

温州肯恩大学办公室文件

温肯大办〔2015〕11号

温州肯恩大学办公室关于印发 《温州肯恩大学校园安全工作目标管理责任书》的通知

学校各部门：

《温州肯恩大学校园安全工作目标管理责任书》已经校领导同意，现予印发。

温州肯恩大学办公室

2015年3月19日

温州肯恩大学

校园安全工作目标管理责任书

为加强学校安全工作，维护学校稳定，创建“平安校园”，营造良好的育人环境，保证学校改革发展和教学、科研等各项工作的顺利进行，根据中央、省、市对安全工作的部署，结合学校实际，本着“谁主管，谁负责”的原则，制定温州肯恩大学校园安全工作目标管理责任书。

一、组织领导

1、学校校务委员会主任为学校安全工作第一责任人，学校分管领导为第二责任人。

2、学校各部门为二级责任部门，其负责人为二级责任人，向学校一级责任人负责，承担本部门安全工作，对本部门的安全工作负直接的领导和管理职责。

二、责任目标

1、把“平安校园”工作纳入本部门的重要工作日程，统筹安排。重大问题和重大活动由本部门领导亲自抓。

2、建立健全本部门安全工作责任体系，切实落实“谁主管、谁负责”的工作原则。所属各办公室、机房、仓库等重要场所要指定专门人员负责安全工作，做到有制度、有检查，层层落实目标责任制和责任追究制。

3、重点要害部位要明确，做到人员落实，制度健全，门窗、铁搭(栓)、锁牢固。对于存在隐患的重点要害部位，

要配备技术防范措施或安排人员值班。

4、对本部门的各种不稳定因素，要做到底数清，情况明，信息渠道畅通，控防措施有力，把不稳定因素消灭在萌芽状态；一旦发生大的突发事件，按照《温州肯恩大学突发事件应急预案》，及时有效进行处置并按相关程序上报。

5、经常对本部门所属人员进行安全管理、安全防范、法制知识等教育，认真贯彻落实温州肯恩大学相关安全制度，对违反治安管理行为和违反校园安全工作规定行为者，进行批评教育或协助做好处理工作，触犯法律的，依法追究法律责任。

6、定期或不定期进行安全自查，对查出的各类隐患，本部门能解决的应立即或限期解决；如不能解决的，在保障安全的基础上采取应急措施，并及时向有关部门报告。

7、健全内部安全防范制度，加强对本部门的现金、票证、物资设备、贵重物品和易燃、易爆、剧毒等危险品的安全管理，认真维护好消防器材，对存在的安全隐患整改要及时，杜绝违章用火、违章用电现象，确保不发生偷盗、火灾、触电等安全责任事故。

三、考核办法

1、各部门对年度执行安全工作目标管理情况由学校创安活动领导小组进行考核。考评结果分为优秀、合格、不合格三个等级。综合考核分达到 95 分以上的为优秀，85 分以上的为合格，84 分以下的为不合格。对于治安安全隐患存在严重又没及时进行整改或整改不力的部门，由学校创安活动

领导小组对该部门处以挂“黄牌”警告，并给予通报批评。

2、经考核不合格或有以下情形之一的部门和责任人，取消当年度评先、晋职、晋级资格，实行“一票否决”制，对责任部门、责任人及有关人员予以处罚；情节严重的，给予党纪、政纪处分。

(1) 因责任人不重视或工作不力，工作未落实，以至发生偷盗及其他各类安全责任事故的；

(2) 对不稳定因素或内部矛盾疏导化解不及时，处置不当，以致发生群体性事件，造成不良后果的；

(3) 安全隐患自查、整改不力，对安保中心发出的隐患整改通知书置之不理，发生重大案件和责任事故的；

(4) 所属部门发生治安刑事案件隐瞒不报，弄虚作假的；

(5) 多次发生案件，造成不良影响，仍不采取有效措施，改进工作的；

(6) 不配合公安、安保中心查处案件，不支持学校开展安全工作的；

(7) 贵重物品疏于管理，没有指定责任人，没有采取安全防范措施；将重点要害部位门禁随意授权给他人使用，而导致偷盗案件发生或其他事故的；

(8) “元旦”、“春节”、“五一”、“国庆”等重大节日期间和寒、暑假前后，各部门要对本部门所属区域进行没有检查或对发现的问题和隐患整改不及时。

3、发生安全责任事故的部门和责任人，学校除给予行政处罚外，还将根据实际损失追索直接责任人进行经济赔偿。

四、其它事项

1、责任时间从 2015 年 1 月 1 日起至 2015 年 12 月 31 日止。

2、本着“谁主管、谁负责”的原则，责任书签字人如工作变动，接任人为自然签字人。

3、本责任书一式两份，双方各执一份。

附件：温州肯恩大学校园安全工作目标管理工作量化考核评估表

温州肯恩大学（盖章）

部门：（盖章）

签字人：

签字人：

二〇一五年 月 日

附件:

温州肯恩大学校园安全工作目标管理工作量化考核评估表

责任部门: 部、办、中心、公司等二级单位

序号	责任目标	考核内容及评分标准	考核方法	基本分	自评分	考核分
1	领导重视	1、责任人要及时传达治安形势,带领本部门认真开展创安工作(6分)。 2、带领本部门教职工遵守学校的有关管理制度(6分)。	听汇报,查看会议记录。	12		
2	落实责任制	1、逐级签订责任书,分解到岗位和个人(6分)。 2、爱护办公场所的消防等安全器材(6分)。	查看制度,实地查看。	12		
3	维护稳定	1、把不安全、不稳定因素解决在萌芽状态。一旦出现突发事件,及时果断妥善处置,缩小影响,减少损失(7分)。 2、无大小字报、非法传单和反动标语,无非法演讲,无聚众闹事(5分)。	听汇报,查看资料。	12		
4	齐抓共管	认真完成学校创安工作领导小组部署的任务,积极参加各类活动(12分)。	查看资料。	12		

5	发案控制	1、部门人员无违法犯罪行为。 2、杜绝治安案件的发生。 3、杜绝重、特大刑事案件的发生。 4、不发生人为因素造成的火灾。 以上情况只要发生，12分扣完。	安保中心提供资料。	12		
6	安全防范	1、工作秩序稳定，钱财及贵重物品保管妥善（5分）。 2、关好门窗，重点要害部位防范措施到位（5分）。	查看资料，实地查看。	10		
7	预防事故	1、积极参加“四防”（防火、防盗、防破坏和防治安灾害事故）教育，落实预防措施，无明显隐患（10分）。 2、不发生重大恶性治安灾害事故。如果发生，该部门创安工作一票否决。	听汇报，查看预案、资料，实地查看。	10		
8	督促检查	认真检查综治工作和各项措施落实情况，及时对隐患进行整改，并有成效（10分）。	听汇报，查看台账。	10		
9	安全教育	1、积极参加多种形式的安全教育（5分）。 2、内部纠纷调解成功率达100%（5分）。	查看台账，听汇报。	10		
10	加分	对学校创安工作有突出贡献的集体和个人，由创安领导小组认定，加1—10分。	部门申报。			

注：考评结果分为优秀、合格、不合格三个等级。综合考核分达到95分以上的为优秀，85分以上的为合格，84分以下的为不合格。

Responsibility of Campus Safety Management

The Responsibility of Campus Safety Management is drawn up to the requirement of national laws and regulations and with the consideration of the principle of “The one in charge should take the responsibility”. It aims at enforcing safety, maintain stability, build a favorable education circumstance, and ensure all works related to teaching and research will be carried out successfully.

I. Responsibility Allocation

1.1 The Chair of University Council will be the first person responsible of campus safety; leader of each department takes the secondary responsibility.

1.2 All university departments take the secondary responsibility; the person in charge will be the secondary responsible and report to the first person responsible.

II. Objectives

2.1 Each department should lay more emphasis on the work of campus safety. And directors of each department should measure the core issues personally.

2.2 Establish a sound system of security in the department; implement the work principle of “The one in charge should take the responsibility.” Staff should be specially designated to take charge of important places including office, machine room and warehouse, etc. And implement a responsibility assigning mechanism.

2.3 Pay attention to the key areas and make sure personnel in place. Make sure all the doors, windows, iron bolts and locks are secure. Technology preventive measures should be carried out or personnel shall be arranged on duty for the important parts with potential danger.

2.4. Clarify the unstable factors hidden in each department, ensure fluent information, set prevention and control measures to deal with contingency, and nip all unstable factors in the bud. When faced with emergency accident, the department should take action effectively based on the *Wenzhou-Kean University Emergency Plan*.

2.5 Conduct training on staff in safety management and regulations. Personnel of the department should be aware of the significance of campus safety. Security policies should be implemented honestly. For the one who acts violating the administration of public security or the rules of school security work should be given criticism, and further penalty may adopted in accordance with relevant regulations. The one who break the law shall be investigated for legal responsibility.

2.6 Periodic check should be implemented as a prevention measure. For any hidden risk, the department should solve it as soon as possible or resolve as scheduled. For the troubles they cannot solve, they should take emergency action based on the defense secretary and report to the relevant department in time.

2.7 Build a sound system of internal safety precaution. Enhance the management for bellowing items: the cash, ticks, materials, equipments, valuables

and flammable, explosive, toxic and other dangerous goods. The department should maintain the fire equipment and solve the existing hidden troubles in time. Standardize the way of fire and power use. Prevent the occurrence of safety incidents such as theft, fire, shock hazard, etc.

III. Assessment

3.1 All departments' performance of safety management will be assessed by university "Safe Campus" committee. The evaluation results are divided into excellent, qualified and unqualified for three grades. The score of performance higher than 95 is excellent, higher than 85 is qualified, and lower than 84 is unqualified. For department which gets an unqualified opinion, it shall be warned of a "yellow card" and circularized a criticism by "Safe Campus" committee.

3.2 The department and the person in charge of the department will be disqualified this year's selection of advanced and promotion , for who has been assessed as unqualified or meet any acts of violation of discipline list as following .Implement the one-vote negation system. The related person responsible will be penalized, in addition, serious violators will also be given punishments by administrative and Party discipline agencies.

(1) There happens theft and other safety responsibility issues because the responsible pays no attention to safety management or fails to assume his/her duty.

(2) Fail to solve the unstable factors or internal conflict in time or mismanagement that lead to mass disturbance with a negative consequence.

(3) Major case and liability accident happens because of the department's poor performance in responding to the hidden dangers or poor self-inspection of its potential safety hazard.

(4) The department conceals facts and practicing fraud.

(5) Fail to take effective measures to improve the work even though cases happen many times that result in a bad influence.

(6) Refuse to cooperate with the public security agencies and the security central to investigate case. Or cooperate negatively.

(7) Poor management on valuables. No responsibilities assigned, no safety precaution measure has been taken. Delegate important part's entrance guard to other people optionally and thus leads to the theft or other accidents.

(8) Fail to check the department's area or don't solve the founded issue or hidden danger in time before and after the summer holiday, winter holiday and important festival including "The New Year's Day", "Spring Festival", "Labor Day", "and National Day".

3.3 For the department and responsible that happens safety incidents, school will not only give the administrative penalty, but also seek monetary damages to the direct responsible according to the actual loss.

IV. Other Issues

4.1 The implement of this article starts from January 1st, 2015 to December 31st, 2015.

4.2 According to the principle of “The one in charge should take the responsibility”, if the signatory of the management responsibility changes because of the job mobility, the successor will be the next signatory.

4.3 This management responsibility is done in duplicate, each party has one copy.

Attachment: Wenzhou-Kean University’s Campus Safety Quantitative Evaluation Table

Wenzhou-Kean University:(Seal)

Department:(Seal)

Signatory:

Signatory:

Date: 2015/ / /

Attachment:

Wenzhou-Kean University's Campus Safety Quantitative Evaluation Table

CSR Department: department, office, center, company

No.	Responsibility Objective	Content of the Evaluation & Scoring Criteria	Assessment Method	Basic Score	Self-rating Score	Assessment Score
1	The Attention of Leaders	1. The responsible should convey the situation of public security in time, lead the department do the security work seriously (6 points). 2. Lead the staffs follow school's management rules (6 points)	Hear the report, check the recording of the meeting.	12		
2	Identify Responsibilities	1. Singed the responsibility step-down, decomposed to every post and person (6 points). 2. Protect the safety equipment such as fire equipment (6 points).	Check the system, do field study.	12		
3	Maintain Stability	1. Keep out the weeds of unsafely and unstable factors. Once there is a emergency, properly handle it in time, limit its effect and reduce the loss (7 points). 2. No big-character poster, illegal leaflets and reactionary slogan. No illegal speech. No mob (5 points).	Hear the report, check the material.	12		
4	Grasp Jointly & Manage Concertedly	Finish the assignment from the school's "safety campus" leadership team seriously; be active in activities (12 points).	Check the material.	12		
5	Control Case	1. No illegal and criminal activities conducted by the staff. 2. Put an end to public security cases. 3. Put an end to major or extremely large criminal cases. 4. Put an end to the fire caused by human factors. Have any of the cases, 12 points will be all deducted.	The security central provides the material.	12		

6	Safety Precaution	1. Maintain stable working order, money and valuables are properly kept (5 points). 2. Shut the doors and windows; take preventive measures to the important critical part (5 points).	Check the system, do field study.	10		
7	Prevention of Accidents	1. Take an active part in the education of "Four Prevention" (Prevent fires, prevent theft, prevent damage and prevent public security disaster accident). Implement the precautionary measures. No obvious hidden danger (10 points). 2. No pernicious public security disaster accident. Once happens, this department's security work will be one-vote veto.	Hear the report, read the plan and materials, do field study.	10		
8	Supervision & Inspection	Check the work and the implement about the measures seriously. Do the adjustment to the hidden danger in time and effectively (10 points).	Hear the report, check the standing book.	10		
9	Safety Education	1. Take an active part in various forms of safety education (5 points). 2. The rate of the success of the mediation about internal disputes is 100% (5 points).	Hear the report, check the standing book.	10		
10	Bonus	The collective and individual do outstanding contribution to school's security work. Adding point ranges from 1-10 points, decided by the school's "Safe Campus" leadership team	Department declare			

Notice: The evaluation results are divided into excellent, qualified and unqualified. The score higher than 95 is excellent, higher than 85 is qualified, and lower than 84 is unqualified.