

# **Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Holiday Safety Management**

## **Chapter 1 General**

### **Article 1 Purpose and Basis**

To strengthen the safety management during holidays in the Institute, effectively prevent and timely resolve emergency safety incidents during holidays, maintain the stability of SIAT, and ensure the safety of the lives and property of employees and students. These Regulations are formulated based on relevant laws and regulations of the State Council, Chinese Academy of Sciences, and Guangdong Province, combined with the actual situation of the Institute.

### **Article 2 Scope of Application**

These Regulations apply to the management of safety affairs in the Institute during national statutory holidays.

### **Article 3 Definitions**

Holidays refer to the concentrated rest days of "New Year's Day", "Spring Festival", "Qingming Festival", "May 1st International Labor Day", "Dragon Boat Festival", "Mid-Autumn Festival", and "October 1st National Day" stipulated by the State.

## **Chapter 2 Department of Labor and Responsibilities**

### **Article 4 Pre-holiday Inspection and Prevention**

1. Two working days before the holiday, the Management Office of the Safety Committee of SIAT (Safety Committee Office) shall organize relevant responsible persons of the scientific research management department and safety officers of various units to conduct safety inspections in the experimental area, office area, living area, etc. of the Institute. Hidden dangers that may cause safety accidents shall be rectified within a limited time to ensure the safe conduct of various work during the holidays.

2. The Department of Human Resources of the Institute (hereinafter referred to as the HR Department) shall clarify the list of personnel on duty during the holidays based on the holiday duty roster (see Attachment 1) and notify the entire Institute by email before the holiday.

3. The Department of Public Affairs and Finance and Assets (Public Finance Division) is responsible for clarifying the list of duty personnel and leaders of property management units and sending it to the Safety Committee Office for filing.

4. Leaders at the Institute level shall be on duty during statutory holidays. The Safety Committee Office of SIAT is responsible for clarifying the list of duty leaders and sending it to the Security Duty Office of the Chinese Academy of Sciences for filing.

#### **Article 5 Emergency Handling during Holidays**

1. During holidays, the duty leaders must remain within the urban area of Shenzhen and keep their mobile phones open 24 hours a day.

2. After receiving accident notifications, the duty leaders must initiate corresponding emergency procedures for quick handling. If it involves personal injury or significant financial loss, they must immediately rush to the scene of the accident to organize handling.

3. After the accident handling reaches a phased result, the duty leaders at the Institute must report the incident process and phased handling situation to the Security Duty Office of the General Institute in writing.

#### **Article 6 Post-holiday Cleanup and Summary**

The relevant working groups shall continue to do follow-up work well, and the Safety Committee Office shall urge relevant departments and personnel to eliminate recurring hidden dangers through effective work from various aspects. For losses caused by sudden incidents, relevant personnel must carefully summarize

the lessons learned, rectify weaknesses exposed by the sudden incidents, avoid the recurrence of incidents, or minimize losses in the future when similar incidents occur.

### **Chapter 3 Accountability**

**Article 7** In the handling of emergencies, if any of the following situations occur, the main responsible persons, responsible supervisors, and other responsible personnel shall be given administrative sanctions such as notification criticism, warning, demotion, removal from office, or dismissal in accordance with the law. If a crime is involved, criminal responsibility shall be pursued in accordance with the law.

1. Delayed reporting, missed reporting, concealing, hiding, or false reporting.
2. Failure to promptly handle notifications
3. Failure to fulfill the responsibility of monitoring emergencies.
4. Failure to take control measures in a timely manner as required, disobedience to command and dispatch.
5. Negligence, dereliction of duty, or malfeasance in the investigation, control, and treatment of emergencies.
6. Reporting to higher authorities without authorization or accepting media interviews without authorization, disclosing information about the incident.