附件 2 Attachment 2

温肯建筑与设计学院实训工坊教职工安全责任承诺书

WKU MGC Workshop Safety Acknowledgment and Commitment Form for Faculty and Staff

本人确认已仔细阅读《温州肯恩大学建筑与设计学院实训工坊安全管理规程》，并将严格遵守相关安全规程、操作手册、校园安全政策及所有适用的省市级和国家法律法规。

I hereby confirm that I have carefully read the *Wenzhou-Kean University Michael Graves College (MGC) Workshop Safety Management Regulations* and will strictly comply with all relevant safety protocols, handbooks, campus policies, and applicable provincial and national laws and regulations.

本人理解并同意以下条款:

I understand and agree to the following terms:

A. 本人使用责任 / Personal Use Responsibilities

本人已完成工坊一次性入场引导，了解安全设备及出口的位置，熟悉应急处置程序，并知悉工坊内可能存在的机械伤害、粉尘、噪声、激光照射、高温及化学品等风险。如本人承担的课程需使用工坊，该教学任务的安排即视为对本人操作课程所涉设备及开展相关工艺操作能力的认可。

I have completed the one-time site orientation (location of safety equipment, exits and emergency procedures) and acknowledge the potential risks present in the workshop, including but not limited to mechanical hazards, dust, noise, laser exposure, high temperatures, and chemicals. Where I am assigned a course that requires the use of the workshop, my teaching assignment constitutes recognition of my competence in the equipment and processes covered by that course.

本人承诺:

I commit that:

1. **个人防护**：在进入工坊及操作设备前，将根据要求正确佩戴必要的个人防护装备（PPE），包括但不限于护目镜、口罩/防尘面罩、防噪耳罩及工作服。
   Personal Protective Equipment (PPE): Before entering the workshop and operating any equipment, I will properly wear required personal protective equipment (PPE), including but not limited to safety goggles, masks/respirators, hearing protection, and workwear.
2. **安全操作：** 本人仅操作所承担的工坊课程教学涉及的设备，或已按规定完成培训并取得相应授权的设备。其中，红色（高风险）设备无论用于何种用途，均须另行取得专项授权。本人将严格遵守设备操作规程，未经授权不拆除或改装任何安全装置；发现设备故障或运行异常时，立即停止使用，并向工坊管理员报告。
   Safe Operation: I will operate only the equipment covered by my teaching

assignment, where I teach a course that requires the workshop, or equipment for which I have completed the required training and obtained authorisation. Red (high-risk) equipment always requires specific authorisation. In all cases, I will strictly follow equipment operating procedures, not remove or modify safety devices without authorisation, and immediately stop using and report to the workshop manager any equipment malfunctions or abnormalities.

3. **场地维护**：保持工作区域整洁有序，严格执行工具归位和废弃物分类清理；离开前关闭设备电源、气源，确保无安全隐患。

   Workspace Maintenance: I will keep the work area clean and tidy, strictly follow tool return and waste sorting procedures; turn off power and gas sources before leaving, ensuring no safety hazards remain.

B. 指导学生责任 / Student Supervision Responsibilities

当指导学生使用实训工坊时，本人承诺:

When supervising students using the workshop, I commit that:

1. **全面监督**：本人在既定课程活动期间负责督导学生，确保学生已完成规定培训，并执行工坊安全规则。学生作为成年使用者，有责任遵从所受培训的要求及学生已确认的规则（见《规程》第 28 条）。
   Supervision: I will supervise my students during scheduled class activities, ensure that they have completed the required training, and enforce the workshop safety rules. Students, as adult users, are responsible for complying with the training received and the rules acknowledged (Regulations, Art. 28).
2. **培训与授权**：本人仅允许已完成规定培训、取得相应授权，且相关信息已记入工坊培训登记册的学生操作设备。教学大纲中包含工坊活动的课程，可使用相应工坊区域，具体使用时段需与工坊管理员协调安排。经学院工坊管理委员会批准的各区域专项管理规定继续适用，包括红色（高风险）设备的使用限制、出于安全需要采取的临时关闭措施，以及便携设备的借用程序。
   Training and Authorization: I will allow students to operate equipment only if their training and authorisations are recorded in the workshop training register. Courses whose syllabus includes workshop activities are entitled to use the relevant areas; scheduling is coordinated with the shop manager. Area-specific rules approved by the College Workshop Management Committee remain in force, including restrictions on red equipment, temporary closures for safety reasons, and borrowing procedures for portable equipment.

3. **制度遵守**：确保学生了解并严格遵守《温州肯恩大学建筑与设计学院实训工坊安全管理规程》。如发现学生存在违规行为，我将立即制止并予以纠正。**Rule Compliance:** I ensure that students understand and strictly follow the *Wenzhou-Kean University Michael Graves College (MGC) Workshop Safety Management Regulations*. Should I observe any violations by students, I will immediately stop and correct such behavior.

本人理解，如违反本承诺书的任何条款，学院有权暂停或终止本人的工坊使用权限，

本人将承担由此产生的一切后果。
I understand that if I violate any term of this Acknowledgment and Commitment Form, the College reserves the right to suspend or terminate my workshop access privileges, and I shall bear all consequences arising therefrom.

姓名 (Name) _____**签名 (Signature)** _____

所在系/部门 (Department) _____**日期 (Date)** _____

将使用的工坊区域 (Workshop Areas to be used)

☐ 机械臂 Robotic Arm ☐ 3D 打印 3D Printing ☐ 木工 Woodworking ☐ 激光与 CNC Laser & CNC ☐ 丝网印刷 Screen Printing ☐ 陶泥 Ceramics ☐ 摄影棚 Photography Studio ☐ VR & AR ☐ 其他 Other: _____