Occupational Safety and Health Management Rules

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Chapter 1 General Provisions

Article 1 Purpose of Formulation

These Rules are formulated to standardize the company's occupational safety and health management, protect the life safety and physical health of all employees in the work process, effectively identify, assess and control occupational safety and health risks in the workplace, prevent and reduce the occurrence of work-related accidents and occupational diseases, and clarify the occupational safety and health responsibilities of all departments and employees. They are formulated in accordance with laws and regulations such as the "Work Safety Law of the People's Republic of China", the "Occupational Disease Prevention and Control Law of the People's Republic of China", and the "Regulations on the Administration of Occupational Health in the Workplace", with reference to the "Occupational Health and Safety Management Systems - Requirements with Guidance for Use" (GB/T 45001-2020) and relevant industry standards, combined with the company's production and operation characteristics. These Rules aim to move the risk prevention and control threshold forward, achieve the management goal of "safety first, prevention first, and comprehensive management", help the company fulfill its legal responsibilities, improve management efficiency, enhance employees' sense of belonging, and realize the dual unity of the company's sustainable development and social responsibility.

Article 2 Scope of Application

These Rules apply to all employees of the company (including regular employees, contract employees, interns, and dispatched laborers), covering all departments of the company, all production and operation links, office areas, workplaces and all auxiliary facilities; they also apply to relevant parties such as external construction units and suppliers who enter the company's premises to carry out operations, and their operations within the company's premises must strictly comply with the requirements of these Rules. The Rules cover the entire process of occupational health and safety management, including but not limited to the identification and assessment of hazard factors in the workplace, the management of occupational disease protection facilities, employee health monitoring, safety training and education, accident emergency response and investigation, the management of personal protective equipment, and occupational health and safety inspection and improvement.

Article 3 Core Principles

Prevention first, combination of prevention and control: Give priority to taking preventive measures to eliminate or reduce safety hazards and occupational hazards in the workplace, strengthen the

prevention and control of work-related accidents and occupational diseases, and realize early detection, early control and early disposal of risks.

Full participation, responsibility to individuals: Establish a responsibility system of "overall responsibility by the main person-in-charge, specific responsibility by the person-in-charge in charge, coordinated implementation by functional departments, and full participation by employees", clarify the management responsibilities of personnel at all levels, and ensure that occupational health and safety responsibilities cover all aspects horizontally and vertically.

Compliance with laws and regulations, continuous improvement: Strictly follow the relevant national and local laws, regulations and standards on occupational safety and health, adopt the PDCA (Plan-Do-Check-Act) cycle as the management method, regularly review the implementation effect of the Rules, and timely revise and improve them according to changes in laws and regulations, technological progress and the company's actual situation, so as to achieve the continuous improvement of the occupational health and safety management level.

People-oriented, full-process protection: Respect the life safety and health rights and interests of employees, provide employees with a safe and healthy working environment and necessary protective facilities and personal protective equipment, pay attention to employees' physical and mental health, and prohibit illegal command and forced risky operations.

Chapter 2 Organizational Structure and Responsibilities

Article 4 Management System Structure

The company establishes an Occupational Safety and Health Management Leading Group, with the general manager as the group leader, the deputy general managers in charge of safety, production and human resources as the deputy group leaders, and members including the person-in-charge of each department, safety supervisor, production manager, human resources director, etc. The Leading Group has a working group and an internal audit group under it. The working group is led by the safety department, with members including full-time safety officers, production supervisors, equipment engineers and trade union representatives; the internal audit group is composed of senior safety experts and external consultants, and independently carries out compliance audits of the management system.

Article 5 Responsibilities at All Levels

(1) Responsibilities of the Management Layer

As the primary person responsible for the company's occupational safety and health, the general manager is fully responsible for the company's occupational safety and health management work, approves the occupational safety and health management system, annual work plan and special funds, regularly holds occupational safety and health work meetings, and coordinates and solves major safety issues; the person-in-charge in charge assists the general manager in carrying out work, specifically

responsible for the implementation, supervision and promotion of the occupational safety and health system, and organizes safety inspections, training and emergency drills; the person-in-charge of each department is directly responsible for the occupational safety and health work of the department, implements the company's occupational safety and health requirements, investigates potential safety hazards in the department, and organizes employees of the department to carry out safety training and emergency drills.

(2) Responsibilities of Functional Departments

Safety Management Department: Take the lead in formulating and revising these Rules and relevant occupational safety and health management systems, organize safety hazard investigation, risk assessment, safety training and emergency drills, supervise all departments to implement occupational safety and health responsibilities, be responsible for the investigation, statistics, reporting and handling of work-related accidents, manage occupational safety and health files, and connect with external safety supervision departments.

Human Resources Department: Be responsible for incorporating occupational safety and health training into the employee onboarding and on-the-job training plan, organizing pre-job safety training for new employees and regular safety training for old employees, organizing the implementation of employee occupational health physical examinations, establishing employee occupational health files, and assisting in handling employee rights and interests protection work related to work-related accidents.

Production Technology Department (if any): Be responsible for integrating safety concepts into production process, equipment selection and operation process design, investigating safety hazards in the production link, formulating safe operating procedures for production equipment, and being responsible for the maintenance, inspection and management of production equipment and protective facilities to ensure the safe operation of equipment.

Administrative Department: Be responsible for the safety management of office areas and public areas, investigate safety hazards in the office environment (such as electricity use, fire protection, anti-slip, etc.), be responsible for the procurement, distribution and management of personal protective equipment, and be responsible for the storage, maintenance and management of emergency rescue materials.

Trade Union: Supervise the company's occupational safety and health work in accordance with the law, organize employees to participate in the democratic management and supervision of occupational safety and health, protect the legitimate rights and interests of employees in terms of occupational safety and health, collect employees' opinions and suggestions on occupational safety and health work, and assist in carrying out safety training and emergency drills.

(3) Responsibilities of Employees

Strictly abide by these Rules and various occupational safety and health management systems and operating procedures of the company, correctly wear and use personal protective equipment, and prohibit illegal operations and risky operations.

Actively participate in occupational safety and health training and emergency drills organized by the company, take the initiative to learn safety knowledge and operating skills, master the safety risks and preventive measures of the post, and improve self-protection ability.

If safety hazards, occupational hazards or abnormal situations are found at work, immediately stop the operation, take initial prevention and control measures, and promptly report to the direct supervisor or the safety management department; do not conceal or delay the report.

Have the right to refuse illegal command and forced risky operations, put forward rationalization suggestions on the company's occupational safety and health management work, and have the right to dissuade and report behaviors that violate these Rules.

Participate in occupational health physical examinations as required, cooperate with the company in carrying out occupational health monitoring work, truthfully provide personal health information, and conduct self-monitoring of their own occupational health status.

Chapter 3 Operation Safety Management

Article 6 Workplace Environment Management

All departments must keep workplaces and office areas clean and orderly, with unobstructed passages. It is strictly prohibited to block fire exits and safety exits, and it is strictly prohibited to pile up irrelevant items and flammable and explosive items in the work area (except those approved).

Workplaces must be equipped with necessary protective facilities such as ventilation, lighting, cooling, dust prevention and poison prevention according to the characteristics of the post to ensure the normal operation of the facilities; for posts that generate occupational hazards such as dust, noise and toxic and harmful gases, special prevention and control measures must be taken, the workplace environment must be regularly tested, and the test results must be promptly publicized to employees to ensure compliance with national occupational health standards.

Safety warning signs (such as prohibition signs, warning signs, instruction signs, prompt signs) must be standardized in office areas and workplaces to clarify dangerous areas and protection requirements. It is strictly prohibited to arbitrarily remove or block warning signs.

It is strictly prohibited to use open flames and high-power electrical appliances in the workplace without authorization, and it is strictly prohibited to pull and connect wires privately. Electrical equipment must meet safety standards and be regularly inspected and maintained to prevent safety accidents caused by electric leakage, short circuit, etc.

Article 7 Operation Management

Each post must formulate clear safe operating procedures. Employees must be familiar with and master the safe operating procedures of their post before taking up the post, and can only work after passing the training and assessment; special operation personnel (such as electricians, welders, crane operators, etc.) must obtain a nationally recognized special operation qualification certificate and work with the certificate. It is strictly prohibited to operate without a certificate.

During the operation, employees must strictly operate in accordance with the operating procedures, and it is strictly prohibited to arbitrarily change the operation process or operate equipment illegally. It is strictly prohibited to work after drinking, work fatigued or work sick.

For high-altitude operations (height $\geqslant$ 2 meters), personal protective equipment such as safety belts and safety ropes must be worn, safety protection facilities must be erected, a warning area must be set below, and special personnel must be arranged for supervision. It is strictly prohibited to throw objects from high altitudes.

For operations involving flammable and explosive, toxic and harmful, corrosive and other dangerous goods, the regulations on the management of dangerous goods must be strictly followed, protective measures must be taken, emergency rescue equipment must be equipped, and it is strictly prohibited to store and use dangerous goods illegally.

Before equipment operation, check the operation status of the equipment, and start it only after confirming that there is no fault or hidden danger; if any equipment abnormality is found during the operation, immediately stop the machine, cut off the power supply, report to the superior and contact maintenance. It is strictly prohibited to repair the equipment without authorization.

Article 8 Management of Personal Protective Equipment

According to the characteristics of occupational hazards of each post, the company equips employees with personal protective equipment that meets national standards (such as safety helmets, protective masks, protective gloves, protective clothing, protective shoes, etc.), clarifies the equipment standards and distribution cycle. The administrative department is responsible for unified procurement and distribution to ensure that employees can receive them as needed.

When employees work on the post, they must correctly wear and use personal protective equipment. It is strictly prohibited to work without wearing or improperly wearing protective equipment; when the protective equipment is damaged or invalid, it must be reported and replaced in a timely manner. It is strictly prohibited to use unqualified protective equipment.

The administrative department is responsible for establishing a ledger for the procurement and distribution of personal protective equipment, recording information such as procurement quantity, distribution objects and distribution time; the safety management department is responsible for supervising the wearing and use of personal protective equipment by employees.

Chapter 4 Occupational Health Management

Article 9 Occupational Health Physical Examination

The company establishes an employee occupational health physical examination system. The human resources department organizes all employees to conduct a regular occupational health physical examination every year; for employees in posts exposed to occupational hazards such as dust, noise and toxic and harmful gases, a special occupational health physical examination is conducted every six months, and a complete employee occupational health file is established.

New employees must undergo an occupational health physical examination before onboarding, and can only be employed if they pass the physical examination; those who fail the physical examination will not be employed or will be transferred to another post.

After the employee's physical examination, the human resources department promptly informs the employee of the physical examination results. For employees found to have occupational contraindications or suspected occupational diseases in the physical examination, their jobs are immediately adjusted, further inspection, diagnosis and treatment are arranged, and follow-up management is done well; for employees diagnosed with occupational diseases, they are properly handled in accordance with relevant national regulations to protect the legitimate rights and interests of employees.

Article 10 Prevention and Control of Occupational Hazards

The safety management department regularly conducts occupational hazard identification and risk assessment for each post of the company, establishes a list of occupational hazards, clarifies prevention and control measures, regularly carries out occupational hazard detection, and publicizes the detection results to employees to ensure that the workplace environment meets occupational health standards.

For posts that generate occupational hazards, comprehensive prevention and control measures such as engineering protection, personal protection, regular detection and health monitoring are taken to reduce the impact of occupational hazards on employees' health; the adoption of new technologies, new processes and new equipment is encouraged to reduce occupational hazard risks.

The company regularly popularizes occupational health knowledge to employees, informs employees of the occupational hazard factors, prevention and control measures and emergency handling methods of their posts, and improves employees' awareness of occupational health protection.

Chapter 5 Training and Emergency Management

Article 11 Safety Training and Education

Led by the human resources department and supported by the safety management department, an annual occupational safety and health training plan is formulated, covering all employees. The training

content includes: these Rules, safe operating procedures, occupational hazard prevention and control knowledge, emergency disposal skills, laws and regulations, etc.

New employees must receive pre-job occupational safety and health training for no less than 8 class hours, and can only take up the post after passing the training and assessment; old employees receive on-the-job safety training every six months, and special operation personnel must regularly participate in review training to ensure that their operating skills meet the requirements.

Training adopts various forms such as online learning, offline teaching, practical operation drills and case analysis to ensure the training effect; a training ledger is established to record information such as training time, training content, participants and assessment results for future reference.

Article 12 Emergency Management

Led by the safety management department and supported by all departments, emergency rescue plans for various emergencies such as work-related accidents, fires, electric shocks and dangerous goods leakage are formulated, clarifying the emergency disposal process, responsibility division and rescue measures, covering all types of work-related accident scenarios, and reported to the higher competent department for the record.

The administrative department is responsible for equipping sufficient emergency rescue equipment (such as first aid kits, stretchers, fire extinguishers, fire hydrants, insulating tools, etc.), regularly inspecting, maintaining and updating them to ensure the normal use of emergency rescue equipment; emergency rescue equipment is reasonably placed in workplaces and office areas, with clear storage locations for easy access by employees.

The company organizes an emergency drill every six months, carrying out targeted drills for different types of emergencies to improve employees' emergency disposal ability and coordination ability; after the drill, experience is summarized in a timely manner and the emergency rescue plan is improved.

When a work-related accident or emergency occurs, the parties or witnesses must immediately report to the direct supervisor and the safety management department; in case of emergency, they can directly call the emergency number (120, 119, etc.); all departments carry out disposal work in accordance with the emergency rescue plan, rescue the injured, control the expansion of the accident, and protect the accident scene.

Chapter 6 Hidden Danger Investigation and Rectification

Article 13 Hidden Danger Investigation

Establish a safety hazard investigation mechanism combining "daily investigation, regular investigation and special investigation": the person-in-charge of each department conducts daily investigation on the operation environment, equipment and facilities, and operation process of the department; the safety management department organizes a comprehensive investigation once a week; a special investigation

is organized once a quarter (for high-risk posts and key links); a special investigation is carried out before major holidays and major activities.

If employees find safety hazards at work, they can report them in a timely manner through oral, written, internal enterprise platforms and other methods, and the safety management department registers and verifies the reported hazards.

Hidden danger investigation must clarify the investigation scope, investigation content and investigation responsible person, establish a hidden danger investigation ledger, and record information such as hidden danger location, hidden danger description, investigation time and investigation personnel.

Article 14 Hidden Danger Rectification

For the safety hazards found in the investigation, the safety management department clarifies the rectification responsible person, rectification measures and rectification time limit according to the hidden danger level (general hidden danger, major hidden danger, significant hidden danger), issues a rectification notice, and tracks the implementation of rectification.

General hidden dangers must be rectified within 24 hours; major hidden dangers must be rectified within 3 working days; significant hidden dangers must immediately stop relevant operations, set up a warning area, formulate a special rectification plan, and rectify within a time limit. Operations can only be resumed after the rectification is completed and accepted.

After the rectification is completed, the rectification responsible person must submit a rectification report, and the safety management department accepts the rectification situation. Those who pass the acceptance are cancelled in the hidden danger investigation ledger; those who fail the acceptance are ordered to rectify again until they are qualified.

It is strictly prohibited to turn a blind eye to safety hazards or delay their rectification. Those who cause work-related accidents due to the failure to rectify hidden dangers in a timely manner will be held responsible.

Chapter 7 Handling of Work-Related Accidents

Article 15 Accident Reporting

When a work-related accident (including minor injury, serious injury, death and acute occupational disease) occurs, the parties or witnesses must immediately report to the direct supervisor and the safety management department. After receiving the report, the department head must report to the company's management and the safety management department within 1 hour; the safety management department must report the accident to the local labor security department and emergency management department in accordance with relevant national regulations within 24 hours. It is strictly prohibited to conceal, falsely report or delay the report of work-related accidents.

Article 16 Accident Investigation and Handling

After a work-related accident occurs, the company establishes an accident investigation team (composed of management, safety management department, person-in-charge of relevant departments and trade union representatives) to conduct a comprehensive investigation of the accident, find out the cause, process, casualties and direct economic losses of the accident, and clarify the accident responsibility.

The accident investigation team must submit an accident investigation report within 7 working days after the accident occurs, putting forward accident handling opinions and preventive measures; the company handles the accident responsible person in accordance with the accident investigation report (including circularized criticism, economic punishment, demotion, termination of labor contract, etc.), and those suspected of breaking the law are transferred to the judicial organ for handling.

For employees with work-related injuries, the human resources department must promptly assist in handling relevant procedures such as work-related injury identification and labor capacity appraisal, and implement work-related injury benefits in accordance with relevant national and company regulations to protect the legitimate rights and interests of employees.

After the accident handling is completed, the safety management department must organize all departments to carry out accident warning education, analyze the cause of the accident, learn lessons from the accident, improve preventive measures, and prevent similar accidents from happening again.

Chapter 8 Supervision, Inspection and Rewards and Punishments

Article 17 Supervision and Inspection

The safety management department is responsible for daily supervision and inspection of the implementation of these Rules, regularly carries out special supervision and inspection, assesses the occupational safety and health work of each department and each post, and the assessment results are included in the departmental and employee performance appraisal.

The trade union is responsible for democratic supervision of the company's occupational safety and health work, regularly collects employees' opinions and suggestions, and supervises and corrects behaviors that violate these Rules.

Employees have the right to supervise the company's occupational safety and health management work, and can report behaviors that violate these Rules or have safety hazards to the safety management department or the trade union. Those who report truthfully will be given appropriate rewards.

Article 18 Rewards

The company commends and rewards departments and individuals who have performed outstandingly in occupational safety and health work, including:

Departments and individuals that strictly abide by these Rules and have no work-related accidents or safety hazards throughout the year;

Employees who timely find significant safety hazards and avoid work-related accidents;

Departments and individuals who have performed outstandingly in occupational safety and health training, emergency drills, hidden danger rectification, technological innovation and other work;

Employees who actively put forward rationalization suggestions on occupational safety and health that are adopted and achieve good results.

Article 19 Punishments

For departments and individuals who violate these Rules, the company will give punishments such as circularized criticism, economic punishment, demotion, termination of labor contract, etc. according to the severity of the circumstances; those who constitute a crime will be transferred to the judicial organ for handling, including:

Departments and responsible persons who fail to implement occupational safety and health responsibilities, fail to carry out hidden danger investigation and rectification as required, resulting in the long-term existence of safety hazards;

Employees who operate illegally, work risky, do not wear protective equipment, leading to work-related accidents or safety hazards;

Those who conceal, falsely report or delay the report of work-related accidents, or destroy the accident scene or obstruct the accident investigation;

Those who fail to participate in occupational safety and health training and emergency drills as required and still work on the post after failing the assessment;

Those who arbitrarily remove or damage safety protection facilities and safety warning signs, use open flames and high-power electrical appliances illegally, or pull and connect wires privately;

Those who refuse or obstruct safety supervision and inspection, or retaliate against reporters.

Chapter 9 Supplementary Provisions

Article 20 Revision of the Rules

These Rules are revised annually by the safety management department in accordance with changes in relevant national laws and regulations, industry standards and the company's production and operation conditions. After revision, they are implemented after being approved by the company's management; if there are major adjustments to laws and regulations, they are revised in a timely manner.

Article 21 Interpretation of the Rules

These Rules are interpreted by the company's safety management department.

Article 22 Date of Implementation

These Rules shall be officially implemented as of the date of issuance. If the original relevant occupational safety and health regulations are inconsistent with these Rules, these Rules shall prevail.

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