School of Mechanical and Electrical Engineering Laboratory Safety Management System (Trial Implementation)

To ensure laboratory safety, prevent safety accidents, and guarantee the smooth operation of the college's teaching and research activities, these Laboratory Management Regulations are hereby formulated in accordance with the "Kunming University Laboratory Management Measures" and other relevant regulations.

1、The college adheres to the principle of "people-oriented, safety first, prevention as the priority, and comprehensive management," upholds the principle that "those who use the facilities shall bear responsibility, and those who oversee the facilities shall bear responsibility," and has established and refined a sound set of laboratory safety management rules and regulations.

2、Laboratory technical safety work is incorporated into the annual performance evaluation indicators for all faculty members and serves as one of the key criteria for the appointment and promotion of faculty members, laboratory technicians, and administrative staff, as well as for their annual evaluations and award or recognition processes.

3、The scope of laboratory technical safety management encompasses laboratory safety facilities; hazardous substances such as hazardous chemicals, flammable and explosive materials, toxic substances, and corrosive substances; radiation safety; water and electricity safety; instrument and equipment safety; laboratory workspace safety; laboratory waste management; and environmental protection.

4、In accordance with the environmental requirements specified for laboratory instruments and equipment, laboratory personnel shall follow relevant regulations and operating procedures when entering the laboratory; they must not perform operations in violation of these rules.

5、The Laboratory Director is fully responsible for the management and operation of all laboratories under the college.

6、The laboratory team is responsible for managing and maintaining experimental equipment as well as ensuring personal safety.

7、The laboratory shall designate a dedicated personnel (the Safety Officer) responsible for safety matters, tasked with implementing the daily safety protocols of the laboratory and strengthening the "Four Prevents" (preventing fires, theft, water damage, and accidents); the responsibilities of this officer include: overseeing safety compliance, conducting safety education, and implementing safety measures.

8、Non-staff members who have been approved to visit the laboratory must be accompanied by a member of the laboratory staff or must be present at the laboratory.

9、Before conducting the experiment, perform a comprehensive inspection to verify that all experimental equipment is functioning properly.

10、All individuals entering the laboratory must adhere to the principle of "Safety First"; the test project lead shall be fully responsible for ensuring the safe conduct of the experimental project; every experiment must include appropriate safety measures; and before leaving the laboratory after completing the experiment, all doors and windows must be closed, and the power supply must be disconnected.

11、No open flames are permitted in the laboratory. It is strictly prohibited to bring flammable or explosive materials into the laboratory, and it is strictly prohibited to perform live electrical work.

12、In the event of theft or any accident, no concealment shall be permitted; the incident must be reported promptly to the laboratory director or the deputy dean in charge, and the scene must be secured.

13、The laboratory shall conduct regular inspections and provide supervision in accordance with established regulations; individuals who demonstrate good compliance with safety protocols shall be promptly commended and rewarded. For accidents resulting from negligence in work or failure to adhere to operating procedures, criticism and disciplinary action shall be imposed based on the severity of the circumstances and the individual's level of awareness regarding the error.

School of Mechanical and Electrical Engineering

School of Mechanical and Electrical Engineering Laboratory Safety Self-Inspection System

I. The College has established a Laboratory Safety Leading Group, whose members are as follows:

Team Leaders: Zhang Maorong, He Songlin

Deputy Team Leaders: Chen Ling, Hu Zhongyu

Members: Yu An'anyu, Ren Jie, Li Yunxia, Li Yangqing, Sun Yanping College Security Officer: Li Xun

II. To strengthen safety education for faculty and students and to enhance the safety awareness of all laboratory members, the College's Laboratory Safety Leadership Group will conduct safety inspections at the beginning of each semester, at the end of each semester, and prior to major public holidays.

III. The heads of each laboratory must conduct a monthly self-inspection of laboratory safety conditions, eliminate potential safety hazards, arrange for laboratory safety and hygiene duty shifts, and maintain proper records; the college will conduct random spot checks at irregular intervals.

IV. Scope of Safety Inspection:

1. Implementation status of laboratory safety management regulations.

2. Laboratory hygiene conditions.

3. Laboratory electrical equipment status.

4. Anti-theft facilities.

5. Status of firefighting equipment.

6. Safety status of large-scale instrumentation and equipment.

7. Records of usage of large-scale laboratory instrumentation.

8. Laboratory equipment usage records.

9. Other laboratory conditions.

School of Mechanical and Electrical Engineering

March 5, 2020

Laboratory Safety Responsibility Agreement of the School of Mechanical and Electrical Engineering

(To Be Signed With the Laboratory Administrator)

1. The laboratory supervisor conducts regular fire safety inspections of the laboratory and strengthens efforts to prevent fires, theft, water damage, and accidents.

2. All personnel entering the laboratory must carefully read the safety guidelines, clearly understand the safety regulations, and be aware of their respective responsibilities.

3. Large-scale, precision, valuable, or rare laboratory instruments and equipment shall be subject to strict safety operating procedures, with designated personnel responsible for their storage and operation. Operation or disassembly of such equipment without prior authorization is strictly prohibited.

4. All electrical equipment in the laboratory must be installed in accordance with relevant regulations; no temporary wiring shall be installed arbitrarily. During equipment operation, a designated person must be on duty at all times; it is strictly prohibited to use private electric stoves or other electric heating appliances within the laboratory. After work hours, the power supply, water supply, gas supply, as well as doors and windows, must be disconnected.

5. The laboratory keys must be kept under the responsibility of a designated person; when teaching occurs, instructors shall open the laboratory door in advance; in special circumstances, the borrowing procedure may be followed to lend the keys to the course instructor. Unrelated personnel are not permitted to enter the laboratory without authorization.

6. The laboratory is prohibited from storing personal belongings, and guests are not permitted to stay overnight. No clutter shall be piled in corridors or stairwells; fire evacuation routes must remain unobstructed at all times.

7. Personnel from outside the university who are approved to visit our laboratory for collaborative work, processing, commissioning, or experimentation must report to the Experimental Center and be accompanied by a laboratory administrator.

8. Fire-fighting equipment in the laboratory must be stored in a conspicuous and easily accessible location; it shall not be repurposed for other uses or relocated. The laboratory administrator should be familiar with the performance and operating procedures ofthe fire-fighting equipment, as well as know how to report a fire alarm to 119 and how to extinguish initial-stage fires.

9. Electric and gas welding must strictly comply with fire safety regulations and safe operating procedures; operating without a valid permit is strictly prohibited.

10. In the event of theft or any accidental incident in the laboratory, no department shall conceal such incidents; instead, they must promptly report to the Security Department and the relevant supervisory authority, and ensure that the scene is properly secured.

11. When entering the laboratory, you must comply with all regulations and respect shared facilities. Do not spit anywhere, discard paper scraps or debris carelessly, and smoking is strictly prohibited. Students participating in work- study programs should arrange their time to clean the laboratory equipment to ensure it remains in good working condition. The laboratory must be cleaned after use, with a comprehensive monthly cleaning session required.

12. The layout of laboratory instruments and equipment shall be rational, neatly arranged, and clean and dust-free; waste gases, waste liquids, and waste residues shall be stored separately and disposed of promptly to prevent pollution. The use of flammable, explosive, or hazardous chemical substances is strictly prohibited, as is the use of controlled knives.

13. This Responsibility Agreement is executed in three original copies: one for the Laboratory Administrator, one for the Laboratory Director, and one for the Party and Government Office. The agreement shall be valid for a period of two years; should the Laboratory Administrator's position change, this agreement shall remain effective for their successor.

This document shall take effect from the date of issuance.

Director of the Experimental Center's Signature:

Laboratory Administrator's Signature:

School of Mechanical and Electrical Engineering