

# 香港科技大学（广州）生物科学中央实验室准入制度（试行）

## HKUST(GZ) Biosciences Central Research Facility Access Policy (Trial)

### 1 目的

#### Aim

为保障实验室人员人身安全与实验室财产安全，加强对拟进入实验室人员的安全培训，从本质上控制实验室安全隐患，预防因人为原因导致的事故发生，确保各项实验室安全管理制度的贯彻落实，特制定此准入制度。

To ensure the personal safety of Biosciences Central Research Facility (BioCRF(GZ)) personnel and the safety of facility property, strengthen safety training for personnel who intend to enter the facility, control facility safety hazards from the essence, prevent accidents caused by personnel, and ensure the implementation of various facility safety management, this access policy is specially formulated.

### 2 范围

#### Scope

本制度适用于所有拟进入实验室开展相关活动的人员，包含本单位人员，如教职工、博士后、学生等，外单位人员，如访问学者和参观人员等。

This policy applies to all personnel who intend to engage in relevant activities in the facility, including personnel from this unit, such as staff, postdoctoral fellows, students, etc., as well as personnel from other units, such as visiting scholars and visitors.

### 3 准入条件

#### Admission Requirements

（1）首次进入实验室开展实验活动的人员，必须通过学校组织的安全培

训及考核，并获得相应课程安全考试合格证。

Personnel who enter the facility for the first time to conduct experimental activities must pass the safety training and examination organized by the university and obtain the corresponding safety examination certificate.

(2) 3.1 所述人员除满足 3.1 条件外，还须参加由生物科学中央实验室组织的安全管理培训及考核，考核通过，提交《BioCRF (GZ) 安全准入表》至生物科学中央实验室备案后，方可进入实验室。

In addition to meeting the conditions in 3.1, personnel mentioned in 3.1 must also participate in the safety management training and examination organized by BioCRF(GZ). After passing the examination and submitting the "BioCRF (GZ) Safety Orientation Form" for filing with BioCRF(GZ), they can enter the facility.

(3) 实验室准入资格具有有效期，原则上为《BioCRF (GZ) 安全准入表》内填写的开展实验活动期限，且不应多于 5 年。

The facility admission qualification has a validity period, which is generally the period for conducting experimental activities filled in the "BioCRF (GZ) Safety Orientation Form" and should not exceed 5 years.

(4) 对于特殊岗位和特种设备的人员，还应按国家、地方有关规定进行专业培训和考核，取得合格操作证方可上岗。

For personnel in special positions and special equipment, they should also receive professional training and examination according to relevant national and local regulations, and obtain a qualified operation certificate before they can be employed.

(5) 未通过准入考核的人员，不得进入实验室开展实验活动。

Personnel who fail to pass the admission examination are not allowed to enter the facility to conduct experimental activities.

(6) 对通过准入考核的人员，如因违反国家相关法规或学校、实验室的相关规章制度或要求，造成重大实验室安全隐患或实验室安全事件(故)，实验室有权作废其准入资格。该人员如需再次进入实验室开展实验活动，

实验室有权对其进行审核评估，并要求重新参加培训和考核。

For personnel who have passed the admission examination, if they violate relevant national laws and regulations or the relevant rules and requirements of the university or facility, causing significant laboratory safety hazards or laboratory safety incidents, the facility has the right to revoke their admission qualification. If they need to enter the facility again to conduct experimental activities, the facility has the right to conduct a review and evaluation, and require them to participate in training and examination again.

(7) 因参观、安全检查、临时事项、临时用工等不直接从事实验工作的人员，无需参加拟进入实验室的安全培训和准入考核，但需经实验室负责人同意且在实验室工作人员陪同下方可进入实验室。实验室工作人员有义务做好进入实验室前的安全风险告知和指引。

Personnel who do not directly engage in experimental work, such as visitors, safety inspectors, temporary staff, etc., do not need to participate in safety training and admission examinations for entry into the facility. However, they must obtain the consent of the facility director and be accompanied by facility staff to enter the facility. Facility staff have an obligation to inform and guide them of the safety risks before entering the facility.

#### 4 准入培训和考核的内容

The content of admission training and examination

包括但不限于：

includes but is not limited to:

(1) 国家与地方关于高校实验室安全方面的政策法规以及学校的相关规章制度。

National and local policies and regulations on laboratory safety in universities, as well as relevant rules and regulations of the university.

(2) 实验室安全基本知识，包括消防和水电等基本安全知识。

Basic knowledge of laboratory safety, including basic safety knowledge of fire protection and water and electricity.

(3) 化学安全、生物安全、辐射安全、特种设备及其他仪器设备安全等各项专项安全知识、环境保护及废弃物处置常识。

Specialized safety knowledge in chemistry, biology, radiation, special equipment, and other instrument and equipment safety, as well as environmental protection and waste disposal knowledge.

(4) 实验室急救逃生知识与事故应急处置预案。

Knowledge of laboratory emergency evacuation, first aid, and accident emergency response plans.

## 5 附则

### Supplementary Provisions

本制度由生物科学中央实验室负责解释。

This policy is interpreted by BioCRF(GZ).

本制度自公布之日起执行。

This policy shall come into effect from the date of its announcement.

附件

Annex

# BioCRF(GZ)安全准入表

## BioCRF(GZ) Safety Orientation Form

生物科学中央实验室(BioCRF(GZ))的所有成员在开始工作前均需填写此表格, 无论其任期长短或级别高低。此表格将保存在 BioCRF(GZ) 办公室, 并将成为个人永久记录的一部分。

*This form is to be completed by all non-office personnel members before they can start working in BioCRF(GZ) regardless of the length or level of the appointment. This form will be kept in the Office of BioCRF(GZ) and will be part of the individual's permanent record.*

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姓名 Name: \_\_\_\_\_ 部门/学域 Department/ Thrust Area: \_\_\_\_\_

类型 (学生/员工/其他) Status (Student/Staff/Others): \_\_\_\_\_

职位 Post: \_\_\_\_\_ 导师/主管 Supervisor: \_\_\_\_\_

实验室 Lab Room: \_\_\_\_\_

电话 Phone: \_\_\_\_\_ 邮箱 Email: \_\_\_\_\_

开展实验活动期限 Duration: \_\_\_\_\_

紧急联系人 (选填) Emergency Contact Person (optional section)

姓名 Name: \_\_\_\_\_ 关系 Relationship: \_\_\_\_\_

地址 Address: \_\_\_\_\_

电话 Phone: \_\_\_\_\_ 邮箱 Email: \_\_\_\_\_

\_\_\_\_\_

## A. 初始检查表

### Part A. Initial Checklist

我已

I have

在危险操作开始前通过由导师/主管选定的安全课程：

Passed the safety courses selected by the supervisor before the start of hazardous operation:

- ☐ 非密封放射性物质的辐射安全  
Radiation Safety with unsealed Radioactive Materials
- ☐ 密封的放射性物质和辐照仪器安全  
Safety with Sealed Radioactive Materials and Irradiating Apparatus
- ☐ 化学品安全 II / 危险废物管理  
Chemical Safety II / Hazardous Waste Management.
- ☐ 激光安全  
Laser Safety
- ☐ 压力安全  
Pressure Safety
- ☐ 生物安全  
Biological Safety
- ☐ 化学品安全 I / 实验室使用者的化学品安全  
Chemical Safety I / Chemical Safety for Laboratory Users
- ☐ 呼吸保护  
Respiratory Protection
- ☐ 电气安全  
Electrical Safety
- ☐ 其他 \_\_\_\_\_  
Others \_\_\_\_\_
- ☐ 参加香港科技大学（广州）安全引入培训。  
Attended the HKUST(GZ) safety orientation.
- ☐ 领取必需的个人防护用品（根据各实验室需要）。  
Received the necessary personal protective equipment (according to the laboratory requirement).
- ☐ 阅读并理解了以下 HSE 的安全册：  
Read and understood the following safety booklets published by HSE:
  - 1) 香港科技大学（广州）安全手册；  
HKUST (GZ) Safety Manual.
  - 2) 香港科技大学（广州）紧急警报及应急程序指引；  
HKUST (GZ) Emergency, Alert and Response System Guidelines.
  - 3) 化学废物处置程序。  
Procedures for Disposal of Chemical Waste.

本人签名 Appointee signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

导师/主管签名 Supervisor signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

## B. 实验室基本安全引入

### Part B. Basic Lab Safety Orientation

已被告知:

I have been shown:

- ☐ 火灾警报的位置。

The location of the fire alarm.

- ☐ 实验室紧急疏散的路径，以及指定集合地点的位置。

The preferred path for emergency evacuation from the lab and have been shown the location of the location of the designated gathering place.

- ☐ 紧急喷淋及洗眼器的位置。

The locations of the Eyewashes and safety Showers.

- ☐ 最近的紧急通风按钮的位置，以及了解在什么情况下应该使用该按钮。

The location of the nearest Emergency Ventilation Button and have been instructed under what circumstances it should be used.

- ☐ 不同类型的化学废弃物容器的位置。

The location of different types of chemical waste containers.

- ☐ 不同类型的生物废弃物容器的位置。

The location of different types of biowaste containers.

- ☐ 每个房间的灭火器、沙桶、灭火毯和防泄漏工具箱的位置，以及如何以及何时使用这些物品。

The locations of the fire extinguisher, sand pail, fire blanket, and spill kit in every room and have been instructed how and when to use these items.

本人签名 Appointee signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

导师/主管签名 Supervisor signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

属地安全员签名 Department Safety Officer signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_



## C. 承诺

### Part C. Declaration of responsibility

我承诺已理解实验室安全准入表中的信息。本人在香港科技大学（广州）工作期间必须遵守所有安全法律、法规和规章。本人已明白与工作相关的危险，并承担责任。

I certify I have understood the information in the Safety Orientation Form. I have understood I am responsible for adhering to all safety laws, rules, and regulations while working at HKUST(GZ). I have reviewed the hazards associated with the work specified and accept the responsibility.

本人签名 Appointee signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

我已经与我的员工/学生回顾了 HSE 安全手册，审查了与工作相关的危险，并负责对他/她在生物科学中央实验室工作期间的卫生和安全培训进行持续监督。

I have discussed the HSE Safety Manual and have reviewed the hazards associated with the work specified above with my staff/ student and accept the responsibility for ongoing supervision of hygiene and safety training of this individual while he/ she works in BioCRF(GZ).

导师/主管签名 Supervisor signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

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此表一式三份，一份申请人留存，一份申请人导师/主管留存，一份 BioCRF(GZ) 留存。

*Three copies of this form are required, one for the appointee, one for the supervisor, and one for BioCRF(GZ).*

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