

College of Urban Transportation and Logistics Document

College of Urban Transportation and Logistics [2023] No. 10

Notice on Issuing the "Charter of the Laboratory Technical Safety Committee of the College of Urban Transportation and Logistics"

To all units of the college:

The "Charter of the Laboratory Technical Safety Committee of the College of Urban Transportation and Logistics" are hereby issued to you. Please comply and implement them accordingly.

This notice is hereby issued.

College of Urban Transportation and Logistics

October 16, 2023



Distribution: school leaders, college units at all levels

Issued by the comprehensive office of College of Urban
Transportation and Logistics on October 16, 2023

Charter of the Laboratory Technical Safety Committee of the College of Urban Transportation and Logistics

Chapter 1 General Provisions

1 In order to further strengthen and standardize the safety construction and operational management of various laboratories at the College of Urban Transportation and Logistics, ensure the personal safety of faculty and students and the safety of laboratory property, and continuously improve laboratory safety management, the Laboratory Technical Safety Committee of the College is established. This charter is formulated in accordance with the Regulations on the Safety Construction and Management of Higher Education Laboratories (Revised) issued by the Guangdong Provincial Department of Education, the Laboratory Safety Management Measures (Trial) of Shenzhen Technology University, the Charter of the Laboratory Technical Safety Committee of Shenzhen Technology University, and other relevant regulations. It is also based on the practical work of the College.

2 The Laboratory Technical Safety Committee of the College of Urban Transportation and Logistics (hereinafter referred to as the “Committee”) serves as the necessary organizational form for consulting, evaluating, deliberating, and assessing the safety management and operation of the College’s laboratories. It makes decisions on major matters related to the construction and operational management of laboratory safety.

Chapter 2 Organizational Structure

3 The Committee shall have one Chairman, who will be the Dean of the College; 1-2 Vice Chairmen, who will be the College leaders in charge of laboratories; and several members, including relevant leaders from the College's functional departments, professional leaders, and experts in academia, technology, and management. Members will be appointed after the College's review, and the total number of members shall be odd.

4 Committee members do not have a set term. A seat-based system is implemented. If a member cannot fulfill their duties due to changes in their position or other reasons during their tenure, the membership will be automatically adjusted to the new person assuming the role.

5 The secretarial unit of the Committee is the College's Experimental Center, which is mainly responsible for handling the Committee's daily affairs.

Chapter 3 Responsibilities and Powers

6 The main responsibilities of the Committee include:

(1) Implementing and ensuring the adherence to national and higher authorities' regulations and requirements for laboratory management in universities, planning and overseeing the College's laboratory safety management.

(2) Reviewing and revising important regulations, systems, and emergency plans related to the College's laboratories.

(3) Supervising and guiding laboratory technical safety, operational management, and environmental protection work. Regular and ad-hoc safety inspection teams composed of safety officers from the College's laboratories will be

dispatched to monitor laboratory safety and management, urging rectification of safety hazards and management deficiencies.

(4) Reviewing and consulting on major safety risks and risk control plans for the College's laboratory construction projects, large equipment procurement projects, related teaching and research projects, and major experimental activities.

(5) Organizing and handling emergency incidents related to laboratory safety, promptly understanding the situation, executing emergency plans, issuing emergency orders, controlling the situation within a minimal scope, and minimizing harm.

(6) Reviewing the responsibility determination for laboratory safety accidents.

(7) Reviewing the laboratory workforce development and training plans, and checking the implementation of professional development and training for laboratory technical safety personnel.

(8) Cooperating with relevant functional departments of the College in conducting laboratory safety education and training, cultural publicity, and emergency drills.

(9) Reviewing the annual assessment results of laboratory safety and management work, and selecting outstanding groups and individuals for laboratory management.

Chapter 4 Meeting Procedures

7 The Laboratory Technical Safety Committee may hold regular or ad-hoc meetings as needed to fully discuss important issues. Meetings must have more than two-thirds of

the members present, and decisions shall be made according to the principle of the minority yielding to the majority.

Chapter 5 Supplementary Provisions

8 This charter shall be interpreted by the Experimental Center of the College of Urban Transportation and Logistics.

9 This charter shall come into effect from the date of promulgation, and the original Charter of the Laboratory Technical Safety Committee of the College of Urban Transportation and Logistics is hereby abolished.

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October 16, 2023