

**药学院系室安全检查记录本**

**系室名称\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**药学院安全检查与实验室值日值班制度**

一、学院在放假前（寒假、暑假、五一、十一）及特殊时期组织全院安全大检查。

二、学院每年做好一次专项检查，针对高危实验物品（如管控危险化学品、气体钢瓶、病原微生物、放射源等）及冰箱、烘箱是否超期服役。

三、安全管理委员会每月进行一次专项安全抽查（包括危险化学品的存放、仪器管理、实验规范操作等），系室主任、书记、安全干事等配合相关安全检查工作，并记录存档。

四、消防值机人员及门卫按学院规定，每日定时巡楼进行相关检查。

五、学生安全助管每周至少两次对公共区域检查，佩戴学院统一安全检查标识，在废旧试剂回收后的当日再进行一次核查，对当日未全部清运的课题组在全院通报，门卫要履行提醒并监督废旧试剂彻底清运的责任。

六、课题组在每次组会前，要组织学生进行一次安全检查，在组会上报告安全隐患、商量解决措施，就有关问题进行安全教育，并做好自查记录。

七、每个实验室指定一名安全员，具体负责实验室的日常安全管理与检查工作，对不符合规定的操作或不利安全的因素进行监督，有权叫停有碍安全的行为。课题组负责人对实验室安全员工作予以指导和支持。

八、实验室每天安排值日人员，负责实验室卫生安全检查，并填写当日的《值日台账》。

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**药学院系室安全检查记录表**

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