

RBMS 实验室安全准入表

Safety Orientation Form

实验室 Lab Room: _____
实验室管理员 Lab Admin: _____

进入实验室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。此表格将保存在实验室, 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 access in the lab before they can start working regardless of the length or level of the appointment. This form will be kept in the lab 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: _____

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 Safety Orientation Form.

实验室管理员签字/日期

Lab Administrator signature/ Date

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实验室指定的安全课程：

Passed the safety courses specified by the laboratory 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: _____

实验室管理员签名 Lab Admin 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:

RBMS 实验室守则

RBMS Laboratory Code

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 Eyewashes and safety Showers.

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.

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.

辐射使用者须知: 使用辐射源的实验室位置，实验室内有辐射源的区域及基本注意事项。

Radiation Users Only: The location of Hot Lab and hot area and the basic precautions.

紫外线使用者: 了解屏蔽装置/用具的位置。

UV Users only: The location of proper shielding apparatus.

本人签名 Appointee signature: _____ 日期 Date: _____

实验室管理员签名 Lab Admin 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 *the Lab*.

实验室管理员签名 Lab Admin signature: _____ 日期 Date: _____