



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

HYBN-T5-11-0022-2020-1

HYBN No.2 Refinery Dept
恒逸实业（文莱）炼油二部

HYBN No.2 Refinery Dept
恒逸实业（文莱）炼油二部

No.2 Refinery Dept. HSE Responsibility Description of Each Position

炼油二部各岗位 HSE 职责说明

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Preface 前言

This rule is written based on the company T3 Management Regulations documents.

本细则依据公司 T3 管理制度文件制定。

This rule is effective as of Oct 21, 2020.

本细则从 2020 年 10 月 21 起实施。

The management rule is prepared by: He Kun

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1 Purpose 目的

To clarify the safety production (HSE) responsibilities, limits of authority and related responsibilities of personnel of every position in Refinery Department No. 2.

明确了炼油二部各岗位人员的安全生产（HSE）责任、权限及相关职责。

2 Scope of Application 适用范围

Applicable to all personnel of all positions within Refinery Department No. 2.

适用于炼油二部各岗位全体人员

3 General Rules 总则

3.1 In accordance with the principle of "Who is in charge, who is responsible", the department and the business scope of the person in charge will be responsible for the HSE work.

按照“谁主管、谁负责”原则，对本部门和主管业务范围内的 HSE 工作负责。

3.2 Strictly implement the relevant HSE laws, regulations, standards and rules and systems of the Brunei government and the company, implement the responsibilities of various positions and various HSE measures, and ensure safe production.

认真贯彻执行文莱政府和公司有关 HSE 法律、法规、标准和规章制度，落实各岗位职责和各项 HSE 措施，确保安全生产。

3.3 Responsible for the safe operation of production, equipment and services within the jurisdiction of the department, responsible for the management and maintenance of the unit's equipment and facilities, and timely elimination of equipment defects and malfunctions.

负责做好本部门管辖范围内生产、设备、服务安全运行，负责做好本单位设备、设施的管理和维护保养工作，及时消除设备缺陷和故障。

3.4 Establish and improve the HSE management network, and play the role of full-time and part-time HSE managers. Hold regular HSE management conferences to study and resolve HSE related issues in time.

建立健全 HSE 管理网络，发挥专、兼职 HSE 管理人员的作用。定期召开 HSE 管理专题会议，及时研究解决 HSE 有关问题。

3.5 Organize the identification and risk assessment of hazard sources (environmental factors), organize regular HSE inspections, implement hidden danger rectification and risk control, and stop violations in time.

组织开展危险源（环境因素）辨识和风险评估，定期组织 HSE 大检查，落实隐患整改和风险控制，及时制止违章行为。

3.6 Organize and carry out regular HSE awareness education and skills training; regularly organize and carry out on-the-job technical training, team HSE activities, mobilize employees to actively participate in HSE management, commend and reward advanced teams and individuals. 组织开展经常性的 HSE 意识教育和技能培训；定期组织开展岗位技术练兵、班组 HSE 活动，发动职工积极参与 HSE 管理，表彰并奖励先进班组和个人。

3.7 Successfully carry out the application and approval of high-risk work permits and organize the implementation of various HSE protective measures.

做好高风险作业许可证的申请、审批工作，组织落实各项 HSE 防护措施。

3.8 According to the classification of accidents, the relevant accidents of the department shall be investigated, timely reported to the higher authorities in accordance with regulations, and preventive measures shall be implemented in accordance with the principle of "Four Do Not Let Go".

按照事故分级，对本部门相关的事故进行调查，按规定及时上报上级主管部门，并按事故“四不放过”原则落实防范措施。

3.9 Organize the formulation and implementation of the department's on-site disposal plan, HSE management regulations and technical measures.

组织制定并实施本部门现场处置预案、HSE 管理规定和技术措施。

3.10 Organize the second and third level HSE education for outsiders in the department and implement the responsibility of "localized management".

组织做好本部门外来人员二、三级 HSE 教育，落实“属地化管理”职责。

3.11 Establish and improve the working on-duty system to ensure that there is a 24-hour manned production and safety management.

建立健全干部值班制度，做到 24 小时有人管生产、管安全。

3.12 Participate in the "Three Simultaneous" work such as the safety evaluation of new, reconstruction and expansion projects, the "Three Checks and Four Fix", and China Communications.

参加新、改扩建项目安全评价、“三查四定”、中交等“三同时”工作。

3.13 Carry out the provision, use, inspection, maintenance and maintenance of labor protection equipment for employees.

做好职工劳动防护用品配备、使用、检查、维护和保养工作。

4 HSE Responsibilities of Each Position 各岗位 HSE 职责

4.1 Head of Department 部长

4.1.1 Fully responsible for the department's HSE work and is the first person responsible for the department's safety production; supervises and inspects the implementation of the HSE responsibility system for each position to achieve the goal of safety production.

对部门 HSE 工作全面负责，是部门安全生产第一责任人，监督检查各岗位 HSE 责任制的落实情况，实现安全生产目标。

4.1.2 Responsible for the "three simultaneous" organization work of safety, environmental protection and occupational health in this department.

负责做好本部门的安全、环保、职业健康“三同时”组织工作。

4.1.3 Ensure that the Brunei government and the company's HSE laws, regulations, rules and regulations are implemented in this unit, hold HSE meetings regularly to study and solve safety production problems, take the lead and urge employees to strictly implement safety production related systems.

保证文莱政府和公司 HSE 法律法规、规章制度在本单位的贯彻执行，定期召开 HSE 会议，研究解决安全生产问题，带头并督促职工严格执行安全生产有关制度。

4.1.4 Establish and improve the HSE management organization of the Operation Department, guide and support the HSE management work of the Operation Department, and give full play to the role of HSE engineers and part-time safety officers in the team.

建立和完善运行部 HSE 管理组织，指导、支持运行部 HSE 管理工作并充分发挥 HSE 工程师和班组兼职安全员的作用。

4.1.5 Responsible for taking the lead in organizing the preparation and implementation of the department's HSE management system, assessment regulations, operating procedures, and construction and maintenance HSE plans.

负责牵头组织本部门 HSE 管理制度、考核规定、操作规程和施工检修 HSE 方案等的编制和落实。

4.1.6 Responsible for taking the lead in organizing the department's second and third level safety education and various HSE education and training, and carrying out regular HSE thought, knowledge and technology education.

负责牵头组织本部门二、三级安全教育及各类 HSE 教育培训，开展经常性的 HSE 思想、知识和技术教育。

4.1.7 Responsible for taking the lead in organizing and mobilizing employees to actively participate in the HSE management of the department, and regularly carrying out team HSE activities, job skills training and assessment.

负责牵头组织发动员工积极参与本部门的 HSE 管理，定期开展班组 HSE 活动、岗位技能练兵和考核工作。

4.1.8 Responsible for organizing and carrying out the hazard identification and risk assessment of the department, and supervising the formulation and implementation of HSE plans for major changes and high-risk operations. Organize and carry out the investigation and management of HSE hidden dangers in time to ensure the safe and stable operation of production equipment.

负责组织开展本部门危险源辨识和风险评估工作，监督重大变更作业、高风险作业 HSE 方案的

制定和落实。及时组织开展 HSE 隐患排查和治理，确保生产装置的安全平稳运行。

4.1.9 Responsible for establishing the emergency response plan of the department, formulating a plan to regularly organize drills and improving the plan.

负责建立本部门应急处置预案，制定计划定期组织演练和完善预案。

4.1.10 When unsafe factors or accidents are discovered in the production process, they shall be dealt with in a timely and correct manner, and immediately report to the superiors and relevant functional departments to prevent the situation from expanding.

在生产过程中发现不安全因素、事故时，及时正确果断处理，立即报告上级主管领导及有关职能部门，防止事态扩大。

4.1.11 Responsible for organizing or participating in the investigation and handling of HSE accidents in this department, adhere to the principle of "Four Don't Let Go", earnestly learn from accidents, and implement preventive measures to prevent repeated accidents.

负责组织或参与对本部门发生 HSE 事故的调查、处理，坚持“四不放过”的原则，认真吸取事故教训，落实防止重复事故发生的预防措施。

4.2 Deputy Head of Process 工艺副部长

4.2.1 According to the principle of "management of production must manage safety", comprehensively coordinate the work of safety production; direct leadership and management responsibility for the safety production of the department.

按照“管生产必须管安全”原则，综合协调安全生产工作；对本部门安全生产负直接领导和管理责任。

4.2.2 Implement Brunei government and company HSE laws and regulations and other requirements, norms, standards and company HSE management system, and ensure that they are implemented.

贯彻执行文莱政府和公司 HSE 法律法规和其他要求、规范、标准和公司 HSE 管理制度，并确保得到落实。

4.2.3 According to the company's annual HSE work points, assist the Head of department in organizing the preparation of the department's annual HSE work plan.

按照公司年度 HSE 工作要点，协助部长组织编制本部门年度 HSE 工作计划。

4.2.4 Responsible for formulating and implementing the department's production safety education and training plan, responsible for employee production technology training and assessment; organizing team safety activities, inspecting and supervising the safety education of new employees.

负责制定并实施本部门安全生产教育和培训计划，负责员工生产技术和考核；组织开展班组安全活动，检查督促新入厂员工安全教育工作。

4.2.5 Assist the head of department in organizing the formulation and revision of various emergency plans for the department, and regularly organize staff drills.

协助部长组织制修订本部门各类应急预案，定期组织员工演练。

4.2.6 Responsible for organizing the identification of hazards and risk assessments for major

risky operations such as major process adjustments, start-ups and shutdowns, organize the preparation and implementation of HSE measures for device start-ups and shutdowns, major overhauls and temporary emergency repairs, and formulate HSE construction plans.

负责组织对重大工艺调整、开停工等重大风险作业的危险源辨识和风险评价，组织编制并安排落实装置开停工、大检修及临时抢修施工时的 HSE 措施，制订 HSE 施工方案。

4.2.7 Participate in the design review and completion acceptance of the new construction, renovation and expansion projects of the department to ensure compliance with HSE requirements.

参加本部门新建、改扩建工程设计审查、竣工验收，确保符合 HSE 要求。

4.2.8 Responsible for the review or approval of high-risk operation permits within the business scope, supervise the implementation of various HSE preventive measures, and be responsible for the HSE in direct operations.

负责业务范围内高风险作业许可证的审核或审批，督促落实各项 HSE 防范措施，对直接作业环节的 HSE 负责。

4.2.9 Check the hidden dangers of production safety accidents in a timely manner, and put forward suggestions for improving the safety production management of the department.

及时排查生产安全事故隐患，提出改进本部门安全生产管理的建议。

4.2.10 Report and deal with accidents and near misses in this department according to regulations, and cooperate with investigation and analysis.

对本部门发生的事故及未遂事件按规定报告和处理，并配合调查和分析。

4.2.11 Take the corresponding HSE management responsibility for the safety production accidents that occur within the scope of the business in charge.

对分管业务范围内发生的安全生产事故，承担相应的 HSE 管理责任。

4.3 Deputy Head of Equipment 设备副部长

4.3.1 In accordance with the principle of "who is in charge, who is responsible", direct leadership and management responsibility for the HSE work of the department's mobile equipment and maintenance projects.

按照“谁主管、谁负责”的原则，对本部门机动设备及检维修工程的 HSE 工作负直接领导和管理责任。

4.3.2 Implement the Brunei government and company HSE laws and regulations and other requirements, norms, standards and company HSE management systems, and ensure that they are implemented.

贯彻执行文莱政府和公司 HSE 法律法规和其他要求、规范、标准和公司 HSE 管理制度，并确保得到落实。

4.3.3 Responsible for organizing the formulation and revision of the department's various equipment maintenance HSE operating procedures.

负责组织制订和修订本部门各类设备维护 HSE 操作规程。

4.3.4 Responsible for the safety management and operation of the equipment in this

department to make it comply with the requirements of HSE technical specifications and standards.

负责本部门设备安全管理和运行，使其符合 HSE 技术规范、标准的要求。

4.3.5 Responsible for organizing the preparation of the department's equipment transformation plan and equipment maintenance plan, corresponding HSE measures should be in place, responsible for organizing the identification and risk evaluation of hazards for major risk operations such as equipment maintenance (emergency repair), and implementing HSE measures.

负责组织编制本部门设备改造方案和设备检修计划，应有相应的 HSE 措施，负责组织开展对设备检修（抢修）等重大风险作业的危险源辨识和风险评价，并落实 HSE 措施。

4.3.6 Organize and carry out equipment inspections in this department, and promptly rectify hidden dangers found.

组织开展本部门设备检查，对查出的隐患应及时整改。

4.3.7 Responsible for the training and assessment of HSE knowledge such as equipment maintenance, maintenance and use for the employees of the department.

负责对本部门员工进行设备维护、保养、使用等 HSE 知识的培训考核。

4.3.8 Responsible for implementing the maintenance of the department's HSE facilities and equipment to ensure that they are in good condition.

负责落实本部门 HSE 设施、设备的维护保养，确保完好。

4.3.9 Responsible for the review or approval of high-risk work permits within the business scope, and supervise the implementation of various HSE preventive measures.

负责业务范围内高风险作业许可证的审核或审批，督促落实各项 HSE 防范措施。

4.3.10 Take the corresponding HSE management responsibility for the safety production accidents that occur within the scope of the business in charge.

对分管业务范围内发生的安全生产事故，承担相应的 HSE 管理责任。

4.4 Head Process Engineer 工艺主任工程师

4.4.1 In accordance with the principle of "management of production must be governed by safety", assist the deputy director of the operation department to be responsible for the process safety of the equipment under its jurisdiction.

按照“管生产必须管安全”的原则，协助运行部分管副部长对所辖装置工艺安全负责。

4.4.2 Responsible for the production, process and technical management of the equipment under its jurisdiction, and strictly implement the company's various HSE management systems.

负责所辖装置生产、工艺、技术管理工作，严格执行公司各项 HSE 管理制度。

4.4.3 Organize and direct production under the premise of ensuring safety. When unsafe factors, dangers and accidents are found during the production process, they must be dealt with decisively and correctly, and report to department leaders immediately to prevent the situation from expanding.

在保证安全的前提下组织指挥生产，在生产过程中发现不安全因素、险情及事故时，要果断正确

处理，并立即报告部门领导，防止事态扩大。

4.4.4 Responsible for organizing the preparation and revision of the production process technical regulations, startup and shutdown and calibration plans of the equipment under its jurisdiction; preparation and implementation of the HSE program for production, maintenance, and technical processes; responsible for the training and assessment of production technology for the operation positions of the equipment under its jurisdiction.

负责组织编制、修订所辖装置生产工艺技术规程、开停车和标定方案；编制并落实生产、检修、技术过程 HSE 方案；负责所辖装置操作岗位生产技术的培训和考核。

4.4.5 Carry out the process operation discipline and operation rules, eliminate or reduce the unplanned stoppage and running, risk and series accidents, timely prevent any behaviors violating HSE system and HSE technical rules, and realize safe, stable, long, full and excellent production.

贯彻执行工艺操作纪律和操作规程，杜绝或减少非计划停工和跑、冒、串事故，及时制止违反 HSE 制度和 HSE 技术规程的行为，实现安、稳、长、满、优生产。

4.4.6 Be responsible for the production emission and energy conservation emission reduction requirements of the unit under control, and ensure all environmental protection indicators meet the emission standards.

负责所辖装置生产达标排放和节能减排达标要求，确保各项环保指标达标排放。

4.4.7 Organize to inspect and evaluate the operation records, production reports, process indicators, on-site standardization, process discipline, and HSE management system implementation of the operation team.

组织检查和考核运行班组的操作记录、生产报表、工艺指标、现场规格化、工艺纪律、HSE 管理制度等执行情况。

4.4.8 Participate in daily inspections, weekly inspections, monthly inspections and other inspections on a regular basis, and report and deal with hidden HSE hazards in time.

定期参与日常检查、周检、月检等检查，发现 HSE 隐患及时汇报和处理。

4.4.9 Organize and carry out emergency drills for equipment accidents under its jurisdiction on a regular basis and revise and improve emergency plans in time

定期组织开展所辖装置事故应急演练并及时修订完善应急预案

4.4.10 Cooperate or participate in the investigation of production and HSE accidents, and implement accident rectification and preventive measures.

配合或参与生产、HSE 类事故调查，落实事故整改预防措施。

4.5 Process Engineer 工艺工程师

4.5.1 According to the principles of "When managing production, it is also a must to manage safety", the assisting leader in charge of part of the process is responsible for the process safety. 按照“管生产必须管安全”的原则，协助运行部分管工艺领导对所辖装置工艺安全负责。

4.5.2 Responsible for the production, process and technical management works and strictly implementing various HSE systems of the company.

负责本装置生产、工艺、技术管理工作，严格执行公司各项 HSE 管理制度。

4.5.3 Responsible for the safe and stable operation of the unit; when abnormalities or emergency happens, handling must be decisive and accurate, and report must be made to the leader on time to prevent the situation from worsening.

负责本装置安全平稳运行，发生异常或紧急状况时，要果断正确处理，并立即报告部门领导，防止事态扩大。

4.5.4 Responsible for preparing and revising the production process technical regulations and the start up and calibration procedures of this unit; the process engineer is also responsible for the training and assessment of the personnel of this unit with operating positions.

负责编制、修订本装置生产工艺技术规程、开停车和标定方案；编制并落实生产、检修、技术过程 HSE 方案；负责本装置员工操作岗位生产技术的培训和考核。

4.5.5 Strictly implement process operation records and operation regulations, stop or reduce unplanned shutdowns and runaway, risk and causing accidents. Stop violations of the HSE system and HSE technical regulations in a timely manner, and achieve safe, stable, long, full and excellent production.

严格执行工艺操作纪律和操作规程，杜绝或减少非计划停工和跑、冒、串事故，及时制止违反 HSE 制度和 HSE 技术规程的行为，实现安、稳、长、满、优生产。

4.5.6 Responsible for meeting the emission standards and energy-saving emission reduction requirements of this device, ensuring that all environmental protection indicators meet the emission standards.

负责本装置生产达标排放和节能减排达标要求，确保各项环保指标达标排放。

4.5.7 Check and evaluate the operation records, production reports, process indicators, on-site standardization, process discipline, and HSE management system implementation of the operation team.

检查和考核运行班组的操作记录、生产报表、工艺指标、现场规格化、工艺纪律、HSE 管理制度等执行情况。

4.5.8 Regularly participate in daily inspections, weekly inspections, monthly inspections and other inspections, and report and deal with hidden HSE hazards in a timely manner.

定期参与日常检查、周检、月检等检查，发现 HSE 隐患及时汇报和处理。

4.5.9 Regularly organize and carry out emergency drills for accidents of this device and timely revise and improve emergency plans.

定期组织开展本装置事故应急演练并及时修订完善应急预案。

4.5.10 Cooperate or participate in the investigation of production and HSE accidents, and implement accident rectification and preventive measures.

配合或参与生产、HSE 类事故调查，落实事故整改预防措施。

4.6 Head Equipment Engineer 设备主任工程师

4.6.1 In accordance with the principle of "When managing business, it is also a must to manage safety", the assisting leader in charge of part of the management equipment shall be

responsible for the safety of the equipment under its jurisdiction.

按照“管业务必须管安全”的原则，协助运行部分管设备领导对所辖装置设备安全负责。

4.6.2 Organize the formulation and revision of the safety operation, maintenance procedures and management documents of the equipment under its jurisdiction

组织制订和修订所辖装置设备安全操作、检修规程和管理文件。

4.6.3 Responsible for the daily maintenance of the equipment and facilities under its jurisdiction, and promptly deal with problems found to keep them in a good and safe state.

负责所辖装置设备设施日常维护保养，发现问题及时处理，使其保持良好安全状态。

4.6.4 Responsible for organizing regular inspections, calibrations, and inspections of special equipment and safety accessories under its jurisdiction, and handling the registration of special equipment.

负责组织对所辖装置特种设备、安全附件等的定期检查、校验和送检，办理特种设备的注册登记。

4.6.5 When revising procedures related to equipment design, manufacturing and alterations, and when establishing equipment overhaul plans, HSE precautionary measures must be included. The head equipment engineer is also responsible for inspection and supervision of the completion of HSE measures.

在制订有关设备设计、制造、改造方案和编制设备检修计划时，应有相应的 HSE 措施内容，对 HSE 措施完成情况负责检查监督。

4.6.6 Participate in major equipment inspections, and rectify the hidden dangers found out in a planned and timely manner, and implement the HSE technical measures plan and accident potential rectification projects on schedule

参与设备大检查，对检查出的有关隐患，要有计划地及时整改，按期实现 HSE 技术措施计划和事故隐患整改项目。

4.6.7 Prepare and review the on-site inspection and maintenance construction plan of the equipment under its jurisdiction, and review the HSE measures to ensure that risks are reduced and controlled.

编制、审核所辖装置现场检维修施工方案，审核 HSE 措施，确保风险得到消减和控制。

4.6.8 Strengthen the HSE management of the on-site inspection and maintenance of the equipment under its jurisdiction, and conduct HSE inspections and assessments on the contractors under its jurisdiction.

加强所辖装置现场检维修作业的 HSE 管理，对所管辖承包商进行 HSE 检查和考核。

4.6.9 Cooperate or participate in the investigation of equipment and HSE accidents, and implement accident rectification and preventive measures.

配合或参与设备、HSE 类事故调查，落实事故整改预防措施。

4.7 Equipment Engineer 设备工程师

4.7.1 According to the principle of “When managing business, it is also a must to manage safety”, the assisting leader in charge of part of the equipment management is responsible for the safety of the equipment of this unit.

按照“管业务必须管安全”的原则，协助运行部分管设备领导对本装置设备安全负责。

4.7.2 Participate in the formulation and revision of the safety operation, maintenance procedures and management documents of this device.

参与制订和修订本装置设备安全操作、检修规程和管理文件。

4.7.3 Responsible for the daily maintenance of the equipment and facilities, and promptly deal with problems found to keep them in good and safe conditions.

负责本装置设备设施日常维护保养，发现问题及时处理，使其保持良好安全状态。

4.7.4 Responsible for organizing regular inspections, calibrations and inspections of special equipment, safety accessories and facilities of this device, and handling the registration of special equipment.

负责组织对本装置特种设备、安全附件设施等的定期检查、校验和送检，办理特种设备的注册登记。

4.7.5 When formulating relevant equipment design, manufacturing, modification plans and preparing equipment maintenance plans, there should be corresponding HSE measures, and the HSE measures shall be inspected and supervised.

在制订有关设备设计、制造、改造方案和编制设备检修计划时，应有相应的 HSE 措施内容，对 HSE 措施完成情况负责检查监督。

4.7.6 Participate in major equipment inspections, and rectify the hidden dangers found out in a planned and timely manner, and implement the HSE technical measures plan and accident potential rectification projects on schedule.

参与设备大检查，对检查出的有关隐患，要有计划地及时整改，按期实现 HSE 技术措施计划和事故隐患整改项目。

4.7.7 Participate in the preparation and review of various on-site inspection and maintenance construction plans, and review HSE measures to ensure that risks are reduced and controlled.

参与编制、审核各类现场检维修施工方案，审核 HSE 措施，确保风险得到消减和控制。

4.7.8 Strengthen the HSE management of the on-site inspection and maintenance of this device, and conduct relevant HSE inspections and assessments on the contractors under its jurisdiction.

加强本装置现场检维修作业的 HSE 管理，对所管辖承包商进行相关 HSE 检查和考核。

4.7.9 Cooperate or participate in the investigation of equipment and HSE accidents, and implement accident rectification and preventive measures.

配合或参与设备、HSE 类事故调查，落实事故整改预防措施。

4.8 Head HSE Engineer HSE 主任工程师

4.8.1 Carry out the relevant HSE policies, laws and regulations of the Brunei government and the company, as well as the company's various HSE rules and regulations, and directly report the HSE work to the head of the department according to the job, put forward HSE management suggestions, and accept the work guidance of the higher HSE department.

贯彻执行文莱政府和公司有关 HSE 方针政策、法律法规和公司各项 HSE 规章制度，根据本职工

作，直接向部门主管领导汇报 HSE 工作，提出 HSE 管理建议、接受上级 HSE 部门工作指导。

4.8.2 Responsible for the "three simultaneous" work of safety, environmental protection and occupational health in this department.

负责做好本部门的安全、环保、职业卫生“三同时”工作。

4.8.3 Responsible for the HSE education of employees in this department, establish and save education and examination archives, and ensure that the education rate and pass rate reach 100%.

负责本部门员工 HSE 教育，建立并保存教育及考试档案，保证教育率和合格率达到 100%。

4.8.4 Responsible for organizing and carrying out team HSE activities, timely transmitting relevant HSE laws and regulations, rules and regulations, accident cases and other document requirements, and inspecting and assessing the implementation of activities.

负责组织开展班组 HSE 活动，及时传递有关 HSE 法律法规、规章制度、事故案例等文件要求，并对活动落实情况进行检查考核。

4.8.5 Responsible for the hazard identification and risk assessment of the department, supervise and inspect the formulation and implementation of HSE plans for major changes and high-risk operations.

负责本部门危险源辨识和风险评估工作，监督检查重大变更作业、高风险作业 HSE 方案的制定和落实。

4.8.6 Responsible for establishing the department's HSE management account and updating it in time.

负责建立本部门的 HSE 管理台帐并及时更新。

4.8.7 Responsible for managing the HSE equipment facility and materials, ensuring their completeness and responsible for supervising daily inspection and maintenance work.

负责本部门 HSE 设备设施和器材完整性管理，督促做好日常检查、维护保养工作。

4.8.8 Carry out in-depth on-site supervision every day, grasp the status of safety production and rectify the "three violations"; Apply for and review various high-risk operation permits and plans, supervise and inspect the effective implementation of various HSE measures, and ensure the entire process of various high-risk operations are always in a safe and controlled state to prevent major personal, fire and explosion accidents.

每天深入现场监督检查，掌握安全生产状况，及时纠正“三违”行为；申请、审查各类高风险作业许可证和方案，监督检查各项 HSE 措施的有效落实，保证各类高风险作业全过程始终处于安全受控状态，防止重大人身、火灾爆炸事故的发生。

4.8.9 Responsible for the management of labour protective equipment, heatstroke prevention and cooling, and occupational health examinations in the department.

负责本部门劳动保护用品、防暑降温和职业健康体检等管理工作。

4.8.10 Participate in HSE accident investigations and implement accident preventative measures until the principles of "Four Do Not Let Go" is achieved.

参与 HSE 事故调查，落实事故防范措施，做到事故处理“四不放过”。

4.8.11 Complete other tasks assigned by department leaders and superior authorities.

完成部门领导及上级主管部门交办的其他工作。

4.9 HSE Engineer HSE 工程师

4.9.1 Assist the Brunei government and the company in the implementation of relevant HSE policies, laws and regulations, and company rules and regulations, based on their own work, carry out departmental HSE work, and accept departmental leadership work arrangements.

协助落实文莱政府和公司有关 HSE 方针政策、法律法规和公司各项规章制度，立足本职工作，做好部门 HSE 各项工作，接受部门领导工作安排。

4.9.2 Assist in the "three simultaneous" work of safety, environmental protection and occupational health in this department.

协助做好本部门的安全、环保、职业卫生“三同时”工作。

4.9.3 Assist in the HSE education of department employees, ensure that the education rate and pass rate reach 100%, and establish education and examination files.

协助做好部门员工 HSE 教育，保证教育率和合格率达到 100%，建立教育及考试档案。

4.9.4 Assist in organizing and carrying out team HSE activities, timely deliver relevant HSE laws and regulations, rules and regulations, accident cases and other document requirements, and inspecting and assessing the implementation of activities.

协助组织开展班组 HSE 活动，及时传递有关 HSE 法律法规、规章制度、事故案例等文件要求，并对活动落实情况进行检查考核。

4.9.5 Assist in the identification and risk assessment of hazards in the department, and supervise and inspect the formulation and implementation of HSE plans for major changes and high-risk operations.

协助开展本部门危险源辨识和风险评估工作，监督检查重大变更作业、高风险作业 HSE 方案的制定和落实。

4.9.6 Assist in the management of the HSE equipment and equipment integrity of the department, and supervise the daily inspection and maintenance work.

协助做好本部门 HSE 设备设施和器材完整性管理，督促做好日常检查、维护保养工作。

4.9.7 Assist in organizing the preparation of departmental on-site disposal plans and formulating drill plans, organizing accident drills on a regular basis, and performing emergency work duties.

协助组织编制部门现场处置方案并制定演练计划，定期组织事故演练，履行应急工作职责。

4.9.8 Carry out in-depth on-site supervision every day, grasp the status of safety production and rectify the "three violations"; Apply for and review various high-risk operation permits and plans, supervise and inspect the effective implementation of various HSE measures, and ensure the entire process of various high-risk operations are always in a safe and controlled state to prevent major personal, fire and explosion accidents.

每天深入现场监督检查，掌握安全生产状况，及时纠正“三违”行为；申请、审查各类高风险作业许可证和方案，监督检查各项 HSE 措施的有效落实，保证各类高风险作业全过程始终处于安全受控状态，防止重大人身、火灾爆炸事故的发生。

4.9.9 Responsible for the management of labour protective equipment, heatstroke prevention

and cooling, and occupational health examinations in the department.

协助做好本部门劳动保护用品、防暑降温和职业健康体检等管理工作。

4.9.10 Participate in HSE accident investigations and implement accident preventative measures until the principles of "Four Do Not Let Go" is achieved.

参与 HSE 事故调查，落实事故防范措施，做到事故处理“四不放过”。

4.9.11 Complete other tasks assigned by department leaders and superior authorities.

完成部门领导及上级主管部门交办的其他工作。

4.10 Shift Monitor 班（组）长

4.10.1 The shift monitor is the first person responsible for the safety production of the team and is fully responsible for the team's HSE work; inspects and assess compliance to the system of HSE responsibility during the period of each post.

是班组安全生产第一责任人，对本班组 HSE 工作全面负责。检查、考核各岗位在岗期间 HSE 责任制的遵守情况。

4.10.2 Conscientiously implement the safety production instructions and requirements issued by the company and departments, educate employees to abide by rules and disciplines, and stop violations.

认真执行公司和部门下达的安全生产指令和要求，教育职工遵章守纪，制止违章行为。

4.10.3 Do a good job in team building, improve team HSE management level, and organize team HSE activities regularly.

搞好班组建设，提高班组 HSE 管理水平，定期组织开展班组 HSE 活动。

4.10.4 Participate in the preparation of routine maintenance, start-up and shutdown, and technical transformation plans, and participate in production and operation skills and safety, fire-fighting knowledge training, and on-the-job training and assessment.

参与日常检修、开停工和技术改造方案的编制，参加生产操作技能与安全、消防知识培训和岗位练兵及考核。

4.10.5 Responsible for organizing daily inspections and HSE inspections of teams, strengthening the monitoring of key and important parts, and timely organizing and reporting when accidents occur, protecting the site, and keeping detailed records.

负责组织班组日常巡检和 HSE 检查，加强对关键重点部位的监控，发生事故时应及时组织处理和报告并保护好现场，做好详细记录。

4.10.6 Responsible for organizing daily inspections and records of production equipment, safety and environmental protection facilities, fire-fighting facilities, protective equipment and first aid equipment.

负责组织对生产设备、安全环保设施、消防设施、防护器材和急救器具的日常检查和记录。

4.10.7 Responsible for urging team members to use labour protection equipment and appliances correctly, and to use fire-fighting equipment and anti-virus equipment correctly.

负责督促班组成员正确使用劳动防护用品、用具，正确使用灭火器材及防毒器材。

4.10.8 Responsible for implementing various high-risk operations on-site during the on-the-job

period, strictly in accordance with the company's relevant HSE system requirements.

负责落实在岗期间的现场各类高风险作业，严格按照公司相关 HSE 制度要求执行。

4.10.9 Has the right to refuse instructions for illegal operations, and to discourage and stop others' unsafe behaviours and illegal operations.

有权拒绝违章作业的指令，对他人的不安全行为和违章作业加以劝阻和制止。

4.10.10 Participate in department-level emergency drills and regularly organize team-level accident emergency drills to improve the emergency response capabilities of team personnel.

参加部门级应急演练并定期组织开展班组级事故应急演练，提高班组人员事故应急处置能力。

4.11 Deputy Monitor 副班长

4.11.1 Assist the team leader to implement HSE work, check the implementation of the HSE responsibility system during the on-the-job period of each post, and put forward evaluation opinions on violations.

协助班长落实 HSE 工作，检查各岗位在岗期间 HSE 责任制落实情况，对违章行为提出考核意见。

4.11.2 Assist the team leader to do a good job in team building, regularly carry out team HSE activities, publicize and implement the company's HSE related systems, carry out regular education and training of HSE concepts, knowledge and skills for team employees, and continuously improve team employees' HSE awareness.

协助班长搞好班组建设，定期开展班组 HSE 活动，宣贯公司 HSE 相关制度，对班组员工开展经常性的 HSE 理念、知识和技能的教育和培训，不断提高班组员工 HSE 意识。

4.11.3 Check and urge the team members to properly use and manage labor protection supplies, various protective equipment and fire-fighting equipment, and do daily maintenance work.

检查督促班组人员正确使用和管理好劳动保护用品、各种防护器具和消防器材，并做好日常的维护保养工作。

4.11.4 Go to the site, check the operation behavior of personnel, and check the operation steps to ensure safe operation.

深入现场，对人员的操作行为进行把关，对操作步骤进行检查，确保操作安全。

4.11.5 Conduct the inspection and recording of production equipment, safety and environmental protection facilities, fire-fighting facilities, protective equipment and first-aid equipment on every shift.

每班对生产设备、安全环保设施、消防设施、防护器材和急救器具的进行检查和记录。

4.11.6 Properly analyze, judge and deal with all kinds of accident signs, and eliminate accidents in the bud. In the event of an accident, report to the monitor in time, handle the accident correctly according to the accident plan, and protect the scene.

正确分析、判断和处理各种事故苗头，把事故消灭在萌芽状态。发生事故时应及时向班长报告，按事故预案正确处理，并保护好现场。

4.11.7 Assist the team leader to implement various high-risk operations on-site during the on-

the-job period, and strictly follow the company's HSE system requirements.

协助班长落实在岗期间的现场各类高风险作业，严格按照公司 HSE 制度要求执行。

4.11.8 Has the right to refuse instructions for illegal operations, and to discourage and stop others' unsafe behaviours and illegal operations

有权拒绝违章作业的指令，对他人的不安全行为和违章作业加以劝阻和制止

4.11.9 Prepare emergency drill plans for team accidents, organize and implement them, form drill accounts and archive them.

编制班组事故应急演练方案，并组织实施，形成演练台账并存档。

4.12 Panel Operator 内操

4.12.1 Conscientiously implement and implement the safety production instructions of the company and the department, be familiar with the characteristics and distribution of toxic and hazardous substances in this device, and be responsible for the safe production of the operation of the device.

认真执行并落实公司和部门的安全生产指令，熟悉本装置有毒有害物质特性和分布情况，对装置操作的安全生产负责。

4.12.2 Strictly implement various rules and regulations and equipment safety technical operating procedures to ensure that the process and environmental control indicators meet the standards.

严格执行各项规章制度和装置安全技术操作规程，确保工艺、环保控制指标达标。

4.12.3 Actively participate in various HSE activities such as team HSE learning, post technical training and accident drills.

积极参加班组 HSE 学习、岗位技术练兵和事故演练等各项 HSE 活动。

4.12.4 Strictly implement production monitoring, adjustment operations, etc. in accordance with the operating procedures and process discipline requirements, and carefully monitor and adjust operations during work; carefully analyze the operating data, and grasp the changing trends of various process parameters at any time to prevent equipment from overheating and overpressure. Handle and report the abnormality in time.

生产监控、调整操作等按照操作规程及工艺纪律要求严格执行，工作期间认真做好监盘、操作调整；认真分析操作数据，随时掌握各项工艺参数的变化趋势，防止设备超温、超压。发现异常及时处理和汇报。

4.12.5 Has the right to refuse instructions for illegal operations, and to discourage and stop others' unsafe behaviours and illegal operations.

有权拒绝违章作业的指令，对他人的不安全行为和违章作业加以劝阻和制止。

4.13 Field Operator 外操

4.13.1 Conscientiously study and strictly abide by various rules and regulations, do not violate labor discipline, do not operate in violation of regulations, be familiar with the characteristics and

distribution of toxic and hazardous substances in this position, and take direct responsibility for the safety of production in this position.

认真学习和严格遵守各项规章制度，不违反劳动纪律，不违章作业，熟悉本岗位有毒有害物质特性和分布情况，对本岗位安全生产负直接责任。

4.13.2 Strictly implement the safety and technical operating procedures of the device, abide by the process and operating disciplines, and make various records. The safety and environmental protection conditions must be handed over to the shift.

严格执行装置安全技术操作规程，遵守工艺纪律和操作纪律，做好各项记录，交接班必须交接安全、环保情况。

4.13.3 Be familiar with the knowledge and skills of the job process, process principles, MSDS of hazardous chemicals, equipment startup and shutdown, and emergency handling of accidents.

熟练掌握本岗位工艺流程、工艺原理、危化品 MSDS 和设备开停工、事故紧急处理等知识和技能。

4.13.4 Be responsible for the safety monitoring of on-site high-risk operations during the post, strictly in accordance with the company's HSE management system and requirements.

在岗期间负责现场高风险作业的安全监护，严格按照公司 HSE 管理制度和要求执行。

4.13.5 During the working period, conduct patrol inspections on time and according to the route, strengthen the monitoring of the operation of the key equipment of the installation, and make records. Any abnormality should be handled and reported in time.

在岗期间按时、按路线进行巡回检查，加强对装置重点设备等运行情况的监控，并做好记录，发现异常应及时处理和报告。

4.13.6 Responsible for the regular inspection and recording of the safety, occupational health, and cooling facilities in the area of the device, and report and deal with problems in a timely manner.

负责本装置区域内安全、职业卫生、消气防等设施的定期检查和记录，发现问题及时汇报和处理。

4.13.7 During the working period, dress in accordance with the regulations, and labor protection equipment and safety, occupational health, and gas removal facilities must be used correctly.

岗期间须按规定劳保着装，能正确使用劳动防护用品和安全、职业卫生、消气防等设施。

4.13.8 Actively participate in various HSE activities such as team HSE learning, post technical training and accident drills.

积极参加班组 HSE 学习、岗位技术练兵和事故演练等各项 HSE 活动。

4.13.9 Have the right to refuse work in violation of regulations and to discourage and stop others in violation of regulations.

有权拒绝违章作业，对他人违章作业加以劝阻和制止。

5 Inspection and supervision 检查及监督

5.1 The HSE specialty is responsible for supervising and inspecting the implementation of the

HSE Responsibility Description of Each Position of Refinery Department 2, and reflecting the inspection results in the performance appraisal.

HSE 专业负责对《炼油二部各岗位 HSE 职责说明》执行情况进行监督检查，并将检查结果在绩效考核中体现。

5.2 Matters not covered refer to the company's HSE professional management system.

未尽事宜参照公司 HSE 专业管理制度执行。

6 Appendix 附则

6.1 These rules are managed by the HSE professional

本细则由 HSE 专业归口管理。

6.2 See Table 1 for the compilation and approval of this system version.

本制度版本编制和审批情况见表 1。

表 1 文件版本编制和审批情况

1	21/10/2020	He Kun 何昆	Hai Cheng 海诚	Sun Jian Huai 孙建怀
Version 版本	Issue Date 颁布日期	Editor 编制人	Reviewer 审核人	Approver 批准人