



Green Energy Technology Co., Ltd.

Employee safety and health Code of Conduct

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LUXE Green Energy Technology Co., Ltd.

Employee Safety and Hygiene Work Code

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第一章 General Principles

一、in accordance with
of the Occupational Safety and Health Act .

二、Scope of application

This code applies to our company and is the safety and health regulations that employees should follow in their daily work.

三、Purpose

(一) Strengthen employees' knowledge of industrial safety and hygiene, raise their vigilance at all times, prevent occupational hazards, and ensure the safety of life and property.

(二) It aims to enable employees to have a high sense of professionalism, improve work efficiency and increase production effectiveness.

四、Safety Creed

The following safety creeds are taken to heart by every employee to ensure safety in the workplace.

(一) All disasters are preventable.

(二) Accidents do not happen for no reason. The real causes should be investigated to prevent them from happening again.

(三) The most important thing for the effective implementation of disaster prevention technologies is passion and determination to improve.

(四) Any disaster or accident, regardless of its severity, will cause tangible and intangible losses to individuals, businesses and society.

(五) All employees should identify and eliminate potential hazards in the workplace as early as possible.

(六) Safety comes from doing the right thing, and the right thing comes from living a normal life.

(七) Disaster prevention is not limited to the factory; safety concepts and awareness should be established at all times and in all places.

(八) "Safety and hygiene are everyone's responsibility." Only by paying attention to safety at all times can we be truly safe.

(九) Do not cause danger or loss to others for the sake of temporary convenience.

(十) Pay attention to individual and group behavior and actions, and eliminate unsafe factors.

第二章 Company employee safety and health management and responsibilities at all levels

Business responsibilities within the factory's organizational system

The top management includes: factory director, department heads, etc.

1) Factory Director:

1. Manage all factory safety and health related operations and allocate resources required to establish, implement, maintain and improve the safety and health management system. Resources include human resources, professional skills, factory infrastructure, technology and financial resources.
2. Document and communicate clearly the roles, duties, responsibilities, and authorizations of the following levels of supervisors.
3. Define the factory's safety and health policy , and supervise and plan the implementation of occupational safety and health business.
4. Instruct all departments to carry out relevant labor safety and health work.
5. Responsible for all departments to implement automatic occupational safety and health inspections and equipment maintenance.
6. Responsible for all departments to implement occupational safety and health education and training.
7. Urge relevant departments to eliminate factors that harm the environment.
8. Review and approve the occupational safety and health implementation plan and the occupational safety and health regulations established by the factory.
9. Other matters related to occupational safety and health.

2) Supervisors and management, command and supervisory personnel at all levels

1. Occupational disaster prevention plan.
2. Safety and health management implementation matters.
3. Regular inspections, key inspections, checks and other related inspection and supervision matters.
4. Carry out inspections regularly or irregularly.
5. Provide methods to improve work.
6. Formulate safe operation standards.
7. Teach and supervise the departments under their jurisdiction to implement safety operation standards and methods.
8. Participate in occupational safety and health education and training and health examinations.

9. Participate in occupational hazard investigation and handling.
10. Provide suggestions on occupational safety and health management.
11. Implement occupational safety and health management matters for contractors.
12. The department must inform the occupational safety and health management personnel of safety and health precautions regarding the purchase and maintenance of raw materials, instruments, equipment and projects.
13. Other safety and health management matters assigned by the factory director.

3). Occupational safety and health personnel

1. Formulate occupational disaster prevention plans and emergency response plans , and guide relevant departments in their implementation.
2. Plan and supervise various departments to carry out occupational safety and health audits and management.
3. Plan and supervise the inspection and examination of safety and health facilities in each department.
4. Plan and supervise relevant personnel to implement inspections, regular inspections, key inspections, hazard communication and work environment measurements.
5. Plan and implement occupational safety and health education and training.
6. Plan worker health examinations and implement health management.
7. Supervise the investigation, handling and statistical analysis of occupational hazards such as worker illness, injury, disability and death.
8. Implement safety and health performance management evaluation and provide occupational safety and health consulting services.
9. Provide the factory manager with information and suggestions on occupational safety and health management.
10. Plan and supervise contractors' occupational safety and health management matters.
11. Responsible for communication , roles and responsibilities of all employees and other stakeholders
12. Review and provide safety and health precautions for procurement of raw materials, instruments, equipment and engineering related to each unit.
13. Other matters related to occupational safety and health management.

4). General workers

1. Comply with safety and hygiene work rules and other safety regulations.

2. Obey the supervision and instructions of supervisors.
3. Receive occupational safety and health education, disaster prevention training, and work safety instruction.
4. Accept health examination and management.
5. Report unsafe conditions and urge improvements.
6. Provide safety suggestions and urge superiors to accept improvements.
7. Report all injuries and property damage incidents.
8. Comply with the safe working methods of each operation when performing work.
9. Participate in industrial safety and health activities and various safety competitions.
10. Assist new employees to understand safe working methods.
11. Support the company's safety and health work plan and implement various safety and health tasks.
12. Maintain good factory cleanliness, appropriate mechanical protection and personal protective equipment.

第三章 Equipment maintenance and inspection

This is established in accordance with Articles 13 to 63 of the Occupational Safety and Health Management Regulations.

- 一、Operators or supervisors must conduct regular inspections of machinery, vehicles and other equipment in accordance with the following regulations:
 - (一) Inspection before daily operation: various machines, general vehicles, crane cables, chains, hooks, slings, etc.
 - (二) Regular monthly inspections are carried out on general vehicles and motor equipment.
 - (三) Regular inspections are carried out every three months: fire-fighting equipment, fire prevention, insulation protection equipment, live wire tools, and power distribution equipment.
 - (四) Regular inspections are carried out once a year: fixed cranes, drying equipment and second pressure vessels.
- 二、Operators or supervisors must perform regular inspections of the following equipment in accordance with the following regulations:
 - (一) Inspection before daily operation: fixed cranes and drying equipment.
 - (二) Regular monthly inspections are to be carried out on: fixed cranes.
 - (三) Regular inspections are carried out every six months: factory buildings.
 - (四) Regular inspections are carried out once a year on: drying equipment, acetylene welding equipment, gas assembly welding equipment, fixed cranes, and second-type pressure vessels.
- 三、All records of the above-mentioned inspections and examinations must be recorded in accordance with the provisions of the "Occupational Safety and Health Management Regulations" and kept for reference within the prescribed period.
- 四、Firefighting equipment inspections are carried out in accordance with Article 20 of the "Standards for the Installation of Firefighting Safety Equipment in Various Locations."

Our company is a non-Class A location and is inspected annually.

第四章 Occupational safety and health standards

一、General Employee Safety Considerations

- (一) Do not start machinery and equipment that you are not in charge of without permission, and avoid staying or wandering around other people's work areas.
- (二) Teach new employees not to be sarcastic or joking at work.
- (三) Always be alert and guard against accidents. Once an accident occurs, you must remain calm and deal with it calmly. Do not flee in panic and cause chaos, which will expand the disaster.
- (四) Pay attention to various warning signals and signs at all times.
- (五) After using tools, they must be wiped clean and you should develop the habit of returning them to their original place.
- (六) Do not leave tools, parts, or materials scattered on walkways or in places where they may fall and injure people.
- (七) When walking in the work area, you should pay attention to the surrounding environment above your head, below your feet, in front of you, behind you, and to your left and right. Do not put your hands in your pockets.
- (八) Check various safety equipment at any time to maintain them in optimal condition and ensure safety.
- (九) Colleagues should encourage each other, help each other, and abide by safety rules.
- (十) Never smoke in no-smoking areas or workplaces.
- (十一) Be more vigilant, be willing to accept advice, and develop good safety and hygiene habits.
- (十二) Do not take shortcuts and cross production lines and operation areas.
- (十三) Do not stand or walk under suspended loads.
- (十四) Caring for your own body and respecting the lives of others are the basic attitudes for promoting work safety and hygiene.
- (十五) If you are not familiar with or are not competent for a job, you must first receive a full explanation and become familiar with the job before you can start working.
- (十六) All operations must be performed in accordance with operating standards and no unsafe working methods should be adopted.
- (十七) Special tasks require special tools, and you must be familiar with the correct way to use them before you begin. By focusing your attention and

following safety regulations, accidents are completely preventable.

- (十八) Be calm and careful. Being hasty or careless is both inefficient and unsafe.
- (十九) Colleagues should maintain close coordination and cooperation.
- (二十) If machinery or equipment breaks down, immediately mark it with "Do Not Touch During Repair." If you are unable to correct the problem yourself, report it to your supervisor, who will notify the appropriate department to handle the issue.
- (二十一) Being unwell and unable to concentrate are the most vulnerable to disasters, so you should immediately coordinate and communicate with your supervisor about the appropriate response measures.
- (二十二) Do not leave the workplace at will. If you need to leave, you must obtain the consent of your supervisor and ensure that safety precautions are taken.
- (二十三) Disasters are most likely to occur when work is started and completed, so you should be vigilant at all times.
- (二十四) Before leaving get off work, all power supplies, gas, doors and windows should be checked and closed.

二、Precautions for preventing general accidents

- (一) Being unable to perform a job is the main cause of accidents, and supervisors should strictly prohibit this from happening.
- (二) Special work requires special tools and personal protective equipment. You should be familiar with the use and maintenance of the equipment to maintain normal functions.
- (三) Before taking on a new job, you should get a full explanation first. If you have any questions, you should immediately ask your supervisor or manager.
- (四) You must comply with safety operation standards and operating criteria, and work according to the instructed procedures. You must never change the working methods without authorization.
- (五) Every employee must strictly abide by the safety and health work rules and the safety operating standards of their unit.
- (六) You should devote your full attention and focus to every task and maintain a good working attitude.
- (七) Throwing workpieces and tools, crossing dangerous areas, etc. are strictly prohibited.
- (八) Colleagues should be harmonious and cooperative, and be able to adhere to the principles of self-protection, mutual protection and supervision.

三、Environmental Cleanup and Rectification Code

- (一) Sorting out and reorganizing are the most important and basic tasks in preventing disasters.
- (二) The workplace should be kept clean, bright and tidy at all times. Tools,

measuring instruments, jigs, personal belongings, etc. should be located properly. Any items not related to the work or unused tools should be removed at any time.

- (三) The site and passages must be kept unobstructed at all times and materials must not be piled up. If materials are temporarily stored, the temporary storage time and the responsible unit and personnel must be marked.
- (四) Paper scraps, oilcloths, waste materials, and other refuse should be placed in designated containers according to garbage classification regulations.
- (五) Bicycles, motorcycles, and cars are parked according to the designated locations in each factory area.
- (六) Washrooms, toilets, etc. should be kept clean at all times, and cigarette butts or other debris should not be thrown into the toilet bowl.
- (七) Allow for good ventilation when at work, and close doors and windows when leaving get off work for safety reasons.
- (八) Develop the good habit of clearing away debris and oil stains on the ground at any time.
- (九) Doors, windows, power supplies, fire-fighting equipment, faucets, etc. are managed by designated personnel.
- (十) No items should be stacked in front of fire-fighting equipment, fire hydrants, or power boxes.
- (十一) Signs or indicator lights for emergency doors, escape routes, etc. should always be kept clear and illuminated for easy identification, and passages and exits should be kept unobstructed.
- (十二) The height of stacked items should be determined based on the stability of their center of gravity and the ease of access to ensure absolute safety.

四、Work Clothing Safety Guidelines

- (一) Jewelry such as rings, watch chains, and brooches can cause serious injuries and should not be worn while working. Wear appropriate work clothes when working. Avoid loose outer garments, loose coats, clothes with belts, and flowing ties, as these can easily be caught in rotating machinery.
- (二) Slippers or shoes with exposed toes or heels are not allowed in the factory, and barefoot is absolutely not allowed.
- (三) When handling rough or sharp objects, wear gloves to protect your hands.
- (四) When working on a business trip to a construction site, you should always wear a safety helmet (according to the designated type) to ensure your head is safe.
- (五) Buttons and cufflinks on clothes should be fastened tightly, and hanging identification cards should not be worn at the work site.
- (六) Uncovered high-speed rotating machinery that may be touched by fingers, such as: Cotton gloves should not be worn when working on lathes, drilling machines,

grinders, etc., unless special gloves are provided.

- (七) Female employees with long hair must tie it up with a band or wear a hair cap. Never let your hair fly around to prevent it from getting tangled in machinery or obstructing your vision.

五、Eye protection safety rules

- (一) If you feel any discomfort in your eyes or if a foreign object is found in your eyes, you should seek medical attention immediately.
- (二) If there is a foreign object in the eye, do not rub it with your hands or remove it by other means. Seek medical treatment from a professional.
- (三) If you wear frame glasses or contact lenses and feel any discomfort, in addition to cleaning with saline or clean water, you should see a doctor.
- (四) When working in a place that may harm the eyes, you must wear appropriate safety glasses. The following jobs require appropriate safety glasses:
 1. Use chisels to cut rough heads, oxyacetylene flames, electric welding, welding and cutting objects, grinding iron with grinding wheels, etc. to carry out work that is likely to cause debris to fly.
 2. Electric welders, gas welders and their assistants must wear special tinted, light-blocking glasses.
 3. Operate lathe to perform turning work.
 4. Use a grinder for cleaning.
 5. Work using a wire brush.

六、Fire Safety Code

- (一) Workers engaged in hot work such as electric welding and gas welding should first apply for a hot work permit. They should inspect the surrounding environment before operating and keep flammable materials away. Fire extinguishers should be available in the workplace.
- (二) Smoking is strictly prohibited in "No Smoking" areas, fuel depots, or paint spraying areas. Smoking must be done in designated areas, and cigarette butts must be extinguished and placed in designated containers.
- (三) All fire-fighting equipment is strictly prohibited from being used for non-fire-fighting purposes, such as watering flowers, sprinkling water, cleaning, etc.
- (四) Do not pile items in front of fire hydrants or equipment to avoid obstructing the use of firefighting equipment and affecting firefighting time.
- (五) If electrical equipment catches fire, make sure the power is off and then extinguish the fire with a dry powder fire extinguisher, a carbon dioxide fire extinguisher, or sand. Do not use water.
- (六) be extinguished with sand or powdered chemicals (dry powder, carbon dioxide,

and sea dragon, etc.).

- (七) The factory should be well organized, tidy and clean at all times.
- (八) When leaving get off work, the electrical switches under your management should be turned off, and the fuel and oil should be properly collected and placed in their proper locations.
- (九) High-heat equipment such as drying furnaces and drying ovens should be kept away from flammable materials such as paper, cloth, oil, and materials.
- (十) Gas cylinders and acetylene should be stored in a centralized and classified manner in designated locations and secured to prevent tipping over.
- (十一) You should be familiar with the fire-fighting equipment around the workplace and how to use it, and check its pressure and expiration date at any time.
- (十二) The interior of the fire extinguisher box must not be used for any other purpose and must be maintained in good condition at all times.

七、Safety Rules for Punching Machine Operations (including all types of manual punching machines, automatic punching machines, shearing machines, riveting machines, hammering machines, and hydraulic presses)

- (一) Concentrate, pay attention to the movements of your hands and feet, and coordinate appropriately.
- (二) Be careful not to let tools, jigs, measuring tools or other debris fall on the pedals, and a protective cover should be provided on the pedals.
- (三) Before working, an automatic inspection should be carried out. All pedals, brakes, seat belts, clutches and pressure plates should be tightened and tested several times.
- (四) The machinery should be lubricated according to maintenance regulations.
- (五) Note that the edge materials should be kept clean at all times to avoid being cut by the rough edges after cutting, and warning signs should be set up.
- (六) When two or more people work together, one person must be designated as the main operator, who will give the orders and make sure the commands and actions are consistent. .
- (七) Always be prepared to tidy up and tidy up to avoid tripping or cuts.
- (八) When the punch press operator finds abnormal noise from the punch press, he should stop the machine immediately for inspection. If the problem cannot be eliminated, he should report it to the supervisor immediately.
- (九) When operating a punch press, you should wear appropriate protective gear, earplugs, and safety belts as required.
- (十) People who handle or pick up silicon steel sheet fragments should wear gloves and pay attention to safety.
- (十一) Hydraulic press operators should be careful not to put their hands or feet

between the pressing plates to avoid being crushed.

- (十二) Hydraulic press operators should check the release valve, switching valve, emergency stop device, safety electric eye, etc. every day to ensure safety.
- (十三) Do not put your fingers under the shear blades or pressure rollers.
- (十四) Protective equipment already in place include: Guardrails, protective covers, electric eyes, double-button operations, anti-fool devices, etc. must not be dismantled or their functions changed at will, and must be regularly maintained and checked to ensure they are functioning properly.

八、Safety Rules for Drilling Machine Operations (including all types of conventional, rotary arm, multi-spindle, and NC drilling machines, as well as roller machines, tapping machines, and other drilling machines)

- (一) When operating a drill press, do not wear loose clothing with hanging sleeves and never wear cotton gloves to avoid danger.
- (二) When working, first adjust the workbench to an appropriate height and secure the work object before turning on the power.
- (三) When drilling with a small handheld workpiece, use a stopper or clamp it with pliers to prevent the workpiece from twisting with the drill bit, and apply pressure from above. , so that the workpiece will not lift up by itself.
- (四) When adjusting, refueling or changing the belt, stop the machine and turn off the power first.
- (五) Do not touch rotating drill bits, taps, gears, belts and other dangerous parts.
- (六) Do not put your hands under the workpiece or under the drill bit or tap.
- (七) Use a brush to sweep away the iron filings that come out of the drill. Do not sweep them away with your hands to avoid getting hurt.
- (八) When drilling holes where iron chips fly, you should wear safety glasses.
- (九) During work, the working surface of the workpiece and the T-slot of the drilling machine table and chassis should be kept as clean as possible.
- (十) It is forbidden to wear cotton gloves when operating a drilling machine.

九、Safety Rules for Grinding Machine Operations (All Types of Fixed and Portable Grinding Machines)

- (一) The grinding wheel machine must have a guard, Guard plate, shield opening should not exceed 90 degrees.
- (二) The machine should be completely stopped when adjusting the grinding wheel.
- (三) Inspection and installation of grinding wheels should be performed by trained personnel.
- (四) The grinding wheel speed should not exceed the specified maximum operating speed, and the installer should adjust it appropriately during installation.
- (五) Before use, the operator should stand at the side and apply light pressure at

the beginning. After the temperature of the grinding wheel rises evenly, normal pressure can be used.

- (六) After the grinding wheel is replaced, it must be tested for more than three minutes before it can be used.
- (七) Wear safety glasses when using a grinding wheel to prevent sand chips from flying into your eyes.
- (八) The tool should be placed on a horizontal table for grinding. Unless the grinding wheel is used on the side, it should not be ground on the side of the grinding wheel.
- (九) During installation, be careful not to increase the force, and the nut used to fix the grinding wheel should be moderately tight to avoid internal stress in the grinding wheel.
- (十) Check whether the grinding wheel is balanced. If it is not properly installed, adjust it immediately. If it cannot be adjusted, stop using it immediately.
- (十一) When using a portable grinder, it should be held correctly and tightly before starting.

十、Safety Guidelines for Hand Tool Use

(一) Wrench:

1. Do not use an inappropriate wrench, as this is not only dangerous but will also damage the corners of the bolt head and nut.
2. If the wrench is worn and the opening is too large, do not use the shim and replace the wrench.
3. When putting an iron pipe over the wrench handle to increase the torque, be careful to avoid breaking the handle and causing injury.
4. Never use a wrench as a hammer to avoid injury to the user, the workpiece, or the wrench itself.
5. If the wrench is stuck and cannot be loosened during use, you can only use a wooden hammer to tap it lightly to disengage the wrench.
6. The wrench should be kept clean and free of grease to prevent it from slipping out of your hand or from slipping off the bolt.
7. All wrenches should be kept in good condition and damaged wrenches should not be used.
8. When using an adjustable wrench, the opening should face the direction of twisting to prevent it from slipping and bruising the finger joints.

(二) Screwdriver:

1. The screwdriver should fit the screw groove, and screws with damaged grooves

should not be used to prevent them from slipping.

2. Do not use a cracked screwdriver.
3. When doing electrical work, use a screwdriver designed specifically for electrical work.
4. Screwdrivers must not be used for any other improper purposes, such as as drills, chisels, pry tools, etc.
5. When using a screwdriver, if you need to hold the workpiece with your hand, you should prevent the screwdriver from slipping out of the screw groove and injuring your hand.
6. Do not hit the handle with hard objects to avoid damaging it.

(三) File:

1. Choosing a file with the right shape, size and cut is not only safe but also easy to use.
2. Do not use files without handles, files with loose, cracked or damaged handles.
3. Using unclean or blunt files can easily cause slippage and injury.
4. Files are inherently brittle, so they should not be used as center punches or pry plates to avoid injury from broken pieces.
5. When using a file on a lathe, be careful to avoid unexpected kickbacks.
6. When filing a rotating workpiece, do not place a cloth between your thumb and the file head or wear cotton gloves.

(四) pliers:

1. Pliers with flat or damaged teeth should not be used to avoid slipping and injury.
2. Do not use pliers instead of wrenches to avoid the risk of slipping and damage to the corners of nuts and bolts.
3. The handle of the pliers should be held close to the bottom. If it is close to the pliers head, your hand may be easily pinched.
4. When using wire cutters, try to keep the wire ends pointing downward and not towards others.
5. When cutting live wires, special insulated pliers should be used and a designated person should be responsible for this.

(五) Hammer:

1. When operating a hammer, you should wear protective glasses.
2. The hammer handle of the hand hammer must always be kept tight. If it is loose,

it should be repaired immediately, otherwise do not use it.

- 3.The hammer face should not hit hard objects with sharp corners.
- 4.When striking on an anvil, the edge of the hammer must not touch the anvil surface to prevent the hammer edge from breaking and injuring someone.
- 5.Debris on the workpiece should be removed to prevent it from jumping into the eyes when struck.

(六) chisel:

- 1.Wear protective glasses and gloves when operating a chisel.
- 2.If there is any burr on the end of the workpiece being struck, it should be ground off first.
- 3.When chiseling, be careful of flying debris to prevent injury.
- 4.Keep the hammer face and chisel end clean and free from grease.
- 5.Do not chisel hardened or extremely hard workpieces.
- 6.When chiseling something, you must first check whether the workpiece is fixed.
- 7.When chiseling something, do not point the chisel towards your body.

(七) Hand bow saw:

- 1.Always clamp the workpiece before sawing.
- 2.Be careful to use the correct saw blade to suit different tasks, such as coarse-toothed saw blades should not cut thin metal sheets.
- 3.When sawing hard workpieces, slow down the sawing speed.
- 4.When sawing thin edges or points, do not push the saw forward immediately.
- 5.Be careful to adjust the tightness of the saw frame to prevent it from bending or breaking. Do not tighten it too much to avoid breaking the tip of the saw blade.
- 6.Use force when sawing downwards, and be gentle when pulling upwards to protect the saw blade. If it is twisted or too much force is used, the saw blade will easily break.
- 7.14 teeth per inch to cut softer metals , a saw blade with 18 teeth per inch to cut tool steel, bars and tubes, and hard metals , a saw blade with 24 teeth to cut steel pipes, steel plates and tubes, and a saw blade with 32

teeth to cut thin iron plates and tubes .

8. When sawing thick metal, add appropriate amount of lubricating oil or coolant.

(八) Screw tap:

1. Lubricating oil must be added when tapping or threading.
2. When tapping or threading, the workpiece should be clamped firmly, the tap should be kept straight, the force should be applied evenly, and each time a part of the tap is advanced, it should be withdrawn a little to break off the debris and allow the lubricant to flow into the cut edge.
3. Choose an appropriate tap wrench and add oil to protect the tap after use.
4. When a screw tap breaks in the workpiece and is removed with a hammer or punch, safety glasses should be worn.

(九) Portable electric drill:

1. The workpiece should be clamped in advance before starting work to avoid drilling injuries to hands and feet.
2. Hold the work piece tightly by the handle to prevent it from falling on your feet.
3. Wear protective glasses to prevent iron filings from flying into your eyes.
4. Hang the power cord on a pole, wall or in a safe area.
5. Before drilling, use a center punch to punch a small hole to prevent the drill bit from slipping.
6. Use moderate pressure when drilling thin sheet metal.

(十) Pneumatic tools:

1. Make sure the joint is clamped tightly and adjust the air pressure appropriately.
2. The air pipe should be hung on a pole, wall or a safe area.
3. When work is suspended for a long time, the air hose should be rolled up and placed in a safe area.

(十一) Measuring tools:

1. Card instrument

- (1) Keep the card instrument in the best condition and do a good job of maintenance.
- (2) Do not cause improper friction on the sides of the card.
- (3) The card instrument should usually be hung on the wall of the tool

cabinet.

2. Micrometer and vernier scale

- (1) Pay attention to the usage range of the micrometer and vernier caliper.
- (2) Do not place it randomly, drop it, or subject it to severe vibration.
- (3) Use and placement should be gentle.
- (4) Do not measure high temperature workpieces.
- (5) Do not use a micrometer or vernier caliper as a caliper.
- (6) Send to laboratory for inspection regularly.

3. Steel measuring tape and tape measure

- (1) Keep it clean at all times and add oil after use to prevent rust.
- (2) Do not throw them around randomly, and put them away after use.
- (3) Be careful not to cut your hands or body when pulling it open or rolling it back.

(十二) Pneumatic nailing machine:

1. The nails should be filled firmly.
2. One nail is struck at a time. If two nails are struck at a time, it is an abnormality and should be sent for repair immediately.
3. The impact must be directed at the workpiece and not at people or people.
4. Untrained personnel are not allowed to operate.
5. Maintenance work should be done regularly and the machine should be sent for repair if any abnormality is found.

十一、Electrical Work Safety Guidelines

- (一) The casings of all electric machinery and electric hand tools must be grounded, and the circuits should be checked regularly to ensure good contact.
- (二) If you are standing in a damp place or on metal objects, do not touch electrical equipment and its live parts with wet hands.
- (三) No one other than the electrical personnel or maintenance personnel is allowed to enter the substation room or the transformer room with fences.
- (四) Wherever there are electrical wires passing through the floor of the workplace where people pass by, they must be covered safely.
- (五) Never turn an electrical switch OFF or ON if you do not know why it is ON or OFF.
- (六) Before starting or stopping electrical equipment managed by someone else, you

must first obtain the consent of the person in charge.

- (七) Even though it is a low voltage circuit, you should not take risks. When working at height, even a minor electric shock should be avoided. Remember that touching a 110 volt circuit can be fatal.
- (八) Dangerous areas (working areas or power supply areas) should be guarded and equipped with safety signs.
- (九) Avoid working with live wires and regularly check wire insulation to prevent electric shock.
- (十) Treat all wires as "live wires" and do not work on two wires at the same time when the "live wires" are working.
- (十一) The plastic protective cover of the knife switch should be kept secure at all times.
- (十二) When power is shut off to adjust electric machinery, the switch must be immediately locked out or labeled and signed after it is turned off. When power is restored, the original signatory should remove the label before power can be restored to ensure safety.
- (十三) The installation and maintenance of electrical equipment (including repair, fuse replacement, etc.) shall not be performed by unqualified electrical technicians.

十二、Safety Rules for Elevated Work (二公尺 the above operations)

- (一) Those with high blood pressure, cardiovascular disease, anemia, limb deficiency, color blindness, severe myopia, hearing impairment, balance disorder or a history of epilepsy, People with mental or neurological diseases are not allowed to engage in high-rise work.
- (二) Those who are drunk, in a bad mood, have safety concerns, or are physically weak are not allowed to engage in high-rise work.
- (三) During work, you should wear a safety helmet and safety shoes, and wear a safety belt regardless of whether there are protective equipment such as safety nets or construction frames.
- (四) Workers are prohibited from working barefoot, wearing slippers, spiked shoes or flat shoes when working at height.
- (五) Before climbing a high platform, you should first wipe off the oil, cement, slippery and other attachments on the soles of your shoes.
- (六) If you are carrying hand tools when working at height, you should use a tool belt to prevent them from falling and injuring others.
- (七) When working at height, clothing should be tied tightly.
- (八) Work should be stopped in case of strong winds, heavy rain or bad weather.
- (九) No playing while working.
- (十) When using a ladder, check whether it is damaged and whether the ladder feet

are stable.

- (十一) Ladders should not be placed near exits to prevent them from being knocked over.
- (十二) Metal ladders should not be placed near electrical equipment to prevent electric shock.

十三、Warehousing Operation Safety Code

- (一) Whether temporary or permanent, piled materials should be stored neatly to avoid danger in the event of collapse.
- (二) Piled materials must not protrude from the passage and affect traffic. Materials must not be piled in front of fire sand, fire hydrants, fire equipment and electrical switches to avoid affecting the passage.
- (三) Pay attention to ventilation, temperature, humidity, inventory items in warehouses or oil depots, and conduct regular inspections.
- (四) The paths around the doors and warehouse passages or sidewalks should be unobstructed and materials should not be piled up at any time.
- (五) Stacked materials cannot be removed from the bottom, and the stacking height is subject to the regulations of each storage site.
- (六) Dangerous goods (acetylene gas, oxygen) are flammable gases. Fireworks are strictly prohibited near them and must be clearly marked.
- (七) When handling materials, the most economical, effective and safest method should be used, and tools should be used in batches instead of piecemeal manual handling whenever possible.
- (八) Unless people are loading items, the iron gate of the door should be closed at all times.

十四、Safety rules for handling operations

- (一) Pay attention to check whether the transported items have cracks, irregular jagged or smooth surfaces, etc., and take appropriate safety precautions.
- (二) When lifting or moving objects, you must hold the objects firmly.
- (三) Keep your fingers away from areas where they may be squeezed, especially when putting objects down.
- (四) If the surface of the items being moved is greasy, wet or slippery, wipe them clean first and keep your hands away from grease to prevent them from slipping.
- (五) For material handling, machinery should be used as much as possible to replace manpower. 40 公斤 For objects heavier than the above, human vehicles or tools should be used to transport them 500 公斤. For objects heavier than the above, motor vehicles or other machinery should be used to transport them.
- (六) When lifting heavy objects, you should bend your knees and use your leg muscles, not your abdominal muscles or back muscles, otherwise it will easily cause back

pain or dislocation.

- (七) If you want to move items, you should pay attention to whether there are any obstacles along the route.
- (八) Before moving, you should pay attention to the size, weight, and shape of the items you are moving. If the weight exceeds your personal lifting ability, you should ask for help.
- (九) When carrying heavy objects, try to minimize twisting of the body and avoid twisting the waist and back to avoid sprains.
- (十) Lift objects so that they do not obstruct your view.
- (十一) When moving objects, if you need to change direction, do not twist your body. Lift the object to an appropriate height, then turn your body and legs at the same time.
- (十二) When more than two people are working at the same time, there should be one person in charge. If they want to let go, the commander must give the order.
- (十三) When handling materials near a pile, one must be alert and pay attention to the risk of the piled materials collapsing.
- (十四) Do not throw any materials when moving.
- (十五) When transporting materials, walk along the aisle route and do not cross other people's work areas.
- (十六) When transporting cylinders, you must wear a safety cap.
- (十七) Steel cylinders must not be tied with ropes and must be lifted to a high place using a hanging basket.
- (十八) It is absolutely forbidden to carry goods over the workers' heads, and pedestrians must be warned to stay away before carrying goods.
- (十九) The load on the means of transport shall not exceed the safe load.
- (二十) When handling, be careful of cables and electrical equipment to prevent your body and materials from coming into contact with them and causing electric shock.
- (二十一) When carrying, be careful not to trip due to long trouser legs or loose shoelaces.

十五、Safety Rules for Forklift Operations (including all types of pallet trucks and bucket forklifts)

- (一) No one who is not a qualified and trained person may operate the forklift without authorization.
- (二) A safety check should be performed before each operation.
- (三) Do not exceed the speed limit (the speed limit within the factory is 15km/h or less) or overload. Reduce speed when turning, stop, look, and listen before

driving again, and honk the horn when necessary.

- (四) Whether moving forward or backward, you should always turn on your headlights to warn oncoming vehicles, and pay special attention to the situation behind you when reversing.
- (五) When loading, the forks should be about one foot off the ground to lower the center of gravity of the load. If the road is steep, the load should be in front of the vehicle when going uphill and behind the vehicle when going downhill.
- (六) Pay attention to controlling the vehicle. In case of emergency braking, stop within the specified distance.
- (七) The driver cannot extend his hands or feet outside the vehicle, cannot carry other people, and cannot let anyone stand on the fork pole.
- (八) Do not park in aisles or at doorways to avoid affecting others.
- (九) The engine should be turned off before refueling, and refueling should be done outdoors or in a well-ventilated area.
- (十) Do not raise or lower items while driving. When parking, raise the mast of items and never tilt it forward.
- (十一) When scooping up objects, only work on the outer edges of large items and do not go too deep to avoid damaging the items.
- (十二) Forklifts have many opportunities to travel in factories and warehouses, so pay attention to the safety of ceilings, beams, columns, and surrounding machinery and personnel.
- (十三) Because the front mast of the forklift partially blocks the view, you must look ahead clearly when moving forward. When carrying large cargo and cannot see clearly, it is safer to have a dedicated person to direct the driving or reverse driving.
- (十四) Because forklifts are slower than ordinary vehicles, drivers and people around them often ignore safety issues. Due to their strong impact, accidents are likely to occur.
- (十五) When driving a forklift, you must wear a safety helmet.

十六、Safety Rules for Handcart Operations

- (一) Place heavy items underneath so that the center of gravity is as low as possible.
- (二) Don't pull the car backward.
- (三) When transporting items, they must be placed securely to prevent slipping and falling, and the height of the items must not obstruct the view of the person pushing the cart.
- (四) The vehicle body should be loaded with the weight of the items, and the operator only needs to exert force to keep the vehicle body balanced and push

it forward.

- (五) When going downhill, the car is in front and the people are behind; when going uphill, the people are in front and the car is behind.
- (六) The vehicle should be pushed at a safe speed. Do not push the vehicle while running, and pay attention to controlling the direction and speed of the vehicle at all times.
- (七) When not in use, trolleys should be placed in designated areas and not parked on roads or other areas.
- (八) Vehicles designed for special purposes should not be used for any purpose other than that designated task.
- (九) For vehicles with handles, the handles should be lifted when not in use and should not be placed across the road. When storing two-wheeled vehicles, the handles should be leaned against a wall or against other vehicles.
- (十) No one is allowed to play or ride on the trolley while it is being operated.

第五章 Education and Training

- 一、According to Article 32 of the Occupational Safety and Health Act, employees are obligated to receive safety and health education and training necessary for their work and disaster prevention. Employees may not evade or refuse such education or training, otherwise they will be fined according to the law.
- 二、In accordance with Article 23 of the Occupational Safety and Health Act, the company shall appoint a labor safety and health manager based on its size and nature.
- 三、According to Article 24 of the Occupational Safety and Health Act, employees performing the following tasks must undergo training approved by the central competent authority or pass a skills certification before they can operate.

(一) Operators of dangerous machinery and equipment

- 1.Fixed cranes with a lifting capacity of more than five tonnes.
- 2.Other machinery and equipment designated by the central competent authority.

(二) Special operations personnel

- 1.Operation of fixed cranes with a lifting capacity of less than five tonnes.
- 2.Use lifting equipment to perform hanging operations.

(三) Use acetylene welding equipment or gas assembly equipment to weld, cut or heat metals.

(四) First aid personnel training: at least one person per class, and one more person for every fifty additional people.

Training for new employees or current employees: Before adding or changing jobs, they should receive education and training on the relevant work.

第六章 Health guidance and management measures

- 一、 Designated personnel handle labor health protection matters:
 - 1. Health management: such as tiered management of general and special health examinations, worker selection and assignment, statistical analysis of occupational injuries and diseases, and health risk assessment.
 - 2. Health promotion: measures to promote physical and mental health, such as labor health, health education and guidance, cancer screening, prevention of the three highs, work stress relief, and employee assistance programs.
 - 3. Assist relevant departments in occupational disease prevention: Strengthen occupational safety and health business managers to enter the workplace, frequently inspect the work site, identify potential health hazards in the manufacturing process, and provide on-site occupational health care consultation and other work.
- 二、 New employees must undergo physical examinations, and current employees must also undergo regular health examinations as scheduled by the unit to maintain their health.
- 三、 Employees should undergo regular health examinations in accordance with the following regulations:
 - 1. For those aged 65 or above, a regular checkup shall be conducted once a year.
 - 2. For those aged 40 or above but under 65, a regular checkup shall be conducted every three years.
 - 3. For those under 40 years of age, regular check-ups shall be conducted every five years.
- 四、 Medical staff provide on-site services to handle the following matters:
 - 1. Planning and implementation of workers' health education, health promotion, and hygiene guidance.
 - 2. Prevention and treatment of work-related injuries and illnesses, health consultation, first aid and emergency treatment.
 - 3. Assist employers in selecting workers for appropriate jobs.
 - 4. Analysis, evaluation, management and preservation of workers' physical and health examination records and health management.
 - 5. Preservation of occupational health research reports and injury and illness records.
 - 6. Assist employers and occupational safety and health personnel in preventing work-related diseases and improving the working environment.
- 五、 Medical personnel should cooperate with occupational safety and health and related department personnel to visit the site and handle the following matters:
 - 1. Identify and assess hazards in the workplace environment and operations.
 - 2. Propose suggestions for improving the safety and sanitation facilities in the working environment.
 - 3. Investigate the relationship between workers' health status and work, conduct health risk assessments for workers at high health risks, and implement necessary preventive and health promotion measures.
 - 4. Provide consultation and suggestions on functional assessment, job redesign or adjustment for workers returning to work.

- 六、 After a worker undergoes a general physical examination, special physical examination, general health checkup, special health checkup, or health follow-up examination, the following measures should be taken:
1. Consult doctors' advice, inform workers, and appropriately assign workers to work in the workplace.
 2. Workers with abnormal examination results should be provided with health guidance by medical personnel. If the results of a physician's health assessment indicate that they are unable to adapt to their original work, they should follow the physician's advice to change their workplace, change their job, or shorten their working hours, and implement health management measures.
 3. Send the inspection results to the inspected workers.
7. Compile the health examination records of the examined workers into a health examination manual.

第七章 First aid and rescue

一、General first aid

First aid is the immediate and temporary care provided to those who suffer accidental injuries or acute illnesses until 能得到 they receive medical treatment. People who have not received first aid training should avoid moving the patient as much as possible to avoid causing secondary injuries.

The primary purpose of first aid is to save lives.

- (一) Before the actual injury is confirmed, the victim should be laid flat to prevent fainting and shock.
- (二) If the victim's face is red, the head should be raised; if vomiting, the head should be turned to the other side to prevent suffocation.
- (三) If necessary, use blankets, clothes, etc. to maintain the victim's body temperature to prevent shock.
- (四) Call an ambulance immediately or use a stretcher to carry the injured to a medical facility or request medical personnel immediately.
- (五) The first aid provider's responsibility is to save lives and prevent injuries or illnesses from worsening. They should keep the injured person quiet and comfortable. , waiting for the arrival of medical staff.
- (六) First aid personnel on the scene should help the injured person describe the

cause of the accident to assist medical staff in treatment and diagnosis.

二、Trauma First Aid

- (一) Traumatic injuries can be categorized into lacerations, abrasions, cuts, and lacerations. Before seeking medical attention, care should be taken to stop bleeding and prevent bacteria from entering the wound.
- (二) First aid for trauma is to wet a sterile gauze with sterile saline and then apply it to the wound. First aid personnel should have a sense of disinfection and should not touch the wound directly with their fingers. Disinfection and cleaning should be performed by medical staff.
- (三) To stop bleeding, you should first check the color of the blood. If it is bright red, it means it is aortic blood, and it should be tied tightly between the heart and the wound with a band. Dark red is venous blood, and it should be tied tightly between the wound and the outer edge of the body. The tourniquet should be released every 15 minutes to prevent ischemia and necrosis of the affected limb.

三、First aid for fainting

- (一) Fainting is also called shock, which can be caused by standing for too long, being frightened, excited, hungry, in pain or strenuous work. To treat fainting, first determine whether it is caused by anemia or congestion and treat it accordingly.
- (二) Anemic collapse is characterized by pale face and cold limbs. The treatment is to make the patient lie on the bed with the head lowered and the feet raised.
- (三) Congestive collapse is characterized by a red face and sometimes vomiting. The treatment is to make the patient sit in a chair with the head high and feet low, with the head tilted to one side to prevent vomiting.

四、First aid for electric shock

- (一) Electric shock will cause a "suspended death" phenomenon, with breathing and heart stopping. First, you need to disconnect the person from the power source and never pull him with bare hands.
- (二) Then send the injured person to a well-ventilated place, unbutton his shirt, lie on his back, slightly raise his head, and then use oxygen or perform artificial respiration. Observe the injured person's mental state until the doctor arrives.
- (三) After waking up, if there is an electric injury, treat it as a burn.

五、First aid for burns

- (一) The purpose of first aid is to relieve the patient's pain, prevent infection, and prevent shock due to dehydration.
- (二) In first aid:

1.If it is a mild burn and the skin is not broken, apply disinfected Vaseline

ointment, olive oil, etc.

2. If the burn is severe, seek medical attention immediately. First aid providers only need to apply sterile gauze and sterile saline to the burned area.
3. In case of burns, first aid should be given immediately according to the five steps: flush (with water) → take off (take off clothes) → soak (soak in water) → cover (keep warm) → send (to medical treatment) .
4. Do not immerse in water if you are injured by electric shock, and seek medical treatment immediately.

六、Poisoning First Aid

- (一) In chemical gas poisoning, the victim usually loses consciousness, the lips and earlobes turn bluish purple, the pulse and breathing stop, and the pupils dilate.
- (二) In first aid, quickly move the patient to a well-ventilated area, perform artificial respiration, and send to a hospital for emergency treatment.

七、First aid for eye injuries

- (一) Rinse with plenty of water for 10 to 20 minutes first.
- (二) If damaged by alkali solution, wash with 2% boric acid water.
- (三) If the injury is caused by acid, wash it with 3% baking soda solution.
- (四) Then cover with gauze coated with olive oil and seek medical attention.

八、First aid for fractures

- (一) First aid for limb fractures:

First, fix the fractured limb using the correct "strap" binding method, and the bandage should be moderately tight.

- (二) First aid for a broken clavicle:

Place a large, thick cotton pad under the armpit of the injured side, and then use a triangular bandage to fix the injured upper limb.

- (三) First aid for spinal fractures:

The injured person should be absolutely prohibited from sitting up and should not be allowed to raise his head. If the patient has a cervical vertebra fracture or the fracture site is unknown, the injured person should be laid flat on a wooden board; if the patient has a spinal fracture below the neck, the injured person should be laid prone. Use a stretcher when transporting the patient and move it horizontally. Do not tilt or turn it upside down. Remember not to move the patient casually.

- (四) First aid for a broken elbow:

Use a bandage to fix the wound in an overlapping manner, take care to prevent fainting, and quickly send the patient to the hospital for treatment on a

stretcher.

九、First aid for breathing (artificial respiration)

(一) Perform artificial respiration by hand:

The "arm-lifting back-pressing method" is usually used, which is a prone manual artificial respiration method. The victim is placed prone with his elbows bent and his palms overlapped. With the face facing outward and the cheek resting on the back of the palm, the rescuer should see which posture is easier to maintain balance and kneel on one knee, straddling the victim's head. With both hands open, place them flat on the lower armpits of the victim's back, with the thumbs touching and the other fingers spread outward. The rescuer slowly lies forward with his upper body, extending his arms until they are almost perpendicular to the ground, thus generating downward pressure. As the rescuer leans back, he pulls the victim's elbows tightly towards his arms until he feels the victim's shoulders straining. Then he starts from the original action and repeats it at a rate of twelve times per minute.

(二) Mouth-to-mouth resuscitation:

1. The victim was lying on his back with his head tilted back.
2. Insert your fingers between the victim's upper and lower teeth and use force to protrude the lower jaw until the lower teeth are higher than the upper teeth.
3. The rescuer pinches the victim's nostrils with his right thumb and index finger.
4. After taking a deep breath, the rescuer puts his mouth close to the victim's mouth and blows air into the victim's mouth.
5. When the rescuer blows air into the victim's lungs, he must observe whether the victim's chest bulges to determine whether the airway is unobstructed.
6. After the rescuer removes his mouth from the victim, he exhales and counts to three, then repeats blowing air in. This should be repeated twelve times per minute until the victim is revived. If the victim is a child, the number should be increased to twenty times per minute.

十、Cardiopulmonary resuscitation (CPR)

When performing first aid, the victim should be laid on his back on a flat and hard surface as quickly as possible, with his head tilted back. The rescuer should then half-kneel beside the victim, press the heel of his palm on the two fingers above the victim's sternum, and his left hand on the back of his right hand. With both hands stretched out, press the victim's chest with force to make the chest sink 4~5公分, and then perform mouth-to-mouth artificial respiration (two breaths and fifteen pressures for one person, one breath and five pressures for two people), and repeat first aid until the pulse returns to normal.

第八章 Outsourcing safety and health management

- 一、When the Company assigns a project within its business to a contractor, the principal shall inform the contractor in advance of the relevant work environment, hazards, and the contractor's safety and health regulations and measures to be taken.
- 二、When the Company works with a contractor or subcontractor, the Company shall take the following measures to prevent occupational hazards:
 - (一) Establish an agreement organization and designate a person in charge of the workplace to take charge of command and coordination.
 - (二) Connection and adjustment of work.
 - (三) Inspection of the workplace.
 - (四) Provide safety and health education guidance and assistance to related contracted businesses.
 - (五) Other matters necessary to prevent occupational hazards.
- 三、The organizer should follow the construction rules of the third party factory.

第九章 Preparation, maintenance and use of protective equipment

- 一、Various mechanical equipment and protective facilities must not be dismantled arbitrarily or rendered ineffective.
- 二、Work equipment and operations must comply with safety, hygiene and operational standards, and appropriate personal protective equipment must be worn.
- 三、If protective equipment is found to be dismantled or has lost its effectiveness, it should be reported to the supervisor immediately and the custodian unit should be requested to maintain it immediately.
- 四、If protective equipment is insufficient, immediately obtain it from the management unit, which will replenish it at any time depending on the inventory.
- 五、Protective equipment must be regularly maintained and inspected to ensure it remains in normal, effective, and usable condition.

第十章 Accident Notification and Reporting

一、When an occupational accident occurs in the workplace, necessary first aid and rescue measures should be taken immediately. An investigation, analysis, and occupational accident analysis report should be prepared and submitted step by step. The process is as follows:

Disaster-related → team leader (fills out accident report, handling opinions and preventive measures) → Section chief (confirms analysis) → Manager (deputy) → Safety and health manager (investigates cause and preventive measures) → Human resources (reviews opinions and fills out occupational hazard statistics) → Factory manager

2. When any of the following occupational hazards occurs in the workplace, it must be reported to the company's safety and health management personnel within 4 hours. A quick report form must be completed and delivered to the Factory Affairs Office within 4 hours for the general manager's notification.

(一) Those who suffer fatal disasters.

(二) A disaster occurs where three or more people are affected.

(三) Other disasters designated and announced by the central competent authority.

(四) Those who are injured and need to be hospitalized for more than one day for treatment.

(五) Major accidents such as fire and explosion occur.

"Occupational Accident Quick Report" operation process:

The immediate supervisor of the victim (foreman, group leader, section chief, manager (deputy manager)) shall fill in the report to →the safety and health management personnel and submit it to →the factory affairs department supervisor.

→Report to the General Manager (Severe Injury or Above) .

3. When any of the following occupational hazards occurs in the workplace, it must be reported to the inspection agency within 8 hours.

(一) Those who suffer fatal disasters.

(二) A disaster occurs where three or more people are affected.

(三) Leakage of chemical substances such as ammonia, chlorine, hydrogen fluoride, phosgene, hydrogen sulfide, and sulfur dioxide resulting in one or more casualties requiring hospitalization.

Processing Flow

The immediate supervisor of the victim (shift leader, group leader, section chief, manager (deputy manager)) shall fill in the form and report to →the safety and health management personnel →and the head of the factory affairs office →to the

inspection agency.

4. Accept inspection by the inspection agency and be accompanied by relevant personnel.
5. If an occupational accident as described in Paragraph 2 occurs, except for necessary first aid and rescue, the scene shall not be moved or destroyed without the permission of the judicial authority or inspection agency.
6. Complete the occupational hazard statistics form monthly in accordance with regulations and submit it to the inspection agency for record.

第十一章 Complaint

If an employee discovers that safety and health facilities and safety and health management matters violate the law, he or she may file a complaint in accordance with Article 32 of the Labor Inspection Act.

第十二章 Supplementary Provisions

- 一、Any matters not covered in this Code shall be handled in accordance with the provisions of the Occupational Safety and Health Act.
- 二、This Code will be announced and implemented after being reviewed by the inspection agency. The same applies to amendments and additions.

Implementation:

To prevent workplace accidents and provide a safe working environment for employees, our company regularly conducts two four-hour fire drills annually to promote fire safety knowledge. We also occasionally arrange one-hour labor safety courses for employee education and promotion. We have a labor safety supervisor who has obtained a Class A Occupational Safety and Health Supervisor Certificate and a certificate of completion. This certificate is valid for two years and the supervisor regularly attends training to maintain a valid certificate. Due to business needs, our company may occasionally send staff to attend external labor safety courses. The supervisor also arranges annual labor safety courses for internal employees.

date	course	personnel	Hours
113.6.5	Fire training exercises and courses (first half of the year)	Yangmei factory employees	4
113.6.5	Labor Safety Promotion Course	Yangmei factory employees	1
113.12.18	Fire training exercises and courses (second half of the year)	Yangmei factory employees	4
113.12.18	Labor Safety Promotion Course	Yangmei factory employees	1
113.12.18	First aid training CPR. AED operation	Yangmei factory employees	1
112.6.26	Type A Occupational Safety and Health Supervisor Course (valid for 2 years)	Labor Safety Supervisor	6
113.6.28	Building fire drill	Tainan Headquarters	1

		Employees	
113.12.27	Building fire drill	Tainan Headquarters Employees	1
113.6.26	Building fire drill	Taipei office staff	1
113.12.25	Building fire drill	Taipei office staff	1
113.6.7	Fire training exercises and courses	Tainan factory employees	3

Our company collaborates with designated medical institutions to conduct employee health checks and implements a comprehensive smoking ban. Slogans related to smoking bans and occupational safety are posted on bulletin boards throughout the workplace to remind employees to promote these practices and strengthen their awareness of workplace safety precautions. Safety helmets are required when entering the factory to prevent accidents and create a healthy and safe work environment.