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工厂建设维保

Guangzhou FiT Plant Construction & Maintenance Corporation

广州市飞特工厂建设维保股份有限公司

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HSE HANDBOOK

安全环保职业健康手册

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1 INTRODUCTION 简介

This Health, Safety and Environment Plan will include, describe and highlight all activities and programs pertaining to Health, Safety and Environment issues on FIT Site. This plan is formulated based on the minimum HSE requirements. The HSE Plan is an overview of requirements where personnel, subcontractors, vendors and suppliers working for FIT Site need to comply. 飞特将该HSE 计划描述在与环境 / 健康和安全的有关的工作内容和工作方案内。它是基于对环境 / 健康和安全的最低要求, 是对环境 / 健康和安全的要求的总体概括, 凡是飞特现场的所有现场人员, 分包商和供应商人员等都必须遵守。

It have been and always be the policy of Site to maintain a high level of safety, health and environmental performed by its vendors and personnel working on FIT Site. 飞特一贯的政策就是要求在其现场上工作的所有现场人员和供应商创建并保持高水准的安全健康的工作环境。

FiT takes the sole responsibility for the HSE management on the job site. 飞特对现场安全管理负责。

1.1 EFFECTIVENESS 有效性

This requirement will remain effective until end of the site works. However changes will be made to go hand in hand with the actual work situation as it progresses and where situation where improvements are required based on suggestions and feedbacks from the site personnel and new regulations from PRC government and the employer. 本安全要求的有效性将保持到现场工作结束。但是该计划可能会随着现场的进展, 现场施工人员的建议和反馈, 或者因为中国政府, 雇主颁布的新规定, 而做出相应的修改。

1.2 IMPORTANT NOTES 重要说明

FiT adopts a ZERO Tolerance on any safety infringement, unsafe work practices and unsafe environment. It is the duty of every individual in FiT site to comply with all environment, health and safety regulations outlined in this HSE requirement. 飞特对现场的各类安全违章, 以及不安全的行为和不安全的环境采取零容忍的政策。完全遵守该计划中对环境 / 健康和安全的规定, 是每一位飞特现场工作人员的义务。

FiT will not hesitate to take all necessary actions, including dismissal and stopping of task, against any individual or company who commit an unsafe act or create an unsafe environment on construction site. 对于在施工现场上出现不安全行为或者造成不安全施工环境的任何个人和单位, 飞特都将毫不留情地采取必要措施, 包括开除和停止工作。

FiT will increase extra manpower and resources to enhance the safety aspect on its construction site in the event where there is a failure in the safety system. 如果现场在安全系统方面出现问题, 飞特将增加人力和其他资源, 以加强施工现场的安全管理工作。

1.3 PURPOSE 目的

The purpose of drafting this requirement is to oversee that the safety activities and programs are being elaborated and described, the dates of completion of each event is being scheduled, the mandatory regulations are being complied with, the responsibilities are being properly delegated, and **the budget is being set to carry out the site works successfully**, programs such as Communication Evaluation are also being covered in order to check on the effectiveness, sufficiency and applicability of the site HSE plan. 制订该计划的目的, 是为了检查各方对安全计划和安全工作是否作了精心安排, 是否对于完成各项工作都安排了时间表, 法律法规是否都得到遵守, 安全责任是否都已经落实, 安全专项经费是否已经到位, 是否对各专项方案如信息传递等都作了评估以确保其有效性, 以及对现场安全计划的适用性和充分性是否进行了检查。

1.3.1 Safety Policy 安全方针

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1.3.1.1 Safety Goals & Objectives 安全目的和目标

"Zero accident target" is and should always be the ultimate goal of the management and staff of FiT. It should be FiT's objectives to maintain a safe and healthy working environment by taking all reasonable steps to comply with all mandatory statutory and site requirements. Every site personnel have the responsibility to ensure a safe and healthy working environment by participating, promoting and enforcing. "零事故"始终是飞特管理层和员工的最终目标。飞特的目的是采取一切可行的措施,保持一个安全健康的工作环境以遵守相关法律法规和现场的要求。每一位现场员工都有责任参与现场的安全活动,确保现场有一个安全健康的工作环境。

1.3.1.2 Communication of Safety Policy 安全方针的传达

The Safety Policy shall be made known to all personnel on site. It shall be displayed in prominent areas such as

site offices and work area. It shall also be included in all the site safety orientation to new and existing workers. A copy shall be circulated to all workers during the kick off meeting. 安全方针应当让所有现场人员都知道。安全方针应当张贴在一些显眼的地方如现场办公室和工作区域等。在对新入场员工进行安全教育时也应传达安全方针的内容。在开工会议上,飞特将安全方针传达给所有施工人员。

1.3.1.3 Duties & Responsibilities 责任和义务

Duties and responsibilities of staff of FiT, subcontractors and workers shall be communicated to ensure that each person understood his or her role in fulfilling his/her safety obligation. Such policy shall clearly define the role of each department and its expected goals in achieving the safety objectives. 飞特每一位现场人员包括分包商的工人,都必须知道并理解自己的安全责任和义务。每个部门都应当有明确的安全职责和目标。

2 LEGAL DOCUMENTS 法规文件

Below is the list of applicable legal documents from the China Government that FiT are required to comply with during their course of work on site. This list only reflects the minimum requirement. FiT and its sub-contractors are subject to further legal documents when as where it is required. 在现场,飞特会遵守以下所列的中国政府发布的法规文件。这些只包括了最低的要求。如果有其他适用的法规文件,飞特和各分包商也会遵守:

- Law of Safe Production of PRC 中华人民共和国安全生产法
- Code of Occupational Disease Prevention of PRC 中华人民共和国职业病防治法
- Environmental Protection Law of PRC 中华人民共和国环境保护法
- Statute on Safety Management of Construction Engineering 建设工程安全生产管理条例
- Statute on Work Safety License 安全生产许可证条例
- Tentative Regulation Safety Qualification Test for the Person in Charge, Site Manager and safety Manager in Construction Enterprise 建筑工企业主要负责人,现场负责人和专职安全生产管理人员安全生产考核管理暂行规定
- Code of Electrical Safety on Construction Site JGJ 46-2005施工现场临时用电安全技术规范JGJ 46-2005
- Standards of Safety Inspection on Construction Site JGJ 59-1999建筑施工安全检查标准JGJ 59-1999
- Code of Safe Work on Height on Construction Site JGJ 80-1991建筑施工高处作业安全技术规范JGJ80-1991
- Code of Scaffolding Safety on Construction Site JGJ 130-2001建筑施工扣件式脚手架安全技术规范JGJ 130-2001

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3 SECURITY 保安

FiT will establish its own Site security plan. All site personnel are required to comply with this security plan. 飞特制定现场安保管理计划。所有现场人员要求遵守该安全计划。

Identification badges are to be displayed on the left/right hand side of the chest level at all times when on Site site. Badges supplied by Employer against deposit. Badges show following details: Employer name plus logo /photo / FiT (bi-lingual) / individual's name (bi-lingual)/position (bi-lingual) /issuing date (bi-lingual) /expiry date (bi-lingual) / restrictions, if any (bi-lingual). 进入现场现场必须时刻将胸卡佩戴于胸部左方。胸卡由雇主提供。胸卡上必须有：现场名称和公司标志/图片/飞特（中文和英文姓名）/员工姓名（中文和英文姓名）/胸卡发放日期（中英文）/胸卡有效期（中英文）/管制，如有（中英文）。



Only personnel with site passes shall be allowed to enter the site. Site Passes belongs to Employer. All badges of site personnel who has been demobilised shall be returned to the Employer. Employer security staff may do body search on entering and leaving individual and/or search vehicles. No arms (Including fire arms and knives) are allowed. Any objects that may be considered to be other's property when leaving, should be declared when entering. 只有佩戴现场胸卡的人员才能被允许进入现场。胸卡归雇主所有。任何人员离开该现场时必须将胸卡归还给雇主。雇主安全人员在入口处进行安检后才能放行人员和/或车辆。禁止任何武器（包括枪械和刀）。进入现场时应声明任何他人离开时遗留的财产。

4 SITE TRAFFIC REGULATIONS 现场交通规定

All personnel on site must comply with all traffic control procedures. No vehicles are allowed to travel beyond the permissible speed limit (10km/h). No vehicle is allowed to drive and park in the construction site except for the site purpose. Vehicles entering the site shall have all requirements as per local legislation. Light cars will be parked at dedicated car parks, only. 施工现场的所有人员都必须遵守现场的交通管理规定。任何车辆不得超过允许的行使速度（10公里 / 小时）。除经飞特现场管理部门批准的运送材料的车辆外，其他任何车辆不得进入或停放在施工现场。车辆只能停在指定停车处。

5 PERSONAL PROTECTIVE EQUIPMENT (PPE) 个人防护用品

PPE are equipments that we wear to safeguard our external body parts from harm and injury during our course of work. PPE requirement is a must for every personnel at site. They are to wear it at all times when on the construction site. 个人防护用品是在我们工作过程中，用来保护身体外部免遭伤害的装备。在现场上的每个人都必须遵守现场对个人防护用品使用的要求。

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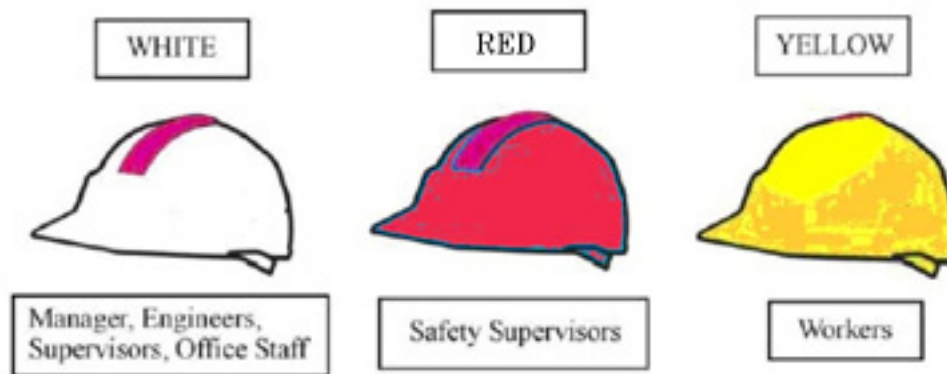
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5.1 Safety Helmet 安全帽

Safety helmet shall be in compliance with GB2811-89 or the equivalent. Bump hat is not permitted. Site personnel are not allowed to have multi colors helmet, safety helmet must have a chin strip on it. 安全帽必须符合GB2811-89 或同类标准。摩托车头盔不能在施工现场使用。现场人员也不得使用彩色头盔，每个安全帽都必须有下颚系带。

5.1.1 Identification of Safety Helmet 安全帽的辨别

The following colour code will be used on site for easy identification. 现场安全帽将使用以下色标以便于识别。



白色（管理人员） 红色（安全人员） 黄色（工人）

Staff should be identified with company logo on both sides of the helmet, FiT and vendors are identified with their company logo on the front of the helmet. 员工的安全帽两侧都有标识，飞特和供应商也应当在他们的安全帽上附设公司标识以利于识别。

5.2 Safety Shoes 安全鞋

Safety shoes/boots with approved hard leather/rubber with steel caps and sole steel plate. The safety shoes/boots shall be in compliance with GB standards on Safety Footwear. 安全鞋和安全雨靴都应当是由合格的皮质或橡胶制成，鞋头必须有钢片护趾，鞋底必须有钢片鞋垫。安全鞋和安全雨靴都应符合有关GB标准。

5.3 Safety Glasses 安全眼镜

Appropriate safety glasses shall be supplied by FiT or sub-contractors to their respective employees or visitors. 飞特及其分包商都必须会为其各自员工和参观者提供合格的安全眼镜。

Safety glasses shall be worn on site in areas where flying grit is a hazard which could cause eye damage, i.e. fabrication areas, areas where grinding or cutting operations are in progress. 在有飞溅物体或存在其他可能对眼镜造成伤害的风险的场所，例如，加工区，打磨切割作业区等，都必须佩戴安全眼镜。

For those employees who due to the nature of their work require enhanced eye protection, a range of approved safety glasses, face shields and goggles suitable for site needs will be made available by FiT or subcontractors. 另有一些从事特殊工作而需要更高要求的护眼装备，如面罩，护目镜等，将由飞特或分包商提供。

5.4 Safety Harness 安全带

Appropriate safety harness must be used where fall risk exist. Safety harness shall be in compliance with GB or the equivalent. 在存在坠落风险的作业场所必须使用适当的安全带。安全带应当符合GB 或同等标准。

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5.5 Safety Gloves 安全手套

Descriptions of type of safety gloves to be worn on site are as follows: 下列不同类型的安全手套适用于不同的工作环境:

1. General Work 一般工作要求如下图所示:



2. Hot Work – Hot Work Leather Gloves (as minimum).

热工作业，使用热工作业专用皮质手套。



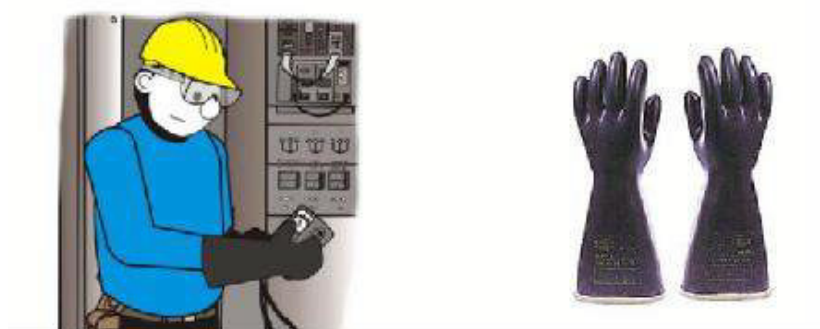
3. Chemical Handling – Chemical Rubber Gloves.

化学品搬运，使用专门的防化橡胶手套。



4. High Voltage Electrical works – Insulation gloves.

电工作业，使用电工绝缘手套。



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Other PPE shall be required for employees who are exposed to certain risks or hazards, e.g. ear plugs, respirators, etc. They shall be approved by FiT prior to use.

Arc welding.

Field supervisors and workers shall wear working cloths of a uniform color.

在其他有害作业场所，必须为员工配备适当的个人防护用品，如耳塞，呼吸器等。在使用之前，都必须经过飞特现场HSE 部门批准。

电弧焊

现场工程师和工人应穿同一颜色的制服。

6 KICK OFF MEETING 开工会

FiT will conduct a kick off meeting to all its sub-contractors before they can mobilize to site. In the meeting all the safety, security, health and environmental requirements, issues and procedures shall be forwarded and discussed. 在分包商进入现场工作之前，飞特会举行一次开工会。现场对于安全，保卫，健康和环境等方面的要求，程序及相关事项等都将在会上传达给分包商，并进行讨论。



Sub-contractors are advised to truly understand the requirements lay out. They are encouraged to give feedbacks and suggestions to further enhance the system. As a general guide, the following items will be made known in the meeting. 分包商应当充分了解这些要求，并提出意见和建议以进一步增强安全管理体系。下面所列的现场将要在会议上进行阐明。

1. Site organization and their roles & responsibilities; 飞特的现场管理组织和他们的任务和责任;
2. Sub-contractors site organization and their roles & responsibilities; 分包商的现场管理组织和他们的任务和责任;
3. Introduction of Site and key personnel; 介绍现场和的主要人员;
4. Site environmental, health, safety and security rules & regulations; 现场对环境， 健康和安全的的要求以及保安方面的规章制度;
5. HSE requirements based on the HSE Plan; 基于本计划的对于环境， 健康和安全的方面的要求;
6. Accident/Incident reporting requirements; 事故报告制度;
7. Document Controls; 文件管理;
8. Disciplinary and Penalty system; 对于违规的处罚措施;

Only when sub-contractors fully understand and commit with the above requirements, they shall be allowed to mobilize to site. 只有当分包商完全理解并承诺遵守以上要求时，才能被允许进入施工现场开始工作。

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7 SAFETY TRAINING 安全培训

Training is vital to safe operation. It promotes skill development as well as safety awareness.

安全培训是安全工作的重要方面。它是提高现场人员的安全意识和安全技能的主要途径之一。



7.1 New Contractor Orientation (NCO) 新入场人员培训

All personnel who intend to work on the construction site are required to attend NCO beforehand. 所有需要进入施工现场的人员都必须参加入场培训。

Training will be provided in languages understood by the site personnel. This is to ensure that all personnel who intend to step into this construction site are fully aware of the safety regulations in which they need to comply with. 培训必须使用参加培训的人员都能理解的语言，以确保他们能够充分了解在本现场上他们必须遵守的安全规章制度。

The safety manager/supervisor of individual subcontractor is to submit the following documents to FIT's HSE Department on the actual day of training.

分包商的安全经理或主管应当在培训的当天将以下资料送到飞特安全部门。

- A photocopy of the attendees' identity card/ passport. Original identity cards/ passport are required to be forwarded for verification purposes; 参加培训人员的身份证复印件;
- 3-grade safety education documents of the attendees; 参加培训人员的三级安全教育记录;
- A one-inch photograph of the attendees (or digital picture); 一张1寸照片（或数码照片资料）;
- PPE distribution sign sheet of the attendees; 个人防护用品发放单;
- Photocopy of certificates on special work. Original certificates are required to be forwarded for verification purposes. 特殊工种作业人员上岗证（如需要，可能查验原件）。

Top projects that will be covered in the training are: 该培训将包含下列内容:

Site Safety Policy 本现场的安全方针

Site Information 现场情况介绍

Orientation of Site Layout Plan 现场施工现场平面图

Site Safety Organization 现场安全管理组织机构

General Safety Rules & Regulations 基本安全规章制度

Dos & Don'ts on Site 施工现场上必须做到和禁止的行为

Quality of Life 现场员工的基本生活条件

Safety Rules & Regulations with Pictures 安全规章的图片

Potential Hazards on Site 工地上的潜在安全风险

Accident Reporting Procedures 事故报告程序

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Emergency Action Plan 应急响应计划

Safety Performance Incentive Scheme 安全奖励计划

Safety Penalty Scheme 安全处罚措施

Q&A 提问和回答

At the end of class, each attendee will get a safety handbook with all the safety requirements on site. All of them are required to sign the acknowledgement sheet and submit to HSE department of FiT for records keeping. 培训结束后，每一位参加培训的人员都将领到一本安全手册，并要求在安全确认卡上签字，确认卡将交送飞特安全部门保存。

7.2 Specific Work Safety Training 专项安全培训

Based on day to day work activities, such training shall be conducted as and when required as planned by subcontractors in advance for their intended work progress. Subcontractors are to ensure that their site personnel are to attend the trainings as required before working on that trade. Examples of specific work safety training are: 分包商应当基于现场工作内容和工程进度，提前安排专项安全培训。分包商必须保证各个工种的作业人员在开始他们的工作前都得到了相应的培训。以下所列必须的专项安全培训内容：

1. Fall Protection 坠落防护
2. Electrical Safety 电气安全
3. Excavation and Trenching Safety 开挖和管沟安全
4. Confined Space Entry 进入受限空间
5. Ladder Safety 安全使用梯子
6. Scaffolding Safety 脚手架安全
7. Job Hazards Analysis (JHA) / Pre-task Task Planning (PTP) 工作危险分析和预先工作计划
8. PPE 个人防护用品
9. Work Permits 工作许可证
10. First Aid & CPR 急救和心肺复苏
11. Chemical Safety 化学品安全
12. Lock out/Tag out 上锁 / 挂牌
13. Emergency Response 紧急相应
14. Waste Management 废弃物管理
15. Incident Investigation 事故报告
16. Fire Safety 消防安全
17. Injury/incident Free 零伤害 / 零事故目标

7.3 Mandatory Training Courses 法规要求的培训

All the mandatory training courses should be exactly followed, such as hot work, scaffolding erection, forklift, crane operation and signaling, etc., all special tradespersons must obtain valid certification that is issued by governmental authorities, the copy of certification need to be submitted to HSE department of FiT for records keeping. 所有法规要求的培训都必须参加，例如，焊工，架子工，叉车司机，起重司机和起重工等等。所有特殊工种操作人员都必须获得政府相关部门颁发的上岗证，并交一份复印件到飞特现场 HSE 部门存档。



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8 SAFETY HANDBOOK 安全手册

Every site personnel will receive a pocket size safety handbook after they successfully attended the New Contractor Orientation (NCO) Training. Contents of the safety handbook are based on the subjects covered inside the New Contractor Orientation Safety Training. An emergency number contact list is included on the last cover page of the safety handbook. The last page of safety handbook is the acknowledgement that the receiver commit to follow all the site safety requirements. 每一位现场人员参加新员工入场培训之后都将领到一本安全手册。安全手册包含了入场培训的内容。紧急联系号码贴在安全手册的最后封页上。手册内的最后一页是安全承诺卡，接受手册的人签字并承诺遵守现场的安全规定。



9 SITE OFFICE REQUIREMENTS 现场办公室的要求

Upon mobilization on site, FiT will comply with the following requirements:

飞特进场后，应当遵循以下要求：

9.1 Temporary Facilities 临时设施

- Site office and storage containers should be placed at the allocated area only; 现场办公室和材料库等临时设施应当建在指定的位置上；
- To comply with all local requirements based on the following specification; 临时设施的安放应当符合以下要求和当地有关规定：

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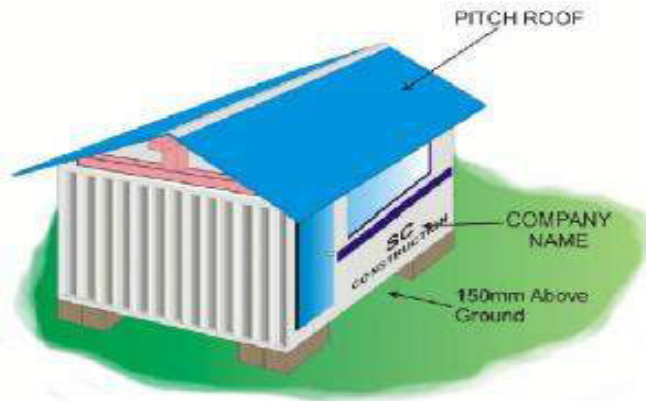


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- To maintain the cleanliness of the site office by providing sufficient rubbish bin with lids and to clear the rubbish when $\frac{3}{4}$ full. This is to avoid over-spilling; 在办公区域配备带盖的垃圾箱，并及时清理；
- To provide first aid box; 配备急救箱；
- To provide fencing around the plot plant with PPE signage. 在地块周围设立围墙并张挂安全宣传标牌。

9.2 Security 保安

FiT should safeguard their properties in the jobsite or other temporary facility. They need to lock their office whenever they leave it. Employer will not take responsibility for any theft in dwelling cases. 飞特对他们现场和其他邻设的财产负责。人员离开办公室时应当将其锁闭。雇主不对这些区域内发生的失窃事件负责。

10 SITE HSE STAFFING 现场 HSE 人员配置

10.1 Site HSE Organization 现场HSE 组织机构

FiT will have an HSE manager and enough HSE supervisor engaged in the site; they will be 100% dedicated to the site. Site security should be managed by site HSE manager. In addition a housekeeping force may be needed and under the management of site HSE department as well. 飞特派一名HSE 经理和足够安全员到现场，他们将全部时间都在现场。现场保安部门也由HSE 经理管理。此外，根据需要还可能成立现场清扫队，也由现场HSE 部门管理。

10.2 Sub-contractor HSE Personnel 分包商HSE 人员

Every sub-contractor shall appoint a dedicated HSE manager on site, he/she shall be approved by the HSE manager of FiT. In addition, site safety supervisor(s) will be provided based on the matrix below: 每个分包商都应当选派专职HSE 经理到现场，他 / 她必须经由飞特HSE 经理批准。另外，还要根据现场人数配备一定数量的安全主管，以下是最低要求：

No. of Site Personnel 现场人数	1 to 25	26 to 100	100 to 200	Above 200
No. of Safety Supervisor(s) 安全主管人数:	1 part time 1个兼职	1 full time 1个专职	2 full time 2个专职	1 full time for every 100 每100 人配1名专职

Safety supervisor will not have a dual role on safety and production. However, the safety supervisor can act as a lifting supervisor, scaffolding supervisor, first aider, confined space supervisor, etc. if he/she has

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the qualifications approved by local authorities to do so. 安全主管不能同时从事安全和施工两份工作。安全主管可以兼任吊装主管，或者脚手架主管，或者急救员，或者受限空间工作主管等，但他 / 她必须具有主管部门批准的相关资质。

During the absence of the safety manager or supervisor on site, sub-contractors are to designate a staff from their site management organization to act as the safety in charge. His duty shall be exactly the same as that of the safety manager and supervisor. 如果分包商的安全经理或者主管临时离开现场，分包商必须指定现场管理组织中一人负责现场安全。他将担负和安全经理或者安全主管同样的职责。

All safety supervisors are to wear fluorescent vest for easy recognition. 所有现场安全人员应当穿着反光背心以便于识别。

All safety supervisors/representatives shall undersign a letter of responsibility acceptance. 所有安全人员都应当签安全责任书。

Note: In the event of unsatisfactory safety performance by FiT, Employer has the right to instruct a change of their HSE manager and/or supervisor. 注：如果雇主对飞特的安全表现不满意，将有权要求飞特更换其安全经理或安全主管。

11 FIRST AIDER REQUIREMENTS 现场急救员

11.1 No. of First Aiders 急救员人数

FiT provides qualified first aiders based on the matrix below: 飞特根据现场人数提供符合以下数量要求的急救员：

No. of Site Personnel 现场人数	1 to 50	51 to 100	Above 100 100人以上
No. of First Aiders 急救员人数	1	2	1 for every 50 每50人配1名安全主管人数

FiT can nominate the first aiders from their line of site personnel. FiT provides first aid boxes in their site offices. 飞特从现场人员中指定持有急救员证书的人作为急救员。飞特会在所有现场办公室配备急救箱。The first aid boxes are to be replenished biweekly or whenever there is a shortage of contents. A register is to be maintained when replenishing occurs. 急救箱内的物品有缺失时必须及时补充并作好记录。

12 LIFTING PERSONNEL REQUIREMENTS 对吊装作业人员的要求



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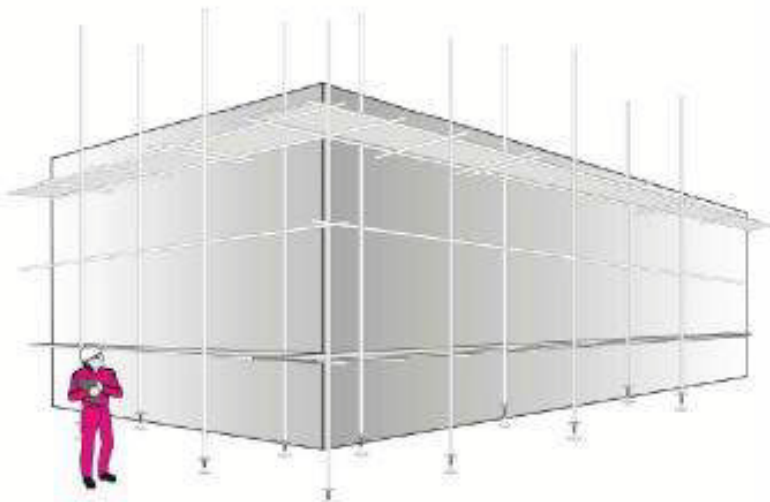
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FIT should provide its own lifting personnel (lifting supervisor, riggers and signalmen) where lifting are involved. Only qualified personnel can act as the respective lifting personnel. For every lifting operation there shall be one rigger and one signalman (minimum) at each single point. 如果需要进行吊装作业，飞特当自己提供吊装作业人员（吊装作雇主管，起重工，信号员等）。参与吊装作业的都必须是经过培训合格的人员。每个吊装作点都必须至少有一个起重工和一个信号员。

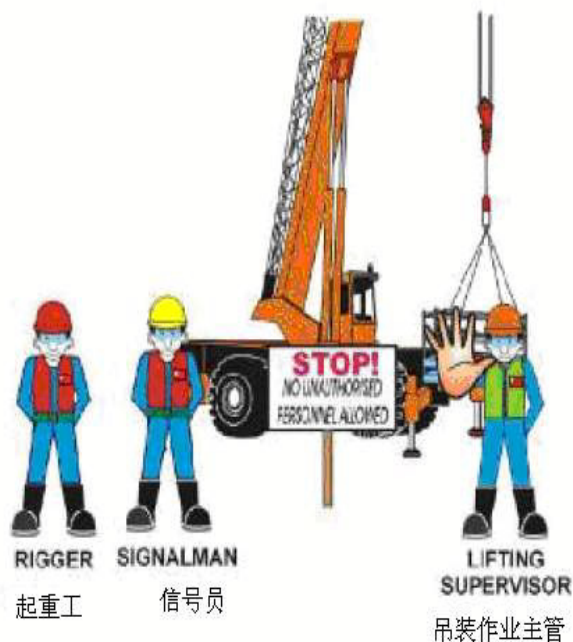
13 SCAFFOLD 脚手架

Any type of scaffolds is to be erected only by qualified scaffold erectors and, supervise and check 'Safe for Use' by a scaffold supervisor. The scaffold register is to be updated weekly and maintained by a qualified scaffold supervisor. The register includes checking, certifying, modification and repair. 任何类型的脚手架都必须由合格的架子工搭设，脚手架主管必须对脚手架进行检查以确保使用安全。脚手架记录必须由合格的脚手架主管每周更新，记录内容包括：检查情况，证书情况，脚手架改动和修理情况等。

Scaffold can only be used after they are certified safe for use and tagged. 脚手架使用前必须进行检查，确保安全合格，并且要挂上标牌。



13.1 Points to Note 重点



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Immediate scaffold supervision by a qualified scaffold supervisor when erecting, dismantling and modifying any type of scaffold. 对任何类型的脚手架的搭设，拆除或者修改都必须由合格的脚手架主管到现场进行监督。

Scaffolds are only to be erected by qualified scaffold erectors. 脚手架必须由合格架子工搭设。

Toe boards to be provided on every working platform of the scaffold. 脚手架的每个作业平台都必须安装踢脚板。

Safety nets to be provided on the handrail of the working platform of the scaffold in the event there is other work activities below it. 当脚手架的下方还有其他工作活动时，工作平台上的护栏侧必须安装安全网。

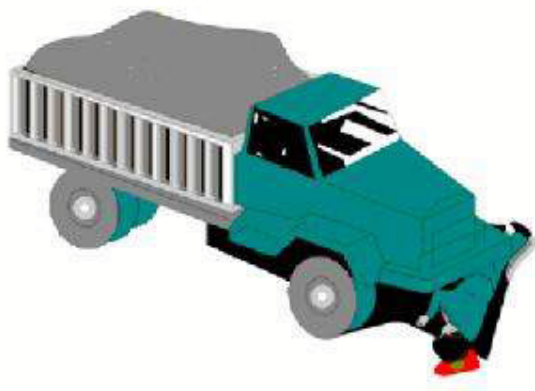
Every working platform shall have guardrails and toe boards. 每处工作平台都必须安装防护栏和踢脚板。

Proper access staircase/ ladder to be provided depending on the building height. 根据不同的搭设高度，设置合适的通道，如直梯，爬梯等。

Submission of scaffold design layout intended for erection for approval before erection. 搭设脚手架之前，脚手架设计方案必须报有关部门审批。

14 SPOTTER/ TRAFFIC CONTROLLER 车辆 / 交通指挥员

To avoid construction vehicles involved in incident and site being hit by them, Spotter/Traffic controller is required to regulate traffic for dumpers, excavators, trucks, scissor lift, boom lift and fork lift. Sufficient reflective safety cones shall be provided along access if there is a vehicular traffic crossing at junction for distinctive identification to drivers. 为了避免因各种施工车辆产生的安全事故，必须在施工现场配备交通指挥员来管理现场的各类车辆的移动，包括吊车，翻斗车，叉车，挖掘机，压路机等等。在交叉路口还必须设立足够的带反光的交通路锥来提示和引导司机进行车辆驾驶。



15 FORKLIFT 叉车

All forklifts are to be inspected by a qualified person on their load test prior to usage on site. 所有的叉车在进入现场工作前都必须由合格的人员对其进行负荷测试。

Only the qualified personnel (certificate holder) can operate the forklift. 只有合格的人员（持证上岗）才能操作叉车。



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It shall have beeper light and alarm (when reversing); blinking light and seat belt. 叉车上应当安装有警示灯和警示笛（倒车时用）和安全带。

Forklift shall not lift materials beyond their lifting capacity. 不能用叉车来装运超过其额定载重量的物体。

16 HOUSEKEEPING 文明施工

Good housekeeping is a key component not only in maintaining a clean working environment but also it enhances the safety environment on site. Examples of a few important points that resulted from good housekeeping are: 文明施工是安全管理的一个重要方面，文明施工不仅是要求保持一个干净的环境，同时也要求提升作业区的安全环境。保持现场良好的文明施工可以：

1. Elimination of fire hazards 消除火灾隐患
2. Elimination of slipping and tripping hazards 消除滑倒和绊倒的风险
3. Good access ways 提供安全顺畅的通道
4. A clean site 保持现场的干净整洁

Therefore to achieve such results, FiT will maintain a good housekeeping habit on site. Every work area is to be provided with sufficient number of workers for housekeeping which is to be controlled by the site supervisor. Housekeeping workers is to be worn with an identification arm band. Daily cleaning and garbage collection and removal. 为了达到以上目的，飞特将保持良好的文明施工习惯。每个施工区域都应当配备一定数量的现场清扫专门人员，他们应当由现场主管负责安排和管理。现场清扫专门人员应当佩戴醒目的袖标。现场要每天打扫，垃圾要每天处理并运走。

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FiT performs housekeeping 30 minutes before their official off time and, most importantly after every job done. They are not to wait at the end of the day to perform housekeeping. 飞特安排在下班前30分钟进行现场清扫，更重要的是在完成每项工作后必须马上进行清扫，而不是都要等到每天下班时才进行。

17 SAFETY TALKS 安全讲话

17.1 Toolbox Talk 工具箱安全讲话

FiT will conduct daily and weekly toolbox talk before the work to be carried out. Daily and Weekly Toolbox Talk will focus on safety measures for the specific daily, weekly works as highlighted in the PTP. 每天、每周开始工作前，飞特都举行工具箱安全讲话活动。安全讲话的内容要集中在当天、一周所要进行的工作的安全防范措施上，这些安全措施都应当在预先工作计划中进行描述。

17.2 Weekly Mass Safety Talks 全员安全周会

On an appointed day of the week, all site personnel are to attend the Weekly Mass Safety Talk. FiT' safety supervisors are required to give talks to the site personnel. Agendas of the talk (as minimum) are as follows: 飞特会在每个星期安排某一固定时间，举行全员安全周会。会议由飞特的安全主管主持。会议内容应当包括以下方面：

1. Accident/Incident Statistics; 上周的事故 / 事件统计情况;
2. HSE matters discussed in the weekly Safety Coordination Meeting; 在周安全协调会上讨论过的话题;
3. Safety and environmental information from the authority; 政府有关部门对安全和环境的要求和信息;
4. Present site safety situation; 介绍现场的安全形势;
5. Coming safety events and promotions; 近期计划中的安全活动;
6. Safety targets; 安全目标;

Attendance is to be documented by FiT. 飞特对会议的出席情况进行记录。

18 MEETINGS 安全会议

18.1 Site Safety Committee Meeting 现场安全委员会会议

A site safety committee will be formed on site . The Chairman shall be the Site Manager of FiT; the members will come from HSE department and supervisors or engineers from construction such as civil, electrical, mechanical, installation, etc. sub-contractor management and workers. Representatives of the Employer will be invited to act as observers. 飞特会为雇主现场成立一个现场安全委员会。现场经理将作为安委会主席，安委会成员将来自HSE 部，各专业（如：土建，电气，机械，安装等）的主管或者工程师，分包商的管理人员以及工人代表。雇主代表将被邀请作为安委会观察员。

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The site HSE Manager shall act as the Secretary of the Committee. 现场HSE 经理将作为安委会秘书。
All sub-contractors on the site shall have to appoint a senior site management representative in its team who is able to make decisions to be a member of the Safety Committee. The representatives shall remain as a member as long as FiT's work on site is active. A member can only request to step down when the subcontractor's job on site has completed. 所有现场，分包商都要委派一名能够作决定的高级现场管理人员加入安委会，他 / 她要保持安委会成员的身份直到该现场工作全部结束。

The safety committee meeting agenda shall include (as minimum):

安委会会议的议题至少应当包括以下内容:

- Review of previous minutes of meeting 审查上次会议的会议纪要
- Acceptance of previous minutes of meeting 讨论并通过上次会议的会议纪要
- Safety Incidents statistics and trends 安全事故统计和趋势分析
- Safety performance statistics 安全绩效统计
- Safety inspection findings 安全检查发现
- Safety bulletins and safety promotion activities 安全布告和安全促进活动
- Upcoming construction activities and concerns 将要开始的施工活动和安全准备
- Matters arising 其他相关事项
- Date of next meeting 确定下次会议的日期和时间

A site safety inspection shall prelude the meeting. 在开会之前要进行现场安全检查。

Sub-contractor shall receive the safety committee meeting minutes a week before hand. This is to ensure that they are well prepared for the coming safety committee meeting. 安委会会议前一周要把上次会议的纪要发给各分包商以便于他们为下一次的会议作准。

18.2 Safety Supervisors Meeting 安全主管会议

FiT's Safety Manager/Supervisors will inspect the site weekly follows by a meeting to discuss on the safety issues. Meeting shall be presided by the HSE Manager. 所有飞特的安全经理/安全监督要对现场做每周巡检并随之召开一个会议讨论安全状况。该会议由HSE 或安全主管主持。

Meetings shall focus on the following: 会议应着重讨论以下几点:

1. Inspections finding and counter measures 现场问题和相应措施
2. Safety observation for the past week 上周安全回顾
3. Safety activities for the past week 上周安全状况
4. Safety Performance statistic 安全工作统计
5. Safety incidents statistic and lesson learnt 事故统计及其经验教训
6. Safety promotion and events for the following week 安全奖励及下周事项
7. Safety training program for the following week 下周安全培训计划

The agendas of the meeting are as follows: 会议议程如下:

1. Review of previous meeting minutes 对上周会议纪要的回顾
2. Acceptance of previous meeting minutes 对上周会议纪要的认可
3. All matters as above 再进行上述提到的几项
4. Date of next meeting 下次会议的日期

18.3 Weekly Progress Meeting 每周进度会议

Safety will be the first agenda in any weekly progress meeting. 安全是每周进度会议第一个议程。



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19 INSPECTIONS 安全检查

Inspection is key component in maintaining a safe site. All sub-contractors are to participate in safety inspections organized by FiT. The safety inspection matrix is as follows: 对于保持一个安全的施工现场来说, 安全检查是关键的部分。所有的分包商必须参加飞特组织的安全检查。如下是安全检查的一般安排

No 序号	Type of Inspection 安 全检查类型	Attendance 出席人员	Schedule 时间 安排
1	Safety Committee Inspection 安全委员会 巡检	Contractor's Site Manager 现场经理 Construction Manager 现场经理 FIT Manager FIT 经理 Supervisor(s) 安全 主管 M&E Engineer 机械电气工程 Sub-contractor Site Manager 分包商现 场经理 Sub-contractor Construction Manager 分包商施工经理 Sub-contractor FIT 分包商FIT主管 Employer Representatives (If available) 雇主代表(如能参加)	Biweekly 两周 一次
2	Safety Management Inspection 安全管理层 检查	Contractor FIT Manager 总承包商FIT 经理 FIT Supervisor(s) 安全员 subcontractor FIT Manager 分包商FIT 经理 Subcontractor FIT Supervisor(s) 分包安全员	Every Friday 每个星期五
3	Safety Supervisor Inspection 安全主管现场 检查	Contractor HSE Supervisor(s) FiT 安全 人员检查 Subcontractor HSE Supervisor(s) 分包商安全人员检查	Every Day 每 天

Sub-contractor HSE manager/supervisor(s) are required to submit daily inspection report to FiT HSE department before they report off from duty. 在每天工作结束之前, 分包商安全经理或安全主管要提交一份每日安全检查报告至飞特安全部门。

20 N/A 不适用

21 Work Procedure 工作程序

FiT establishes, maintains and enforces proper activity execution procedure. The general working procedure to assure safe work is illustrated as follows. 飞特制定、维护和执行合适的作业程序, 大致的作业程序要求如下:

1. Work Method Statement 工作方法说明
2. JHA (Job Hazard Analysis) JHA (工作危险性分析)
3. Permit to Work (if required, the work permit matrix will be defined by site HSE department) 工作许可 (如有必要, 现场HSE 部会对工作许可范围和要求进行说明和定义)

Note: High risk work cannot proceed on site if the JHA has not been approved by HSE department.(JHA matrix will be defined by site HSE department) 注: 不得从事未获现场HSE 部批准的高风险作业 (JHA矩阵说明图会由现场HSE 部进行说明定义)

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FiT will plan one week in advance for any high risk work. 对高风险作业，飞特要提前一周做出安全计划。

JHA and work method statement are to be prepared by site personnel who are going to perform the job indicated. JHA 和工作方法说明应由负责该工作的现场人员进行编写。

22 SAFETY INSTRUCTIONS FOR SUB-CONTRACTORS 对分包商的安全指导

Besides itself, FiT should also requires the subcontractor to follow the safe work practices covering the Following: 除了自身，飞特还需要确认其分包商能遵守其相应的安全工作要求。

- Alcohol and Drugs; 饮酒及吸食毒品;
- Barricades and floor Coverings; 围栏及地面覆盖;
- Bored Piling; 钻孔桩;
- Chemicals In Use; 化学品的使用;
- Concrete Work; 混凝土工作;
- Confined Space Entry; 受限空间进入;
- Crane – Lifting Machine; 起重机—吊装机械;
- Crane – Lifting Operation; 起重机—吊装操作;
- Crane Operator; 起重工;
- Electric Welding; 电焊工作;
- Electrical Work and Installation; 电气安装工作;
- Erection of Prefabricated Parts; 预制件的安装;
- Excavation; 开挖;
- Explosive Power Tools; 爆破工具;
- Fire Prevention; 防火;
- Formwork Structure; 结构模板工程;
- Gas Cylinders; 气瓶;
- Generator; 发电机;
- Hand Tools; 手动工具;
- Handling Materials; 材料处理;
- Hot Work Permit; 动火作业许可;
- Housekeeping; 清洁整理工作;
- Ladder; 梯子;
- Material Loading Platform; 材料装卸平台;
- Personal Protective Equipment; 个人防护用品;
- Pneumatic Tools; 气动工具;
- Rigging; 索具;
- Roof Work; 屋面工作;
- Rope, Chains and Accessories; 绳、链及其附件;
- Equipment; 设备;
- Scaffold (Tower); 脚手架（塔架）;
- Scaffolds; 脚手架;
- Scissors Lift; 剪式升降机;
- Signaling; 信号语;
- Structure Steel Erection; 钢结构安装;
- Structure and Equipment; 建筑及设备;
- Welding and Flame Cutting; 焊接及明火切割;

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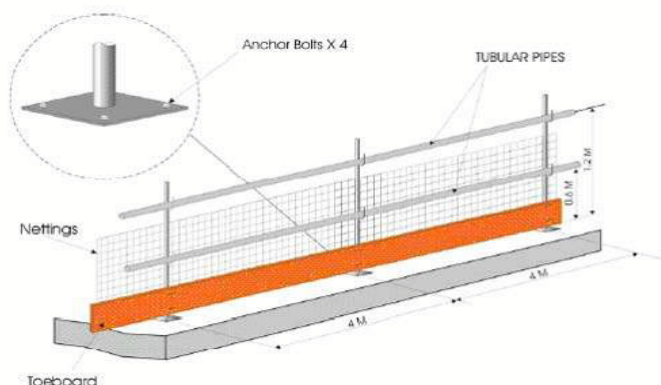
- Workplace; 工作场所;
- Fall Protection; 坠落保护;
- Vehicle and Traffic Safety; 车辆及交通安全;
- Quality of Life on Worksite; 基本生活条件;
- Procedures on the formation of site safety committee; 现场安全委员会组成的程序;
- Procedures on the confined space entry permit system; 受限空间进入许可系统的程序;
- Procedures on the hot work permit system; 动火作业的许可程;
- Procedures on lock out and tag out; 上锁及挂牌程序;
- Procedures on the accident reporting and action plan; 关于事故汇报及措施的程序;
- Procedures on the accident investigation and analysis; 事故调查及分析程序;
- Procedures on the computation of monthly safety report; 月报统计的程序;
- Procedures on the safety infringement penalty system; 安全违章罚款程序;
- Procedures on the organization of safety promotional programs; 安全奖励机制的程序;
- Procedures on the conducting of safety inspection; 安全检查的程序;
- Procedures on the registration of manpower, equipment and activities on site; 人力、设备和工作内容的登记程序;
- Procedures on the handling of emergency situations; 紧急情况的处理程序;
- Procedures on the conducting of safety review on safety management system. 安全管理系统的审查。

23 COVERS, BARRIERS AND FALL PTOTECTIONS 盖板, 围栏和坠落保护

Fall from height is the no. 1 killer on a construction site. FiT should make every effort to prevent it from happening. 对于建筑工地来说, 高处坠落是第一大杀手, 飞特将从各方面来避免它的发生。

As a general requirement, when work at locations higher than 2 meters, appropriate fall protection must be provided; the open sides or edges of a workplace or a walkway have to be barricaded with materials that can withstand an outward force of 100kg, toe boards and safety nets are to be provided as well. 普遍要求是, 2 米以上的工作, 要有恰当的保护措施; 工作地点或通道的敞开面或临边面, 要做围栏, 该围栏要能承受100 公斤的外力, 同时还要配有踢脚板和安全网。

Tubular pipe is the only material allowed to be used as barricades and guardrails. 只有钢管能用做于护栏。



For openings, timber plywood not least than 2 cm are to be used to cover openings. In addition, an independent secured wire mesh is to be placed between the openings and the timber cover. This is to act as a double protection in the event the timber plywood giving way. The timber plywood is to be marked 'Opening Present'. Barricades are to be installed around the perimeter of the covered opening with a warning signage on it. 对于孔洞, 用于覆盖的木制胶合板的厚度不得小于2厘米。另外, 在孔洞和盖板之间,

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要设一道安全网，并不得连接在覆盖板之上。这是为了防止覆盖板失效时起至双重保护作用。覆盖板上要标上“下有孔洞”。覆盖后的孔洞周围有安装有围栏，并置警告标志于上面。

23.1 Safety Harness 安全带

Where works at height of more than 2 meters without appropriate fall protection, site personnel are to wear and use the safety harness. 如果工作在2 米高度以上进行且没有其他有效防止坠落的措施，现场人员必须穿戴并使用安全带。

Training on usage of safety harness shall be conducted by FiT's HSE department to all safety harness users. 飞特HSE部会对所有用到安全带的人员进行安全带使用方法培训。

24 HAZARDOUS SUBSTANCE 有害物质

If FiT intends to bring in chemicals and hazardous substances to the site, relevant MSDS should be available. FiT HSE department shall review the MSDS and allocate a suitable storage area. All chemical and hazardous substances are to be labelled and a copy of the MSDS is to be placed at the storage area. Warning signage is to be provided as well. Proper PPE is required when handling hazardous substances. 如飞特要携带化学品或有害物质进入现场，必须提供相关的MSDS(材料安全数据单)，飞特HSE 部门应审查该MSDS并指派一个合适的存储区域。所有的化学品和危险品要贴上标签并在存储区域放置一份MSDS复印件。同时要设置警告标志。当操作危险品时，要穿戴恰当的个人防护用品。

FiT HSE department will conduct special training with personnel involved in handling the chemicals and hazardous substances before they are allowed to handle them. 在对危险品使用操作之前，HSE 部门会对相关操作人员进行特殊的培训。



25 STORAGE 物料存储

FiT will properly store its material. The following points should be complied with:

飞特会合理储存材料并遵守以下几点：

- Materials to be stacked properly 材料正确堆放
- Materials to be stacked at least 150 mm above ground level 堆放的材料必须离地面至少150 毫米
- Area to be cordoned off with chain or cable slings 应用链条或索带做围护-
- Signage to be placed 设置说明标志

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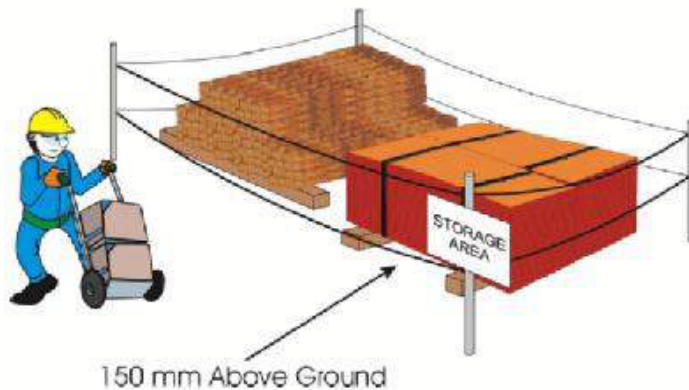
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– No excessive inventory storage 不得过量存放



- Maintain good housekeeping 保持堆放现场清洁有序
- Fire protection measures to be in place (if combustible material) 如有易燃物，应有适当的防火措施
- Gas cylinders, acetylene, petrol, chemicals, inflammable/explosive/toxic liquids. 高压气瓶、电石气、汽油、化学药品、易燃易爆有毒液体
- Weekly overview of quantities and location of hazardous items. 每周审核危险物品的数量和位置

26 MAINTENANCE REGIME 机器维护制度

FiT and its suppliers and subcontractor will follow proper maintenance regime. The maintenance regime shall cover usage, maintenance and documentation of electrical tools, pneumatic tools, machinery, equipment and PPE used on site. This is to ensure that such items are HSE and safe to use on site. 飞特及其供应商、供货商和分包商应遵守设备维护制度，包括对电动工具、气动工具、机械、设备和劳保用品的使用方法、维护、和文件管理系统。这是为了保证它们适用于现场并安全地使用于现场。

Cranes, Excavators, Forklift, Scissor/Boom Lifts etc. shall be inspected by FiT HSE engineers/supervisors before they are brought into the worksite. 起重机、挖掘机、叉车、剪式升降机、悬臂式升降机等在进入现场之前必须经过安全工程师/现场监督的检查。

FiT HSE department will keep a register of all machinery, tools and equipment used on site. The register shall cover the following details: 对所有用在现场的机械、工具和设备，飞特安全部要保留一份登记记录。该记录要包括以下信息：

- Type of machinery/equipment and gears 机械设备和工具的种类
- Inspected date 检查日期
- Expiry date 有效期限
- Expected Inspection date 下次检查日期
- Maintenance and repair reports 维护及维修记录
- Company name 公司名称
- Operator certificates 操作员的证书

All electrical tools systems are to comply with legal requirements. The requirement guidelines are as follows: 所有电动工具用法要遵守法律的要求，其包括以下几方面：

- All electrical tools, electrical extension cables and Socket Outlet Assemblies (SOA) are to be inspected and tested by a certified electrician before usage on the construction site. The life span of the tool and socket outlet usage on site is within a month. At the end of the month, the electrical

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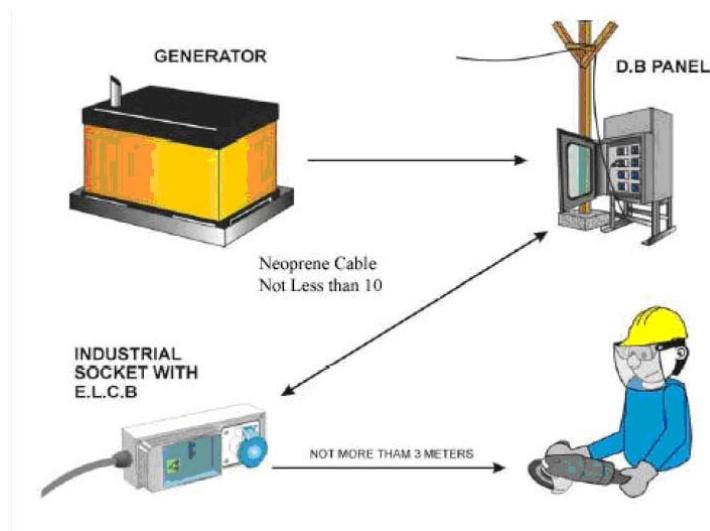
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tools are to be re inspected, tested and tagged again. 所有电气工具，延长线和插座引线配置在用在施工现场之前必须经授权电工检查和测试。现场使用的工具和插座引线有效期不能超过一个月。在每个月末，电气工具要再次做检查、测试和贴牌。

– Only industrial plugs and socket meeting the legal standards are allowed to be used on site. Only Neoprene cables are allowed to be used as extension cables on the construction site. 只有符合官方要求的工业插头和插座能用于现场。施工现场只能使用橡胶电缆做延长线。

– A dead man switch shall be HSEted to all electrical tools. The dead man switch (DMS) is a function, which requires a continuous positive action from the user to allow the operation of devices which are capable of powered motion and which can affect the safety of the user. It allows the user to halt these devices safely and quickly by releasing the DMS. When the DMS is released, power to the tool shall cease and the moving/rotating component shall stop. 所有的电气工具都要配有安全开关。当操



作者允许的操作设备有可能产生助推作用或影响使用者的安全时，安全开关会产生一个持续有效的反向作用。它允许使用者通过释放安全开关来安全快速的中断设备。当安全开关松开时，设备的供电应停止，并且运转/旋转的零件也应停止。

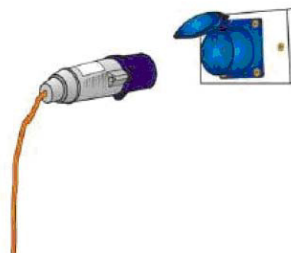
– Stickers are to be pasted on the plug end 插头的尾部应帖有标签

– The sticker tag shall indicate the following information: 标签应显示以下信息:

1. Inspection and expiry date 检查日期和过期日期
2. Type of electrical tools 电气工具的类型
3. Company name 公司名称

The certified electrician shall submit a monthly report on the tools, cables and SOA inspected to Employer HSE department. 对工具，线缆和配电引线装备，授权的电工要提交一份月度使用报告至雇主安全部门。 All machinery and tools other than electrical tools are to be inspected for a period not exceeding 3 months by competent persons. Daily inspections are required on compressors, generators, boom/scissor lifts, forklift, bobcats etc prior to usage by respective operators. 电气工具以外的其它所有机械和工具要由专业

m+w zander	
Tools:	_____
Company:	_____
Inspected Date:	_____
Expiry Date:	_____
Checked By:	_____



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人员对其进行定期检查，其检查有效期不能超过3个月。对空压机、发电机、剪式/悬臂式升降机、叉车、挖土机等，操作员要在使用之前做每日检查。

For cranes, operation manual and load understood by the operator shall be displayed in the cabin at all times. Daily inspections on the crane and lifting gears are required prior to usage by the operator and the lifting supervisor. 对于起重机，起重工应了解的操作手册和荷载要全程张贴在操作室内。起重工和起重主管在使用之前要对起重机和索具进行每日检查。

For temporary generators set up, it shall comply with the following requirements: 对临时装配的发电机，应遵守以下要求：

- Voltage and danger signage 电压标志和危险标志
- Pitch roof 顶棚有斜坡
- Fencing with lock gate 栅栏围起并有门锁住
- Drip tray 集油盘 Fire extinguisher 灭火器
- Labelled diesel drums 柴油容器上帖标签

27 LOCK OUT TAG OUT (LOTO) 上锁和挂牌

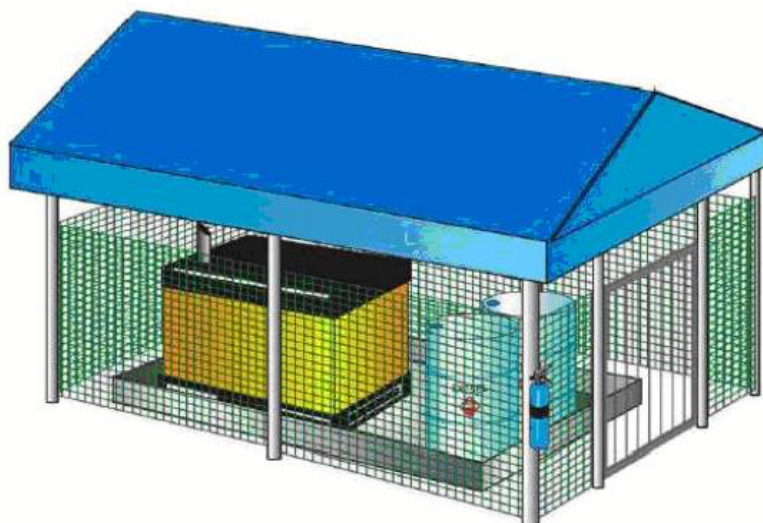
Lockout and tag out control procedures shall be used during servicing or maintenance of machine and equipment. 在机器设备维修维护时，要启动上锁挂牌程序。

This procedure provides the minimum standards covering the servicing and maintenance of machine and equipment to prevent unauthorized energizing, start up or release of stored energy. 该程序只是提供机器设备维修维护时最基本的要求，以防止未经许可供给能量、启动或释放存储的能量。

Precautions must be taken before servicing or repairing equipment under conditions in which unexpected energizing, setup, or release of stored energy is likely to endanger the safety of employees. 如有意外的供给能量、启动或释放存储的能量其可能危及员工安全时，对机器设备的维修维护必须采取预防措施。

28 DISCIPLINARY ACTION FOR NON COMPLIANCE TO SAFETY RULES AND REGULATIONS 对违反安全规章制度的处罚措施

It is the primary intention to achieve injury free on site. To achieve this all site personnel must work towards a healthy and safe work procedures. All site personnel including sub-contractors, vendors and suppliers are required to comply with safety rules and regulations. In the event when any party is caught intending breaking the safety rules and regulations, they shall be subject to the in-house disciplinary



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system. 现场零工伤是我们的根本目的。为此现场每一个员工都要确实以健康安全的程序工作。所有现场人员包括分包商，供应商，供货商必须遵守安全规章制度。如果有任何人被发现企图破坏该规章制度，将被处以内部处罚。

This set of in-house disciplinary system should be applicable to all site personnel and its sub-contractors on site. This is to establish a common understanding of their obligations and responsibilities to the achievement of the site safety management system. 本现场有一整套处罚系统，其适用于所有现场人员及其分包商。这是为了使人接受并理解他们的责任和义务，以达到现场安全管理系统的有效性。

This set of safety rules and regulations shall be translated into workers' languages, published and communicated to workers on site through daily tool box meeting, mass safety talk and safety orientation. 安全规章制度应被翻译成工人能理解的语言，通过以下方式发布并与工人沟通：每日工具箱会议，全员安全交流大会，安全指导培训等。

28.1 Procedure 程序

FIT's supervisors and above at the worksite have the authority to impose a warning, suspension or dismissal to any individual for committing an unsafe act. 对于现场个人的不安全行为，飞特主管及以上人员应有权对其施以警告，停工甚至开除。

The nature of disciplinary action shall be based on the seriousness of the offence. 处罚措施的种类以违章行为的严重程度而定。

In the event of unsafe act being spotted, a recommendation of action shall be submitted to the HSE Manager. The HSE Manager on receiving the information shall be authorized to impose a warning, suspension or dismissal based on the nature of offence committed. 如有不安全行为被发现，一个整改建议会提交至HSE 经理。收到该信息后，HSE 经理会根据违章的程度对其处以警告，停工甚至开除。

Any person who is not in favour of the decision of the HSE Manager may appeal in writing to the Chairman of the Safety Committee not later than the next following working day of the decision. However appeal can only be forwarded if there is a discrepancy or injustice in the system. 对安全经理的决定如有异议，任何人都可以在做出决定后一个工作日内向安全委员会提出书面上诉。

Only the Site Manager is empowered to waive, reduce or increase the number of suspension days or dismissal recommended by the imposing party. 仅现场经理有权力对整改提案做出取消、减轻或增加停工日期、取消开除的决定。

Should the unsafe act be in the opinion of the Safety Manager to warrant a dismissal, he shall submit his recommendation to the Site Manager. 如安全经理认为不安全行为足以处以开除的决定，他应将建议提交至现场经理处。

This system is only a guideline. It can be altered as and when based on new regulations 该系统只是一个指导方针。该方针可以更改。

28.2 Type of Offences 违章类型

28.2.1 Minor Offences 较小的违规

S/No. 序号	Minor Offences 较小的违规
1.	Personal Protective Equipment 个人保护用品 a. Failure to wear/use personal protective equipment (PPE) e.g. safety helmet, safety shoes, safety goggles, mask or respirator when required at work. 没有正确穿戴 /使用个人保护用品，如安全帽，安全鞋，安全眼镜，面罩或防护罩 /呼吸器（在有必要的工作中） b. Wearing damaged personal protective equipment. 穿戴破损的个人防护用品 c. Improper usage of personal protective equipment. 不恰当地使用个人防护用品

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2.	Ladders 梯子 a. Using unsound ladders. 使用不牢固的梯子 b. End of ladders not protruding 1m above edge or landing and properly secured. 梯子顶端没有延伸出 1 米或没有正确地搭设、没有正确的保护措施 c. Placing ladders in an unsafe manner for usage. 把梯子以危险的方式放置来使用。
3.	Lifting 吊装 a. Using faulty lifting gears. 使用破损的索具 b. Lifting without a qualified lifting supervisor, rigger and signalman. 吊装现场没有得到授权的吊装监督, 司索和指挥。 C. Standing on/under suspended loads. 人员站在起吊物上或站在起吊物下。 D. Interfering/arguing with riggers or lifting supervisors concerning lifting. 对起重问题同司索或吊装主管进行妨碍或争吵。 E. Using lifting gears that have not been certified and registered. 使用未被许可并未登记的索具。
4.	Egress / Access and Housekeeping 进出通道及文明施工 a. Placing supply wires and cables on the ground. 把电线电缆放置在地面上 b. Stacking materials/equipment in an improper manner and place. 以不正确的方式或在不恰当的地点堆放材料 / 工具设备 c. Placing materials/equipment in such a way that it is obstructing the egress / access. 堆放材料/工具设备阻碍进出通道 d. Littering. 乱丢垃圾 e. Lacking of housekeeping after work. 工作完毕后未做清洁工作。 f. Throwing materials/debris down from height and not through rubbish chutes. 从高处抛扔材料/碎片, 或未经垃圾溜槽 g. Leaving materials on working platform. 材料遗留在工作平台上 h. Storing chemicals/materials at undesignated areas. 在未指定区域存放化学品材料
5.	Tools/Machinery/Equipment 工具/机械/设备 a. Using rotating cutter machinery such as hand grinder without the installation of protective guards. 使用没有保护装置的旋转切割工具, 如手动磨光机 b. Using ramset gun or power tools which is not registered and without a licence. 使用的喷枪或电动工具没有登记和许可 c. Leaving 'live' tools/appliances unattended. 空运转的设备工具无人看护 d. Throwing tools or materials to one another. 相互之间抛扔材料或工具 e. Failure to switch off tools, machinery or equipment after work. 工作后没有将工具、设备或机械关闭 f. Working with faulty tools. 使用破损的工具 g. Unauthorised use of tools, machinery or equipment. 未经许可的使用方法 h. No lock out/tag out on machine. 设备无锁定贴牌 i. Operating equipment/machinery at unsafe speed. 使工具、设备或机械在不安全的速度下运转 j. Arc welding without protection screen to prevent onlooker injury. 弧焊没有防护板 k. Tampering with electrical appliances. 篡改或损坏电动工具 l. Improper use of compressed air. 不恰当地使用压缩气体 m. Using faulty 3 pin plugs. 使用破损的三相插头 n. Using 3 pin plugs without the earth wire connected. 使用无接地的三相插头 o. Connecting bare wires into sockets. 连接裸线至插座
6.	Excavation 开挖 a. Failure to provide shoring for trenches. 沟槽无支护 b. Failure to barricade trenches. 沟槽无围护 c. Failure to provide proper access into and egress from the trenches. 沟坑无正确的进出通道 d. Failure to comply with the Professional Engineer requirements for trenches more than 4m deep. 超过4 米的开挖未遵守相关专业工程师的要求
7.	Permit to Work System 工作许可 a. Carrying out jobs without obtaining the required permits, i.e. hot work permit, confined space entry permit, permit to work and etc. 未取得许可就进行工作, 如动火作业, 密闭空间进入作业等 b. Failure to place the permit at work location. 工作地点未放置工作许可 c. Failure to comply with the safety requirements in the permit. 未遵守工作许可中的安全要求

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工厂建设维保

Guangzhou FIT Plant Construction & Maintenance Corporation
广州市飞特工厂建设维保股份有限公司

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8.	Others 其它 a. Horseplay. 在工作现场打闹 b. Smoking at undesignated smoking areas. 于吸烟区之外吸烟 c. Bringing in food and drinks inside site buildings. 携带食物及饮料进入现场建筑物 d. Urinating at places except the toilets. 随地小便 e. Working in unsafe manner and failure to observe / comply with safety signs. 不安全的工作习惯, 违反安全标志的要求 f. Not providing enough lighting or ventilation at work. 工作区域未提供足够的照明或通风
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The above MINOR OFFENCES carry out the following fines:对以上较小违章处以以下罚款:

RMB100.00 for 1st offence, RMB200.00 for 2nd offence and RMB500.00 + barred from site for 3rd offence.第一次违章----100 元人民币罚款, 第二次违章----200 人民币元罚款, 第三次违章----500 元人民币罚款并开除出现场.

28.2.2 Major Offences 严重违章

S/No. 序号	Major Offences 严重违章
1.	Working at Height 高空作业 a. Failure to anchor safety harness. 没有固定安全带 b. Failure to provide life line/guard-rail. 没有设置生命线或护栏 c. Failure to provide barricade to prevent person from falling.没有设置防护以防止人员坠落 d. Providing improper barricade. 不合格的防护栏
2.	Scaffolds 脚手架 a. Providing unsafe scaffolds for workers. 为工人提供不安全的脚手架 b. Pushing mobile scaffolds while worker(s) is riding on it. 有工人在移动脚手架上时推动该脚手架 c. Cross-bracing not provided on standards. 未按标准搭设纵横支撑 d. Mobile scaffolds higher than 3 times base dimension (width) without outriggers or tied to structure. 高度超过基础宽度三倍的移动脚手架无拉接杆或没有固定至建筑物 e. Standards without base plates. 无基础铺板 f. Loose planks on scaffolds.脚手架上的木板未绑扎牢固 g. Standards without guardrail/life line. 未按标准设置护栏或生命线 h. Scaffolds more than 3m without weekly inspection by scaffold supervisors. 脚手架负责人未对3 米以上的脚手架进行每周检查 i. Working platform less than 635mm. 工作平台宽度小于 635 毫米
	Hot Works 动火作业 a. Not providing fire extinguisher during hot work. 动火作业时未配灭火器 b. Using gas-welding equipment without the installation of flash back arrestors and regulators. 使用气焊设备时未配火光阻挡装置和节气阀 c. Placing combustible gas cylinders inside basements. 将易燃气体瓶置于基础内 d. Using leaking or damaged hoses for gas welding. 气焊时使用泄露或损坏的软管 e. Not using proper face shield when doing arc welding.电弧焊时使用不正确的面罩 f. Failure to tidy up welding equipment after usage. 电焊作业完成后未做清理工作 g. Gas cylinders left unsecured and unattended or lying down horizontally. 气瓶未固定牢并无人看护或水平放置

above MAJOR OFFENCES carry out the following fines:对以上严重违章处以以下罚款:

RMB500.00 for 1st offence, RMB1,000.00 + barred from site for 2nd offence. 第一次违章----500 元人民币罚款, 第二次违章----1,000 元人民币罚款并开除出现场

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28.2.3 Zero Tolerances Offences 零容忍的违章

1	Threatening, attempt to threaten, abusing with words or signs on safety personnel or any supervisory staff in the course of their duties. 对执行任务的的安全管理人员及其它管理人员进行威胁, 企图威胁, 使用语言或手势进行辱骂
2	Creating unsafe environment at workplace which may result in serious injuries/accidents or endangering life and safety of others. 在工作地点制造不安全的环境, 其可能引起工伤/事故或危及其它人的生命及安全
3.	Failure to comply with instructions from safety personnel or any supervisory staff which may result in injuries or danger to others or damages to property. 没有遵守安全管理人员及其它管理人员的指导, 有可能引起工伤 /对其他人引起险情 /有可能损坏财产
4.	Failure to take fire/safety measures resulting in serious accidents/damages to property. 未施行安全措施引起严重事故或损坏财产
5.	Failure to observe safety signs, warning notices which may or may not result in accidents. 没有遵守安全标志和警告标语, 不管其是否会引起事故
6.	Fight on site. 在现场斗殴

28.3 Drugs and Alcohol 吸食毒品和饮酒

FiT will spot check and request drug & alcohol test on site personnel. Personnel found having tested positive for drugs use shall be reported to the authorities. Those tested positive for alcohol shall be given disciplinary action, which may lead to dismissal. 飞特对现场人员进行药品、酒精抽查。吸毒检测呈阳性的人员将被报告至官方部门。

All disciplinary action shall be recorded. 所有相关惩罚措施将做记录。

29 EMERGENCY RESPONSE 紧急响应

FiT will establish site emergency response plan. All site personnel from FiT, its subcontractors, vendors and suppliers are to confirm and truly understand the site emergency response plan. The plan shall be induced to them in the first day safety Induction training. Information of the Emergency plan shall be displayed at strategic location throughout the construction sites. In the event of an emergency, site personnel are to assemble at designated assembly points. 飞特制定现场紧急响应方案, 飞特及其分包商、供应商和供货商的所有现场人员应知悉并真实了解现场紧急应变计划。在进场第一天的安全入场培训中, 该计划应传达给他们。在施工现场所有的关键地点应张贴紧急响应路线信息。如发生紧急情况, 现场人员应疏散至指定地点集合。

FiT will set an emergency response plan based on different types of emergency situation. 飞特根据不同类型的紧急情况制定一套紧急应变计划。

Qualified personnel will conduct fire fighting training and usage of fire extinguishers training for site personnel. 授权人员要为现场人员做消防培训和灭火器使用方法的培训。

Periodic emergency drills shall be conducted to exercise the alertness and awareness preparation in the event of a real emergency. 飞特进行定期的紧急响应演练, 以练习现场人员的警觉意识由此来检查应急准备工作。

30 INDUSTRIAL SAFETY SIGNAGE 工业安全标识

FiT and its sub-contractors and vendors will provide appropriate safety signage in their work areas. The safety signage must be in compliance GB2893-82 – Safety Colours and GB16179-1996 Safety



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Signage Regulation. Examples of the standard signage are listed below: 飞特及其分包商、供应商应在施工区域张贴适当的安全标识。安全标识应符合国标GB2893-82 的安全颜色及GB16179-1996 的安全标识规定。标准的安全标识如下所列:



当心坠落

FALLING



必须系安全带

FULL BODY HARNESS



禁止吸烟

NO SMOKING

31 DOCUMENT CONTROL AND SAFETY REPORT 文档控制及安全报告

Document control is an important aspect of the safety management system at site. Good practice of document control shall result in: 现场的文档控制是安全管理工作一个很重要的方面。好的文档控制将带来以下益处:

- Up to date information 保持资料及时的更新
- Easy access to information and records 方便地检索信息和记录
- Easy trace-ability in the event where past occurrence information are require 需要时能方便地查找对过去的相关信息
- Proper dissemination of information 恰当的信息发布

All permits to work forms are to be returned to Employer HSE Department upon completion of job.

Subcontractors and Vendors are to submit a monthly safety report to FIT HSE Department at the end of the each month. The report shall constitute the following points: 工作结束之后, 所有的工作许可证要返回至雇主HSE部。每月的月末, 供应商要提交一份安全月报至飞特HSE 部。报告应由以下几部份组成:

- Activities/Training summary of the month 当月工作和培训汇总
- Activities/Training plan for next month 下月工作及培训计划
- General construction activities and status 整体施工内容及状态
- Summary of Safety Incident, status of injured and action taken to prevent reoccurrences 安全事故, 伤员情况及事故防范措施的总结
- Summary of Deviation/Non compliance and action taken 违章及改正措施的汇总
- Manpower and Man-hours 人力及工作小时的汇总
- Summary of machinery, electrical tools electrical extension cables database 设备, 用电工具及延长线的资料汇总
- Hazardous material approved records 业经许可的危险品记录
- JHA summary records 工作危险性分析的汇总记录
- Name list and their designations/trade status and Organization Chart 组织机构的名单及职务状态
- Summary of permit to work 工作许可证的汇总

The contractor shall in turn review and formulate a final safety report based on the information gathered from its sub-contractors 对从分包商收集来的资料, FiT 进行审阅并做出一个最终的报告。

In addition, FiT will have a summary of its manpower and man-hours report weekly. 另外, 飞特每周汇总人力情况及工作小时数。

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All safety documents and records are to be kept by FiT HSE Department and document Controller. 所有的安全文档及记录由飞特 HSE 部文档控制员保存。

31.1 Statutory Record 政府主管部门所要求的记录

All certificates or inspection record of the followings are to be renewed and kept without fail. The documents are (as minimum): 以下证书和检查记录应做及时更新并完整保存, 文件包括 (最小范围):

- Facilities, Equipment and Machinery 器材, 设备及机械
- Factory registration certificate 工厂登记证书
- Insurance certificate 保险证明
- All lifting machines, lifting gears and appliance 所有起重设备, 起重装置及用具
- Air receivers, compressors 气体存储器, 空压机
- Fire detecting and fighting equipment 火警探测器及点火装置
- Scaffold 脚手架
- Powder actuated tools (explosive power tools) 火药驱动工具 (爆破工具)
- Personnel, Training and Competency 人员, 培训及资质证书
- Lifting Supervisor certificate 起重作业管理资质
- Signaller and rigger certificate 指挥员及索具证书
- Welder certificate 焊工证书
- Electrician certificate 电工证书
- Scaffolds erector certificate 架子工证书
- Forklift operator license 叉车操作执照
- Crane operator license 起重工执照
- First aider license 急救员证书
- Forklift operator license 叉车操作执照
- Crane operator license 起重工执照
- First aider license 急救员证书

31.2 Administrative Record 管理记录

All other correspondences regarding safety have to be kept and filed for the inspection of the Safety Supervision Bureau at site: 为了准备安全监管部门的审查, 其它一些的安全资料应被保管和存档:

- Safety Management System Manual 安全管理系统手册
- Workers Safety Orientation Record 员工入场安全培训记录
- Daily Tool Box Meeting 每日工具箱会议
- Safety Inspection Report 安全检查报告
- Safety Committee Meeting Minutes 安全委员会会议纪要
- Safety Work Permit System Records 安全工作许可记录
- Safety Training Record 员工安全培训记录
- Workers PPE Issuance Record 工人个人防护用品发放记录
- Safety Promotional Activities Program and Report 安全奖励程序及报告
- Material Safety Data Sheet for Hazardous Substances 危险品的安全数据资料

32 BASIC REGULATIONS 基本要求

32.1 Smoking/Open Burning/Use of lighter and matches 吸烟/ 明火/ 使用打火机和火柴

- Smoking at the site is not allowed except at designated areas. Site shall designate smoking areas as

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when and where on an ongoing basis. 除指定区域之外的吸烟是被禁止的。根据现场情况的需要，现场会设立吸烟区。

- Open burning, using of lighters and matches are also prohibited except with the approval of the Site management. 除非得到现场管理层的同意，明火和使用打火机、火柴也被禁止。
- For hot work, only spark lighters/guns are allowed to use to ignite gas torch. 对于电焊工作，只能使用专用点火装置点燃焊炬。



32.2 Attire Codes 服装要求

For General site 对整个现场的要求:

- Sleeveless shirts/blouses, tank tops are not permitted; 不允许穿无袖衬衫和背心;
- All footwear shall be closed heel and toe i.e. no slippers allowed. 不允许穿裸露脚后跟和脚趾的鞋，不允许穿拖鞋。

For Construction Site 对施工现场的要求:

- Sleeveless shirts/blouses, Bermudas, shorts, tank tops and skirts are not permitted; 不允许穿无袖衬衫、背心、短裤和裙子;
- Loose clothing and loose jewellery are not permitted when operating machinery; 在操作机器设备时，不应穿着有下摆的服装和佩戴珠宝首饰;
- Long thick sleeve cotton shirt required when doing hot work. 进行焊接工作时，应穿着有长而厚的袖子的棉制上衣。

32.3 Food Consumption 就餐

Food consumption in construction site areas is strictly prohibited. They can only be consumed at the canteen and office areas. It is the responsibility of every personnel on site to clear their food waste by disposing it in designated waste food bins after they consume their food. They are to clear and clean the table after using. This is to exercise greater self responsibility, promote personal hygiene and also to control vermin and rodent issues. 施工现场严禁吃东西。只能在餐厅或办公区进食。每个人在吃完食物后应将垃圾丢弃进指定的垃圾箱。并应在吃完后清扫或擦拭好桌子。这是为了提升自我责任意识和个人卫生习惯，同时也是为了控制害虫和鼠类的出现。

32.4 Drinking 饮水

Drinks, other than plain water, are prohibited at the construction site areas. Only plain water in clear transparent plastic bottles is allowed to be brought to construction area. The bottles are to be label 'Drinking Water' with the owner and company name. This is to prevent inadvertent drinking of other clear hazardous liquids. Also to prevent site personnel from discarding their bottles improperly. 水以外的任何饮料、酒水不得带入施工现场。只有透明的瓶装水可以带入施工现场。瓶上应帖上标签注明“饮用水”、所有

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者和公司名称。这是为了避免错饮其它透明的有害液体。同时也是为了防止现场人员乱丢空瓶。

33 MEDICAL ATTENTION 医疗救护

In the event of an incident where results in injury (no matter how minor it is), the respective vendor, supplier or FiT's supervisor is to comply with the following guidelines: 如果有引起工伤的事故(不管有多小), 相关的供货商、供应商和飞特的代表应遵守以下方针:

- Attend to the injury 照看好伤者
 - Request first aid treatment from designated first aid room on site 向现场指定救护室申请救助
 - Send the injured to site clinic 将伤员送至救护室
 - Site clinic shall assess the injury 现场救护室对伤势评估
 - In the event where further medical attention is required, the site medic shall refer the injured to the Site designated external clinic 如果需要更多的医护条件, 现场医生应考虑将伤员送至现场指定的外部医院
- FiT, vendors and suppliers are not allowed: 飞特, 供货商、供应商不得:
- To remove the injured from site without consulting the site medic and without approval from Site management 未向现场医生咨询或未经现场管理层同意就将伤者送出现场。
 - To send the injured to external clinic other than those recommended by the site medic 将伤者送至现场医生推荐之外的外部医院。

The above guideline is to minimize and avoid the injured exerting / malingering the extent of injury in hoping to get extra medical leaves. 以上方针是为了减少或避免伤者夸大伤势或诈病以骗取额外的病假。All incidents are to be reported immediately (15 minutes time limit) from time of occurrence. FiT will not accept any late incident especially on 'Yesterday' cases. These to ensure only genuine cases are attended to because there are possibilities where the incident actually occurred at other site. However, the site clinic will still provide first aid treatment. 所有的事故必须从发生之时15分钟内汇报。飞特不容许任何迟滞事故, 尤其是“昨天”的事故。这是为了保证发生事件的真实性, 因为有可能事件发生在其他现场。但是, 无论什么情况, 现场医务室都会对伤者提供急救帮助。

34 SAFETY PROMOTION 安全表彰

Safety is not only about enforcing and complying. Safety Promotion plays a big part in attaining a better safe work site. The followings are the among the few safety activities that promote the awareness of safety on site: 安全不只是要求强制执行。为更好地提供现场的安全状况, 安全表彰能起到很重要的作用。以下是能促进和提高现场安全意识的几项活动:

- Display of safety banners and safety posters 布置安全标语及安全海报
- Safe Workers for the Month 评选和奖励月度安全工人
- Best Safety Sub-contractors on site 评选和奖励现场安全表现最佳的分包商。
- Safety Performance Incentive Scheme 激励安全行为的计划
- Safety Quiz 安全小测验
- Safety Contest 安全竞赛
- Safety Exhibitions 安全展示

FiT will organize the above periodically where the Safety Committee will decide on the time frame and agenda. However, a draft safety program table has been formulated on a monthly and yearly basis. 飞特定期举办以上活动, 由安全委员会制定时间和议程安排。基本上会有一个月度和年度的活动安排。

35 SITE ENVIRONMENTAL AND HEALTH CONTROL 现场环境及健康控制

FiT formulates an Environmental and Health Plan for site. All issues pertaining to environment and health of site personnel should be addressed in that program. The program should be based on the

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requirements laid out by the relevant authorities. The plan should consists of at least four main categories: 飞特制订现场的环境及健康计划。所有与之相关的情况都在该计划中描述。该计划应基于相关政府部门的要求的，至少包括四个主要范畴：

1. Control of Vectors and Vermin 对细菌及害虫的控制
2. Pollution Control 污染控制
3. Handling and Disposal of Hazardous Substances 有害物的处理
4. Welfare (Toilets and Drinking Water facilities) 现场卫生保障（ 厕所及饮水设施）

In the event of an environmental incident FiT will:

如发生环境方面的事故，飞特应：

1. Inform Site management Immediately 立即通知现场管理人员
2. Submit an interim report with 12 hrs of incident 事故发生 12 小时内提交一份初步报告。
3. Submit a full report within the next 12 hrs 之后的12小时之内再提交一份详细的报告

36 SELECTIONS AND EVALUATION OF SUB-CONTRACTOR 分包商的遴选及评估

FiT should evaluate subcontractors' safety performance before awarding a contract. This is to ensure that selected subcontractor will perform according to the requirements stipulated by FiT. Selection of subcontractor shall be based on the following: 在发包之前，飞特对分包商的安全表现进行评估。这是为了确保所选择的分包商能够执行飞特制定的安全要求。选择时应考察以下内容：

- Past safety performance record 以往的安全情况记录
- Contractor's Safety Management System 承包的安全管理系统
- Safety Training 安全培训体制

subcontractor with poor safety performance should not be permitted to work on site.

安全表现不符合要求的分包商将不被允许进场工作。

37 AREA IDENTIFICATION PROGRAM 区域标识程序

To ensure safety in areas where some facilities are live while others are under construction, FiT and subcontractors will adhere to the procedures of area identification. 为确保有设备运转的施工区域的安全，飞特及分包商会对该区域进行标识张贴程序。

38 COMMISSIONING 调试

FiT conducts all commissioning activities in a safe manner. 飞特以安全的方式进行所有调试工作。

39 AUDITING 审计

FiT and its sub-contractors should carry out a monthly safety internal audit. 飞特及其分包商应按月度进行内部安全审计。

The audits will be based on the following areas: 审计将基于以下几方面：

- The 16 elements of the Safety Management System 安全管理体系的16 个要素
- Site Conditions 现场的安全情况
- Documentations 文件管理

Based on the findings and recommendations, an action plan report shall be formulated. 对于所发现的问题将提出整改意见，并制定行动计划。