



Appendix D - 11 Documents of Experimental Teaching Management System



National Demonstration Center for Experimental Teaching in Civil Engineering Interim Measures for the Management of Safety Training and Inspections

In accordance with the provisions of the "Laboratory Environment and Safety Regulations of Hunan City University", this Interim Measures is formulated to ensure the smooth progress of experimental teaching, laboratory construction and other work, as well as to guarantee the safety and hygiene of the laboratory.

Article 1 Before students enter the laboratory, safety education must be provided to them, and safety assessments should be carried out.

Article 2 The laboratory director shall be fully responsible for the safety and hygiene management of the laboratory and supervise the implementation. It is necessary to strengthen the four - prevention work (fire prevention, water prevention, theft prevention, and accident prevention).

Article 3 The management of laboratory keys shall be in the hands of the laboratory director. The making and distribution of keys shall be reported to the laboratory for filing. It is not allowed to make keys privately or lend them to others for use.

Article 4 For experiments within the teaching plan and open - ended experiments, the laboratory administrator is responsible for the safety and hygiene work of the experimental sub - room and



should regularly do the following:

1. After students finish the experiment, check whether there is any damage to the instruments and equipment. Only after the teacher signs can the desktop be cleaned, the instruments be arranged, and the use record be filled out carefully and truthfully. Urge the experimental teacher and students to clean and tidy up the experimental site, and transport the experimental waste to the designated location.

2. After the experiment, carefully check whether the water, electricity, and gas are turned off, and check whether the duty students have done their work conscientiously. Before getting off work every day, be responsible for checking the doors, windows, water, electricity, etc.

3. Manage the fire - fighting safety appliances well and always keep the room neat and clean.

Article 5 For experiments outside the teaching plan, including various scientific research projects on and off campus, college students' innovation projects, and external service projects, in addition to completing the tasks specified in Article 4, the laboratory administrator must also do the following:

1. To ensure the environmental hygiene of the laboratory, the laboratory administrator must urge the project leader to submit an application form for equipment and site use, and pay a sanitation cleaning deposit of 200 - 2000 yuan according to the size of the site and the type of experiment. For college students' innovation projects,



Appendix D - 11 Documents of Experimental Teaching Management System

the instructor shall pay a sanitation cleaning deposit of 200 yuan. The amount of the sanitation cleaning deposit for other projects shall be determined by the laboratory director. The laboratory administrator shall issue a receipt for the deposit in accordance with the provisions of these measures. Only after the laboratory administrator and the laboratory director sign on the application form can the experiment be carried out.

2. The sanitation cleaning deposit shall be properly kept by the laboratory administrator and shall not be misappropriated. The project leader shall ensure that the experimental site is clean and tidy during the experiment. After the experiment, the project leader shall organize the cleaning of experimental waste, the cleaning of the site, and the return of instruments and equipment to their original positions. If the site has not been cleaned 3 working days after the end of the experiment, the laboratory administrator shall notify the project leader to organize the cleaning. If it has not been cleaned 10 days after the end of the experiment, the laboratory administrator shall arrange the cleaning by himself/herself, and the deposit will not be refunded.

3. Assist the project leader in preparing for the experiment and strengthen the management of experimental safety and hygiene. When experiments need to be carried out during holidays or at night, after the experiment, the project leader must arrange a special person to check whether the doors, windows, water, electricity, etc. are closed.



Article 6 Smoking and having meals are strictly prohibited in the laboratory. Outsiders who have nothing to do with the work are not allowed to enter the laboratory, warehouse, and office.

Article 7 Strengthen the management of electrical safety. Do not overload the electricity; do not randomly pull wires or connect plugs. Take good care of the electrical appliances and instruments in the laboratory. Without permission, do not use the experimental equipment.

Article 8 When hoisting components, pay attention to safety. It is strictly prohibited to stand under the hook of the traveling crane. When the traveling crane is running, give way actively. The test can only be carried out when the specimen is installed safely and reliably.

Article 9 Install anti - theft systems in rooms where valuable instruments, equipment, and computers are easily stolen, and install fire - fighting systems in each laboratory.

Article 10 Install a video monitoring system in the open laboratory to supervise the safety of the laboratory.

Article 11 Enhance environmental awareness and strive for a 100% safety and environmental protection compliance rate to ensure the safety and health of experimental personnel.

Article 12 The laboratory must be equipped with certain fire - fighting equipment and anti - theft devices according to the actual situation.

Article 13 Accidents shall not be concealed or the extent of



Appendix D - 11 Documents of Experimental Teaching Management System

losses minimized. Safety accidents shall be handled in accordance with the relevant regulations of the school and the state.

Article 14 These measures shall come into force as of the date of promulgation and shall be interpreted by the National Demonstration Center for Experimental Teaching in Civil Engineering.

National Demonstration Center for Experimental Teaching in Civil Engineering

June 3rd, 2020



附件1

土木工程国家级实验教学示范中心 设备与场地使用申请表

实验室：

项目名称			
项目属性	<input type="checkbox"/> 校外科研项目 <input type="checkbox"/> 校内科研项目 <input type="checkbox"/> 学生创新项目 <input type="checkbox"/> 其他		
校外科研项目的委托单位 与校内联系教师	委托单位： 校内联系教师签名：_____ 联系电话：_____		
主要参与学生		试验类型	
试件数量		实验经费	
试验日期	自_____年___月___日至_____年___月___日		
所需主要 仪器设备 和场地			
试验技术方案要点	本试验的支撑课题（项目）： _____ 方案要点（可附实验方案）： _____		
项目申请人 签字	签名： _____ 年 月 日	联系电话	
实验室管理员 意见	建议收取卫生清理押金_____元。 签名： _____ 年 月 日		
实验室主任 意见	同意收取卫生清理押金_____元。 签名： _____ 年 月 日		
备 注			

注： 1.校外纵向科研项目需附委托单位的证明，校外横向科研项目（对外服务项目）需附委托单位的合同复印件。
 2.如项目申请人没有按《安全与卫生管理办法》的规定进行清扫与整理，则在备注栏说明：卫生清理押金由实验室安排进行清扫与整理，不予退还。



Appendix D - 11 Documents of Experimental Teaching Management System

3.本表一式两份，申请教师留存一份，实验室存档一份。



卫生清理押金收取证明

今收到_____老师的_____项目
卫生清理押金_____元。请注意实验操作安全并保持室内整洁、卫生，如违反《安全与卫生管理办法》的相关卫生管理规定，卫生清理押金将用于本实验室(场地)的清扫与整理，不予退还；如发生安全责任事故，将按学校和国家有关规定处理。

项目申请人签名：

实验室管理员签名：

年 月 日

卫生清理押金退还申请

本人实验项目已完成，已按《安全与卫生管理办法》的相关规定进行了实验室(场地)的清扫与整理，现申请退还卫生清理押金_____元。

项目申请人签名：

年 月 日

实验室管理员意见：

实验室主任意见：

注：1.本附件在项目实验期间由项目申请人妥善保存，项目完成并清扫与整理，经实验室管理员验收合格后，凭本附件申请退还卫生清理押金。本附件与附件1及相关材料存档。

2.如项目申请人没有按《安全与卫生管理办法》的规定进行清扫与整理，则在附件1处备注：卫生清理押金由实验室安排进行清扫与整理，不予退还。