Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences for Safety

Chapter 1 General

Article 1 In accordance with the National Work Safety Regulations such as *the Work Safety Law of the People's Republic of China*, *the Bylaw Governing Reporting, Investigation and Handling of Production Safety Accidents*, *the Regulations of the Chinese Academy of Sciences on the Security Responsibility System*, and the relevant provisions of the Chinese Academy of Sciences on safety work, adhering to and implementing the principles of "the Party and the government share the same responsibility, one post has two responsibilities, joint management, and accountability for dereliction of duty" and "business management must be accompanied by safety management", this System is hereby formulated to establish and improve the safety responsibility system for all staff, decompose safety responsibilities at all levels, standardize the safety management work of the Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), protect the safety of the assets and the lives and property of all staff of the SIAT, prevent and stop illegal and criminal acts and various accidents, and ensure that the scientific research is carried out safely and orderly, combining with the actual situation of the SIAT.

Chapter 2 Scope of Application

Article 2 The safety referred to in this System refers to various matters related to the safety of the SIAT, including national security, internal security management, fire safety, laboratory safety, hazardous chemical safety, special equipment safety, bio-safety, electrical safety, radiation safety, personal and ideological safety of employees/students, network security, archive security, property security, and emergency response.

Article 3 This System applies to safety management of all departments and units and enterprises within the organizational framework of the SIAT, including research institutes, research centers, research offices, functional departments and offices, secondary units under the Institute, enterprises settled in the campus, association institutions or external construction and cooperative units, as well as employees, students, labor personnel, and temporary employees of various departments/enterprise institutions.

Chapter 3 Organization Structure

Article 4 The legal representative is the primary responsible person for the safety work of the Institute and bears comprehensive leadership responsibility for the safety work of the Institute; the leaders in charge of specific areas of the Institute are the specific responsible persons for the safety modules related to their jurisdiction, responsible for organizing the work of the relevant security modules at the Institute level.

Article 5 The SIAT implements a three-level safety management system led by the Institute's Safety Management Committee (hereinafter referred to as the "Safety Committee"), with each safety working group carrying out special safety module work, and each department (research institute and functional department) responsible for specific implementation. The Safety Committee is the leading organization for the safety management work of the Institute, with the director serving as the head, the Secretary of the Party Committee, deputy director, and Secretary of Discipline Inspection Commission serving as deputy head, and the heads of various functional departments and research institutes as members. The Safety Committee has established an office (referred to as the "Safety Committee Office") to assist the Safety Committee in coordinating safety management. The relevant functions are undertaken by the Department of General Affairs, and the head of the Safety Committee Office is concurrently held by the head of the Department of General Affairs. The members of the office are led by various safety working groups to coordinate department heads. Each working group is responsible for the specific work of the relevant special safety modules within its scope of responsibility.

Article 6 The Safety Management Committee has Security Working Group, Security and Confidentiality Working Group, National Security Working Group, Counter Terrorism and Stability Maintenance Working Group, Network Security Working Group, Science and Technology Security Working Group, Laboratory Security Working Group, and Student Ideological and Political Work Group.

Article 7 The Department of General Affairs must be staffed with full-time safety management personnel, and each research institute, functional division, research center, and research group should appoint full-time or part-time safety officers according to actual work needs.

Chapter 4 Working Responsibilities

Article 8 Responsibilities of the Safety Management Committee. The Safety Management Committee of the Institute coordinates the safety working groups of the SIAT to implement the safety work requirements of the state, Chinese Academy of Sciences, provincial and municipal levels, and check and guide the safety work of each module. The specific work requirements are as follows:

(I) Carefully study and implement the work safety guidelines, policies and requirements of the state, Chinese Academy of Sciences, provincial and municipal levels, study and deploy the safety work of the Institute in combination with the actual safety work of the SIAT, formulate annual work plans and supervise the implementation, and improve the safety management related systems and operating procedures;

(II) Prepare an annual safety budget and ensure the effective use of funds;

(III) Regularly organize safety training and safety work meetings, clarify and timely update the safety management structure, safety responsible persons, safety officers, etc., revise the safety responsibility agreement according to the actual situation, and organize the signing of three-level safety responsibility agreements according to the cycle;

(IV) Regularly organize relevant management units to conduct safety inspections and supervise the implementation of rectification;

(V) Organize the development of safety related contingency plans, supervise the effectiveness of contingency plan drills for various modules and departments, and propose optimization and improvement suggestions;

(VI) Listen to and study safety related matters and issues, and make guidance and decisions;

(VII) Summarize the work based on the annual safety work situation, organize and implement the annual safety assessment and rewards and punishments;

(VIII) Establish and improve safety work files, and organize inspections of the archiving situation.

Article 9 Responsibilities of safety working groups. The safety working group is mainly responsible for supervising and managing the special safety modules it is responsible for, organizing the formulation and implementation of safety management systems and standards for relevant safety modules, leading the organization of publicity, education and training, and supervision and inspection of relevant safety modules, and is responsible for emergency response and investigation of relevant safety accidents, grading and assigning responsibilities to accidents, submitting disposal plans to the Safety Committee of the Institute for review, and then submitting them to the Party Committee Meeting and Director Office Meeting of the Institute for review and decision-making. Each safety working group is specifically responsible for the following safety modules:

(I) The Security Working Group, Security and Confidentiality Working Group, and Counter Terrorism and Stability Maintenance Working Group are all led and coordinated by the Division of General Affairs, responsible for the supervision and management of public safety, confidentiality security, archive security, infrastructure security, and counter terrorism and stability maintenance security. Public security mainly includes campus fire protection, public facilities and equipment, food hygiene, entry and exit, epidemic prevention and control, etc. Archive security refers to the management of the security, integrity, and standardization of various types of archives; confidentiality security mainly refer to the safety management of confidential information; infrastructure security includes the safety of infrastructure project funds, standardization, construction management, and other aspects; counter terrorism, stability and security are aimed at minimizing and avoiding casualties, property damage, and social harm caused by terrorist attacks. In addition to the security work mentioned above, the physical and mental safety of employees is mainly supervised and managed by the Department of Human Resources, while the financial and tangible asset safety is specifically supervised and managed by the Department of Finance.

(II) The National Security Working Group is led and coordinated by the Department of Party-masses Relationship. The main task of maintaining national security is to safeguard national sovereignty and the socialist system with Chinese characteristics, prevent and stop any act of treason, division, incitement to rebellion, subversion or incitement to the people's democratic dictatorship, prevent and stop acts that endanger national security such as stealing or leaking state secrets, and prevent and stop infiltration, destruction, subversion, and separatist activities by foreign forces.

(III) The Laboratory Security Working Group is led and coordinated by the Division of Auxiliary Platform, responsible for the supervision and management of laboratory and animal safety. This includes but is not limited to the development of relevant safety systems and reward and punishment measures, inspection and maintenance of relevant safety facilities, laboratory risk assessment and classification control, laboratory and animal safety training, investigation and disposal of laboratory and animal safety emergency accidents, and supervision and management of ethical safety of experimental animals.

(IV) The Science and Technology Security Working Group and the Network Security Working Group are led and coordinated by the Department of Science & Technology Development. Science and technology security includes scientific research project security, ethical security, procurement security, foreign affairs security and related foreign affairs reception security, project cooperation and achievement transfer and transformation security, and intangible asset security; network security refers to maintaining the confidentiality, integrity, availability, authenticity, and controllability of information on the network. Among them, the safety of horizontal project cooperation is mainly supervised and managed by the Development Division, while the safety of achievement transfer and transformation and the safety of operational assets are mainly supervised and managed by the Transfer Department.

(V) The Student Ideological and Political Work Group is led and coordinated by the Department of Education, responsible for the education, training, and supervision management of students' ideology, mental health, and personal safety.

Article 10 Responsibilities of each department (research institute and functional department). Each department is the specific implementation department of safety work, and the head of the research institute/functional department is the primary responsible person of the department, who is mainly responsible for the safety work of the entire institute/department; the Center Head is the primary responsible person for the safety of the research unit, the head of the research group/laboratory is the primary responsible person for the safety of the research group/laboratory, and the supervisor is the primary responsible person for student safety. The primary responsible person shall be fully responsible for the safety work within his/her jurisdiction and shall be primarily responsible for any safety incidents/accidents that occur within his/her jurisdiction.

Each department shall carry out safety construction and management work in accordance with the requirements of each safety working group, and refine and improve the safety management work of the department/unit based on the actual situation of scientific research work. Each department formulates its own safety work priorities and plans based on the annual safety work plan of the Institute, and effectively organizes all units to jointly carry out implementation. The specific work requirements are as follows:

(I) Be responsible for leading the management of the safety module, ensuring overall coordination, conducting inspections and training on the safety module, and developing and improving the department's safety work system, operating procedures, management standards, and contingency plans;

(II) According to the work requirements of the Safety Committee, combined with the annual safety work priorities, formulate the department's annual safety work plan, revise the department's personalized safety management responsibility letter, and organize all members of the department to sign safety responsibility letters level by level;

(III) Regularly update the information about the safety management structure, safety responsible persons, safety officer team and other information of the department, and report to the Safety Committee Office;

(IV) Develop a safety training and education plan, carry out relevant training according to the plan, and cooperate with the Safety Committee Office to carry out annual safety work meetings and activities;

(V) Ensure investment in safety work funds and add or replace necessary software and hardware facilities and equipment;

(VI) Develop detailed inspection plans and checklists based on the safety management standards and risk classification control situation of the department, conduct regular self inspections, and cooperate with the Safety Committee Office to carry out relevant supervision and inspections;

(VII) Supervise scientific research units to implement safety work in accordance with regulations, operating procedures, standards, etc.

(VIII) Summarize the annual work situation of the department and establish a department safety work file.

Article 11 Responsibilities of each unit (research center, functional office, research room). Each unit formulates its own work priorities and plans based on its annual safety work plan, effectively organizes its implementation, and cooperates with the Safety Committee Office and the department to carry out safety management work. The specific work requirements are as follows:

(I) Develop an annual safety work plan for the unit in accordance with the requirements of the department;

(II) Develop and improve safety work systems, processes, management standards, and contingency plans for the unit and laboratory;

(III) Regularly update the information about the safety management structure, safety responsible persons, safety officer team and other information of the unit, and report to the Safety Committee Office;

(IV) Revise the safety management responsibility letter of the unit according to the annual safety work plan, and organize all members within the unit to dynamically sign the safety responsibility letter;

(V) Develop a detailed inspection plan based on the characteristics of safety work and the situation of hazards in the unit, and regularly carry out inspections and rectification;

(VI) Cooperate with the Safety Committee Office to carry out annual safety work meetings and activities;

(VII) Summarize the annual work situation of the unit, establish a safety work file, and hand it over on an annual basis.

Article 12   Responsibilities of safety officers

(I) Fulfill safety supervision and inspection responsibilities. Develop departmental and central safety inspection forms based on hospital level standards, and carry out departmental safety inspections according to the plan. Supervise departments and centers to carry out hidden danger investigation and rectification, and keep records of the ledger.

(II) Cooperate with the Safety Committee Office to carry out safety training for departments and centers. Supervise departments and centers to organize safety training, achieve dynamic and comprehensive coverage of all staff, and keep training records.

(III) Cooperate with the Safety Committee Office to carry out safety knowledge promotion for departments and centers, and organize departments and centers to actively participate in safety meetings and promotion activities.

(IV) Cooperate with the Safety Committee Office to carry out safety inspections, supervise departments and centers to carry out rectification and implementation, and timely update the information of department and center safety officers to report to the Safety Committee Office.

Article 13 Responsibilities of employees, students, and other staff working/studying in the Institute. All personnel working/studying in the SIAT must comply with national and unit safety regulations, strictly follow work process standards, obey safety management, be responsible for their personal and business work safety, and be the primary responsible person for their own safety. The specific work requirements are as follows:

(I) Familiarize themselves with and master the safety work system, processes, management standards, and contingency plans of the department, and complete the signing of corresponding safety responsibility agreements according to regulations;

(II) Known the safety regulations and technical operation procedures of the position, not engage in illegal operations, and have the right to stop others from engaging in illegal operations;

(III) Identify potential accidents in production equipment, workflow, and work sites, and actively report to the safety officer, immediate supervisor, or safety department;

(IV) Actively participate in safety training, safety education, safety experience and other activities, and have the right to propose suggestions for optimizing safety activities;

(V) In case of an accident, protect the scene, assist in accident investigation, and do not conceal the accident;

(VI) Special operation personnel must hold a certificate and are strictly prohibited from operating special equipment without a certificate.

Chapter 5 Management of Key Safety Areas

Article 14 Key safety areas refer to areas that are prone to serious economic losses, loss of scientific research data, casualties, and have a comprehensive impact due to accidents. The management of key safety areas follows the following key points:

(I) Designate key safety areas for the department based on dimensions such as inventory, value, concentration of personnel, nature and importance.

(II) Each department shall manage key safety areas from six aspects: system, identification, education and training, archives, daily inspections, and emergency response.

(III) Employees working in key safety areas must strictly abide by operating procedures and fulfill the safety post responsibility system.

(IV) The safety working groups of the Safety Committee supervise the management of key safety areas by various departments, promptly provide feedback to their respective departments when hidden dangers are discovered, and follow up on the rectification situation.

Chapter 6 Dual Prevention Mechanism

Article 15 The dual prevention mechanism shifts the focus of safety management from hazard investigation and control to safety risk control. Strengthen risk awareness, analyze the entire chain of accidents, seize key links and take preventive measures to prevent safety risks from becoming accident hazards, and prevent hidden dangers from evolving into accidents due to the fact that they are not discovered and treated in a timely manner.

Article 16 Risk classification control. Risk classification control refers to the scientific management method of risk identification, risk assessment, risk control, early warning intervention, evaluation and improvement, which is carried out to effectively prevent and reduce the occurrence of accidents and reduce the losses caused by accidents. Each security working group conducts risk assessment on the safety modules, divides risk levels, and develops and implements corresponding risk control measures. The specific work requirements are as follows:

(I) Establish a risk classification management system, implement a responsibility system, and establish responsible persons.

(II) Establish a risk database. Identify the hazards of the process and objective dangerous and harmful factors. According to the LEC (Safety Risk Assessment) risk assessment method, risk assessment is conducted and divided into four levels according to different levels.

(III) Take certain risk control measures and identification based on different risk levels.

(IV) Establish risk classification and control files, and regularly update information on risk areas.

Article 17 Safety hazard investigation. Safety hazards refer to violations of safety laws, regulations, rules, standards, regulations, and safety management systems, or the dangerous state of objects, unsafe behavior of people, and management deficiencies that may lead to accidents in production and business activities due to other factors. Regular hazard investigation can effectively reduce the occurrence of accidents. The specific work requirements are as follows:

(I) The Safety Committee Office supervises the investigation of hazards at all levels and follows up on the progress of major hazard rectification;

(II) Each safety working group shall develop corresponding hazard investigation scope, standards, cycles, and treatment periods based on the characteristics of the safety module, and supervise the hazard investigation and rectification situation of each department;

(III) Each department must establish a hazard investigation file, recording the entire closed-loop process of hazard investigation and rectification (planning, implementation, inspection, review);

(IV) Encourage various departments to carry out various forms of hazard investigation work.

Chapter 7 Emergency Response

Article 18 Establish the Leading Group of Emergency Response, develop a sound emergency work mechanism, and prevent various safety accidents in the workplace. Quickly and orderly carry out emergency rescue work in the event of an accident in the unit.

Leading Group of Emergency Response:

Team Leader: Head of the Safety Committee
Deputy Team Leader: Head of the leading
department Members: Leaders of each safety
module

The disposal procedures are detailed in the contingency plans for each special safety module.

Chapter 8 Reporting, Investigation and Punishment of Safety Accidents

Article 19 Safety accident reporting requirements. After a safety accident occurs in the SIAT, relevant personnel at the accident site shall immediately report to the relevant security personnel and safety management department level by level based on the severity of the accident. After receiving the alarm, department heads and research center heads must immediately understand the accident situation and rush to the scene. According to the accident situation, they shall report to the members of the Leading Group of Emergency Response of their unit level by level within 3 minutes, initiate on-site disposal, rescue the injured, notify and guide surrounding personnel, control the spread of the accident, and protect the accident scene:

(I) After a minor safety accident occurs, the primary responsible person of the unit shall be notified to handle it on site first; if the primary responsible person of the unit is unable to handle it, he/she shall promptly report to the superior leadership department for assistance in handling it until the accident is properly resolved.

(II) After a major safety accident occurs, the primary responsible person of the department shall be notified to handle it on site first. The primary responsible person of the department shall notify the relevant leadership department and assist in handling it until the accident is properly resolved; and report the accident handling situation to the Safety Committee Office of the Institute.

(III) After a serious safety accident occurs (such as a traffic accident, fighting, burns, shock, disappearance, etc.), the primary responsible person of safety in the unit and other relevant personnel shall be notified to come to the scene to assist in handling the accident until it is properly resolved; and immediately report the accident handling situation to the Safety Committee Office of the SIAT.

(IV) For safety accidents that have not caused personal injury or property damage but have a wide impact and may cause public opinion, the level of safety accident disposal must be raised. The primary responsible person of the department shall handle them properly and promptly report to the Safety Committee Office of the Institute.

(V) The department with various accidents shall truthfully report verbally or in writing to the relevant safety management department and head of the Institute within the prescribed time, and submit a written accident report within 24 hours, detailing the location of the accident, the incident process, the primary responsible persons and related responsible persons involved, the cause of the incident, the losses caused, etc., and shall not conceal, falsely report or delay reporting; departments or individuals who fail to truthfully report within the prescribed time shall be punished according to the standard of raising accident penalty by one level, and criticized throughout the entire Institute.

Article 20 After a serious or higher-level safety accident occurs in the Institute, the safety responsible person in the Institute shall, in addition to quickly taking effective measures to organize rescue, immediately and truthfully report to the superior safety competent department according to the type and nature of the accident, and shall not conceal, falsely report or delay reporting.

(I) General accidents. A report shall be made level by level by phone or orally within 1 hour, and a written closure report shall be written to the superior competent department after the accident handling is completed.

(II) Serious accidents. It is necessary to report to the superior competent department by phone or orally within 30 minutes, write a written report to the superior competent department within 24 hours, and write a written closure report to the superior competent department after the accident handling is completed.

(III) Major accidents. When they know that an accident has occurred, they should supplement the latest situation of the accident according to the specific situation at any time, write a written report to the superior competent department within 8 hours, and write a written closure report to the superior competent department after the accident handling is completed.

Article 21 The necessary content of safety accident reports. The time and location of the accident, the casualties that the accident has caused or may cause, the brief process of the accident, the rescue measures taken, the preliminary cause of the accident, the reporting unit, the reporter and their contact information, and other matters that should be reported. If new situations arise after the accident is reported, they should be reported and further reported in a timely manner.

Article 22 Accident investigation and handling. The investigation of accidents that cause casualties shall be led by relevant government departments, and responsibility shall be determined and handled; the investigation of other Institute level accidents requires detailed investigation and analysis of the causes, processes, and responsibilities of the accidents. The Safety Committee Office organizes relevant departments to conduct an investigation of the accident site, collect evidence (the accident site needs to be protected and prepared for investigation in the first time), understand the process and causes of the accident, and inquire about relevant personnel. Investigators need to collect as much evidence and information as possible to form the final accident investigation report. The accident report shall include the basic situation of the accident, cause analysis, responsibility determination, handling measures, preventive measures, etc.

Article 23 Accident classification. Safety accidents refer to production safety accidents that may occur during daily activities in the SIAT, such as fires, explosions/container explosions, electric shocks, object strikes, mechanical injuries, falls, poisoning and suffocation, collapses, drowning, burns, lifting injuries, and other injuries (frostbite). According to *the Bylaw Governing Reporting, Investigation and Handling of Production Safety Accidents* (State Council Order No. 493), all types of production safety accidents that cause death, serious injury (including acute industrial poisoning), or direct economic losses of over 1 million yuan in production and business activities shall be dealt with in accordance with relevant national regulations.

Based on the actual situation of the SIAT, each safety working group is responsible for accident identification and accident level determination within the scope of their jurisdiction, and evaluates based on the degree of personnel injury, loss of instruments and equipment, economic losses, and activation of fire extinguishing equipment and facilities.

Article 24 Punishment for accidents. For accidents that constitute national accident levels, such as particularly serious accidents, major accidents, serious accidents, and general accidents, they shall be executed in accordance with national regulations and relevant law enforcement departments. Each safety working group shall formulate punishment measures for safety accidents related to their business scope in accordance with the relevant regulations of the safety management departments at all levels. After being reviewed by the Safety Committee, they shall be submitted to the Director Office Meeting for approval. The Director Office Meeting has the right to hold accountable and dispose of the departments and responsible persons responsible for accidents that have been improperly punished. In case of Institute level accidents such as laboratory management, equipment use, and public safety accidents, the qualification of the person responsible for the accident in the current year's assessment and evaluation shall be cancelled in principle; students or department employees who have been found to have engaged in illegal or irregular behavior will have their corresponding supervisors or department heads disqualified from the annual assessment and evaluation, and relevant personnel at all levels will be subject to corresponding economic penalties.

Major safety accidents and hazards that cannot be evaluated by economic losses or other accident classification standards must be reported to the Safety Committee of the Institute for review, and then submitted to the Party Committee Meeting and Director Office Meeting for decision-making.

Article 25 For external units and resident enterprises that encounter various accidents within the SIAT campus, penalties shall be imposed based on the degree of accident losses and impact. The fine shall be 5-10 times the direct economic losses of the accident, and the impact of the accident shall be reported accordingly.

Chapter 9 Safety Education and Training

Article 26 Department of responsibilities for three-level safety education. Each safety working group of the SIAT's Safety Committee is responsible for organizing safety education and training within their scope of responsibilities. The safety education and training of the research institute are the responsibility of the leaders in charge of specific areas and designated personnel of each research institute. The safety education and training of the research unit/research group are the responsibility of the unit/research group leader or designated safety officer.All levels of departments in the Institute shall strengthen and standardize the safety training of unit personnel, improve the safety quality of all staff, prevent accidents and injuries, reduce occupational hazards, and implement three-level safety training. The specific responsibilities and work content are as follows:

(I) The responsibilities and contents of safety education and training for each safety working group of the Safety Committee are to develop safety education and training plans based on the actual situation of the unit, and organize the preparation of safety education and learning materials for each specialized safety module; responsible for daily safety education of various safety working groups in the SIAT; the safety working group is specifically responsible for organizing special safety education and training for new employees/students, assigning, supervising, and inspecting the safety education and training work of each department/unit.

The safety education contents of the working groups of the Safety Committee include the laws, regulations and systems of the Chinese Academy of Sciences, provinces and cities on work safety; basic knowledge of work safety and fire safety knowledge; identification of key work safety areas and hazards in various locations of the unit; notification and warning of typical accidents and lessons learned within the unit; provision of targeted education based on the characteristics of the unit.

(II) Responsibilities and contents of safety education and training for each department (research institute and functional department)

The responsibility of each department for safety education and training is to organize department participation in safety education activities and technical training of relevant departments of the unit; providing pre-job safety education and training to employees in the department upon joining; organizing daily safety publicity and education as well as job safety education for the department; on-site management and safety education of department employees; grasping typical examples and establishing a departmental safety reward and punishment system.

The main content of safety education and training in each research institute includes the safety situation or work characteristics of the Institute; the relevant safety regulations, systems, and job operation procedures of each module in this research institute; the relevant safety facilities and operating methods of the research institute; identification of key work safety areas and hazards in various locations of the research institute; safety education for special operations related to the nature of the research institute's business and practice.

(III) The center/research group is responsible for the responsibility and content of safety education and training within its own center/research group and business scope. Its responsibilities are as follows:

The responsibility of the center/research group is to develop and organize the implementation of the safety education plan for the center/research group, and to organize the personnel of the center/research group to participate in the safety knowledge education and training of the Safety Committee Office or relevant safety work modules on time; pre-employment safety education for new members of the center/research group; providing safety and technical training for special operators within the scope of our center/research group.

The main content of safety education and training for the center/research group includes the nature, characteristics, process flow, and precautions of the work of the research unit/research group; the performance characteristics of the instruments, equipment, and devices used in the relevant positions of the research unit/research group, as well as the use and storage methods of safety protective equipment; the technical operating procedures for the relevant business of this research unit/research group; identification of key work safety areas and hazards in the research unit/research group; contingency plans related to the research unit/research group; lessons to be learned and preventive measures to be taken from accidents that have occurred in the research unit/research group.

Chapter X Safety Archive Management

Article 27 Safety archive management mainly includes safety record archives of work safety processes, events, activities, and inspections, and strengthens the effective management of safety data, fully utilizes archive resources, and provides standards and process reviews for work safety. The requirements are as follows:

(I) Each department must archive and manage relevant safety equipment testing reports, fire inspection reports, safety inspection and hazard investigation records, meeting records, training records, drill records, etc., and regularly transfer them to the Comprehensive Archives Room;

(II) Archives should be stored in a secure area, equipped with a counter, and keys shall be kept by a dedicated person and not placed arbitrarily;

(III) All records must be clear, complete, and without omissions. The Safety Committee Office shall regularly inspect the safety archive of each department. Any problems found during the inspection shall be promptly rectified by each department. The effectiveness of each department's safety archive work will be included in the annual safety work assessment results.

Please refer to the relevant regulations on archive management in the SIAT, including but not limited to *the Archive Confidentiality System*, *Archive Storeroom Management System*, and *Archive Sorting System*.

Chapter XI Safety Work Assessment

Article 28 The implementation of an assessment system in safety work is conducive to the implementation of the safety responsibility system and safety supervision work. The assessment adopts a combination of daily and year-end assessments, quantitative and qualitative assessments, and the Assessment Committee is composed of members of the Safety Committee. The assessment adheres to the following principles:

(I) Seek truth from facts, with clear rewards and punishments;

(II) Implement a one vote veto system for safety work;

(III) Set up group and individual reward and punishment items for assessment, and conduct centralized evaluation once a year;

(IV) Develop assessment methods with the aim of ensuring the smooth implementation of safety work. Please refer to the Annual Safety Work Assessment Rules for details.