

Laboratory Safety Training Program

Facilities

The Hong Kong University of Science and Technology (Guangzhou)

Laboratory Safety Orientation

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

Contact Us staffPortal

tianxia logout HKUST (GZ) ^ A A A 🌐

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 Training Safety Orientation

Anecdotes Safety Courses

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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 Safety Orientation

如需参与线下实验室安全引入培训，请留意邮件，及时报名。

If you need to participate in the offline laboratory safety orientation, please pay attention to the email and sign up in time.

线上实验室安全引入培训网址

<https://hse.hkust-gz.edu.cn/posts/2899/laboratory-safety-orientation-video/>

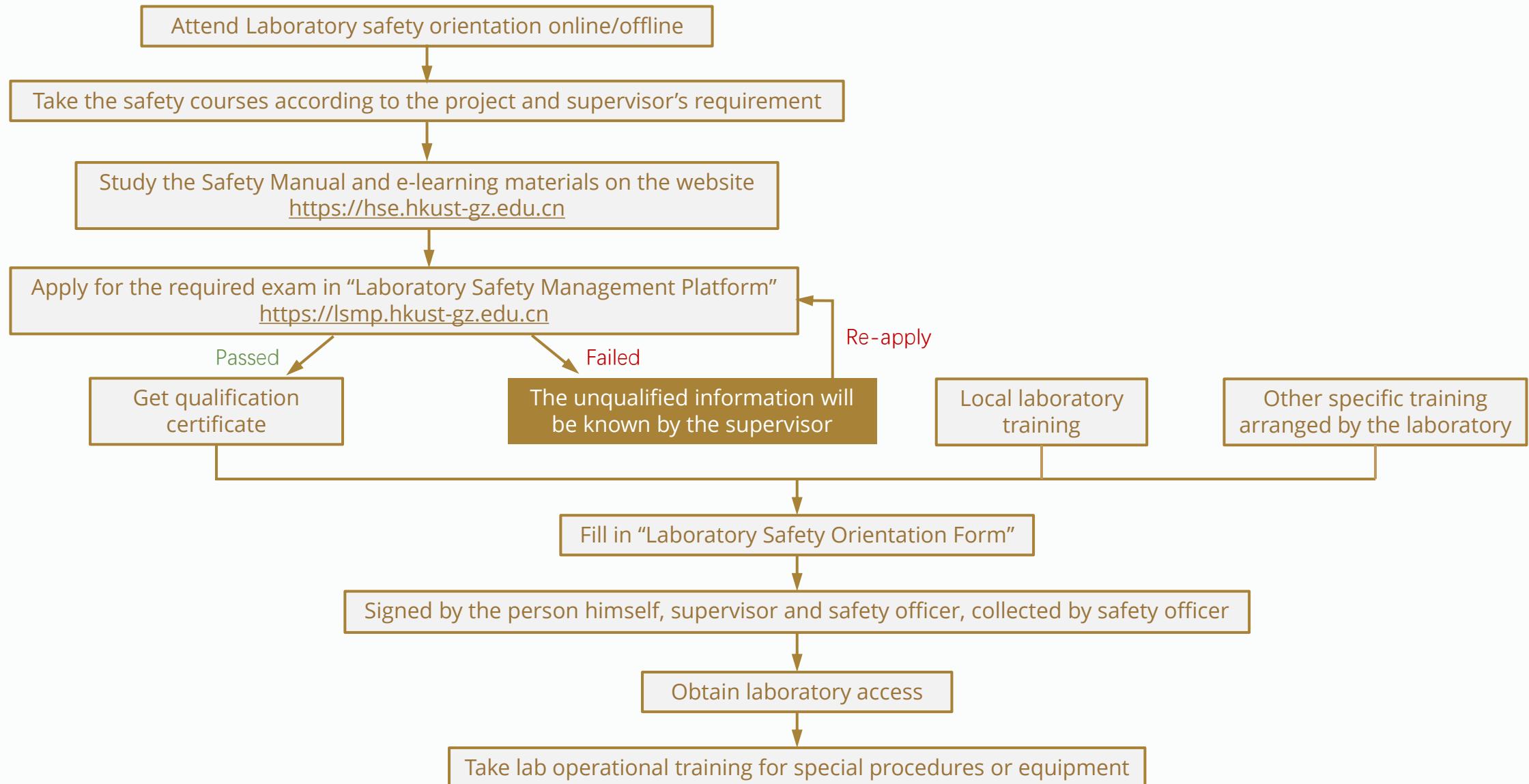


Laboratory Safety Orientation Video

Release Date: 2023-11-22 10:00:45

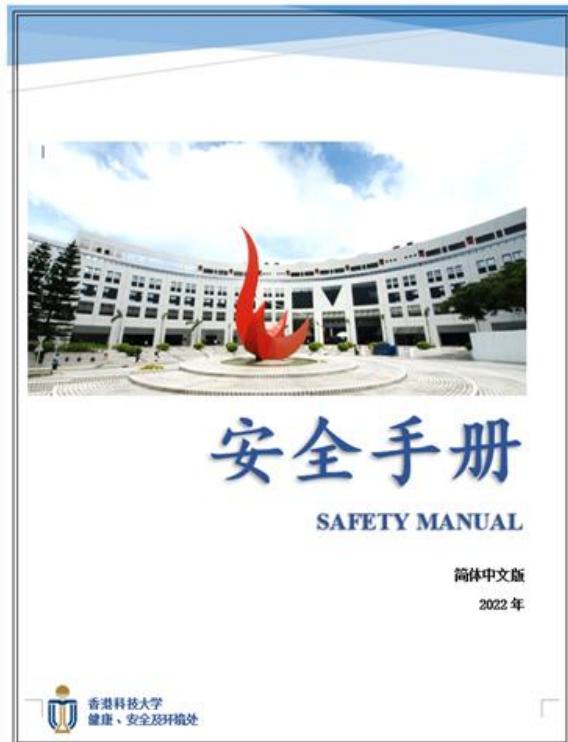


Laboratory Access Process



Safety Manual

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



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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

- Chemical Safety
- Gas Safety
- Hazardous Waste Management
- Biosafety
- Electrical Safety
- Laser Safety
- Radiation Safety
- Respiratory Protection
- Ergonomics

The screenshot shows a website for 'SAFETY TRAINING'. At the top, there is a navigation bar with links for 'Contact Us', 'staffPortal', 'tianxia', 'logout', 'HKUST (GZ)', and accessibility options. The main content area has a breadcrumb navigation: 'Home > SAFETY TRAINING > Safety Training > Safety Courses'. The 'SAFETY TRAINING' section is highlighted with a green underline. Below it, there are two sub-sections: 'Safety Orientation' and 'Safety Courses', with 'Safety Courses' circled in red. A 'Safety Training Videos' link is also present. The footer links to 'ABOUT US', 'SAFETY GUIDANCE AND REFERENCE', 'LAB AND RESEARCH SAFETY', and 'HSE SERVICES'.

Safety Courses

Chemical Safety

This course introduces chemical procurement, storage, usage and transfer, and also explains chemical emergency response procedures.

[Chemical Safety](#)

Gas Safety

This course introduces the gas classification & characteristics and gas emergency response procedure.

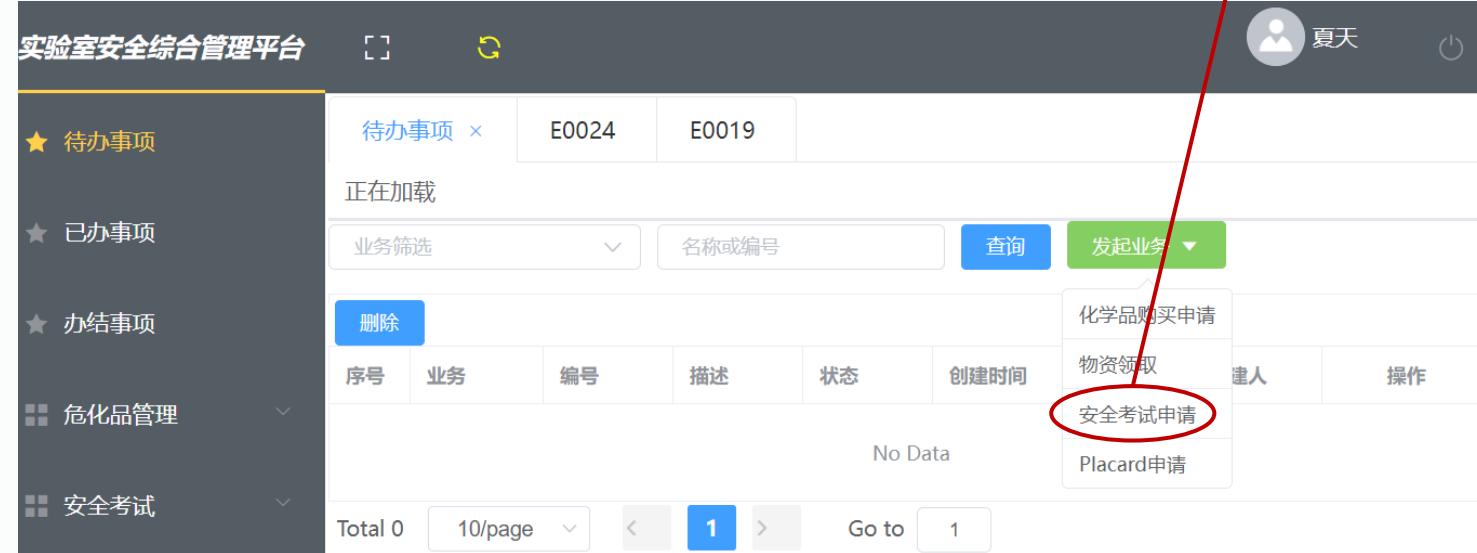
[Gas Safety](#)

**e-learning
materials**

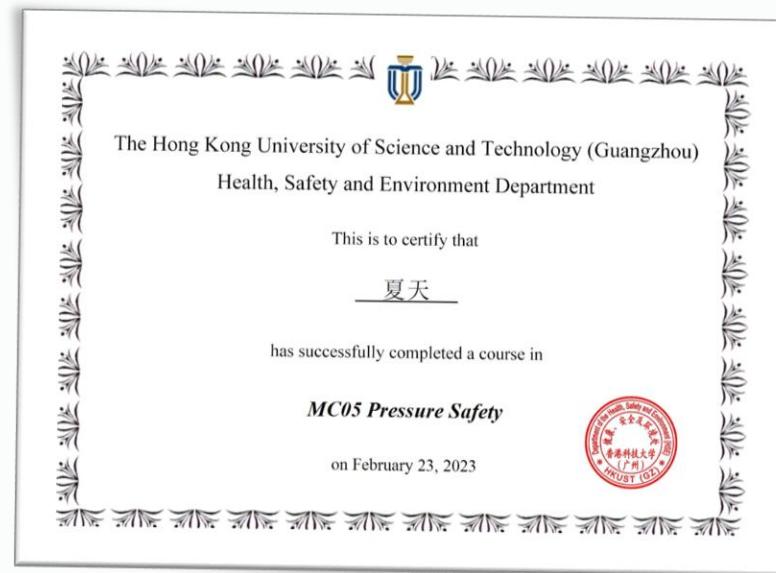


Safety Exam

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



The screenshot shows the Laboratory Safety Comprehensive Management Platform interface. The top navigation bar includes a user profile for '夏天' and a power button icon. The left sidebar lists categories: 待办事项 (Pending Tasks), 已办事项 (Completed Tasks), 办结事项 (Resolved Tasks), 危化品管理 (Hazardous Chemicals Management), and 安全考试 (Safety Exam). The main content area displays a table for 'Safety Exam Application' with columns: 序号 (Index), 业务 (Business), 编号 (Number), 描述 (Description), 状态 (Status), 创建时间 (Creation Time), 物资领取 (Material Collection), 建人 (Creator), and 操作 (Operations). A red circle highlights the '安全考试申请' (Safety Exam Application) button in the operations column. The table shows 'No Data'.



- **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)

Laboratory Safety Orientation Form

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

Laboratory Safety Orientation Template is available on LHSD website, it can 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_____，并将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

人员完经过实验室安全引入和培训，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 safety orientation & 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



Laboratory Safety Training hotline : 8833 9066
E-mails address: safety@hkust-gz.edu.cn