

## Safety Knowledge Competition Activity Plan

### “安全知识竞赛”活动方案

2020 has been a critical year in ensuring safety production to HYBN. In order to further enhance staffs' safety awareness in terms of production and personal safety which eventually promote standardization in safety production work, CEO has instructed to include 'Safety Quiz' as part of a component in HYBN Safety Month Activities.

2020 年是公司生产安全运行基础年、关键年，为进一步增强员工的安全生产意识和自我防护能力，促进安全生产工作进一步规范化，根据 CEO 指示，在全公司范围内举办“安全知识竞赛”活动，特制定该方案。

#### 1. Event Theme 活动主题

To raise HYBN staff's safety awareness along with their safety related skills. In addition, to ensure solid foundation in each department's team building skills.

提高员工安全意识和技能，夯实班组建设基础。

#### 2. Management Team 领导小组

Team Leader: CHEN Lian Cai (CEO)

组长：陈连财

Deputy Team Leader: XU Ye (Deputy General Manager)

WANG Huo Jun (HSE Director)

SHI Ju Chuan (Assistant General Manager)

副组长：徐 野 王火军 石巨川

Roles: 1. Preparation Team Leader is to be fully responsible for the Safety Quiz event.

2. Deputy Team Leaders are to assist Team Leader in tasks coordination and implementation to ensure smooth progress of the event.

职责：1、组长负责全面组织本次安全竞赛活动。

2、副组长协助组长落实本次安全竞赛各项筹备工作，确保本次竞赛顺利进行。

### **3. Event Requirements 参赛要求**

This event is solely available for HYBN staffs whereby all participants are to set up their teams according to their departments. Each department is to conduct their respective internal Entry Assessment in order to form a team of 3 (including 1 local staff) to join HYBN Safety Quiz. These 3 representing team members are to be selected from the participants who are placed in top 10 in their departmental internal Entry Assessments.

In order to facilitate the tasks among Management Team and Preparation Team, each participating department is to allocate 1 focal personnel from the correspond department.

参赛人员需为公司内部员工。参赛队伍以部门为单位，部门内部自行举行选拔考试，参赛队员应在部门选拔考试成绩前 10 名内选取组队，每队由 3 名参赛队员(至少有 1 名文莱籍员工) 组成。

各参赛部门要落实相应的负责人，以增强对本部门竞赛活动的领导和组织工作。

### **4. Safety Quiz Time 安全知识竞赛时间**

(1) Preliminary Rounds: 22 June 2020 (Monday) 8:00-11:30

22 June 2020 (Monday) 14:00-17:00

小组预赛：6月22日(星期一)上午 8:30-11:30.

6月22日(星期一)下午 14:00-17:00.

Preliminary Round Result Announcement Time: 23 June 2020 (Tuesday) afternoon

预赛成绩公布时间：6月23日（星期二）下午

(2) Final Round: 25 June 2020 (Thursday) 9:00-12:00

决赛 6月25日(星期四)上午 9:00-12:00.

Remarks: The above-mentioned events dates are subjected to change depending on the situation.

注：实际举行日期由具体情况定，如有变更则另行通知。

## **5. Quiz Set Up 竞赛形式**

Questions in Final Round Set Up varies from Questions Answering Session, Opposing Team Questions Answering Session and Speed Round.

决赛形式为现场答题，包括必答题、互答题、抢答题。

(2). Open Round with Audience Session.

观众参与题。

## **6. Quiz Rules 竞赛规则**

Please refer to Attachment 1.1 for details. 详见附件 1.1。

## **7. Event Sequence 实施步骤**

7.1 Event Promotion and Participants Selection (From 8 June 2020 until 18 June 2020) 宣传动员、选手选拔阶段（6月10日至6月18日）

All departments are to pay great attention towards HYBN Safety Quiz Event and conduct extensive promotion on this event among their departments. This is essential in ensuring all HYBN staffs are aware of the significance of

such event whereby the afore-mentioned event serves as a guidance of self-conscious in adhering and implementing local rules and regulations along with operating procedure into their work tasks.

各部要高度重视本次竞赛活动，在全公司范围内进行广泛宣传。使各位职工真正深刻理解安全生产知识竞赛活动的意义，把这次活动的目的变成每一位职工的自觉行动的指南，学习法律法规、操作规程并落实到生产活动当中。

HSE Department is to provide the Question Banks to each individual department before 10th June 2020 for the participants revision purposes. Each department is to conduct their corresponding internal Entry Assessment whereby 3 participating members including 1 local staff are selected from the assessment to enter HYBN Safety Quiz. Each department is to register their team members to HSE Department by 18 June 2020 through ‘Participants Registration Form’ .

6 月 10 日前 HSE 管理部将题库下发至各部，以部门为单位组织全体员工进行学习，自行组织选手选拔考试，通过选拔考试筛选 3 名参赛选手（至少有 1 名文莱籍员工）组成部门代表队。各部门参赛选手报名表 6 月 18 日上报 HSE 管理部（报名表详见本文附件 1.2）。

## 7.2 Safety Quiz Stage (From 22 June 2020 until 25 June 2020)

安全知识竞赛阶段（6 月 22 日~25 日）

In order to facilitate the event, the top 3 teams are selected from the Preliminary Round. These teams are then advanced into the Final Round.

为便于开展活动，在各参赛队准备就绪后，进行第一阶段初赛，参赛队伍中小组成绩前三名晋级第二轮决赛。

Simultaneously, all departments are to ensure that their participation in this event will not affect the production of the plant.

同时，各部门要认真安排好生产工作，在保障生产不受影响的前提下顺利进行竞赛活动。

## **8. Prize Distribution 奖励办法**

1) This event involves Departmental Internal Entry Assessment whereby the top 10 participants are awarded with prizes.

本次活动设立部门选拔赛奖励,对选拔考试成绩对 1 至 10 名予以奖励。

2) First, Second and Third Prize in the Final Round will be determined by the winners' scores. Other participants that are involved in Company Level Quiz will be presented with Excellence Awards.

决赛按照参赛队得分最高依次排名为一等奖 1 组、二等奖 2 组、三等奖 3 组，其他参加公司级竞赛队伍给予优秀奖。

## Quiz Rules

### 竞赛规则

1) Judges are available throughout the Speed Round in the event. These judges serve to monitor the whole event sessions and provide final decision when contested issues emerge.

本次活动抢答题设有裁判组，负责监督整个比赛进程，对比赛有争议的问题进行最终裁决。

2) Throughout the session, host serves to announce the questions, monitor the time limit, determine the correct answer provided and each team's accumulated points.

比赛过程中，题目的诵读、口令的发出、时间的掌握、对错以及加减分的判定由现场主持人执行。

3) Department with at least 150 staffs is allowed sign up for 1 team whereas department with more than 150 staffs is allowed to sign up for 2 teams; department with less than 30 staffs can form a team with other departments to participate in the competition. Each team comprises of 3 members and these members are not allowed to substitute throughout the event. Participants are not allowed to bring any quiz related materials to the quiz session. Participants who violate the afore mentioned will be disqualified immediately.

部门人数少于 150 人的部门派一个参赛队；部门人数大于 150 人的部门可选派两个参赛队；低于 30 人的部门可与其他部门组建联队参加比赛。每个参赛队只限三名队员上场比赛，比赛过程中原则上不得更换队员。参赛队员不得携带任何与比赛内容有关的书籍、资料上场，如有违反，立刻取消该队参赛资格。

4) Audience is to remain silent and not interfere when the participants are answering the questions.

队员在答题时，场上观众不得喧哗，提示或干扰。

5) The Preliminary Round consisted of 2 sessions whereby the participants are divided into these 2 sessions through draws by their Team Lead. Top 3 winners from each session will advance to Final Round. Consequently, there will be 6 teams in the Final Round.

初赛将开始前由每队领队抽签决定 A.B 两个小组竞赛名单，每组成绩前 3 名的队伍将进入决赛阶段。

Questions in this event varies from Questions Answering Session, Opposing Team Questions Answering Session and Speed Round.

本次竞赛设有必答题、互答题和抢答题三大题型。

①Each team member is to draw 2 questions in Questions Answering Session. Team members are not allowed to change their questions among themselves. Each team is to answer 6 questions within 30 seconds time limit. Correct answer worth 10 points, team with wrong answer will receive no point with no point deduction. Participant is only allowed to answer the question when the host announces, ‘Please answer’ . The time limit will be presented on the screen, the participant is not allowed to answer when the timer sounds which indicates that the countdown is completed. Participant is to mention ‘Answer completed’ when he/ she has done providing the answer. Before the ‘Answer completed’ is mentioned. It is to be noted that no changes can be done once ‘Answer completed’ is mentioned by participant. Final answer will be subjected to the last changes and additional details.

①必答题每名参赛队员抽取 2 道题，每队共计 6 题，参赛队员间不允许互换题目。答题时限在 30 秒内完成。答题正确加 10 分，答错不得

分、不扣分。在主持人发出“请回答”的口令即进入答题状态，同时，计时器开始倒计时，主显示牌显示倒计时进程，当计时器发出结束提示声时，表明倒计时已到，立即停止答题。在有效答题时间内，参赛队的队员之间不可以讨论。参赛队伍回答完问题，必须明确表示“回答完毕”。在明确表示“回答完毕”后，不能进行更改或补充。答题以最后更改和补充的内容为准。

②Each team is to draw 5 questions and participants are to answer the questions within 60 seconds. Participants are to answer after 30 seconds clocked. Participants are allowed to discuss within the 60 seconds time limit. Do be reminded that participant is to mention 'Answer completed' when he/ she has done providing answer. Team with correct answer will be awarded additional 10 points. On the other hand, team with wrong answer will be deducted 10 points. Judge will be points award when contested issues emerge.

②互答题，每组参赛队组抽 5 道题，答题时间规定在 60 秒内完成，答题者必须在 30 秒内进行答题，在有效答题时间内，参赛队的队员之间可以讨论，答题结束回答“回答完毕”。答对加 10 分，答错扣 10 分。（如试题答案出现问题，则有现场裁判评定是否给分或扣分）

③Speed Round consisted of 30 questions. Each question worth 10 points. Participant who fails to answer when he/she hits the buzzer, answers when it is not his/ her turn and provides wrong answer will be deducted 10 point, Participants are only allowed to hit the buzzer once the host announces, 'Start'. The time limit will be presented on the screen. Once the buzzer rings, this indicates that the respective participant has successfully gotten the question. The screen will display the successful participant who has gotten the



question. It is to be reminded that participant will be penalized if he/ she responds without host mentioning ‘Start’ or the buzz is not being pressed.

③抢答题共 30 题。每题答对加 10 分，偷答、抢到不答、答错均扣 10 分。主持人每念完一个题目后即发出“开始”的口令，各队进入抢答状态，可按抢答器抢答。计时器同时倒计时，主显示牌显示倒计时进程。如抢答成功，则抢答器发出提示音，主显示牌显示抢到的组号。主持人未发出“开始”的口令，抢答器未进入抢答倒计时状态就发生抢答的，视为偷答。

④Open Round with Audience: This is to be conducted simultaneously throughout Safety Quiz Session. Questions which are failed to answer by participants can be answered by the audience. Audience with correct answer will earn a souvenir.

④观众题：观众题在竞赛期间穿插安排，选手未能正确回答题目时，可由现场观众可踊跃抢答，答对即可获得纪念品。

6) The base mark for each team is 100. For instance, team with 0 point will not be further deducted. Prizes will be awarded according to the teams’ accumulated points.

所有参赛队的基本分均为 100 分，如：答错题扣分扣到 0 分为止，不记负分。比赛以累积总分从高到低排出名次进行奖励。

7) Event is concluded once all the questions have been answered and there is presence of runner ups. If the runner ups are not able to be determined, Overtime Session will be introduced. The runner ups will be determined through this session.

在所有题目进行完毕，奖励名次已决出的情况下，整个比赛结束。如未能决出名次，则进行加赛，通过加赛决出奖励名次后，比赛结束。

8) Overtime Session Rules 加赛规则：

① When all questions have been answered and if both teams shared similar accumulated points which further affected the runner ups, the runner ups will be determined through Overtime Session.

①所有的题进行完毕后，如总分出现并列并影响到奖励排名，则在相关的总分并列的参赛队中进行加赛决出胜负。② Each Overtime Session is made of 1 Speed Quiz Round which consists of 5 question. Each question worth 15 points. The event is considered concluded once these 5 questions have been answered and the runner ups are determined. If the winner is not determined, another method will be adopted.

②同一次加赛只进行一个轮回，共 5 个题目，以 15 分抢答题的规则进行。5 个题目的加赛结束后，如能分出胜负，则本次加赛结束，如未能决出胜负，则采取一题定胜负的办法决出胜负。

Participants Registration Form  
“安全知识竞赛”报名表

DEP.填报部门：                      TIME 时间：    (Y)年    (M)月    (D)日

NUM 序号	Team Leader 领队人员 姓名	Number of participating teams 参赛 队伍支数	Name 参赛人员姓名	Position 岗位	Audience number 观赛人数	Note 备注

填报说明：1、按照活动方案要求进行填报；2、参赛队员一经上报，不得更改；3、  
请于 6 月 18 日 17 点前以电子档形式报送至 10000452@pmb.hengyi.com 邮箱。