

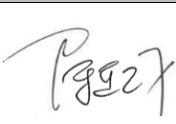




OCCUPATIONAL HEALTH MANAGEMENT PLAN

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Hengyi Industries Sdn Bhd
恒逸实业（文莱）有限公司

HYBN-T3-08-0004-2018-1

Occupational Health Management Plan

职业健康管理制度

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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
	Occupational Health Management Plan. 职业健康管理制度的			
	Doc. No.	HYBN-T3-08-0004-2018-1	Ver. No.	1

1 Purpose 目的

This Plan is hereby formulated in order to standardize the Company's occupational health management, eliminate and control occupational hazards, prevent occupational diseases, and protect employee's health.

为规范公司职业健康管理，消除和控制职业病危害，预防职业病，保护员工健康，特制定本制度。

2 Scope of Application 适用范围

This Plan is applicable to all departments of the Company. 本制度适用于公司各部门。

3 Terms and Definitions 术语和定义

3.1 Occupational health: Through the identification, assessment, prediction and control of occupational hazard factors and health damages that occur or exist in workplaces, prevent and protect workers from the health effects and dangers caused by occupational hazard factors.

职业健康：指通过对作业场所内产生或存在的职业病危害因素及其健康损害进行识别、评估、预测和控制，预防和保护劳动者免受职业病危害因素所致的健康影响和危险。

3.2 Workplace: All locations where employees perform professional activities.

作业场所：指员工进行职业活动的地点。

3.3 Occupational hazard factors: These are the various hazards that arise and/or exist in occupational activities that may lead to occupational diseases in occupational groups. Including:

职业病危害因素：指在职业活动中产生和（或）存在的、可能导致职业人群职业病的各种危害因素。包括：

3.3.1 Dust, chemical poisons, physical factors, biological factors;

粉尘、化学毒物、物理因素、生物因素；

3.3.2 Other occupational hazards that arise during the operation.

在作业过程中产生的其他职业有害因素。

3.4 Occupational contraindication: It means the special personal physiological or pathological status that makes employees more vulnerable to occupational disease or suffer worsened conditions than ordinary employees when engaged in special occupation or contacting with certain occupational hazard factors, or that may endanger others' life and health during operation.

职业禁忌：指劳动者从事特定职业或者接触特定职业病危害因素时，比一般职业人群更易于遭受职业病危害和罹患职业病或者可能导致原有自身疾病加重，或者在作业过程中诱发可能导致对他人生命健康构成危险的疾病的个人特殊生理或者病理状态。

3.5 Occupational disease: Refers to the diseases caused by that, employees of employers,

such as enterprises, institutions, and individual economic organizations, are exposed to dust, radioactive substances and other toxic and harmful factors in their professional activities.

职业病：指企业、事业单位和个体经济组织等用人单位的劳动者在职业活动中，因接触粉尘、放射性物质和其他有毒、有害因素而起的疾病。

4 Management Responsibilities 管理职责

4.1 Specified administrative authority 归口管理部门

4.1.1 The HSE Dept. is the specified administrative authority of the Company's occupational health, responsible for formulating and amending this Plan and supervising its implementation. HSE 管理部是公司职业健康的归口管理部门，负责制（修）订本制度，并监督执行；

4.1.2 Be responsible for formulating the Company's annual occupational health work plan, organizing and conducting training on gas protection education, self-rescue and mutual rescue knowledge, and labor protection supplies management for employees with toxic and hazardous jobs;

负责制定公司年度职业健康工作计划，组织开展有毒、有害作业岗位员工的气防教育和自救互救知识培训、劳动防护用品管理；

4.1.3 Be responsible for organizing the implementation of pre-job, on-the-job and pre-departure occupational health examination and emergency occupational health examination for employees and establishing occupational health records;

负责组织实施员工上岗前、在岗期间、离岗前的职业健康检查和应急职业健康检查、建立职业卫生档案；

4.1.4 Be responsible for the detection and evaluation of occupational hazard factors in the workplace, and organizing and implementing the evaluation of occupational hazard status every three years;

负责工作场所职业病危害因素的检测、评价，组织实施每 3 年 1 次的职业病危害现状评价；

4.1.5 Be responsible for organizing the diagnosis and on-site investigations of acute occupational poisoning, diagnosis and treatment of occupational diseases, and work-related injury reporting.

负责组织急性职业中毒的诊断、现场调查、职业病的诊断和治疗，工伤申报工作。

4.2 Collaborative management departments 协同管理部门

4.2.1 The CEO's Office is responsible for the public release of information on occupational hazard accident. 总经理办公室负责职业病危害事故对外信息发布。

4.2.2 The HR Dept. is responsible for the contract notification of occupational hazards and occupational disease prevention measures; is responsible for procedures and claims for work-related injury insurance; participates in work-related injury assessments; is responsible for post adjustment and treatment implementation of persons with occupational contraindication, suspected persons with occupational disease and persons with occupational disease; and is responsible for pension for casualties and family members.

人力资源部负责职业病危害及职业病防护措施的合同告知；负责工伤保险手续办理和理赔，参与工伤鉴定工作；负责职业禁忌人员、疑似职业病人和职业病人的岗位调整和待遇落实；负责伤亡人员及家属抚恤等工作。

4.2.3 The Scheduling & Dispatch Dept. is responsible for the occupational hazard management related to the production process and controlling and reducing the occurrence of occupational hazard factors.

计划调度部负责与生产工艺有关的职业病危害管理，控制和减少职业病危害因素的产生。

4.2.4 The Equipment Management Dept. is responsible for the professional management of occupational hazard protection facilities and equipment and establishing management accounts. 机械动力部负责职业病危害防护设施、设备的专业管理，建立管理台账。

4.2.5 The Finance Dept. is responsible for guaranteeing expenses for occupational disease prevention and emergency rescue equipment, facilities, medicines, personnel occupational health monitoring, labor protection articles, occupational hazards detection and evaluation.

财务管理部负责职业病防治应急救援设备、设施、药品、人员职业健康监护、劳动防护用品、职业病危害检测评价等费用保障。

4.2.6 The Materials & Supplies Dept. is responsible for procurement management for occupational disease prevention and emergency rescue equipment, facilities, medicines, personnel occupational health monitoring, labor protection articles, occupational hazards detection and evaluation.

物资装备部负责职业病防治应急救援设备、设施、药品、人员职业健康监护、劳动防护用品、职业病危害检测评价等采购管理。

4.2.7 The Quality Analysis Dept. is responsible for the monitoring of occupational hazard factors and reporting the monitoring results to the HSE Dept.

质量检验部负责职业病危害因素监测并将监测结果报告 HSE 管理部。

4.3 Executive departments 执行部门

4.3.1 All operation departments act as executive departments, and are responsible for supervising, inspecting and ensuring the normal operation of occupational health protection facilities in their departments and implementing the rectification of occupational health hidden dangers;

各运行部门为执行部门，负责监督、检查并确保本部门职业健康防护设施正常运行、落实职业健康隐患整改；

4.3.2 Be responsible for developing post-related occupational health clauses in the operational procedures, organizing training on occupational health education and self-rescue and mutual rescue knowledge, and assessing whether employees use labor protection supplies as required;

负责在操作规程中制定岗位职业健康条款，组织开展职业健康教育和自救互救知识培训、考核员工是否按要求使用劳动防护用品；

4.3.3 Arrange employees to participate in occupational health examinations as required, and establish such archival data as accounts of occupational disease prevention facilities, emergency rescue facilities and equipment and distribution of labor protection supplies.

按要求安排员工参加职业健康检查，建立职业病防护设施、应急救援设施装备台账、劳动防护用品发放等档案资料；

4.3.4 Be responsible for the establishment of the signboards for occupational hazards in its department and the warning signs and marks for occupational hazards in the workplace.

负责本部门职业病危害告知牌、工作场所职业病危害警示标识标牌标志的设立。

5 Management Content 管理内容

5.1 Content definition 内容界定

Occupational health management includes identification, assessment, monitoring and announcement of occupational hazard factors, occupational health records management, labor protection, labor protection supplies management, occupational health examination, occupational disease prevention and control, noise management, radiation management, work-related injury management, toxic gas protection, and on-site medical management and so on.

职业健康管理包括职业危害因素识别、评估、监测和公告、职业健康档案管理、劳动保护、劳动防护用品管理、职业健康体检、职业病预防控制、噪声管理、放射管理、工伤管理、有毒气体防护、现场医疗管理等。

5.2 Identification and assessment of occupational hazard factors 职业病危害因素识别与评估

5.2.1 The HSE Dept. shall conduct investigations or tests on various physical, chemical, biological, and radiological occupational hazard factors that occur in the production process based on the characteristics of the production process and the degree of harm caused by toxic and hazardous media.

HSE 管理部根据生产工艺特点和有毒有害介质的危害程度组织对生产过程中产生的各种物理、化学、生物、放射性的职业病危害因素进行调查或检测。

5.2.2 The HSE Dept. shall organize the identification and risk assessment of occupational hazard factors for the Company's activities, processes and services, and formulate corresponding hazard control measures based on the results of the assessment. Specific work shall follow the Hazard Identification and Risk Assessment Management Procedures.

HSE 管理部组织对本公司各项活动、过程和服务进行职业病危害因素识别与风险评估并根据评估的结果，制定相应的危害控制措施。具体执行《危险源辨识和风险评价管理程序》。

5.3 Monitoring and notification of occupational hazard factors in workplace 作业场所职业病危害因素监测和告知

5.3.1 Monitoring plan 监测计划

The HSE Dept. shall formulate a monitoring plan for occupational hazard factors at workplaces by January 10 each year. The Quality Analysis Dept. shall be responsible for the quarterly

monitoring of occupational hazard factors, and the monitoring and evaluation results shall be stored in occupational health records.

HSE 管理部每年 1 月 10 日前制定作业场所职业病危害因素监测计划，由质量检验部负责职业病危害因素季度监测，监测、评价结果存入职业卫生档案。

5.3.2 Monitoring content 监测内容

5.3.2.1 Concentration of toxic chemicals in the workplace; 作业场所中有毒化学物浓度;

5.3.2.2 Dust concentration and free silica content in the workplace; 作业场所中粉尘浓度及其游离二氧化硅含量;

5.3.2.3 Physical factor (high temperature, noise, radiation, vibration, high frequency, microwave, etc.) intensity and dose in the workplace;

作业场所中物理因素(高温、噪声、射线、振动、高频、微波等)强度、剂量;

5.3.2.4 Biological materials of workers exposed to toxic chemicals;

接触有毒化学物劳动者的生物材料;

5.3.2.5 Individual doses of workers of radiography operation; 射线作业员工的个人剂量;

5.3.2.6 Irradiation workplace radiation intensity. 放射工作场所辐射强度。

5.3.3 Monitoring announcement 监测公告

5.3.3.1 The Quality Analysis Dept. shall promptly report the monitoring results of occupational hazard factors to the HSE Dept. in writing. Report immediately when the results of monitoring points exceed the limit.

质量检验部应及时将职业病危害因素监测结果以书面形式反馈至 HSE 管理部，监测点超标时要立即报告。

5.3.3.2 The HSE Dept. shall inform its employees on the monitoring results of occupational hazard factors in their posts by means of monitoring signs on a quarterly basis.

HSE 管理部按季度以监测告示牌的方式向员工告知本岗位职业病危害因素监测结果。

5.3.3.3 Monitoring results of occupational hazard factors shall be stored in occupational health records.

职业病危害因素监测结果应存入职业卫生档案。

5.3.3.4 For workplaces where monitoring data exceed occupational health limits, the following actions shall be taken:

对监测数据超过职业卫生限值的作业场所，应采取以下行动：

(1) Operation departments shall immediately rectify and strengthen individual protection; 运行部门应立即整改并强化个人防护;

(2) For production sites that severely exceed standards and have serious hazards that cannot be timely rectified, use of them must be stopped;

对检测严重超标且危害严重又不能及时整改的生产场所，必须停止使用;

(3) The Scheduling & Dispatch Dept. shall improve the production process;

计划调度部从生产工艺方面进行改进;

(4) The Equipment Management Dept. shall formulate rectification measures for equipment

that is prone to leakage, and prevent running, emitting, dropping and leaking;

机械动力部对易产生泄漏的设备制定整改措施,防止跑、冒、滴、漏;

(5) The Quality Analysis Dept. shall increase the monitoring frequency until the result is normal.

质量检验部增加监测频率,直至结果正常。

5.3.4 Warning signs and notification 警示标识与告知

5.3.4.1 In the conspicuous positions where there may be serious occupational hazards, warning signs and Chinese warning instructions shall be set.

在可能产生严重职业病危害作业岗位的醒目位置,设置警示标识和中文警示说明。

5.3.4.2 In the toxic and hazardous workplaces where acute occupational injuries may occur, warning signs, alarm facilities, washing facilities and emergency cabinets shall be set up.

在可能发生急性职业伤害的有毒有害作业场所按规定设置警示标识、报警设施、冲洗设施、应急柜。

5.3.4.3 Yellow area warning lines shall be set up in general toxic workplaces and red area warning lines shall be set up in high-toxic workplaces.

在一般有毒作业场所设置黄色区域警示线,高毒作业场所设置红色区域警示线。

5.3.4.4 When signing labor contracts with employees, the HR Dept. shall truthfully inform employees of the occupational hazards that may arise in the work process and its consequences, occupational disease prevention measures, etc., and state clearly in the labor contracts.

人力资源部在与员工签订劳动合同时,应当将工作过程中可能产生的职业病危害及其后果、职业病防护措施等如实告知员工,并在劳动合同中写明。

5.3.4.5 In the course of performance of the labor contract, if due to changes in work position or work content the employee is engaged in occupational hazards that are not notified in the labor contract concluded, the HR Dept. shall fulfill the obligation of truthfully telling employees.

员工在履行劳动合同期间因工作岗位或者工作内容变更,从事与所订立劳动合同中未告知的职业病危害的作业时,人力资源部应向员工履行如实告知的义务。

5.4 Occupational health monitoring and archives 职业健康监护和档案

5.4.1 Pre-job occupational health examination 上岗前职业健康检查

The HSE Dept., in conjunction with the HR Dept., shall organize new employees (including those who are newly hired and those with changes in operating posts or content change) who are to engage in work exposed to occupational hazard factors to undergo pre-job occupational health examinations. They take the position only after passing the health examinations.

HSE 管理部会同人力资源部组织拟从事接触职业病危害因素作业的新员工(包括新录用、变更工作岗位或内容的员工)进行上岗前职业健康检查,检查合格后方可上岗。

5.4.2 On-the-job occupational health examination 在岗期间职业健康检查

The HSE Dept. shall organize the annual on-the-job occupational health examinations for workers who engage in work with occupational hazards based on the type and exposure level

of occupational hazard factors. Operation departments shall participate on time and the inspection rate shall reach 100%. Those who have initial abnormal results related to occupational hazards shall participate in the re-examination, and the re-examination rate shall reach 100%.

HSE 管理部根据职业病危害因素的种类、接触水平等情况，组织从事接触职业病危害作业的员工每年进行一次在岗期间职业健康检查，运行部门应按时参加，受检率应达到 100%；与职业危害因素有关的初检结果异常者，应参加复检，复检率应达到 100%。

5.4.3 Post-leaving occupational health examination 离岗时职业健康检查

For employees preparing to transfer or leave the posts with occupational hazard factors, the HSE Dept., together with the HR Dept., shall organize the post-leaving occupational health examinations within 30 days before the employee leaves the post. The on-the-job occupational health examination conducted within 90 days before leaving the post can be considered as the post-leaving occupational health examination.

对准备调动或离开所从事接触职业病危害因素作业的员工，HSE 管理部会同人力资源部在员工离岗前 30 日内组织进行离岗时职业健康检查，离岗前 90 日内的在岗期间职业健康检查可视为离岗时的职业健康检查。

5.4.4 Emergency occupational health examination 应急职业健康检查

If the employee exposed to occupational hazard factors has any symptoms related to occupational hazard factors, acute occupational poisoning hazards, or occupational poisoning symptoms during operation, the operation department shall immediately report the situation. The HSE Dept. shall immediately organize an emergency occupational health examination.

接触职业病危害因素的员工在作业过程中出现与所接触职业病危害因素相关不适症状的、受到急性职业中毒危害或者出现职业中毒症状的，运行部门应立即上报，HSE 管理部立即组织应急职业健康检查。

5.4.5 The HSE Dept. shall prepare and issue the Company's annual occupational health examination plan before January 10 each year. The HR Dept. is responsible for providing basic information to the HSE Dept. for pre-job, post-shifted and off-post employees. Each operation department is responsible for providing information on employees who are to receive occupational health examinations to the HSE Dept. 15 days before the health examinations. HSE 管理部每年 1 月 10 日前编制并下发公司年度职业健康体检计划，人力资源部负责向 HSE 管理部提供上岗前、转岗及离岗员工的基本信息，各运行部门负责在体检前 15 日向 HSE 管理部提供职业健康体检人员信息。

5.4.6 According to the occupational health examination report, the following measures shall be taken: 根据职业健康检查报告应采取如下措施：

5.4.6.1 Employees with occupational contraindication will be transferred or temporarily removed from the original operating posts;

有职业禁忌的员工，将其调离或者暂时脱离原工作岗位；

5.4.6.2 For employees who need re-examination, they shall be arranged with re-examination and medical observation according to the requirements of the occupational health examination agency;

对需要复查的员工，应按照职业健康检查机构的要求安排复查和医学观察；

5.4.6.3 For employees with suspected occupational diseases, they shall be arranged with

medical observation or occupational disease diagnosis as recommended by the occupational health examination agency.

对疑似职业病病人，按职业健康检查机构的建议安排其进行医学观察或者职业病诊断。

5.4.6.4 For employees who need to be transferred from the original positions due to abnormal examination results, they shall be handled in accordance with the Approval Process of Position Adjustment for Employees with Occupational Health Examination Abnormalities. The reporting information includes but is not limited to:

对检查结果异常需要调离原岗位的应按《职业健康检查异常人员岗位调整审批流程》操作。填报信息包括但不限于：

(1) Name, department and current position of the employee to be transferred;

调岗员工姓名、部门、现岗位；

(2) Occupational health examination date, health examination body, health examination type, health examination conclusion, post adjustment reason;

职业健康检查日期、体检机构、体检类别、体检结论、岗位调整原因；

(3) Upload the occupational health examination report as an appendix.

以附件形式上传职业健康检查报告。

5.4.7 The HSE Dept. shall record the occupational health examination results into occupational health archives. HSE 管理部将职业健康检查情况记入职业卫生档案。

5.4.8 The HSE Dept. is responsible for the establishment of occupational health archives, including the following main contents: HSE 管理部负责建立职业卫生档案，包括以下主要内容：

5.4.8.1 Occupational health construction period data; 职业卫生建设期资料；

5.4.8.2 Occupational health management archives; 职业卫生管理档案；

5.4.8.3 Occupational health training archives; 职业卫生培训档案；

5.4.8.4 Monitoring and detection evaluation archives for occupational hazard factors;

职业病危害因素监测与检测评价档案；

5.4.8.5 The Company's occupational health monitoring management archives;

公司职业健康监护管理档案；

5.4.8.6 Individual occupational health monitoring archives; 个人职业健康监护档案；

5.4.8.7 Local laws, regulations and other information documents.

当地法律、法规和其他资料文件。

5.4.9 The HR Dept. shall establish and improve employee job information, contract notification for occupational hazards, occupational contraindication-based position transfer record, personnel subject to occupational health damage, and occupational disease patient resettlement record required for employees' occupational health monitoring archives, and include them in the personnel archives management.

人力资源部应建立健全员工职业健康监护档案中所需的员工岗位信息、职业病危害合同告知、职业禁忌证调岗记录、职业健康损害人员、职业病病人安置记录等档案并纳入人事档案管理。

5.3.10 Employees have the right to view and copy their personal occupational health monitoring archives. When employees leave their posts, they have the right to request a copy of their own occupational health monitoring archives; The HSE Dept. shall provide such and seal them truthfully.

员工有权查阅、复印其个人职业健康监护档案，员工离岗时，有权索取本人职业健康监护档案复

印件：HSE 管理部应当如实提供并盖章。

5.5 Labor protection 劳动保护

5.5.1 Allocation of labor protection supplies 劳动防护用品的配备

5.5.1.1 The HSE Dept. shall regularly prepare labor protection supplies plans in accordance with the requirements of 5.6.

HSE 管理部按照 5.6 的要求，定期编制劳动防护用品计划。

5.5.1.2 The Materials & Supplies Dept. is responsible for procurement of labor protection supplies.

物资装备部负责劳动防护用品的采购。

5.5.1.3 The gas protection station shall be equipped with first-aid equipment (resuscitator, artificial respirator, first-aid kit, etc.).

气防站配备急救器材（苏生器、人工呼吸器、急救包等）。

5.5.1.4 Production positions shall be equipped with anti-splash glasses, goggles, earmuffs, ear plugs, anti-poison mask, dust respirator / mask and other protective equipment.

生产岗位配备防喷溅眼镜、护目镜、耳罩、耳塞、防毒、防尘口（面）罩等防护器材。

5.5.1.5 The production unit area shall be equipped with facilities against acid and alkali burns such as eye washers and spray throwers.

生产装置区配备防酸碱灼伤的洗眼器、喷淋等设施。

5.5.1.6 The production unit area shall be equipped with emergency cabinets and anti-poison rescue equipment (air respirator, filtration gas mask, long tube gas mask, etc.).

生产装置区设置应急柜，配备防毒救护器材（空气呼吸器、过滤式防毒面具、长管式防毒面具等）。

5.5.1.7 Corresponding personal protective equipment shall be provided according to characteristics of occupational hazard factors of each post.

根据各岗位职业病危害因素特点配备相应的个体防护用品。

5.5.2 Management of labor protection supplies 劳动防护用品管理

5.5.2.1 Classification of protection supplies 防护用品分类

(1) Labor protection supplies are divided into special labor protection supplies and general labor protection supplies.

劳动防护用品分为特种劳动防护用品和一般劳动防护用品：

(2) Special labor protection supplies include helmets, dust masks, filtration gas masks, self-contained air respirators, long tube masks, eyes/face protectors during welding, anti-shock eye protectors, flame retardant protective clothing, acid and alkali resistant work clothes, anti-static work clothes, safety shoes, safety belts, safety nets, dense-mesh safety nets, etc., which can be incorporated into safety and technical equipment management;

特种劳动防护用品包括安全帽、防尘口罩、过滤式防毒面具、自给式空气呼吸器、长管面具、焊接眼面防护具、防冲击眼护具、阻燃防护服、防酸碱工作服、防静电工作服、安全鞋、安全带、安全网、密目式安全立网等可并入安全技术装备管理；

(3) General labor protection supplies mainly include work clothes, work shoes, ear plugs, gloves, raincoats, etc.

一般劳动防护用品主要包括工作服、工作鞋、耳塞、手套、雨衣等。

5.5.2.2 Procurement of protection supplies 防护用品购置

(1) The HSE Dept. shall formulate plans for the issuance of labor protection supplies for the next year before January 10 of each year, and report to the Company's leadership for approval. The HSE Dept. shall submit procurement requirements to the Materials & Supplies Dept. according to the standards and plans for the issuance of labor protection supplies;

HSE 管理部每年 1 月 10 日前制定下一年度劳动防护用品发放计划，报公司领导批准，HSE 管理部根据劳动防护用品发放标准和计划，向物资装备部提报采购需求；

(2) If an operation department needs to apply for unplanned demand, it must submit the Application Form for Procurement of Labor Protection Supplies to the HSE Dept., which shall reviewed by the HSE Dept. and approved by the Company's competent leader before implementation.

运行部门如需提出计划外需求，需向 HSE 管理部提交《劳动防护用品购置申请表》，经 HSE 管理部审核、公司主管领导批准后实施。

5.5.2.3 Issuance of protection supplies 防护用品发放

(1) The operation department must, according to the requirements of work safety and prevention of occupational hazards, issue to employees labor protection supplies with different protection functions;

运行部门必须根据安全生产和防止职业性危害的需要，发给员工具有不同防护功能的劳动防护用品；

(2) The HSE Dept. shall perform registration and management of issuance of labor protection supplies.

HSE 管理部做好劳动防护用品发放的登记管理工作。

5.5.2.4 Allocation of protection supplies shall be conducted by referring to Appendix 4 "Standards for Allocation of Labor Protection Supplies".

防护用品配备标准参照附件 4《劳动防护用品配备标准》执行。

5.5.2.5 Requisition of protection supplies 防护用品领用

(1) All departments shall, according to the standards for allocation, fill in the Application Form for Requisition of Labor Protection Supplies, and shall requisition and issue after approval by the HSE Dept.;

各部门依据配备标准，填写《劳动防护用品领用申请表》，经 HSE 管理部审批后领用发放；

(2) Departments shall establish their own Records of Issuance of Labor Protection Supplies, and fill in the requisition and issuance in the accounts;

部门应建立本部门《劳动防护用品发放记录》，并将领用发放情况及时填写到台账上；

(3) For internal transfer of employees, labor protection supplies shall be provided according to standards for allocation of labor protection supplies for the new post from the date of transfer. 员工内部调动，劳动防护用品从调入之日起按新岗位劳动防护用品发放标准配备；

(4) Employees who are released from regular work for study and who have left the job for more than one year due to sick leave, personal leave, leave due to injury, maternity leave or other reasons do not enjoy the benefits of labor protection supplies during their absence.

员工脱产学习，及病假、事假、伤假、产假或其它原因脱离岗位超过一年者，离岗期间不享受劳动防护用品待遇。

5.5.2.6 Application requirements of labor protection supplies 劳动防护用品使用要求

(1) Visitors, learners, interns, etc. shall wear labor protection supplies as required;

参观、学习、实习人员等要按规定穿戴劳动防护用品；

(2) Persons entering into the production area or maintenance and overhaul site must wear qualified work cloths, work shoes, safety helmets, goggles and earplugs (earmuffs). Persons entering into special area shall corresponding labor protection supplies such as the gas mask and respirator.

进入生产区域或检维修现场，必须穿合格的工作服、工作鞋，戴好安全帽、防护眼镜和耳塞（耳罩），特殊区域应佩戴防毒面具、呼吸器等相应的劳动防护用品；

(3) Cuff or lower hem of work clothes shall not be rolled up. The ribbon around the safety helmet must be adjusted well and the chin strap must be fastened;

工作服不得卷起袖口或下摆。安全帽必须调好帽箍，系紧下额带；

(4) Braids of female employees shall be put up tightly inside the safety helmets. 女员工的发辫要紧盘在安全帽内。

5.6 Occupational disease prevention and control 职业病预防和控制

5.6.1 Occupational disease prevention 职业病预防

5.6.1.1 During the technological transformation, measures shall be taken to ensure that the concentrations (intensities) of all toxic and harmful factors in the workplace comply with occupational health standards.

在实施技术改造时，应采取措施使员工作业场所有毒有害因素浓度（强度）符合职业卫生标准。

5.6.7.2 The raw materials and technological processes used for production shall be selected according to the principle that non-toxic and non-hazardous substances are used instead of poisonous and harmful ones, and low-toxicity substances are used instead of high-toxicity substances.

生产选用的原材料和工艺流程，应贯彻执行以无毒无害代替有毒有害，以低毒代替高毒的原则。

5.6.7.3 No labor protection measures shall be dismantled or deactivated without the consent of the HSE Dept.

未经 HSE 管理部同意，不得擅自拆除或停用劳动保护措施。

5.6.7.4 Employees who participate in poisonous and harmful operations must undergo occupational health education beforehand and be provided with effective labor protection supplies.

对参加有毒有害作业员工，必须事先进行职业健康教育并提供有效的劳动防护用品。

5.6.7.5 Occupational health hidden dangers shall be incorporated into the Company's hidden danger management plan.

对职业健康隐患，应纳入公司隐患治理计划。

5.6.7.6 Establish the Hazardous Chemicals Leakage Emergency Plan and Contingency Plan for Radioactive Source Accidents, and perform drills as required.

建立《危险化学品泄漏事故专项应急预案》、《放射源事故专项应急预案》,并按规定进行演练。

5.6.2 Control over noise 噪声控制

5.6.2.1 Noise protection 噪声防护

(1) Employees must wear anti-noise earplugs or earmuffs when they are exposed to workplaces with excessive noise.

员工接触噪声超标的作业场所, 必须配戴防噪声耳塞或耳罩;

(2) The HR Dept. shall timely adjust posts for employees with apparent auditory organ, cardiovascular and nervous system organic diseases.

对患有明显听觉器官、心血管及神经系统器质性疾病者, 人力资源部应及时调整岗位。

5.6.2.2 Noise monitoring 噪声监测

(1) Conduct monitoring of noise at workplaces and noise exposure of employees semiannually;

每半年对作业场所噪声及员工噪声暴露情况至少进行一次监测;

(2) Measurement point shall be the head position at the operation point, and employees need not be present. If employees need to be present or walking around, the height of the measuring point shall be based on the height of the human ear, and the horizontal distance from the external auditory canal shall be about 0.1 m;

测量点应当选在作业点的人头位置, 员工无需在场。如员工需在场或在周围走动, 测量点高度应参照人耳高度, 距外耳道水平距离约 0.1 米;

(3) The specific work shall follow the Company's monitoring plan for occupational hazard factors. 具体执行公司职业病危害因素监测计划。

5.6.2.3 Ear protector 护听器

(1) The HSE Dept. shall provide suitable earmuffs for employees exposed to workplaces (L_{Aeq} , $8 \geq 85dBA$) to select and use;

HSE 管理部提供合适的耳罩供暴露于 L_{Aeq} , $8 \geq 85dBA$ 作业场所的员工的选用;

(2) Employees who enter into workplaces with noise intensity exceeding 90dB(A) or work for a long time (more than 2 hours) in workplaces with noise intensity exceeding 85dB(A) for overhaul and maintenance must wear corresponding earmuffs;

员工进入噪声强度超过 90dB(A) 的作业场所或在大于 85dB(A) 的环境从事检修、维护等较长时间(超过 2 小时)工作的, 须佩戴相应的耳罩;

(3) The actual equivalent sound level of employees with earmuffs shall be kept to be below 85dBA;

员工佩戴耳罩后, 其实际接受的等效声级应当保持在 85dBA 以下;

(4) All departments shall, according to the noise monitoring, propose the procurement plan for hearing protectors.

各部门根据噪声监测情况, 提出听力保护器具的申购计划。

5.6.2.3 Hearing protection 听力保护

(1) Employees exposed to workplaces ($85dB(A) \leq L_{Aeq}$, $8 < 100dB(A)$) shall undergo tracking audiometry once every two years; Employees exposed to workplaces (L_{Aeq} , $8 \geq 100dB(A)$) shall undergo tracking audiometry once every year;

暴露于 $85\text{dB(A)} \leq L_{\text{Aeq}}$, $8 < 100\text{dB(A)}$ 噪声作业场所的员工, 应当每两年进行一次跟踪听力测定; 暴露于 L_{Aeq} , $8 \geq 100\text{dB(A)}$ 的, 应当每年进行一次跟踪听力测定;

(2) For employees who have experienced a high-frequency standard hearing threshold deviation, the HSE Dept. shall notify them and their departments of the test results in writing and take appropriate measures within 14 days after receiving the physical examination reports. The specific work shall follow 5.8.

对于已发生高频标准听阈偏移的员工, HSE 管理部应当在收到体检报告 14 天内以书面形式将测试结果通知本人和部门并采取相应措施, 具体参照 5.8 执行。

5.6.3 Protection against toxic gases 有毒气体防护

Toxic gases refer to gases that cause harm to the human body and can cause poisoning. They mainly include hydrogen sulfide, carbon monoxide, ammonia, sulfur dioxide, benzene, toluene, xylene and other gases or toxic vapors.

有毒气体是指对人体产生危害, 能够致人中毒的气体。主要包括硫化氢、一氧化碳、氨、二氧化硫、苯、甲苯、二甲苯等气体或有毒蒸气。

5.6.3.1 Operation protection 作业防护

(1) Prior to operation, workplaces where toxic gases may be present shall be tested for toxic gas concentration;

作业前对可能存在有毒气体的工作场所进行有毒气体浓度检测;

(2) Detection shall be conducted timely for places with production fluctuations, odors, and unexplained personal faint and hidden dangers (including escape point of sour water and gas, drain outlet, sampling outlet and tank measuring point);

在生产波动、有异味产生、有不明原因的人员昏倒或在隐患部位活动 (包括酸性水、瓦斯的逸出部位、排液口、采样口、储罐计量等) 时, 均应及时检测;

(3) Operators shall be provided with suitable and moderate protective equipment according to working environment of different posts. For details, refer to Procedures for Selecting Gas Protection Supplies;

根据不同岗位的工作环境为作业人员配备适量适用的防护器材, 具体见《气体防护用品选择程序》;

(4) When the site is in the following environment, positive pressure air respirator must be worn and it is not allowed to use the filtration gas mask:

当现场处于下列环境, 必须佩戴正压式空气呼吸器, 不允许使用过滤式防毒面具:

1) Oxygen deficient environment; 处于缺氧环境下;

2) The type and nature of the toxic gas is unknown; 有毒气体种类性质不明;

3) Concentration of the toxic gas is not clear and changes excessively;

有毒气体浓度不清楚和变化过大;

4) Concentration of the toxic gas is greater than its IDLH value (immediately dangerous to life or health). Refer to IDLH Values of Main Toxic Gases for IDLH values of main toxic gases;

有毒气体浓度大于其 IDLH 值 (立即威胁生命和健康浓度), 主要有毒气体的 IDLH 值见《主要有毒气体健康浓度值 (IDLH)》;

5) For filtration gas masks, their protection factor shall be greater than the hazard factor. Refer to the Assigned Protection Factors (APF) of Various Protection Supplies for various gas masks; 当使用过滤式防毒面具时, 要选择防护因数大于危害因数的防毒面具, 各种防毒面具的指定防护因数见《各类防护用品的指定防护因数 (APF)》;

6) It is forbidden to remove masks in toxic areas. Before entering a harmful environment, persons shall wear respiratory protective equipment. For close-fitting face masks, users shall perform airtightness checks to confirm close-fitting;

禁止在有毒区内脱卸防毒用具。进入有害环境前, 应先佩戴好呼吸防护用品。对于密合型面罩, 使用者应做佩戴气密性检查, 确认密合;

7) When working on oil tanks containing toxic gases, crude gasoline tanks, light dirty oil tanks, and equipment containing sour gas and gas, workers must wear appropriate protective equipment and be monitored during operations;

在含有毒气体的油罐、粗汽油罐、轻质污油罐及含酸性气瓦斯介质的设备上作业时, 必需佩戴适用的防护器具, 作业时应有人监护;

8) Persons who enter industrial sewers (wells), sewage wells and other hazardous locations for operation shall follow requirements for work in confined space.

进入工业下水道 (井)、污水井等危险场所作业按进入受限空间作业要求执行。

5.6.3.3 Treatment for toxic gas poisoning 有毒气体中毒处理

In the event of toxic gas poisoning, the rescue (monitoring) personnel shall wear suitable protective equipment, immediately remove the poisoned personnel out of the danger area, go to the uptake to perform on-site rescue on the poisoned personnel, and notify the gas protection station personnel to the site to help. In severe cases, the poisoned personnel shall be immediately sent to the hospital for rescue.

发生有毒气体中毒时, 救 (监) 护人员应佩戴上适用的防护用具, 立即将中毒人员脱离危险区, 到上风对中毒人员进行现场救护, 同时通知气防站人员到现场救助, 严重者立即送医院抢救。

5.6.4 Radiological protection 放射防护

5.6.4.1 For outdoor radiation operations, it is necessary to draw out the safety protection areas and set up danger signs and protective facilities. Ray detection operations shall comply with the Safety Management System.

在室外从事放射作业时, 必须划出安全防护区域, 并设置危险标志和防护设施, 射线探伤作业应遵守《安全管理制度》。

5.6.4.2 During the period of shutdown and maintenance of the device, when needing to dismount the radioactive source from the level gauge, the operation department must apply to the HSE Dept. for dismounting the radioactive source and submit materials including the dismounting operation scheme, qualifications of device dismounting organization, qualifications of dismounting workers and emergency plan for radiation accident at the same time.

装置停工、检修期间, 运行部需要拆卸料位计放射源, 必须向 HSE 管理部提出放射源拆卸申请, 并同时提交拆卸作业方案、拆卸作业单位资质、拆卸作业人员资质以及辐射事故应急措施等资料。

5.6.4.3 The Operation Dept. is responsible for the management of the disassembly, transportation and installation processes, the establishment of radioactive source archives, and making records.

运行部负责拆卸、运输和安装过程的管理工作，建立放射源档案，做好记录。

5.6.4.4 Radioactive source warehouse management 放射源库管理

(1) The trustee of radioactive source warehouse shall establish warehousing-in and warehousing-out records;

放射源库托管单位应建立出入库记录台账；

(2) The custodial staffs of radioactive source warehouse must hold certificates and employ a two-person custody system (i.e., two-person management and two locks);

放射源库保管人员必须持证上岗,实行双人保管制(即二人管理,二把锁);

(3) Physical protection devices for radioactive source warehouse must ensure normal use. Monitoring cameras and alarm devices must be repaired within three days in case of failure;

放射源库的实体防护装置必须确保正常使用,监控摄像和报警装置,一旦发生故障,必须在三日内予以修复;

(4) During warehousing-in and warehousing-out of radioactive sources, such sources must be tested to confirm the existence of source cores; 放射源进、出源库,必须对源进行测试,确认源芯的存在后方可进、出源库;

(5) Without permission of the HSE Dept., it is not allowed to store radioactive sources of other organizations and rent or lend radioactive sources without authorization;

未经 HSE 管理部同意,不准擅自存放外单位的放射源和擅自出租、出借放射源;

(6) Once a radioactive source is lost, it is necessary to protect the site and immediately initiate the Contingency Plan for Radioactive Source Accidents.

放射源一旦发生丢失,要保护好现场,并立即启动《放射源事故专项应急预案》。

5.6.5 Dust protection 粉尘防护

5.6.5.1 Constantly improve the process and fundamentally eliminate dust hazards.

不断改进工艺过程,从根本上杜绝粉尘危害。

5.6.5.2 Employ wet operations in places where conditions permit.

对有条件的地方采用湿式作业。

5.6.5.3 For places where wet operations are impossible, the production equipment shall be sealed as closely as possible and combined with the local suction system to keep the closed system at a certain negative pressure to prevent dust from escaping.

对不能采用湿式作业的,生产设备尽可能密闭,并和局部吸风系统相结合,使密闭系统保持一定负压,防止粉尘外逸。

5.6.5.4 Reinforce personal protection. 加强个人防护。

5.6.6 High temperature protection 高温防护

It shall be implemented according to Safety Management System. 参照《安全管理制度》执行。

5.6.7 Acid and alkali protection 酸碱防护

5.6.7.1 Acid and alkali use shall be subject to closed operation. Operation departments shall strengthen equipment management to prevent running, emitting, dropping and leaking.

酸碱使用实行密闭操作，运行部门加强设备管理，防止跑冒滴漏。

5.6.7.2 Operation departments are responsible for maintaining the eye washers and water spray facilities on the production site; When working with acids and bases, employees must wear acid and alkali resistant clothes and wear acid and alkali resistant gloves and glasses.

运行部门负责维护生产现场的洗眼器和水喷淋设施；接触酸碱操作时，岗位员工必须穿好防酸碱服，戴好防酸碱手套和眼镜。

5.7 Management of work-related injury 工伤管理

5.7.1 Treatment or medical observation shall be immediately organized for employees who have suffered personal injury or health damage during production operations.

在生产作业过程中遭受人身伤害或健康损坏的员工应立即组织救治或医学观察。

5.7.2 For suspected occupational patients found via occupational health examinations, the HSE Dept. shall confirm and notify the HR Dept. and send them to the designated medical institutions for hospitalization and occupational disease diagnosis and identification.

职业健康检查发现的疑似职业病人，HSE 管理部确认后告知人力资源部，送指定医疗机构进行住院治疗 and 职业病诊断和鉴定。

5.7.3 The HSE Dept. shall arrange occupational patients and injured employees for diagnosis and treatment. For those who are confirmed to be unfit to continue working in the original posts after diagnosis and treatment, the HR Dept. shall perform post adjustment according to relevant provisions and perform labor (disability) ability appraisal and work-related injury declaration.

HSE 管理部安排职业病人和受伤员工进行诊治，对在诊治后被确认为不宜继续在原岗位工作的，人力资源部按有关规定进行岗位调整并进行劳动（伤残）能力鉴定及工伤申报。

5.7.4 For costs of diagnosis, treatment, rehabilitation and reexamination of employees with work-related injuries and relevant treatment and social security after being disabled, the HR Dept. shall follow the relevant regulations.

工伤员工的诊疗、康复和复查等费用以及伤残后有关待遇和社会保障，人力资源部依照有关规定执行。

5.8 Medical rescue 医疗救护

5.8.1 Allocation and management of medicine kit 药箱配置与管理

5.8.1.1 The central control room, external operation room, and maintenance workshop shall be equipped with at least a complete medical kit respectively.

中控室、外操室、维修厂房至少配备一个完备的医药箱。

5.8.1.2 Each medical kit shall be labeled to list the necessary supplies and their quantities for easy inspection and supplementation. Oral medicines shall not be placed in the medical kit.

Refer to Appendix 2 “List of Content of First-aid Kit” for details.

每个医药箱都要贴上标签，列出必备的用品及其数量，以方便检查和补充，口服药不得放入药箱内。详见附件 2《急救药箱配置清单》

5.8.1.3 The position of the medical kit shall be clear and visible indoors and there shall be a position indicator. The medical kit must not be locked during work.

医药箱位置在室内清楚可见，有位置标识指示，医药箱在上班期间不得上锁。

5.8.1.4 Operating departments shall appoint specially-assigned persons to check the quality and validity of the medicines on a regular basis. If the medicines are inadequate or expired, such persons shall timely report to the HSE Dept. to apply for procurement, supplementation and replacement in time.

运行部门指定专人定期对药物的质量、有效期进行检查，不足或过期时应及时向 HSE 管理部申请购买，及时补充、更换。

5.8.2 Management of infirmary 医务室管理

5.8.2.1 Various medicines for the infirmary shall be provided through formal channels, and expired medicines are not allowed. On the 25th day of the last month of every quarter, the HSE Dept. shall conduct medicine inspection.

医务室各种药品经过正规渠道提供，医务室内不得出现过期药品，每季度最后月的 25 日 HSE 管理部进行药品检查。

5.8.2.2 Medical devices and medicines for the infirmary must meet the Company's allocation standards and must not be reduced without permission.

医务室医疗器械和药品必须满足公司配备标准，不得私自削减。

5.8.2.3 Medical staffs must hold certificates, observe labor disciplines, take actions in a timely manner, and accept the supervision and management of the HSE Dept.

医务人员必须持证上岗、遵守劳动纪律、及时出警并接受 HSE 管理部的监督管理。

5.8.3 Injury handling 伤害处理

When employees are injured, they shall receive first aid treatment and such situation shall be reported to the HSE Dept. timely; When employees are seriously injured, such as syncope, bleeding, fracture, heavy impact, electric shock and poisoning, in addition to immediately dialing the emergency call and reporting to the HSE Dept., they shall receive first aid treatment, be promptly sent to the infirmary for treatment, and sent to the hospital outside the island in severe cases.

员工发生伤害时，应对员工进行急救处理，并及时向 HSE 管理部汇报；员工受到严重伤害，如晕厥、血流不止、骨折、重物撞击、触电、中毒等情况时，应对员工进行急救处理，应立即拨打急救电话并向 HSE 管理部汇报，并及时送医务室救治，严重时送岛外医院。

6 Inspection and Supervision 检查与监督

Occupational health examination shall be incorporated into the Company's HSE inspection content and performance management system.

职业健康检查纳入公司 HSE 检查内容和公司绩效管理体系。

7 Associated Procedures and Records 关联程序和记录

7.1 Associated procedures 关联程序

7.1.1 Management Procedure for Occupational Health HYBN-T2-08-0031-2018-1
职业健康管理程序 HYBN-T2-08-0031-2018-1

7.1.2 Management Procedure for Occupational Hazard Monitoring and Evaluation
HYBN-T2-08-0032-2018-1

职业病危害监测及评价管理程序 HYBN-T2-08-0032-2018-1

7.1.3 Management Procedure for Noise Control HYBN-T2-08-0033-2018-1

噪声控制管理程序 HYBN-T2-08-0033-2018-1

7.1.4 Management Procedure for Requisition of Protection Supplies
HYBN-T2-08-0034-2018-1

防护用品领用管理程序 HYBN-T2-08-0034-2018-1

7.1.5 Procedure for Use and Selection of Gas Protection Supplies

HYBN-T2-08-0035-2018-1 气体防护用品使用选择程序 HYBN-T2-08-0035-2018-1

7.1.6 Occupational Health Monitoring Procedure HYBN-T2-08-0036-2018-1

职业健康监护程序 HYBN-T2-08-0036-2018-1

7.1.7 Approval Procedure of Position Adjustment for Employees with Occupational Health
Examination Abnormalities HYBN-T2-08-0037-2018-1

职业健康检查异常人员岗位调整审批程序 HYBN-T2-08-0037-2018-1

7.2 Associated records 关联记录

7.2.1 Application Form for Procurement of Labor Protection Supplies
HYBN-T6-08-4001-001-2018

劳动防护用品购置申请表 HYBN-T6-08-4001-001-2018

7.2.2 Application Form for Requisition of Labor Protection Supplies

HYBN-T6-08-4002-001-2018

劳动防护用品领用申请表 HYBN-T6-08-4002-001-2018

7.2.3 Records of Issuance of Labor Protection Supplies HYBN-T6-08-4003-001-2018

劳动防护用品发放记录 HYBN-T6-08-4003-001-2018

8 Supplementary Rules 附则

8.1 This Plan is under the jurisdiction of HSE Dept.

本制度由 HSE 管理部归口管理。

8.2 This Plan is drafted by HSE Dept.

本制度起草部门：HSE 管理部。

8.3 HSE Dept. is responsible for the interpretation of this Plan.

本制度解释权归 HSE 管理部拥有。

8.4 Revision, preparation and approval of this Plan are shown in Table 1:

本制度版本编制和审批情况见表 1:

Table 1 Revision, preparation and approval of document

表 1 文件版本编制和审批情况

1	2018-05-01	Yang Yongqi 杨勇奇	Xiao Chunbao 肖春宝	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Approved by 批准人

9 Appendices 附件

Appendix 1 IDLH Values of Main Toxic Gases

附件 1 主要有毒气体健康浓度值 (IDLH)

Appendix 2 List of Content of First-aid Kit

附件 2 急救药箱配置清单

Appendix 3 Assigned Protection Factors (APF) of Various Protection Supplies

附件 3 各类防护用品的指定防护因数 (APF)

Appendix 4 Standards for Allocation of Labor Protection Supplies

附件 4 劳动防护用品配备标准

Appendix 1 附件 1

IDLH Values of Main Toxic Gases 主要有毒气体健康浓度值

Table IDLH values of main toxic gases

表 主要有毒气体健康浓度值 (IDLH)

Name of toxic gas 有毒气体名称	CAS Number 化学文摘号	OELs (mg/m ³)			IDLH Value (1994)
		MAC	PC-TWA	PC-STEL	
Hydrogen sulfide 硫化氢	7783-06-4	10	-	-	100 ppm
Ammonia 氨	7664-41-7	-	20	30	300 ppm
Carbon monoxide 一氧化碳	630-08-0	-	20	30	1200 ppm
Sulfur dioxide 二氧化硫	7446-09-5	-	5	10	100 ppm
Sulfuric acid and sulfur trioxide 硫酸及三氧化硫	7664-93-9	-	1	2	15 mg/m ³
Benzene 苯	71-43-2	-	6	10	500 ppm
Methylbenzene 甲苯	108-88-3	-	50	100	500 ppm
Xylene 二甲苯	1330-20-7; 95-47-6; 108-38-3	-	50	100	900 ppm
Hydrogen chloride and hydrochloric acid 氯化氢及盐酸	7647-01-0	7.5	-	-	50 ppm
LPG 液化石油气	68476-85-7	-	1000	1500	2000 ppm
Methanol 甲醇	67-56-1	-	25	50	6000 ppm

Appendix 2 附件 2

List of Content of First-aid Kit

急救药箱配置清单

S/N 序号	Designation 名称	Qty. 数量	Unit 单位	Application 用途	Storage location 存放 地点
1	Hydrogen peroxide 双氧水	1	Bottle 瓶	Wound disinfection 消 毒伤口	No. 1 warehouse 1 号库房
2	Iodine 碘酒	1	Bottle 瓶	Wound disinfection 消 毒伤口	No. 1 warehouse 1 号库房
3	Scald ointment 烫伤 软膏	2	Nr. 支	Detumescence /scald 消肿/烫 伤	No. 1 warehouse 1 号库房
4	Reticular elastic bandage 网状弹力绷 带	1	Box 盒	Wound bandaging 包 扎伤口	No. 1 warehouse 1 号库房
5	Medical elastic bandage 纯棉弹性绷 带	1	Box 盒	Wound bandaging 包 扎伤口	No. 1 warehouse 1 号库房
6	Medicines for heatstroke prevention 防暑降温药品	5	Box 盒	Heatstroke prevention in summer 夏季 防暑降温	No. 1 warehouse 1 号库房
7	Band-aid 创可贴	1	Bag 袋	Hemostasis and trauma care 止血护创	No. 1 warehouse 1 号库房
8	Essential balm 风油 精	1	Box 盒		No. 1 warehouse 1 号库房
9	Macromolecule first-aid splint 高分子 急救夹板	1	Nr. 个	Fracture handling 骨折 处理	No. 1 warehouse 1 号库房
10	Strong wound disinfection cotton swab 强力伤口消毒 棉签	2	Box 盒	Wound disinfection 消 毒伤口	No. 1 warehouse 1 号库房
11	Yunnan Baiyao spray 云南白药喷雾剂	2	Bottle 瓶	Bruise and sprain 淤伤、扭 伤	No. 1 warehouse 1 号库房

List of Content of First-aid Kit (Continued)

急救药箱配置清单 (续)

S/N 序号	Designation 名称	Qty. 数量	Unit 单位	Application 用途	Storage location 存放 地点
12	Electric torch 手电筒	2	Nr. 个	First-aid 急救	No. 1 warehouse 1 号库房
13	Thermometer 体温计	2	Nr. 支	Body temperature measurement 测体温	No. 1 warehouse 1 号库房
14	Tweezer 镊子	1	Nr. 个	First-aid 急救	No. 1 warehouse 1 号库房

Appendix 3 附件 3

Assigned Protection Factors (APF) of Various Protection Supplies 各类防护用品的指定防护因数 (APF)

Type of respiratory protective equipment 呼吸防护用品类型	Type of mask 面罩类型	Positive pressure 正压式	Negative pressure 负压式
Self-suction filtration type 自吸过滤式	Half mask 半面罩	Not applicable 不适用	10
	Full mask 全面罩		100
Air blowing-in filtration type 送风过滤式	Half mask 半面罩	50	Not applicable 不适用
	Full mask 全面罩	200-1000	
	Open face mask 开放型面罩	25	
	Air blowing-in hood 送风头罩	200-1000	
Air supply type 供气式	Half mask 半面罩	50	10
	Full mask 全面罩	1000	100
	Open face mask 开放型面罩	25	Not applicable 不适用
	Air blowing-in hood 送风头罩	1000	
Self-contained type 携气式	Half mask 半面罩	More than 1000 大于 1000	10
	Full mask 全面罩		100

Appendix 4 附件 4

Standards for Allocation of Labor Protection Supplies 劳动防护用品配备标准

S/N 序号	Designation 名 称	Allocation standard 配备标准	Remarks 备注
	Allocation standards for ordinary personal labor protection 个人普通劳动保护配备标准		Unless otherwise specified, these standards are annual allocation standards 如无特殊说明, 则为每年配备标准
1	Work clothes for summer 夏工作服	Operation departments and materials & supplies warehouses: 2 sets per person per year; HSE Dept., Equipment Management Dept. and Scheduling & Dispatch Dept.: 1 set per person per year; other comprehensive departments: 1 set per person per 2 years. 运行部门、物装仓库每人每年 2 套; HSE 管理部、机械动力部、计划调度部每人每年 1 套、其它综合部门每人 2 年 1 套	3 sets for new employee upon reporting for duty for the first time 新员工首次报到配发 3 套
2	Raincoat 雨衣	Operation departments, materials & supplies warehouses, HSE Dept., Equipment Management Dept. and Scheduling & Dispatch Dept.: 1 set per person per 2 years; other comprehensive departments: 1 set per person per 3 years. 运行部门、物装仓库、HSE 管理部、机械动力部、计划调度部, 每人每 2 年 1 套, 其它综合部门每 3 年 1 套。	1 set for new employee upon reporting for duty for the first time 新员工首次报到配发 1 套
3	Rain boots 雨靴	Operation departments, materials & supplies warehouses, HSE Dept., Equipment Management Dept. and Scheduling & Dispatch Dept.: 1 pair per person per year; other comprehensive departments: 1 pair per person per 2 years. 运行部门、物装仓库、HSE 管理部、机械动力部、计划调度部每人每年 1 双, 其它综合部门每 2 年 1 双。	1 pair for new employee upon reporting for duty for the first time 新员工首次报到配发 1 双

S/N 序号	Designation 名称	Allocation standard 配备标准	Remarks 备注
4	Leather boots for labor protection 劳保皮鞋	Operation departments, materials & supplies warehouses, HSE Dept., Equipment Management Dept. and Scheduling & Dispatch Dept.: 1 pair per person per year; other comprehensive departments: 1 pair per person per 2 years. 运行部门、物装仓库、HSE 管理部、机械动力部、计划调度部, 每人每年 1 双, 其它综合部每人每 2 年 1 双	2 pairs for new employee of production system upon reporting for duty for the first time; 1 pair for new employee of comprehensive department upon reporting for duty for the first time. 生产系统新员工首次报到配发 2 双; 综合部门新员工首次报到配发 1 双
5	Protective goggles 防护眼镜	Operation departments, materials & supplies warehouses, HSE Dept., Equipment Management Dept. and Scheduling & Dispatch Dept.: 1 pair per person per quarter; other comprehensive departments: according to the need. 运行部门、物装仓库、HSE 管理部、机械动力部、计划调度部每人每季度 1 副, 其它综合部门按需配备。	
6	Earplug / earmuff 耳塞/耳罩	Operation departments, HSE Dept., Equipment Management Dept. and Scheduling & Dispatch Dept.: 4 pairs per person per month in principle or according to the need; other comprehensive departments: according to the need. One pair of earmuff per person per year for the workplace with decibel more than 85. 运行部门、HSE 管理部、机械动力部、计划调度部原则上 4 副/人.月或按需配备, 其它综合部门按需求配备发。耳罩按照工作地点噪音在 85 分贝以上场所配备每人每年 1 副。	

S/N 序号	Designation 名 称	Allocation standard 配备标准	Remarks 备注
7	Leather gloves 半皮手套	Operation departments: 2 pairs per person per month (Production operators: 1 pair of leather gloves plus 1 pair of coated gloves. In case of insufficiency or special circumstances, apply for additional allocation); other departments: according to the need and application. 运行部门每人每月 2 副（生产操作人员按每人 1 双皮手套加一双浸胶手套配发，不够或特殊情况下可申请增加配备）其他部门按需申请配发。	
8	Multifunctional strong light explosion-proof light 多功能强光防爆灯	Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to production departments for public use and be subject to shift change management. Allocation once every 2 years; HSE Dept., Equipment Management Dept., Scheduling & Dispatch Dept. and materials & supplies warehouses: according to the need. 运行部门按照本部门人数最多的班组为基数*1.5 倍，发放到各生产部门公用，并交接班管理，每 2 年配发一次；HSE 管理部、机械动力部、计划调度部、物装仓库按需配发。	
9	Safety helmet 安全帽	Operation departments, HSE Dept., Equipment Management Dept., Scheduling & Dispatch Dept. and materials & supplies warehouses: per person per 30 months; other comprehensive departments: per 30 months, according to the demanded quantity as submitted by them. 运行部门、HSE 管理部、机械动力部、计划调度部、物装仓库等每人每 30 个月配发一次，其它综合部门按部门提供的需求数量每 30 个月配发一次，	

S/N 序号	Designation 名称	Allocation standard 配备标准	Remarks 备注
Allocation standards for special personal labor protection 个人特殊劳动保护配备标准			
1	Anti-static overall 防静电连体服	Allocation to each department according to the need and application 各部门按需求申请进行配备	
2	Acid and alkali resistant cloth 防酸碱服	Allocation according to actual number of employees of the acid and alkali-related posts 按照酸碱岗位实际人员配置	
3	Woolen yarn gloves 线手套	Allocation to each department according to the need and application 各部门按需求申请进行配备	
4	Canvas gloves 帆布手套	Allocation to each department according to the need and application 各部门按需求申请进行配备	
5	Dust mask 防尘口罩	Allocation to each department according to the need and application 各部门按需求申请进行配备	Allocation according to actual number of employees of posts exposed to poisonous and harmful substances 按照接触有毒有害岗位实际人员配置
6	Activated carbon mask 活性炭口罩	Allocation to each department according to the need and application 各部门按需求申请进行配备	Allocation according to actual number of employees of posts exposed to poisonous and harmful substances 按照接触有毒有害岗位实际人员配置
7	Half mask 半面罩	Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to gas protection cabinets of all production departments for public use and be subject to shift change management. Allocation once every 4 years; 运行部门按照本部门人数最多的班组为基数*1.5倍, 发放到各生产部门气防柜公用, 交接班管理, 每四年配发一次;	

S/N 序号	Designation 名 称	Allocation standard 配备标准	Remarks 备注
8	Full mask 全面 罩	<p>Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to gas protection cabinets of all production departments for public use and be subject to shift change management.</p> <p>运行部门按照本部门人数最多的班组为基数*1.5倍, 发放到各生产部门气防柜公用, 交接班管理,</p>	
9	Half mask filter 半面罩滤片	<p>Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to gas protection cabinets of all production departments for public use and be subject to shift change management.</p> <p>运行部门按照本部门人数最多的班组为基数*1.5倍, 发放到各生产部门气防柜公用, 交接班管理,</p>	
10	Anti-chemical toxicant canister 防化学毒性物质 滤罐	<p>Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to gas protection cabinets of all production departments for public use and be subject to shift change management.</p> <p>运行部门按照本部门人数最多的班组为基数*1.5倍, 发放到各生产部门气防柜公用, 交接班管理,</p>	
11	Chemical protection clothing 化学防 护服	<p>Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to gas protection cabinets of all production departments for public use and be subject to shift change management.</p> <p>运行部门按照本部门人数最多的班组为基数*1.5倍, 发放到各生产部门气防柜公用, 交接班管理</p>	<p>Allocation according to actual number of employees of posts exposed to poisonous and harmful chemicals</p> <p>按照接触有毒有害化学物质岗位实际人员配置</p>

S/N 序号	Designation 名称	Allocation standard 配备标准	Remarks 备注
12	Thermal insulation clothing 隔热服	Allocation to each department according to the need and application 各部门按需求申请进行配备	
13	Chemical protective boots 防化靴	Allocation to each department according to the need and application 各部门按需求申请进行配备	
14	Chemical-proof gloves 防化手套	Allocation according to actual number of employees of the acid and alkali-related posts 按照酸碱岗位实际人员配置	
15	Protective screen and bracket 防护面屏及支架	Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to gas protection cabinets of all production departments for public use and be subject to shift change management. 运行部门按照本部门人数最多的班组为基数*1.5倍, 发放到各生产部门气防柜公用, 交接班管理	Allocation according to actual number of employees of posts exposed to poisonous and harmful chemicals 按照接触有毒有害化学物质岗位实际人员配置
16	Oil absorbent felt 吸油毡	Allocation to each department according to the need and application 各部门按需求申请进行配备	
17	Silicon-titanium fireproof cloth 硅钛防火布	Allocation to each department according to the need and application 各部门按需求申请进行配备	
18	Asbestos cloth 石棉布	Allocation to each department according to the need and application 各部门按需求申请进行配备	
19	Fire-proof felt 防火毡	Allocation to each department according to the need and application 各部门按需求申请进行配备	
20	Air respirator 空气呼吸器	Allocation to each department according to the need and application (2-6 sets per gas protection cabinet of each external operation room in principle) 各部门按需求申请进行配备 (原则上每个外操室气防柜配备 2-6 套)	

S/N 序号	Designation 名称	Allocation standard 配备标准	Remarks 备注
21	Air respirator mask 空气呼吸器面罩	Allocation to each department according to the need and application (2-6 sets per each external operation room in principle) 各部门按需求申请进行配备（原则上每个外操室配备 2-6 套）	
22	Mask disinfectant 面罩消毒液	Allocation to each department according to the need and application 各部门按需求申请进行配备	
23	Long-tube respirator 长管呼吸器	Allocation to each department according to the need and application (2-4 sets per each external operation room in principle) 各部门按需求申请进行配备（原则上每个外操室配备 2-4 套）	
24	Explosion-proof work light for emergency repair 抢修防爆工作灯	HSE Dept.: 8-10 sets; Operation departments apply for borrowing when needing them and are required to give back timely. HSE 管理部配备 8-10 台，各运行部需要时申请借用，要求及时归还	
25	Explosion-proof head lamp 防爆头灯	Allocation to each department according to the need and application 各部门按需求申请进行配备	
26	Monitoring waistcoat 监护马甲	Operation departments: 1.5 times the number of persons of the largest team in their department (as the base number). All shall be issued to all production departments for public use and be subject to shift change management. Allocation every 2 years; 运行部门按照本部门人数最多的班组为基数*1.5 倍，发放到各生产部门公用，并交接班管理每 2 年配发一次。	Half of yellow ones and half of white ones 黄白色各一半
27	Wind sock 风向袋	Allocation to each department according to the need and application 各部门按需求申请进行配备	Orange and fluorescent 橙色荧光
28	Wind sock with support 带支架风向袋	Allocation to each department according to the need and application 各部门按需求申请进行配备	Orange and fluorescent 橙色荧光

S/N 序号	Designation 名称	Allocation standard 配备标准	Remarks 备注
29	Warning tape 警示带	Allocation to each department according to the need and application 各部门按需求申请进行配备	Plastic 塑料
30	Life buoy 救生圈	Allocation to each department according to the need and application 各部门按需求申请进行配备	
31	Life buoy float rope 救生圈浮索	Allocation to each department according to the need and application 各部门按需求申请进行配备	
32	Safety belt 安全带	Allocation to each department according to the need and application 各部门按需求申请进行配备	
33	Prompt drop self-locking device 速降自锁	Allocation to each department according to the need and application 各部门按需求申请进行配备	
34	Safety rope 安全绳	Allocation to each department according to the need and application 各部门按需求申请进行配备	
35	Pier type detector 墩式检测仪	HSE Dept.: 2-4 sets; Operation departments apply for borrowing when needing them and are required to give back timely. HSE 管理部配备 2-4 台, 各运行部需要时申请借用, 要求及时归还	
36	Tool kit / patrolling pocket 工具包/巡检腰包	Allocation to each department according to the need and application 各部门按需求申请进行配备。	
37	Portable detector 便携式检测仪	Operation departments file applications according to the Company's regulations. All shall be issued to teams of all production departments for public use and be subject to shift change management. 运行部门按照公司规定提出申请, 发放到各生产部门班组公用, 交接班管理。	
38	Insulating shoes /10KV 绝缘鞋 /10KV	2-6 pairs for public use per distribution room according to need of electrical workers. 按照电气人员需求, 配电间配备 2-6 双公用。	Allocation to electrical workers 电气人员配备

S/N 序号	Designation 名称	Allocation standard 配备标准	Remarks 备注
39	Insulating boots /10KV 绝缘靴 /10KV	2-6 pairs for public use per distribution room according to need of electrical workers. 按照电气人员需求, 配电间配备2-6 双公用。	Allocation to electrical workers 电气人员配备
40	Insulating gloves /10KV 绝缘手套 /10KV	2-6 pairs for public use per distribution room according to need of electrical workers. 按照电气人员需求, 配电间配备2-6 双公用。	Allocation to electrical workers 电气人员配备
41	Insulating boots /35KV 绝缘靴 /35KV	2-6 pairs for public use per distribution room according to need of electrical workers. 按照电气人员需求, 配电间配备2-6 双公用。	Allocation to electrical workers 电气人员配备
42	Insulating gloves /35KV 绝缘手套 /35KV	2-6 pairs for public use per distribution room according to need of electrical workers. 按照电气人员需求, 配电间配备2-6 双公用。	Allocation to electrical workers 电气人员配备
43	Others 其他	Allocation to each department according to the need and application 各部门按需求申请进行配备	