

香港科技大学（广州）本科教学实验室安全守则
HKUST(GZ) UGTL Laboratory Safety Regulations

第一章 基本安全准则

Chapter 1: General Safety Guidelines

1. 所有进入实验室人员必须遵守实验室有关规章制度，严格遵守实验室的各项安全警示标识。非本实验室人员进入实验室，必须事先经过实验室技术员同意。在进入实验室开展实验工作前，人员需完成健康、安全及环境处的实验室安全引入培训课程，接受属地实验室培训，方可被授予目标实验室的准入资格。

All personnel entering the laboratory must comply with the relevant regulations and strictly adhere to the safety warning signs of the laboratory. Non-laboratory personnel must obtain the consent of the laboratory technician before entering. Personnel who enter the facility for the first time to conduct experimental activities must complete a laboratory safety orientation training organized by HSE and receive local laboratory training.

2. 进入实验室前请将书包及外套存放电子存包柜。严禁存放易燃、易爆、易腐蚀物品等。存包柜仅供实验课期间临时存包而设。下课离开实验室后，务必将所存物品取走。若超过 24 小时未取，系统将会发邮件提醒尽快取回，7 天未取回会被纳入违规记录管理，暂停存包柜使用权限60天。

Before entering the laboratory, please store your bags and coats in the locker. It is strictly forbidden to store flammable, explosive, or corrosive items. The lockers are intended for temporary use during lab classes only. Be sure to remove your stored items after class when leaving the laboratory. If items remain uncollected for more than 24 hours, the system will send an email reminder to prompt retrieval. Items left for 7 consecutive days will be recorded as a policy violation, resulting in suspension of locker access privileges for 60 days.

3. 严禁在实验室内吸烟、饮食或存放饮料、食物。实验室任何东西不入口，结束实验要洗手。

Smoking, eating, or storing drinks and food in the laboratory is strictly prohibited. Do not put anything from the laboratory in your mouth, and wash your hands after experiments.

4. 实验人员应严格遵循各项操作规程，防止由于操作不当引发实验室事故。严禁开展未经许可的实验或设备操作。严禁未经允许进行非标准操作，严禁擅自修改仪器硬件及软件设置、使用非指定部件，或在拆下安全装置的情况下操作仪器。仪器使用过程中发现故障或有损坏立即报告，不得擅自动手检修。

All individuals are required to follow the operation manuals to prevent laboratory accidents caused by improper operation. It is strictly prohibited to conduct non-standard operations without permission, to modify or save the hardware and software settings of the equipment without authorization, to use non-designated components, or to operate the equipment without safety devices. If a fault or damage is discovered during the use of the equipment, it must be reported immediately, and repairs must not be carried out without permission.

5. 实验室内需保持整齐清洁，严禁摆放与实验无关的物品。履行安全卫生工作职责，不准

随地吐痰和乱丢杂物。严禁私自携带危险有毒有害物品进入实验室。

The laboratory must be kept tidy and clean, and it is strictly forbidden to place items unrelated to the experiments. Safety and health responsibilities must be fulfilled, and spitting and littering are not allowed. It is strictly forbidden to bring dangerous and toxic substances into the laboratory without authorization.

6. 实验结束离开实验室前，须按规定采取安全措施，及时关闭仪器设备、水电气及门窗等。
Before leaving the laboratory, safety measures must be taken as required, and equipment, utilities such as water, electricity, gas, and doors and windows must be shut down in a timely manner.
7. 熟悉实验室内的应急设备设施如急救箱、洗眼器、紧急喷淋、灭火器等的位置，并知道使用方法。
Be familiar with the location of emergency equipment and facilities within the laboratory, such as first aid kits, eye wash, emergency showers, fire extinguishers, etc., and know how to use them.
8. 实验室通道，公共通道及消防紧急通道必须保持畅通。实验人员必须保持高度的消防安全意识和责任感，熟悉实验室水、电开关位置和操作。了解建筑物的布局、紧急出口的位置、紧急逃生路线、紧急通风系统按钮（EV 按钮）、消防设施及其使用方法。一旦发生火灾或听到消防警报，应立即沉着应对，迅速撤离至最近的紧急集合点。并立即报告给负责人员和保安控制中心 8833 0110 寻求援助。
Laboratory pathways, public corridors, and fire emergency exits must be kept clear at all times. Laboratory personnel must maintain a high level of fire safety awareness and responsibility, familiarize themselves with the location and operation of water and electrical switches in the laboratory. Understand the layout of the building, the location of emergency exits, emergency escape routes, emergency ventilation system buttons (EV buttons), fire safety equipment, and their usage methods. In the event of a fire or upon hearing the fire alarm, remain calm, promptly evacuate to the nearest emergency gathering point, and immediately report to the responsible personnel and the security control center at 8833 0110 for assistance.

第二章 化学和生物教学实验室附加安全准则

Chapter 2: Additional Safety Guidelines for Chemistry and Biology Laboratory

1. 进入实验室要衣着整洁，严禁穿拖鞋、凉鞋、背心、短裤等进入实验室做实验。
Personnel entering the laboratory should wear properly. The wearing of slippers, sandals, vests, or shorts is strictly prohibited for laboratory work.
2. 实验前佩戴合适的个人防护装备（PPE），如穿着实验服，佩戴手套，束长头发。接触危险化学品时必须穿实验服，戴防护镜。在化学实验室尽量不戴隐形眼镜。如果佩戴，请在进实验室前将此情况告知实验室负责人，以便遇到化学品飞溅时，急救措施能够考虑这一因素。

Before starting an experiment, wear appropriate personal protective equipment (PPE), such as lab coats, gloves, and tie back long hair. When handling hazardous chemicals, it is mandatory to wear a lab coat and safety goggles. It is advisable not to wear contact lenses in the chemistry laboratory. If you do wear them, please inform the laboratory technician before entering the laboratory so that emergency measures can take this factor into account in case of chemical splashes.

3. 在离开实验室前，请脱去手套和实验服。严禁戴手套接触门把手。严禁穿着实验服离开实验室，如去洗手间、讨论室等。

Before leaving the laboratory, please remove gloves and lab coats. It is strictly forbidden to touch door handles with gloves on. It is also strictly forbidden to leave the laboratory wearing lab coats, for example, to go to the restroom or discussion room.

4. 使用化学品应注意按照规程操作。使用化学品前，必须详细阅读需要使用的化学品上的标签和化学品安全技术说明书上的安全信息，充分了解化学品的物理、化学特性、生物毒性以及应急处置措施等。未经允许，严禁私自携带化学品进入实验室。

When using chemicals, it is important to operate according to procedures. Before using chemicals, one must thoroughly read the label on the chemicals to be used and the safety information on the Safety Data Sheet (SDS), fully understanding the physical and chemical properties of the chemicals, their biotoxicity, and emergency response measures, etc. Unauthorized carrying of chemicals into the laboratory is strictly prohibited without permission.

5. 使用化学品时，不可直接接触药品、品尝药品味道、把鼻子凑到容器口嗅闻药品的气味，切勿用口来吸移液管。

When using chemicals, do not directly touch the chemicals, taste them, bring your nose close to the container to smell the chemicals, or use your mouth to pipette.

6. 应在通风橱内处理和使用具有挥发性，有毒或高反应性的化学品，并遵守通风橱操作规范。如某种化学品在使用过程中产生的有害物质无法由通风橱有效地排出，则应使用适当的局部排气通风系统。

Volatile, toxic, or highly reactive chemicals should be handled and used inside a fume hood, and the operating guidelines for the fume hood must be followed. If the harmful substances produced by a chemical during its use cannot be effectively exhausted by the fume hood, an appropriate local exhaust ventilation system should be used.

7. 严禁将任何固体废弃物或危险化学品倒入水槽，严禁随意丢弃实验废弃物，严禁将锐器、玻璃丢弃在常规垃圾桶中。应遵循学校健康、安全及环境处的实验室危险废物分类一览表妥善处置废弃物。

It is strictly prohibited to pour any solid waste or hazardous chemicals down the sink, to dispose of laboratory waste indiscriminately, or to throw sharps or glass into regular trash bins. The Laboratory Hazardous Waste Classification List by HSE should be followed for proper disposal of waste.

8. 如需使用低温液体如液氮，应避免与这些低温液体接触，防止冻伤。佩戴低温防护手套，护目镜或护面罩，穿包头鞋。

When using cryogenic liquids such as liquid nitrogen, avoid direct contact with these substances to prevent frostbite. Wear cryogenic protective gloves, goggles or face shields, and cover shoes.

9. 实验室应尽量避免使用明火加热，使用明火时，使用人不得擅离。

The laboratory should avoid using open flames for heating as much as possible. When using an open flame, the user must not leave without permission.

10. 严禁携带超过生物安全一级物品进入生物教学实验室，严禁于生物教学实验室存放、使用超过生物安全一级物品。

It is strictly forbidden to bring items exceeding Biosafety Level 1 into the biological teaching laboratory, and it is strictly forbidden to store or use items exceeding Biosafety Level 1 in the biological teaching laboratory.

第三章 物理教学实验室附加安全准则

Chapter 3: Additional Safety Guidelines for Physics Laboratory

1. 务必使所有的光学元件都处在眼睛水平面以下的位置，特别注意坐在椅子上时眼睛的高度。

Ensure all optical components are positioned below eye level, paying special attention to the height of your eyes when seated.

2. 切不可直视激光源或任何表面反射的激光。

Never look directly at the laser source or at any laser light reflected off surfaces.

3. 激光器使用完毕后即终止光路。激光工作期间必须有人员值守。

Terminate the laser beam path immediately after use. The laser must be attended by personnel at all times during operation.