事件等级的认定或处理结果有不同意见，可在接到处理决定之日起五个工作日内（含）以书面形式向校园安全办公室提请复核；如涉及纪律处分的，可按照学校相关程序提起申诉。申诉期间，原处理或处分决定继续执行。

## 6. Supplementary notes 附则

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。