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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	2020-02-10	New file 新建文件
02	2022-09-01	Update the blue font content更新了蓝色字体内容

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

相关部门 (用√勾选相关部门)

On-site Programs Safety Representative 在校系安全代表	√	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

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Electronic edition ☒ Paper edition ☐
 电子版 ☒ 纸版 ☐

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1. Purpose 目的

Ensure that teachers and students who are likely to be exposed to occupational hazards are provided with an appropriate and effective medical examination and monitoring program to detect health damage early to prevent further harm.

确保为有可能接触职业危害因素的师生提供一套适当、且有效的医疗检查与监护方案，及早发现健康损害，以防止进一步的危害。

2. Scope 范围

The provisions of this document apply to all teachers and students or staff who are potentially exposed to occupational hazards at the GTIIT.

本文件规定适用于广东以色列理工学院所有潜在可能接触职业危害因素的师生或工作人员。

3. Responsibilities 职责

EHS Office 校园安全办公室：

- Develop and maintain the effectiveness of this procedure.
制定并维护本程序的有效性；
- Responsible for establishing basic data on occupational health.
负责建立职业健康基础数据；
- Responsible for safety training on occupational health in schools.
负责校内关于职业健康的安全培训；
- Assist the user department and Logistics department to complete the application registration of special equipment related to occupational health factors.
协助实验室和资产管理部门完成涉及职业健康因素特殊设备的使用登记；
- **Assisting lab in risk identification of occupational hazards.**
协助实验室对存在职业危害因素的设备进行职业危害因素风险辨识；
- **Assist lab to conduct external statutory periodic inspection of equipment with occupational hazards.**
协助实验室对存在职业危害因素的设备进行外部法定定期检查工作；
- Assist the physical examination guidance of personnel involved in occupational hazards in school.
协助校内涉及职业危害因素人员的体检指导工作；
- Supervise the effective implementation of daily safety management of equipment involving occupational hazard factors.

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监督涉及职业危害因素设备日常安全管理工作的有效落实。

Logistics department 后勤部：

- Assist the user department to complete the application registration of special equipment related to occupational health factors.

协助实验室进行涉及职业健康因素特殊设备的使用登记；

Campus Operation Department 运营部：

- Responsible for the internal and external statutory periodic inspections of occupational hazard factor public facilities in campus.

负责校内职业危害因素的公共设备的内部和外部法定定期检查工作；

- Responsible for the daily management and maintenance of equipment with occupational hazards on campus.

负责校内存在职业危害因素设备日常管理和维护工作。

Lab PI 实验室负责人：

- Responsible for occupational health and safety management in lab.

负责实验室内职业健康安全管理工作；

- Responsible for occupational health and safety training of lab personnel.

负责实验室内人员的职业健康安全培训；

- Lab risk identification of occupational hazard factors for equipment with occupational hazard factors.

实验室对存在职业危害因素的设备进行职业危害因素风险辨识；

- Responsible for providing notification of lab equipment involving relevant occupational hazards.

负责提供实验室设备涉及相关职业危害因素的告知；

- Responsible for the design and maintenance of safety facilities of occupational health equipment in the lab.

负责实验室内职业健康设备的安全设施设计和维护跟进；

- Responsible for the internal and external filing and registration of occupational health equipment in the lab.

负责实验室内职业健康设备的内外部备案登记工作。

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Campus Clinic 校医务室：

- Responsible for special physical examinations of users expose to occupational health hazards for their **pre-employment**, periodic **and exit**, and provide recommendations and following up on problems found.

负责校内涉及职业健康危害因素设备的使用者其**入职**、定期**和离职**的专项身体检查，并对发现问题提出建议和跟进；

- Archive medical records of personnel performing equipment operations involving occupational health hazard factors.

对进行涉及职业健康危害因素设备操作的人员体检记录进行存档保存。

4. Terminology 术语

Occupational diseases: According to the occupational disease prevention and control regulations of the People's Republic of China, the occupational disease classification and classification in the catalogue.

职业病：根据中华人民共和国职业病防治法规定涉及的职业病分类和目录内的分类。

Occupational health monitoring technology: The occupational health monitoring technical specifications for specific occupational disease requirements require specific monitoring instructions and requirements of GBZ-188.

职业健康监护技术：针对相应的职业病要求的职业健康监护技术规范要求GBZ-188的具体监护说明和要求。

Occupational health hazards: refers to all the factors or conditions that may have an adverse effect on the health, safety and working ability of the occupational population that are produced and / or exist in the production and experimental work processes and their environment.

职业健康危害因素：指生产、实验工作过程及其环境中产生和（或）存在的，对职业人群的健康、安全和作业能力可能造成不良影响的一切要素或条件的总称。

5. Occupational health management 职业健康管理

5.1. Occupational health check before **pre-employment** **上岗前** 职业健康检查

- New employees or teachers and students must undergo a pre-employment medical examination after determining the occupational hazards involved in their positions or jobs; in addition to the basic project inspection, employees or teachers and students engaged in operations exposed to occupational hazards should also be based on the occupation The characteristics of hazards (noise,

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dust, radiation, and chemicals involving occupational hazards) should be checked at the medical and health institutions approved by the provincial health administrative department to exclude occupational contraindications.

新入职员工或师生在确定其岗位或工作中涉及的职业危害因素后，必须进行就业前体检；将从事接触职业病危害作业的员工或师生除了进行基本项目检查外，还应根据涉及的职业危害(噪声、粉尘、辐射、以及涉及职业危害的化学品等)的特点，到省级卫生行政部门批准的医疗卫生机构进行相应项目的检查，排除职业禁忌症者。

- Employees or teachers and students, who change jobs who change the content of long-term experiments, if the new job content is different from the occupational disease hazards encountered in the original job, they must perform occupational health checks based on the characteristics of the occupational hazards in the new job.

Those with occupational contraindications are prohibited from working or avoiding experimental work involving relevant hazards.

更换作业岗位的员工或变更长期实验内容的师生，如果从事的新工作内容与原工作中所接触的职业病危害不同时，必须按新作业岗位职业危害特点进行职业性健康检查。

有职业禁忌者禁止上岗或避免进行涉及相关危害因素的实验工作。

- If a new occupational hazard factor is added to the post or experimental work currently being performed, a physical examination should be performed according to the occupational hazard factor of the position or new job content to exclude occupational contraindications.

若现从事的岗位或实验工作中增加了新的职业危害因素时，应根据岗位或新工作内容的职业病危害因素进行体检，排除职业禁忌者。

- **Return to work:** Due to work-related accidents or sick leave and long-term absence from work (six months or more) and then come back to work or re-exposure to occupational contraindications, medical examination should be conducted before starting work, will be engaged in contact with occupational hazards of the work of employees, in addition to the basic project inspection, should also be based on the characteristics of the job occupational hazards to the provincial health administrative department approved by the medical and health institutions for the appropriate project to exclude occupational contraindications.

返岗：因工伤事故或病休而长期离岗(半年或以上)后再上岗者或重新接触职业禁忌因素的人员，上岗前应进行体检，将从事接触职业病危害作业的员工，除进行基本项目检查外，还应

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根据岗位职业危害的特点到省级卫生行政部门批准的医疗卫生机构进行相应项目的检查，排除职业禁忌症者。

- Occupational taboos are determined by the medical office of the school responsible for medical examinations based on occupational health monitoring technical requirements and simple institutions that implement occupational taboos. Employees, teachers, and students with occupational taboos must not engage in corresponding taboo operations or experiments.

职业禁忌由负责体检的校医务室根据职业健康监护技术要求和实施职业禁忌症简单的机构进行确定，有职业禁忌的员工或师生不得从事相应的禁忌作业或实验。

5.2. Regular occupational health checkups while on the job 在岗期间定期职业健康检查

- Occupational health examinations are prepared by the EHS office, related laboratories, and school medical offices, and are assisted by the school medical offices;

The EHS office urges all departments or laboratories to be exposed to occupational health hazards to employees or teachers and students' physical examination plans and the necessary review procedures.

职业健康体检由EHS办公室和相关实验室、校医务室一同制定体检计划，并由校医务室进行协助体检工作；

EHS办公室督促各部门或实验室接触职业健康危害因素的职工或师生的体检计划和必要的复检进行情况。

- After the occupational health check is over, the head of each lab or the head of the relevant department should timely arrange and supervise the abnormal person / tracking observer for treatment / regular inspection.

Anomalous personnel and follow-up observers should report the results of treatment or review to the EHS office before the specified deadline.

职业健康检查结束后，各实验室负责人或相关部门负责人应及时安排和督促异常人员/追踪观察人员进行治疗/定期检查。

异常人员和追踪观察人员应在指定的期限之前将治疗或复查结果反馈给EHS办公室。

5.3. Occupational health check when leaving the job 离岗时职业健康检查

- Lab staff or worker engaged in occupational hazard exposure operations, after six months of regular (on-the-job) occupational health check-ups and leaving the job (including retirement, termination of

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contract), should conduct occupational health check-ups upon leaving the job, without occupational health check-ups, the personnel department shall not terminate or terminate the employment contract signed with them.

从事接触职业性危害作业的**实验室人员**或工作人员，在定期(在岗期间)职业健康检查6个月后果离岗(包括退休、解除合同)，应当进行离岗时的职业健康检查，没有进行职业健康检查的，人事部门不得解除或终止与其签订的劳动合同。

5.4. Emergency occupational health checks 应急性职业健康检查

- Schools shall promptly organize medical treatment, medical examinations and medical observations for staff members who are or may suffer from acute occupational diseases.
学校对遭受或者可能遭受急性职业病危害的教职员，应当及时组织救治、进行健康检查和医学观察。

5.5. Monitoring and notification of occupational hazards 职业病危害因素监测与告知

- The EHS Office will contact qualified institutions every year to regularly perform labor health monitoring on all toxic and harmful occupational hazard factors experiments or operating sites. The annual monitoring shall meet the national standards, and the monitoring shall be conducted every six months, and monitoring files shall be established.
校园安全办公室每年联系具有资质的机构对所有存在有毒有害职业危害因素实验或运营场所定期进行劳动卫生监测，符合国家标准的每年监测一次，超过标准的每半年监测一次，并建立监测档案。
- The concentration (strength) of all toxic and harmful factors in the worksite should meet the national health standards. When it does not meet the national standards, the EHS office should work with relevant departments and laboratories to study countermeasures and take management or technical transformation measures to make them meet the national health standards.
Before the national health standards are met, the personal protection of workers should be strengthened, and managers at all levels should strengthen the supervision of workers wearing labor protection articles.
作业场所有毒有害因素的浓度(强度)应符合国家卫生标准，当其不符合国家标准时，EHS办公室应会同相关部门和实验室研究对策，采取管理或技术改造措施进行治理，使其达到国家卫生标准。

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在没有达到国家卫生标准前，应加强作业人员的个人防护，各级管理人员应加强对作业人员穿戴劳动防护用品的监督。

- Corresponding warning or instruction signs shall be set up in all workplaces with occupational hazards.

对所有存在职业危害因素的作业场所应设置相应的警示或指示标志牌。

5.6. Distribution and management of Personal Protective Equipment 劳动保护用品的发放与管理

- Lab PI should equip with sufficient and effective protective facilities and personal protective equipment according to relevant requirements.

实验室负责人应按相关要求，配备足够数量且有效的防护设施和个人防护用品。

- To ensure that personal protective equipment is effectively protected, labs should formulate and implements well the personal protective equipment management system, while covering occupational health hazard control content.

为确保个人防护用品得到有效防护，实验室制订并实施个人防护用品管理制度，同时覆盖职业健康危害控制内容。

- Before operation or experiment, complete the experimental hazard analysis (EHA), and develop health and safety operation or experiment safety control measures, and arrange the operation or experiment personnel in detail.

作业或实验前，完善实验危害分析，制订健康安全作业或实验安全控制措施，并对作业或实验人员进行详细布置。

- During operation or experiment, the operator must wear appropriate protective equipment.

作业或实验时，操作人员必须穿戴好相应的防护用品。

- Equip emergency treatment kits at work or lab sites that involve occupational hazards, regularly check emergency spray and eyewash equipment, and confirm that the status is valid.

在涉及职业危害的作业或实验现场配备好应急处理药箱，定期检查应急喷淋、洗眼设备，并确定状态有效。

5.7. Health education 健康知识教育

- New employees or lab staff must receive corresponding training in basic knowledge of occupational health before taking up posts or conducting experiments involving occupational health hazards.

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新员工或实验室人员在上岗或开展涉及职业健康危害因素实验前，须接受相应的职业卫生基本知识培训；

- Personnel who have engaged in toxic and harmful operations must be provided with regular education and training on health, occupational disease prevention, and labor protection knowledge while on the job or during the experiment.

对已从事有毒有害作业的人员须进行在岗或实验期间，健康卫生、职业病防治及劳动保护知识的经常性教育培训。

6. Annex 附件