

Laboratory Safety Training Program

The Hong Kong University of Science and Technology (Guangzhou) | Department of Health, Safety and Environment

This program is recommended for laboratory users and managers to read.
It introduces the laboratory access process, and illustrates it from
University HSE level, the local laboratory level and the personal level.

Content

HSE安全培训
HSE Safety Training

安全考试
Safety Exam

属地实验室培训
Local Laboratory Training



HSE Safety Orientation

General Lab Safety about 2 hours

- **实验室准入制度**
Laboratory access system
- **不同学科安全培训要求**
Safety training requirements for different subjects
- **安全手册**
Safety Manual
- **实验室管理系统**
Laboratory management system
- **HSE工作及服务**
HSE responsibilities and service
- **中央化学品管理**
Central Chemicals Management
- **中央PPE和应急用品供应**
Central PPE and emergency supplies
- **实验室应急演练和应急响应**
Laboratory emergency exercise and emergency response
- **安全检查和风险评估**
Safety inspection and risk assessment
- **实验室安全设备的使用**
Use of laboratory safety equipment
- **废弃物管理**
Waste management
- **环境保护原则**
Environmental protection principles

Safety Orientation

<https://hse.hkust-gz.edu.cn>

The screenshot shows the top navigation bar of the website. On the left, there are links for 'Contact Us' and 'staffPortal'. On the right, there is a user profile 'tianxia', a 'logout' button, and 'HKUST (GZ)'. Below this is a secondary navigation bar with the university logo and name in Chinese and English, and the department name '健康、安全及环境处 DEPARTMENT OF HEALTH, SAFETY AND ENVIRONMENT'. The main navigation menu includes 'HOME', 'ABOUT US', 'SAFETY GUIDANCE AND REFERENCE', 'LAB AND RESEARCH SAFETY', 'SAFETY TRAINING' (highlighted with a green underline), 'CONTACT', and 'LINKS'. A dropdown menu is open under 'SAFETY TRAINING', showing 'Safety Training' and 'Safety Orientation' (highlighted with a red circle). Below the dropdown, there are links for 'Anecdotes' and 'Safety Courses'. A breadcrumb trail at the bottom of the navigation area reads: 'HOME > SAFETY TRAINING > Safety Training > Safety Orientation'.

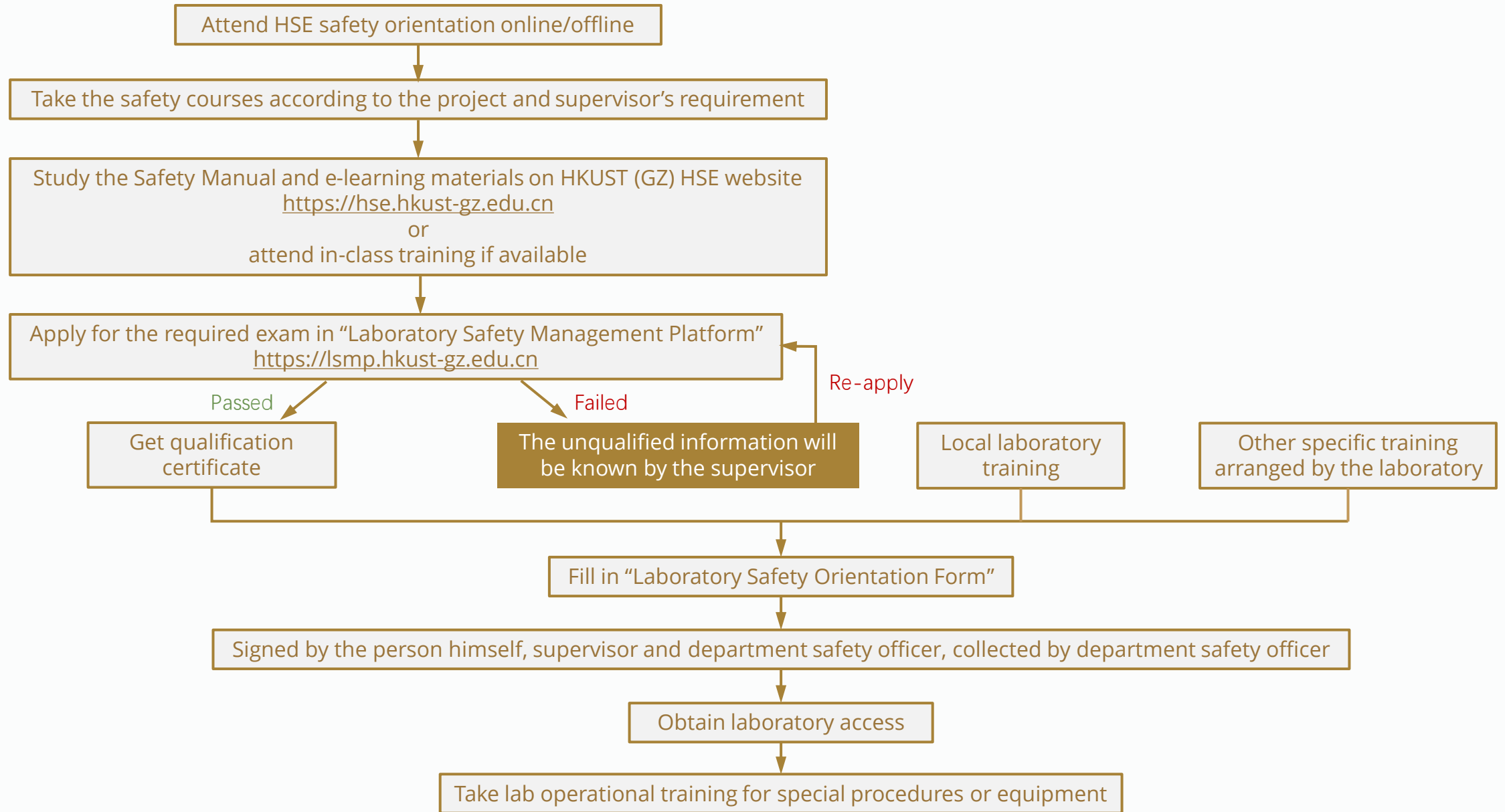


A. Introduction

The Safety Orientation for Laboratory Personnel is approximately 2 hours, and covers topics such as HKUST(GZ) safety management scheme, roles and responsibilities of laboratory personnel, safety program requirements and available support and resources.

Sessions are offered according to HSE arrangement, please pay attention to all-member emails and the news on HSE

Laboratory Access Process



Safety Manual

<https://hse.hkust-gz.edu.cn>

Contact Us staffPortal

天xia logout HKUST (GZ)

香港科技大学(广州) THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY (GUANGZHOU) 健康、安全及环境处 DEPARTMENT OF HEALTH, SAFETY AND ENVIRONMENT

HOME ABOUT US **SAFETY GUIDANCE AND REFERENCE** LAB AND RESEARCH SAFETY SAFETY TRAINING CONTACT LINKS

Safety Manual

Emergency procedures

Forms

Warning signage

第一章 政策与管理

第二章 工作规划和程序

第三章 紧急应变程序

第四章 培训和教育

第五章 工程安全

第六章 消防安全

第七章 实验室安全守则

第八章 化学品安全

第九章 生物安全

理念

香港科技大学(广州)(港科大广州)的安全政策是通过制定和推行全面的健康、安全及环境保护计划,为其职工、学生、访客、校园设施及周围环境提供保护。

这一计划将促进我们为社会与经济的发展做出贡献。本计划通过

(1) 向港科大广州的员工和学生灌输正确的健康、安全和环境保护的意识和期望;

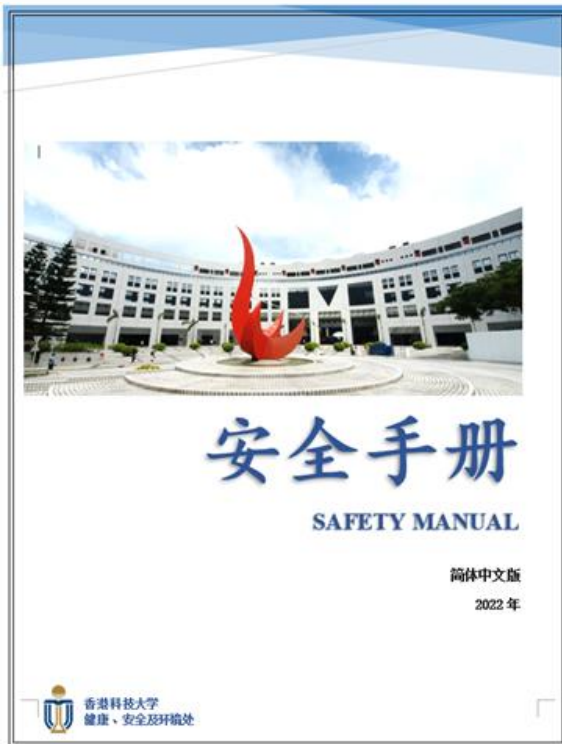
理念

计划目标

行政角色和实施责任

部门安全管理和审查

附录



Safety Courses

A. Mandatory Courses

- MC01 Radiation Safety with Unsealed Radioactive Materials
- MC02 Radiation Safety with Sealed Radioactive Materials and Irradiating Apparatus
- MC03 Chemical Safety II / Hazardous Waste Management
- MC04 Laser Safety
- MC05 Pressure Safety
- MC06 Biological Safety
- MC07 Chemical Safety I / Chemical Safety for Laboratory Users
- MC08 Chemical Safety for Operational Staff
- MC09 Respiratory Protection
- MC10 Self-contained Breathing Apparatus (SCBA) In-class Training

B. Discretionary Courses

- DC01 Electrical Safety
- DC02 Fire Training
- DC03 Ergonomics Training

C. Other Safety Courses

- First-aid Training

https://hse.hkust-gz.edu.cn

Contact Us staffPortal

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香港科技大学(广州) 健康、安全及环境处
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY (GUANGZHOU) DEPARTMENT OF HEALTH, SAFETY AND ENVIRONMENT

HOME ABOUT US SAFETY GUIDANCE AND REFERENCE LAB AND RESEARCH SAFETY SAFETY TRAINING CONTACT LINKS

> SAFETY TRAINING > Safety Training > Safety Courses

Safety Courses

A. Mandatory Courses

MC01 Radiation Safety with Unsealed Radioactive Materials
This course covers general radiation safety, regulatory requirements, HKUST(GZ) radiation safety policy and precautions in handling unsealed radioactive materials.

MC02 Radiation Safety with Sealed Radioactive Materials and Irradiating Apparatus
This course covers general radiation safety, regulatory requirements, HKUST(GZ) radiation safety policy and precautions in handling sealed radioactive sources and irradiating apparatus.

Furthermore, the related courses provided on "National Training Platform for Radiation Safety and Protection in Nuclear Technology Utilization" (<http://fushe.mee.gov.cn/>) are also recommended.

[MC01 & MC02 Radiation Safety](#)

Courses highlighted in red have e-learning materials and online exams



In-class Training

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线下培训计划将于每学期初公布，并在我们的官网和微信公众号上不断更新。

In-class training schedule will be published at the beginning of each semester and be constantly updated on our official website and WeChat official account.

PPE和安全设备的操作演示、应急演练将在HSE实验室进行。

The operation demonstration of PPE and safety equipment and emergency exercise will be conducted in the HSE laboratory.



Safety Exam

<https://lsmp.hkust-gz.edu.cn>

实验室安全综合管理平台

夏天

待办事项 × E0024 E0019

正在加载

业务筛选 名称或编号 查询 发起业务

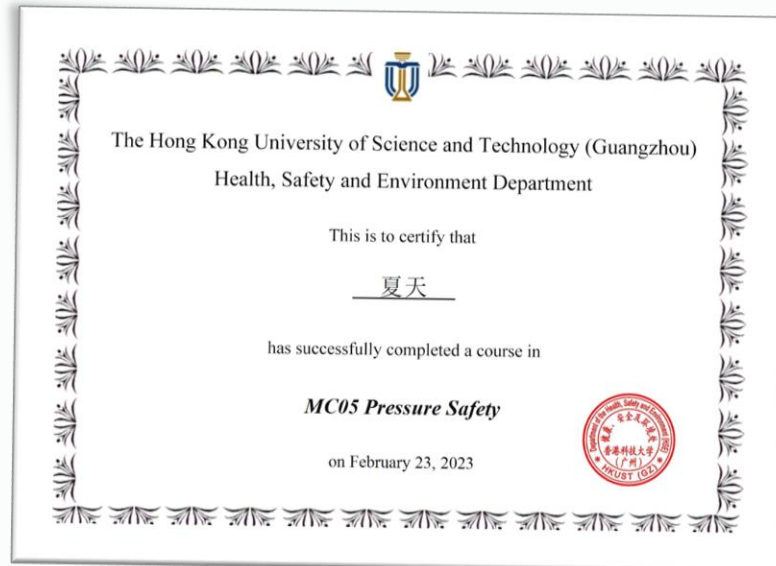
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序号	业务	编号	描述	状态	创建时间	建人	操作
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Total 0 10/page 1 Go to 1

化学品购买申请
物资领取
安全考试申请
Placard申请

- 每科目20题（从题库随机抽题）
20 questions per subject (randomly select questions from the question bank)
- 单选、多选、判断
Multiple choice (may more than one answer), true or false
- 每题1分
1 point per question
- 至少16分合格
At least 16 points are required for qualification
- 每次申请有3次考试机会（取最高成绩）
3 opportunities (the highest is the final score)



Local Laboratory Training

部门安全主任带领人员熟悉目标实验室，告知以下信息：

The department safety officer leads the personnel to get familiar with the target laboratory and show them:

- **火灾警报的位置。**
The location of the fire alarm.
- **设备紧急按钮的位置和正确的使用方法。**
The locations of the device emergency button and the proper use of them.
- **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.
- **紧急喷淋及洗眼器的位置。**
The locations of the emergency eye/ face wash and shower.
- **实验室紧急疏散的路径，以及指定集合地点的位置。**
The preferred routes for emergency evacuation from the lab and have been shown the location of the location of the designated gathering place.
- **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.
- **不同类型的化学废弃物容器的位置。**
The location of different types of chemical waste containers.
- **室内排风机开关的位置。**
The location of switch for the exhaust fan.
- **紧急电源关闭按钮的位置。**
The locations of the Emergency Power Shut-off buttons.
- **其他属地需要培训的内容（如危害/设备安全培训等）**
- Other local training if required (e.g., hazard, equipment safety training)

Safety Orientation Form

实验室安全准入表模板可在HSE官网获得，各个实验室需
要根据实际情况进行修改。

Safety clearance template is available on HSE website, each
laboratory needs to be modified according to the actual situation.

此表需要本人，导师/主管、部门安全主任签字。

It should be signed by the person himself, supervisor and
department safety officer.

部门安全主任收集并存档。

Department safety officer collect the forms and files them.

实验室安全准入表
Laboratory Safety Orientation Form

_____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_____，并成为个人永久记录的一部分。

This form is to be completed by all personnel members before they can start working in _____ regardless of the length or level of the appointment. This form will be kept in the Office of _____ and will be part of the individual's permanent record.


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: _____
开始时间 Start Date: _____

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: _____

豁免
Waiver

我证明此人将永远不会执行或监督实验工作，因此豁免填写安全许可表的 A 和 C 部分。
I certify that this appointee will never perform or supervise experimental work and is therefore exempted from completing Part A & C of the Laboratory Safety Orientation Form.

导师/主管签名 Supervisor signature: _____ 日期 Date: _____



Obtain laboratory access

人员完经过HSE安全培训，通过安全考试，接受属地实验室培训和其他实验室特殊培训，填写完实验室安全准入表，目标实验室可授予其准入资格

After completing HSE safety training, passing safety exam, receiving local laboratory training and other laboratory specific training, completing safety orientation form, the person can obtain laboratory access granted by the target laboratory.



Contact Us



HSE Safety Training hotline : 8833 9066

E-mails address:

safety@hkust-gz.edu.cn

Website:

hse.hkust-gz.edu.cn

