

香港科技大学（广州）
材料表征与制备中央实验室
The Hong Kong University of Science & Technology(GZ)
Materials Characterization & Preparation Facility(GZ)

MCPF登记号MCPF Ref. No. _____

完成日期Record Completed on _____

安全许可表Safety Clearance Form

说明: 1. 任何有意向申请在MCPF实验室工作的用户均须填写此表格, 非教师用户则须由他/她的主管进行批准。
2. 申请获得在MCPF实验室工作和访问权限的用户, 须填写表格的所有部分。此表格由MCPF部门保存。
3. 表格填写完成后应提交至MCPF安全员。新用户由MCPF实验室开始工作的一周内, 须填写完成并提交表格。
只有在MCPF收到他/她提交的表格后, 该用户才会获得访问权限。
4. 如果用户未能遵守安全规则 and 规定, 他/她在MCPF实验室工作的权限将被停止。
5. MCPF安全员联系方式: 侯思润 (W1-124实验室, 020-88338509, sirunhou@hkust-gz.edu.cn)
MCPF安全资料归档员联系方式: 姜舒 (W1-128办公室, 020-88338512, lunashujiang@hkust-gz.edu.cn)

Note: 1. Every user who intends to work in MCPF lab(s) has to fill in this form, and for non-faculty user, has it approved by his/her supervisor.
2. Users who are qualified to work in MCPF lab(s) and request MCPF lab access privilege have to fill in all sections of the form. This form will be kept by MCPF.
3. The completed form should be returned to MCPF Safety Officer. New users should return the completed form within one week from the date he/she begins lab work in MCPF. Access privilege will only be granted to a new user after MCPF has received his/her completed form.
4. If a user fails to comply with the safety rules and regulations, his/her privileges to work in MCPF lab(s) will be suspended.
5. MCPF Safety Officer contact information: Mr. Sirun HOU (Lab W1-124, Tel 020-88338509, sirunhou@hkust-gz.edu.cn).
MCPF Archivist contact information: Ms. Luna Shu JIANG (Room W1-128, Tel 020-88338512, lunashujiang@hkust-gz.edu.cn).

1. 请填写您的个人信息Please fill in your personal information.

姓名Name: _____ 类型 (学生/员工/其他) Status (Student/Staff/Others): _____
电话Telephone: _____ 部门/学域Department/Thrust Area: _____
电子邮箱E-mail: _____ 学生/员工证件号Student/Staff I.D. No.: _____
职位Post: _____ 导师/主管Supervisor: _____

2. 请仔细阅读以下要求, 如若同意则请签字Please read the following requirements and sign if you agree to them.

- (1). 在MCPF实验室工作之前, 我须在HSE网页阅读实验室安全知识培训课件 (Homepage→Safety Training→Safety Orientation)。
- (2). 在使用MCPF实验室之前, 我须在HSE网页阅读与本人工作领域相关的《安全手册》 (Homepage→Safety Guidance and Reference→Safety Manual)。
- (3). 在MCPF实验室工作之前, 我须在HSE网页学习安全课程 (Homepage→Safety Training→Safety Courses)。
- (4). 尽管MCPF负责为用户提供安全的实验室工作环境, 在MCPF工作时, 我仍须对自己的人身安全负责。
- (5). 我必须遵守学校和MCPF制定的安全制度。
- (6). 如果我携带化学物品 (包括但不限于酸、碱、溶剂等) 进入MCPF实验室, 我需向MCPF安全员报告。

- (1). Prior to working in MCPF lab(s), I am required to read the "Laboratory Safety Orientation" on HSE web page (Homepage→Safety Training→Safety Orientation).
- (2). Prior to using MCPF lab(s), I am required to read the "Safety Manual" that are relevant to my work area(s) on HSE web page (Homepage→Safety Guidance and Reference→Safety Manual).
- (3). Prior to working in MCPF lab(s), I am required to study the "Safety Courses" on HSE web page (Homepage→Safety Training→Safety Courses).
- (4). While MCPF is responsible for providing a safe working environment for laboratory users, I am responsible for my own safety when working in MCPF.
- (5). I am required to follow all the safety rules and regulations established by MCPF and the University.
- (6). If I bring chemicals (including but not limited to acids, bases, solvents, etc.) into the MCPF lab(s), I must report to MCPF Safety Officer.

用户签名Signature: _____

日期Date: _____

3. 基本实验室安全培训Basic Laboratory Safety Orientation.

MCPF工作人员向我展示了以下内容I have been shown by MCPF staff the followings

- 紧急电话号码Emergency phone number
- 从实验室到应急集合点的疏散路线Evacuation route from the lab and designated gathering place
- 所用设备的主要电源和供水位置Locations of main electric power and water supply for the equipment being used
- 实验室距离最近的火灾报警器的位置Location of the nearest fire alarm to the lab
- 最近的紧急通风按钮的位置以及通风启动的状态Location of the nearest Emergency Ventilation Button and the circumstances when it should be activated
- 灭火器、沙桶、灭火毯和安全淋浴设施的位置Locations of fire extinguishers, sand pail, fire blankets and safety showers
- 急救箱在实验室的位置Location of the first aid kit in the lab
- 实验室中的潜在危险Potential hazards in the lab

用户签名User signature: _____ 日期Date: _____

MCPF工作人员签名MCPF staff signature: _____

4. 安全培训课程清单Safety Training Courses Checklist.

在各 MCPF 实验室工作所需的安全课程（Homepage→Safety Training→Safety Courses）。

The safety courses (Homepage→Safety Training→Safety Courses) required for working in various MCPF lab(s).

课程代码 Course code	课程名称 Course Title	要求的实验室 Required For Labs	完成日期 Completion Date
MC02	Radiation Safety with Sealed Radioactive Materials and Irradiating Apparatus	X-Ray Analysis Lab SAXS/WAXS Lab	
MC03	Hazardous Waste Management	All Labs	
MC04	Laser Safety	Scanning Probe Microscopy Lab Optical Characterization Lab	
MC05	Pressure Safety	All Labs	
MC07	Chemical Safety for Laboratory Users	All Labs	
MC09	Respiratory Protection	All Labs	
DC01	Electrical Safety	Transmission Electron Microscopy Labs	

5. 仅适用于 X 射线实验室For X-ray Laboratories Only.

作为一名 X 射线操作员，我已取得辐射安全培训合格证书，并将遵守所有 X 射线辐射安全指南。

As an X-ray operator, I have obtained the radiation safety training qualification certificate and will observe all safety guidelines on X-ray radiation.

- X射线分析实验室X-Ray Analysis Laboratory
- 小角/广角X射线散射实验室SAXS/WAXS Laboratory

用户签名User signature: _____ 日期Date: _____

6. 导师/主管审批Approval of Supervisor.

导师/主管须知：签署此表格，即表示您同意批准您的研究人员/学生在MCPF实验室工作，并且他/她将遵守MCPF的安全规则和条例。

Note to Supervisor: by signing this form, you agree that your research staff/student has your approval to work in MCPF Lab(s) and that he/she will comply with MCPF safety rules & regulations.

导师/主管签名Signature: _____ 日期Date: _____