Jiujiang University

General Office
JJU Laboratory [2024] No. 15

Measures for Laboratory Safety Management of Jiujiang University

Chapter 1 General Provisions

Article 1 To strengthen laboratory safety management, create a sound working environment, prevent safety accidents, and ensure the normal conduct of teaching and research, these Measures are formulated in accordance with the *Regulations on Laboratory Work in Institutions of Higher Education* (*No. 20 of the former State Education Commission*) and the *Safety Code for Laboratories in Institutions of Higher Education*.

Article 2 Laboratories mentioned in these Measures refer to all kinds of experimental places under the University that engage in experimental teaching, scientific research, public service, technology development and production testing.

Article 3 Laboratory safety work shall adhere to the principles of "safety first, prevention first" and "who is in charge, who is responsible; who uses, who is responsible". All authorities and laboratories shall implement relevant national safety regulations and formulate corresponding safety rules, operating procedures, preventive measures and emergency plans.

Chapter 2 Laboratory Safety Management System and Responsibilities

Article 4 Laboratory safety adopts a three-level management system: university, college and laboratory. The Laboratory and Educational Technology Center is the competent department for overall safety supervision. The University Security Department and Laboratory Center are responsible for technical safety supervision.

Article 5 The University establishes a Laboratory Safety Leading Group with the President as the group leader, the vice president in charge as deputy leader, and directors of relevant functional departments and secondary colleges as members. Responsibilities of

member units:

Laboratory and Educational Technology Center: formulates safety systems, manages technical safety, publicizes safety knowledge, inspects equipment safety, arranges hazardous waste disposal. Security Department: supervises fire control, anti-theft safety, manages toxic, precursor and radioactive substances. Office of Scientific Research: guides and supervises safety in research laboratories. Academic Affairs Office: guides and supervises safety in teaching laboratories.

Article 6 The dean of each secondary college is the first responsible person for laboratory safety; the vice dean and laboratory director are the direct responsible persons. Full-time or part-time safety supervisors shall be assigned.

Article 7 Laboratory directors are fully responsible for safety management, rules formulation and implementation. Trained safety supervisors shall conduct regular inspections and stop irregular operations.

Article 8 Laboratory Safety Responsibility Certificates shall be signed layer by layer: unit → university; laboratory → unit; supervisor → laboratory.

Chapter 3 Laboratory Safety Education and Inspection

Article 9 A safety education system shall be established. All teachers and students entering the laboratory for the first time must receive safety training. Students must abide by rules; temporary visitors shall comply with safety requirements.

Article 10 Safety inspection combines self-inspection, random inspection and special inspection. Each college and laboratory shall conduct self-inspection at least twice per semester to eliminate hazards in a timely manner.

Chapter 4 Fire Safety

Article 11 Fire safety shall be implemented in accordance with the Regulations on Fire Safety Management in Institutions of Higher Education. Laboratories shall be kept tidy, passages unblocked, and fire lanes clear.

Article 12 Flammable and explosive materials shall be purchased from qualified suppliers and kept by designated personnel. Gas cylinders shall be inspected regularly, kept

away from heat sources (≥10 meters from open fire), protected from sunlight, and used exclusively. In case of gas leakage, ventilation shall be strengthened and supply shut off immediately. In case of fire, gas supply shall be cut off and fire extinguished with wet cloth or asbestos.

Article 13 Safe electricity and water use systems shall be strictly implemented. Overloading is prohibited. Facilities shall be regularly inspected. Power and water supply must be turned off when not in use (except for uninterrupted equipment). Electrical heating equipment must be monitored. Equipment abnormalities require immediate power cut. Fuses must be properly matched; wires and equipment must be kept dry. In case of electrical fire, cut off power before extinguishing with sand or CO_2 fire extinguisher; never use water or conductive foam.

Article 14 Adequate fire-fighting equipment shall be provided in visible and accessible locations and inspected regularly. All personnel must master usage and escape procedures. In case of fire, power shall be cut off and fire reported promptly.

Chapter 5 Safety of Hazardous Chemicals, Toxic Drugs, Precursor Chemicals and Radioactive Substances

Article 15 Hazardous, toxic, precursor and radioactive substances shall be classified and stored safely, managed and used by designated personnel.

Article 16 Hazardous chemicals shall be used in accordance with the Regulations on the Safety Administration of Hazardous Chemicals. Purchase, transportation, storage, use and disposal shall be strictly supervised. Operating procedures shall be posted. Regular inspections shall be conducted to prevent spontaneous combustion or explosion.

Article 17 Toxic and precursor chemicals shall be used and recorded in accordance with relevant regulations. Purchase must be approved by the Security Department and reported to the Laboratory and Educational Technology Center. Ventilation facilities shall be installed. Eating, drinking or smoking in toxic laboratories is prohibited.

Article 18 Radioactive substances shall be used in accordance with the Regulations on Safety and Protection of Radioisotopes and Radiation Devices. Laboratories shall display warning signs and be equipped with safety locks and alarms. Contamination and diffusion

must be avoided. Radioactive waste shall be stored and disposed of properly.

Chapter 6 Instrument and Equipment Safety

Article 19 Instruments and equipment shall be maintained by designated personnel and protected against fire, moisture, heat, cold, dust, vibration, magnetism, corrosion and radiation. Protection measures shall be taken during power or water cuts.

Article 20 All experiments shall be operated in strict accordance with procedures. Equipment must be monitored during operation. Violators may be denied access.

Article 21 Valuable instruments and equipment shall not be disassembled or refitted without authorization. Safety devices shall not be removed.

Article 22 Special equipment includes boilers, pressure vessels, pipelines, lifting machinery, elevators, etc. It must be purchased from qualified manufacturers, inspected by national authorities, registered and certified before use. Regular inspections are mandatory.

Article 23 Transmission equipment must be equipped with protective covers and warning signs. Abnormal operation requires immediate shutdown.

Article 24 Damage or loss of equipment must be reported with reasons and liability clarification. Compensation shall be made for losses caused by violations.

Chapter 7 Environmental Safety

Article 25 Laboratories shall take measures to prevent environmental pollution. Waste gas, liquid and residue shall not be discharged at will.

Article 26 Special personnel shall be assigned to collect and store laboratory waste. Hazardous chemical waste shall be uniformly recycled and disposed by the Laboratory and Educational Technology Center.

Article 27 Experimental animals and plants shall be purchased, transported, stored, used and disposed of in accordance with national regulations.

Article 28 Laboratories involving biological factors shall meet the requirements of *General Requirements for Laboratory Biosafety* (*GB19489-2004*), equipped with biosafety cabinets and disinfection equipment. Sample management and infection control shall comply with standards.

Chapter 8 Security and Confidentiality

Article 29 Confidential scientific research projects shall be implemented in accordance with national security provisions. Data, results and documents shall be kept as confidential archives.

Article 30 Confidential laboratories are generally not open to visitors. Approved visits shall be limited to designated areas.

Chapter 9 Accident Handling

Article 31 In case of a safety accident, the emergency plan shall be activated immediately, effective measures taken and the incident reported to the Security Department and university authorities. The site shall be protected and cause identified promptly.

Article 32 The university may suspend operations and order rectification for violations. Laboratories may reopen only after passing inspection.

Article 33 Responsible persons for liability accidents shall be given administrative sanctions. Those causing major accidents shall be punished in accordance with relevant national regulations; criminal liability shall be pursued according to law.

Chapter 10 Supplementary Provisions

Article 34 Relevant units may formulate detailed implementation rules in line with these Measures. Other matters shall be handled in accordance with national laws and regulations.

Article 35 These Measures shall take effect on the date of issuance and shall be interpreted by the Laboratory and Educational Technology Center of Jiujiang University.