

Management Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Scientific Research Safety (Trial)

Chapter 1: General

Article 1 To implement the policy of "safety first, prevention first", strengthen the safety management of scientific research activities and scientific and technological development of the SIAT, ensure the safety and health of all employees, and prevent any national, collective and individual property from loss, these Regulations hereby are formulated.

Article 2 These Regulations apply to scientific research activities and scientific and technological development (including pre-research, project initiation study, pilot plant test, production, etc.). These Regulations apply to all institutes, open technology platforms, engineering centers and management departments of the SIAT. All vertical and horizontal scientific research projects and technical consulting and technical service activities involving personnel of the SIAT must implement these Regulations.

Article 3 The project leaders of all scientific research projects should be responsible for project safety.

Chapter 2: Management of Plan Safety

Article 4 Whether vertical or horizontal projects, when applying for project approval, safety technology demonstration must be included in the project proposal. Safety technology demonstration should include safety technology, industrial hygiene technology, etc., otherwise the project will not be approved.

Article 5 All kinds of scientific research projects involving the employees of the SIAT that have not been applied for project approval at the Department of Science & Technology Development should go through the registration and filing procedures at the Department of Science & Technology Development.

Article 6 The Department of Science & Technology Development, in conjunction with the Department of General Affairs, reviews the projects applied for approval and demonstrates the safety and environmental protection of the registered projects.

Article 7 For projects to be registered, there must be a formal contract or a formal agreement approved and sealed by the competent department of both parties. Anyone is prohibited undertake projects without approval or registration procedures or to conduct pre-research without the consent of the SIAT or department leaders. Any person who conceals or fails to report, upon verification, should immediately stop the experiment and be punished as per relevant regulations.

Chapter 3: Management of Process Safety

Article 8 The process management of all projects is subject to the project leader system. The project leader must attach great importance to safety work. To ensure the safety of the project implementation engineering, it is necessary to designate one or several project team members as the safety officers who should jointly responsible for the safety management of the project implementation process under the leadership of the project leader.

Article 9 During the implementation of the project, all relevant test safety regulations formulated by the superior and the SIAT must be strictly observed.

Article 10 For scientific research and experiments involving dangerous chemicals and inflammable or explosive substances, the *Regulations on the Control over Safety of Dangerous Chemicals* promulgated by the State Council and the *Management Regulations on Inflammable, Explosive and Dangerous Drugs* issued by the SIAT must be strictly implemented (Trial).

Article 11 For tests that may have problems, the operator should be proficient in making preventive operations and taking emergency measures. Persons who do not understand the performance and safe operation methods of dangerous goods should not engage in actual operation.

Article 12 Without the approval by the Department of General Affairs, no unit or individual may disassemble and install the power supply at will.

Article 13 During the implementation of the project, the Department of Science & Technology Development should take the lead in organizing each unit to inspect safety from time to time to eliminate hidden dangers and avoid accidents. The Department of Science & Technology Development has the right to order those who violate the safety operating instructions and refuse to heed advice to stop the test.

Chapter 4: Management of Environment Safety

Article 14 Dangerous goods should be classified and stored separately, without excess storage. Each article must be marked with the name, burning characteristics and fire extinguishing method. It is strictly prohibited to store articles with conflicting nature, which can burn and explode together, or articles with different fire extinguishing methods in the same warehouse.

Article 15 When destroying dangerous goods, the name, performance, quantity of the articles and derived energy data of their performance power should be indicated, signed by the department, center or laboratory head, and submitted to the Department of Science & Technology Development and the Department of General Affairs for review and approval.

Chapter 5: Award and Punishment

Article 16 Safety responsibility is included in the annual assessment indicators.

Article 17 Those who satisfy one of the following conditions will be praised and rewarded.

(1) A department, center or research room performs perfectly in security and security. There are no general criminal security cases, accident work injury, employees violating laws and regulations, punishment for public security administration, fire accidents, equipment damage, leaving window open or water tap and power supply switch or cylinder gas valve turned on when getting off work throughout the year.

(2) The a collective or individual who take strict preventive measures and make significant contributions to preventing and stopping the occurrence of major accidents, vicious accidents and natural disasters.

(3) Those who dare to fight against evil people and their wrongdoings, brave for good, can organize forces to quickly rescue after an accident or case, and has outstanding contributions to solving crimes.

(4) Those who participate in the voluntary fire brigade and serve as the safety officer, work hard and make outstanding achievements.

(5) Those who have achieved outstanding results in safety and security work, advanced collectives and individuals recommended by the research group, functional department, etc. to SIAT for current year.

Article 18 Those who commit the follows will be punished.

(1) Those who causes property damage and endangers the health and life safety of employees because preventive measures are not strict, the system is not implemented, illegal operation, and refuse to heed advice should be given criticism, warnings, fines, and even administrative sanctions based on the severity of the circumstances. Those who violate the law will be held criminally responsible according to the law.

(2) Leaders who are irresponsible, do not attach importance to security and confidentiality work, promote education to the public, implement preventive measures, block and eliminate hidden dangers and vulnerabilities, and stop subordinates from violating discipline and rules to cause major accidents, criminal cases, and serious confidential disclosure should be held accountable for dereliction of duty.

(3) Those who cause theft and damage to public property due to irresponsibility, dereliction of duty, carelessness, lax storage should be given bonuses deduction, providing compensation, or administrative sanctions based on the severity of the circumstances. Those who violate the law will be held criminally responsible according to the law

(4) Those who cause losses because not follow rules, violate rules of operation, refuse to heed advice should be given economic and disciplinary sanctions.

(5) The interns, temporary workers and construction workers who violate the relevant regulations in the SIAT or institutions should be given criticism, education, fines, dismissal sanctions based on the severity of the circumstances. If the circumstances are particularly serious, they should be transferred to the judicial organs for handling.

Article 19 These Regulations are implemented as of the date of promulgation. These Regulations are interpreted by the Department of Science & Technology Development.