

	四川科道芯国智能技术股份有限公司 Sichuan Keydom Smart Technology Co., Ltd Class 3 Document 三级文件 EHS Safety Accident Emergency Plan 安全事故类应急预案	文件编号: Document No. :	KD-CX01-001
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安全事故类应急预案

EHS Safety Accident Emergency Plan

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1. 目的

.1 Purpose

为规范四川科道（以下简称“公司”）安全生产管理工作，全面落实“安全第一，预防为主，综合治理”的方针，切实规范现场安全管理工作，将可能发生的安全生产事故降到最低限度，特制定本应急预案。

This emergency plan is formulated in order to standardize the work safety management of KEYDOM (hereinafter referred to as “the Company”), fully implement the guideline of “safety first, prevention first and comprehensive treatment” and effectively standardize the on-site safety management, so as to minimize the work safety accident.

2. 适用范围

2. Scope of Application

适用于四川科道（下属分公司及子公司可参照此预案自行拟订内部管理标准）。

It is applied to KEYDOM (the branches and subsidiaries can formulate their internal management standards by referring to this plan).

3. 名称和略缩词

3. Names and Abbreviations

- 应急预案：针对可能发生的事故，为迅速、有序地开展应急行动而预先制定的行动方案。
- Emergency plan: It is an action plan prepared to rapidly and orderly carry out emergency actions for possible accidents.

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- 应急准备：针对可能发生的事故，为迅速、有序地开展应急行动而预先进行的组织准备和应急保障。
- Emergency preparedness: It is a kind of organization preparation and emergency security for carrying out emergency actions rapidly and orderly for possible accidents.
- 应急响应：事故发生后，有关组织或人员采取的应急行动。
- Emergency response: It refers to emergency actions carried out by related organizations or personnel after occurrence of an accident.
- 应急救援：在应急响应过程中，为消除、减少事故危害，防止事故扩大或恶化，最大限度地降低事故造成的损失或危害，而采取的救援措施或行动。
- Emergency rescue: It refers to rescue measures or actions taken to eliminate and reduce accident hazards, prevent expansion or aggravation of the accident, and minimize the loss or damage caused by the accident in the process of emergency response.
- 恢复：事故的影响得到初步控制后，为使生产、工作、生活和生态环境尽快恢复至正常状态而采取的措施或行动。
- Recovery: It refers to measures or actions taken to make production, work, life and ecological environment return to the normal state as soon as possible after preliminary control of the impact of the accident.
- 火灾事故：是指在时间或空间上失去控制的燃烧。
- Fire accident refers to a disaster of burning out of control in time or space.
- 食物中毒：特指员工就餐或进食超市、小卖部食物引起的食物中毒，包括但不限于员工上吐下泻、口吐白沫、恶心、眩晕等身体不适反应。
- Food poisoning refers in particular to the accident happening to the employee due to the consumption of foods from the supermarkets and canteens, including but not limited to physical discomfort such as vomiting and diarrhea, froth at the mouth, nausea, dizziness, etc.
- 交通事故：特指车辆驾驶人员、行人、乘车人以及其他在道路上进行与交通有关活动的人员，因违反《中华人民共和国道路交通管理条例》和其它道路交通安全法规、规章的行为过失造成人身伤亡或财产损失的事故。

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- Traffic accident refers in particular to the casualty or the damage of property caused by the vehicle driver, pedestrian, passenger or other traffic participant due to the violation of the Regulations of the People's Republic of China on Road Traffic Control and other road traffic control regulations and rules.
- 工伤事故：特指员工在工作时间，因工作原因引起的工伤事故，包括但不限于工作时间机械、电器设备伤害、身患职业病种、上下班路途非本人主要责任的交通事故等。
- Work-related injury accident refers in particular to the physical damage to workers from industrial accident in working hours, including but not limited to the mechanical and electrical equipment injuries, occupational diseases, traffic accidents on the way to and from the work not due to the employee's own responsibility. </651
- 施工事故：特指外来施工单位人员，在公司生产经营场所内进行正常施工时，发生的安全事故，包括但不限于机械伤害、触电、高空坠落等事故。
- Construction accident refers in particular to the accident happening to the personnel of the external construction unit during the normal construction in the company's production and operation sites, including but not limited to mechanical injury, electric shock, high falling etc. </674
- 特种设备事故：特指公司人员、货物使用特种设备时（含通行电梯、使用叉车等）因操作不当或设备故障等引起的特种设备事故，包括但不限于电梯困人无法进出、电梯火灾、电梯漏水、叉车着火、叉车伤人等。
- Special equipment accident refers in particular to the accident due to the improper operation or equipment failure of the special equipment when being used by the company personnel and goods (including the elevator running and forklift use), including but not limited to the conditions that someone is trapped in the elevator, the fire occurred in the elevator, there is leakage in the elevator, the forklift is on fire and someone is hurt by the forklifts, etc.
- 触电事故：特指当人体触及带电体，或带电体与人体之间由于距离近、电压高而产生的闪击放电、电弧烧伤人体表面、强电流穿过人体而对人体所造成的伤害。
- Electric shock accident refers in particular to the damages to the human body due to the touching of charged body by the human body , or the flashing discharge generated between the charged body and the human body due to the close distance and the high

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responsible for setting up the working group for the preparation of the emergency plan by combining the functional divisions of various departments, clarifying the preparation tasks and assignment of responsibilities, formulating the work plans and organizing drills regularly, and constantly summarizing and improving various plans.

4.1.1. 编制准备

4.1.1. Preparatory work

- 全面分析公司安全事故因素、可能发生的事故类型及其危害程序。
- Comprehensive analysis of safety accident factors, types of accidents possibly to happen, and their hazard procedures.
- 排查安全事故类隐患的种类、数量和分布情况。
- Identification of the type, quantity and distribution of the potential safety accidents.
- 确定事故危险源，进行风险评估，并明确相应的防范措施。
- Determination of the accident hazard sources, conduction of risk assessments, and identification of appropriate precautions.
- 客观评价公司应急能力。
- Objective evaluation of the company's emergency response capabilities.
- 充分借鉴国内外同行业安全事故类的教训及应急工作经验。
- Make full use of lessons from safety accidents of the same industry at home and abroad and relevant emergency work experiences

4.1.2. 编制程序

4.1.2 Preparation procedures

- 1) 资料收集：收集安全事故类应急预案编制所需的各种资料，如：相关法律法规、应急预案、技术标准、国内外同行业事故案例分析、公司技术资料等。
- 1) Data collection: collecting all kinds of materials required for the preparation of safety accident emergency plan, such as relevant laws and regulations, emergency plans, technical standards, case analysis of accidents in the same industry at home and abroad, and company technical data.

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- 2) 危险源与风险分析: 在危险因素分析及安全事故类隐患排查、治理的基础上, 确定公司的危险源、可能发生安全事故的类型和后果, 进行事故风险分析, 并指出事故可能产生的次生、衍生事故, 以此作为应急预案的编制依据。
- 2) Hazard source and risk analysis: based on the analysis of risk factors and the investigation and treatment of potential safety accidents, determining the hazard sources, the types and consequences of possible safety accidents of the company, conducting the accident risk analysis, and indicating the possible secondary and derivative accidents, which will be used as the basis for the preparation of the emergency plan.
- 3) 应急能力评估: 对公司安全事故类的应急装备、应急队伍等应急能力进行评估, 并结合公司实际情况加强应急能力建设。
- 3) Emergency capability evaluation: evaluating the emergency capability of the company's emergency equipment and emergency teams for safety accidents, and strengthening the emergency capacity building in light of the actual situation of the company.
- 4) 应急预案编制: 针对可能发生的安全事故, 按照有关规定和要求编制应急预案。编制期间, 注重全体人员的参与和培训, 使所有与事故有关人员均掌握危险源的危险性、应急处置方案和技能。应急预案充分利用应急资源, 与地方政府预案、上级主管单位以及相关部门的预案相衔接。
- 4) Preparation of emergency plan: preparing the emergency plan for possible safety accidents according to relevant regulations and requirements. Attention shall be paid to the participation and training of all staff during the preparation of the emergency plan, so that all accident-related personnel master the dangers of hazard sources, emergency response programs and skills. For emergency plan, make full use of social emergency resources, properly match with the plans prepared by local government, superior competent organization and relevant departments.
- 5) 应急预案评审与发布: 应急预案编制完成后, 外部评审由上级部门或地方政府负责安全管理的部门组织审查, 内部评审与发布按照公司文件控制程序规范实施。
- 5) Review and release of emergency plan: after the emergency plan is prepared, the external review shall be undertaken by the superior department or the department in charge of the safety management in local government, and the internal review and release shall be carried out in accordance with the company's document control procedure specifications.

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- 6) 应急预案体系的构成：针对各级各类可能发生的事故，和所有危险源制订专项应急预案和现场应急处置方案，并明确事前、事发、事中、事后的各个过程中相关部门和有关人员的职责。
- 6) Composition of emergency plan system: special emergency plans and field emergency response plans shall be prepared for possible accidents and all hazard sources. Responsibilities of relevant departments and personnel shall be clarified beforehand, in the course and afterwards.

4.2. 应急小组

4.2. Emergency team

应急小组由公司领导、各部门/中心的专业人员组成，在安全事故发生时，履行以下职责。

The emergency team is composed of the company leaders and professionals from various departments/centers. The following duties shall be performed in case of the safety accident.

4.2.1. 预防与预警

4.2.1. Accident prevention and warning

- 危险源监控：熟知公司对安全事故类危险源监测监控的方式、方法，以及采取的预防措施。
 - Hazard source monitoring: being familiar with the company's means, methods and preventive measures for the monitoring and control of the safety hazard resources.
 - 预警行动：熟知安全事故预警的条件、方式、方法和信息的发布程序。
 - Early warning action: being familiar with the conditions, means, methods and information release procedures for early warning of the safety accidents.
 - 信息报告与处置：明确安全事故信息报告与处置办法。
 - Information reporting and handling: identifying the information reporting and handling methods for safety incidents.
- a) 信息报告与通知：明确 24 小时应急值守电话、安全事故信息接收和通报程序。

a) Information reporting and notification: clarifying 24-hour emergency telephone, safety

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incident information reception and notification procedures.

- b) 信息上报: 明确安全事故发生后向公司内部、上级主管部门和地方人民政府报告事故信息的流程、内容和时限。
- b) Information reporting: defining the process, content and time limit for reporting the accident information to the company, superior departments and local people's governments after a safety accident occurred.
- c) 信息传递: 明确安全事故发生后, 向有关部门或单位通报事故信息的方法和程序。
- c) Information transferring: identifying the methods and procedures for notifying the relevant departments or units of the accident information after a safety accident occurred.

4.2.2. 应急响应

4.2.2 Emergency response

- 响应分级: 针对安全事故危害程度、影响范围和公司控制事态的能力, 将安全事故分为不同的等级。
- Response grading: dividing the safety incidents into different grades based on the harm extent, scope of influence of the safety accident, and the ability of the company to control the accidents.
- 响应程序: 根据安全事故的大小和发展态势, 明确应急指挥、应急行动、资源调配、应急避险、扩大应急等响应程序。
- Response procedure: clarifying the response procedures such as emergency command, emergency action, resource allocation, emergency escape and expansion of emergency according to the size and development trend of the safety accident.
- 应急结束: 明确应急终止的条件, 安全事故现场得以控制, 环境符合有关标准, 导致次生、衍生事故隐患消除后, 经安全事故现场应急小组组长批准后, 现场应急结束, 并明确后续如下事项:
- Termination of emergency: defining the conditions for emergency termination, namely, the emergency work on the site is terminated only after being approved by the leader of the on-site emergency team of the safety accident when the accident scene is controlled, the environment meets the relevant standards, and the hidden danger causing the secondary and derivative accidents is eliminated, and the following matters shall clearly

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identified:

- a) 事故情况上报事项。
- a) Matters to report the incident.
- b) 需向安全事故调查处理小组移交的相关事项。
- b) Relevant matters that need to be handed over to the safety incident investigation and handling team.
- c) 事故应急救援工作总结报告。
- c) Summary report on accident emergency rescue work.

4.2.3. 信息发布

4.2.3. Information release

明确安全事故信息发布的部门、发布原则。 安全事故信息应由事故应急小组组长及时准确向新闻媒体通报事故信息。

Identifying the department and principles for the release of safety incident information. The safety accident information shall be promptly and accurately notified to the news media by the leader of the accident emergency response team.

4.2.4. 后期处置

4.2.4 Subsequent handling

主要包括污染物处理、事故后果影响消除、工作秩序恢复、善后赔偿、抢险过程和应急救援能力评估及应急预案的修订等内容。

It mainly includes the pollutant disposal, the elimination of the consequences of accidents, the restoration of work order, the rehabilitation and compensation, the rescue process and the assessment of emergency rescue capabilities and the revision of emergency plans.

4.2.5. 保障措施

4.2.5 Supporting measures

- 通信与信息保障：明确与应急工作关联的人员联系方式，并提供备用方案。 建立信息通信系统及维护方案，确保应急期间信息通畅。

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- Communication and information assurance: identifying the contact details of the personnel associated with the emergency work and providing the alternative plan. Establishing the information communication system and maintenance program to ensure smooth communication during the emergency period.
- 应急队伍保障: 明确各类应急响应的人力资源, 包括专业应急队伍、兼职应急队伍的组织与保障方案。同时, 明确应急救援需要使用的应急物资和装备的类型、数量、性能、存放位置、管理责任人及联系方式等内容。
- Emergency team support: identifying the human resources of various emergency response, including the organization and guarantee plan of professional and part-time emergency team. At the same time, clarifying the type, quantity, performance, storage location of the emergency supplies and equipment required for the emergency rescue, and their management in charge and his/her contact information.
- 经费保障: 明确应急专项经费来源、使用范围、数量和监督管理措施, 保障应急状态时应急经费的及时到位。
- Funding guarantee: clarifying the source of special funds for emergency work, and its scope of use, quantity as well as the supervision and management measures, and ensuring the timely provision of emergency funds in the emergency state.
- 其它保障: 根据公司应急工作需求而确定的其它相关保障措施, 如: 交通运输保障、治安保障、技术保障、医疗保障、后期保障等。
- Other guarantees: other relevant supporting measures determined according to the demands of company's emergency work, including the transportation guarantee, security guarantee, technical guarantee, medical security and later guarantee.

4.2.6. 培训与演练

4.2.6. Training and drills

- 培训: 明确对公司人员开展的应急培训计划、方式和要求。如果预案涉及第三方组织, 则做好相应宣传、告知等工作。
- Training: identifying the emergency training plans, methods and requirements for the company staff. If the plan involves the third-party organization, carrying out the appropriate publicity and notification etc.

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- 演练: 明确应急演练的规模、方式、频次、范围、内容、组织、评估、总结等内容。
- Drill: defining the scale, manner, frequency, scope, content, organization, evaluation and summary of the emergency drill.

5. 事故定义

5. Accident Definition

根据国务院第 493 号令《安全生产事故报告和调查处理条例》第三条规定, 对公司安全事故定义如下:

According to Article 3 of 493rd Order from the State Council of People's Republic of China regarding with Regulations on Reporting, Investigation and Handling of Production Safety Accidents, the company's safety accidents are defined as follows:

事故 Accide nt 级别 Level	事故 Accid ent 类别 Categ ory	预警 Early warnin g 级别 Level	死 Death (单位: 人) (Unit: person)	伤害程度 Extent of injury (单位: 人) (Unit: person)	直接经济损 失(单位: 人 民币) Direct economic loss (unit: RMB)	上报 Report 层级 Level	处理 Handli ng 层级 Level
III III	轻危 事故 Minor accid ent	蓝色 Blue	0	指损失工作日低于105 日的失能伤害 Disabling injury with loss of working days less than 105 days.	<5万 < 50,000	分管领 导 Directo r in charge	部门负 责人 Depart ment leader
II	一般 事故 Ordin ary accid ent	橙色 Orang e	0	指相当于表定损失工作 日等于和超过105日的 失能伤害。 Refers to the disabling injuries equal to or greater than 105 days of the specified lost working day.	≥5万且<50 万 ≥50,000 and <500,000	总经理 Genera l Manag er	分管领 导 Directo r in charge
I	重大 事故 Major accid ent	红色 Red	≤1	死亡 Death	≥50万且< 1000万 ≥500,000 and <10 million	总经理 Genera l Manag er	总经理 Genera l Manag er

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6. 应急小组架构与职责

6. Structure and Responsibility of Emergency Team

6.1. 架构

6.1. Structure

II、III级事故由各架构的副组长（各中心总经理）直接领导执行预案，I级事故由组长（总经理）直接领导执行本预案。

For the level II and III accidents, the emergency plan shall be implemented under the direct leading of the deputy heads of the various departments (general managers of each center). For the level I accidents, the emergency plan shall be implemented under the direct leading of the team leader (general manager).

6.1.1. 公司总部

6.1.1. Company headquarters



6.1.2. 生产中心

6.1.2. Production Center

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6.1.3. 研发中心

6.1.3. R&D Center



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6.2. 成员

6.2. Members

6.2.1. 公司总部应急小组成员清单

6.2.1. Member list of emergency team for the company headquarters

序号 S/N	角色 Roles	职称/部门 Title/Department	负责人 Person in charge	参与人员 Participants
1	组长 Team leader	公司总经理 General Manager of Duowei Union Group	朱琳琳	——
2	副组长 Deputy group leader	行政部 Administration Department	杨华	——
3	通讯组 Communication team	董办 Chairman's Office	谢莉	董办成员 Members of Chairman's Office
4	现场救援组 On-site Rescue Group	行政部 Administration Department	翁春燕	人力行政部成员、各部门安全专员 Members of Operation Security Department, security specialists of various departments
5	现场疏散组 On-site Evacuation Group	行政部 Administration Department	陈燕	保安团队 Security team
6	现场处理组 Emergency response team	行政部 Administration Department	周晓毅	安防管理人员（含保安）、产品安全控制人员、安全工程师、信息安全管理 Security management personnel (including security), product safety control personnel, safety engineers, information security management personnel
7	设备保障组 Equipment Support Group	采购部 Procurement Department	李艳	各部门资产管理 Asset administrator of each department
8	善后处理组 Aftermath	人力资源部 HR Department	孙燕	人力资源部成员、各部门安全专员 Members of HR Department, security

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	Handling Group			specialists of various departments
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6.2.2. 生产中心应急小组成员清单

6.2.2. Member list of emergency team for the production center

序号 S/N	角色 Roles	职称/部门 Title/Department	负责人 Person in charge	参与人员 Participants
1	组长 Team leader	公司总经理 General Manager of Duowei Union Group	陈为民	——
2	副组长 Deputy group leader	总经理助理 general manager assistant	唐联果	——
		安全策略部 Security Policy Department	刘劲松	——
3	通讯组 Communication team	客服经理 Customer service manager	李朝霞	生产中心总经办成员 Members of general manager office for production center
4	现场救援组 On-site Rescue Group	生产中心各部门负责人 Department Head of Production Center	秦川	部门成员 Department member
5	现场疏散组 On-site Evacuation Group	安全策略部 Security Policy Department	王道安	保安团队 Security team
6	现场处理组 Emergency response team	安全策略部 Security Policy Department	郭明	安防管理人员（含保安）、产品安全控制人员、安全工程师、信息安全管理 Security management personnel (including security), product safety control personnel, safety engineers, information security management personnel
7	设备保障组 Equipment Support	设备部 Equipment Department	杨彦青	设备部全员 All staff of Equipment Department

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	Group			
8	善后处理组 Aftermath Handling Group	人力资源部 Human Resources Department	何贞	人力资源部成员 Member of the HR Department

6.2.3. 研发中心应急小组成员清单

6.2.3. Member list of emergency team for the R&D Center

序号 S/N	角色 Roles	职称/部门 Title/Department	负责人 Person in charge	参与人员 Participants
1	组长 Team leader	公司总经理 General Manager of Duowei Union Group	陈为民	——
2	副组长 Deputy group leader	研发总经理 General Manager of R&D Center	吴建川	——
		安全策略部 Security Policy Department	刘劲松	——
3	通讯组 Communication team	研发管理部 R&D Management Department	钟杨伍	研发管理部成员 Member of R&D Management Department
4	现场救援组 On-site Rescue Group	研发中心各部门 负责人 Department Head of R&D Center	彭森	部门成员 Department member
5	现场疏散组 On-site Evacuation Group	研发管理部 R&D Management Department	刘小亿	研发管理部成员 Member of R&D Management Department
6	现场处理组 Emergency response team	研发管理部 R&D Management Department	彭豪	研发管理部成员 Member of R&D Management Department
7	设备保障组 Equipment	采购部 Procurement	祝俊	采购部全员 All staff of Purchasing Department

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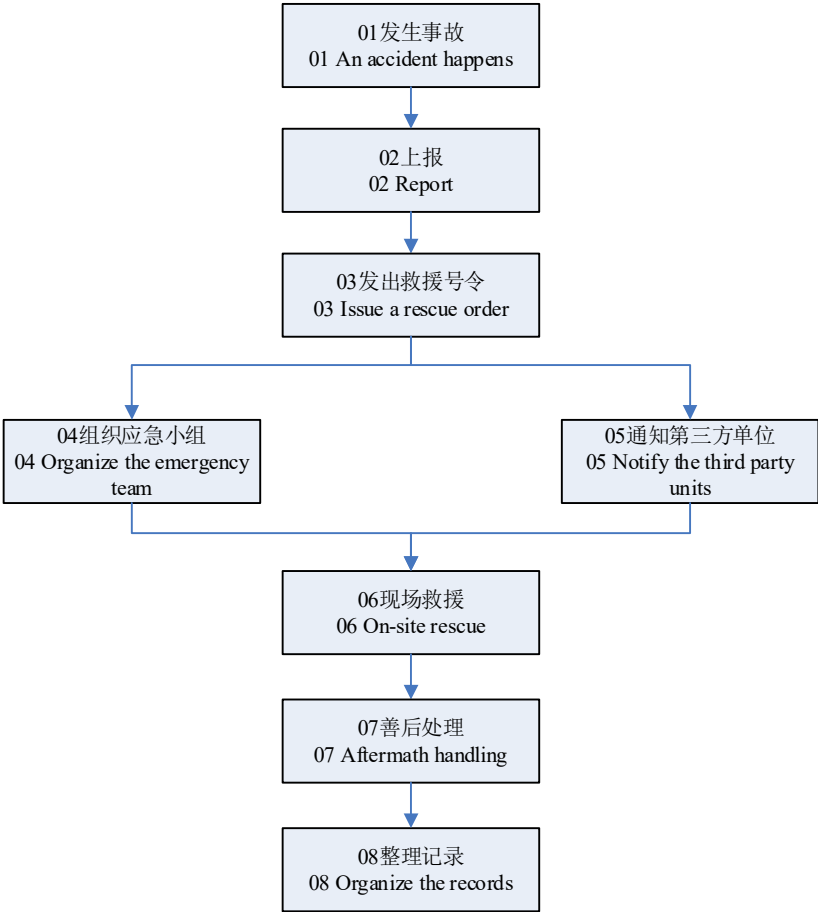
	Support Group	Department		
8	善后处理组 Aftermath Handling Group	人力资源部 Human Resources Department	何贞	人力资源部成员 Member of the HR Department

7. 安全事故应急流程及操作说明

7. Safety accident emergency process and operation instructions

7.1. 应急流程

7.1. Emergency process



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7.2. 操作说明

7.2 Operation instructions

步骤 Step s	环节 Links	执行内容 Actions to be performed	执行角色 Executor
01	发生事故 Accidents	<ul style="list-style-type: none"> ● 停止工作、立即呼救; Stop working and call for help immediately; ● 迅速撤离; Evacuate immediately. ● 轻微事故立即止损救援 Stop loss and start rescue immediately for the minor accident 	现场人员 Site personnel
02	上报 Report	<ul style="list-style-type: none"> ● 上报部门负责人及安全策略部负责人; Report to the department head and the head of the Security Policy Department; 	同上 As above.
03	发出救援号令 Issue a rescue order	<ul style="list-style-type: none"> ● 第一时间火速前往现场并确定事故级别; Get to the scene immediately and determine the accident level; ● 通过电话、邮件等多种途径向应急小组各模块负责人发出救援号令; Send a rescue order to the head of emergency team for each section by telephone and mail etc.; 	应急小组副组长 Deputy Leader of Emergency Response Team
04	组织应急小组 Organize the emergency team	<ul style="list-style-type: none"> ● 组织小组成员火速前往现场; Organize the team member to get to the scene immediately; 	应急小组各板块负责人 Head of emergency team for each section
05	通知第三方单位 Notify the third party units	<ul style="list-style-type: none"> ● 现场通知第三方负责人/接口人携带相关救援设施火速前往现场; Send an on-site notification to the principal/interface to bring the relevant rescue facilities to the scene quickly; 	应急小组副组长 Deputy head of emergency team
06	现场救援 On-site rescue	<ul style="list-style-type: none"> ● 详见第 8 点“救援详述”内容; See the item 8“Rescue Details” for details; 	应急小组组长 Leader of emergency response team
07	善后处理 Handling aftermath of the accident	<ul style="list-style-type: none"> ● 评估损失、确定责任; Assess losses and determine responsibilities; ● 对人员、物品、家属等给予合理安排; Reasonably arrange the personnel, articles, family members, etc.; ● 处理法律诉讼、保险索赔等事宜; Handle the legal proceedings, insurance claims, etc.; ● 灾后恢复, 详见第 8 点内容; See item 8 for the details of disaster 	应急小组组长 Team leader of emergency team

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		rehabilitation work;	
08	整理记录 Organize the records	<ul style="list-style-type: none"> 详细汇报事故经过; Report the incident in detail; 给予预防改进措施并记录存档; Provide the preventive and improvement measures and record them; 	应急小组副组长 Deputy head of emergency team

8. 各类安全事故救援详述

8. Details of Various Safety Accident Rescue

8.1. 火灾事故的管理内容及要求

8.1. Management and requirements of fire accidents

8.1.1. 火灾抢险系统的年度安全目标及目标值

8.1.1. Annual safety objectives and target values for fire rescue system

序号	安全目标	目标值
1	发生火灾事故次数	0 次

8.1.2. 火灾抢险持续运行计划

8.1.2. Continuous operation plan of fire rescue

8.1.2.1. 人员及主体岗位后备计划:

8.1.2.1. Standby plan of personnel and main position:

姓名 Name	部门 Department	职位 Position	方案 Scheme
秦川	人力行政部 Human administration department	总监 Chief inspector	全员培训, 交叉轮岗 Training of entire staff, cross rotation
吴建川	研发管理部 R&D Management Department	总监 Chief inspector	全员培训, 交叉轮岗 Training of entire staff, cross rotation
刘劲松	安全策略部 Security Policy Department	总监 Chief inspector	全员培训, 交叉轮岗 Training of entire staff, cross rotation
郭明	安全策略部 Security Policy Department	安全经理 Safety Manager	全员培训, 交叉轮岗 Training of entire staff, cross rotation

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唐联果	总经办 General manager	总经理助理 general manager assistant	全员培训，交叉轮岗 Training of entire staff, cross rotation
何贞	人力资源部 Human Resources Department	人力经理 Manpower Manager	全员培训，交叉轮岗 Training of entire staff, cross rotation
胡廷军	生产计划部 Production Planning Department	部长 Department head	全员培训，交叉轮岗 Training of entire staff, cross rotation
各部门安全员 Department safety officers	各部门 Each department	部门安全员 Department Safety Officer	全员培训，交叉轮岗 Training of entire staff, cross rotation
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

8.1.2.2. 硬件（资源）后备计划

8.1.2.2. Standby plan of hardware (resource)

火灾是生产型企业的多发性事故，公司需储备足够的应急资源，如：各类灭火器、消防栓、胁迫按钮、应急通道、安全门、急救药物等，并确保各类消防器材可用、应急通道无堵塞。

The fire is an accident frequently occurred in the manufacturing-type enterprise. The company is required to reserve enough emergency resources, such as various fire extinguishers, fire hydrants, duress buttons, emergency exits, safety gates and emergency drugs, and ensure that all kinds of fire-fighting equipment are available, and the emergency exits are not blocked.

8.1.2.3. 其他后备计划

8.1.2.3. Other standby plans

公司建立消防报警系统，并可以通过多种方式拨打 119 火警电话，呼叫消防队进行火灾扑救。

The company shall establish a fire alarm system, and can call 119 fire alarms in various ways to call the fire brigade for fire fighting.

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8.1.3. 火灾抢险应急预案

8.1.3. Fire emergency rescue plan

8.1.3.1. 轻微火灾抢险的风险预案一览表:

8.1.3.1. Schedule of fire rescue plan for minor fire accident:

风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Major 执行人 Executor	备份执行人 Standby executor	可调配部门/人员 Deployable department/personnel
火势蔓延 Fire spreading	1.现场发现人员需在第一时间使用灭火器将火势扑灭。 1. The on-site personnel shall use a fire extinguisher to extinguish the fire in the first time when the fire is discovered. 2.在同一时间内,现场人员需切断着火区域的电路,并隔离纸质、木质或塑料等易燃材料,防止火势变大。 2. At the same time, on-site personnel shall cut off the circuit in the fire area and isolate flammable materials such as paper, wood or plastic to prevent the fire from spreading.	<ul style="list-style-type: none"> ■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D 	现场人员 Field staff	现场人员 Field staff	相近区域人员 Personnel in similar area
现场混乱 Confusion at the scene	1.现场疏散组维持现场秩序。 1. The on-site evacuation group shall maintain the order on site. 2.在火势扑灭后,部门负责人需及时安抚人员情绪,并尽快让所有人员回到各自岗位。 2. After the fire is extinguished, the department head shall appease the emotions of the personnel in time and return all the personnel to their respective positions as soon as possible.	<ul style="list-style-type: none"> ■总部 ■Headquarters ■生产 ■Production 	事故部门负责人 Head of the Accident Department	安全经理 Safety Manager	事故部门/安全策略部/ 人力行政部 Accident Department / Security Policy Department/ Human administration department
		<ul style="list-style-type: none"> ■研发 ■R&D 	事故部门负责人 Head of the Accident Department	安全经理 Safety Manager	事故部门/安全策略部/ 人力行政部/研发管理部 Accident Department / Security Policy Department / Human administration department / R&D Management Department
人员受伤	1.受伤轻微,现场救援组组织现场处理。	<ul style="list-style-type: none"> ■总部 ■Headquarters 	事故部门负责人		事故部门/人力行政部/ 安全策略部

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风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Major 执行人 Executor	备份执行人 Standby executor	可调配部门/人员 Deployable department/personnel
Personnel injury	1. For the minor injury, the on-site rescue group shall provide the on-site treatment. 2. 受伤严重，现场救援组组织送医院急救。 2. For the serious injury, the on-site rescue group shall be responsible for sending the injured personnel to the hospital for first aid.	quarters	Head of the Accident Department		Accident Department / Human administration department Security Policy Department
		■生产 ■Production	部门主管/班组长 Department head/team leader	事故部门负责人 Head of the Accident Department	相近区域人员/安全策略部/人力行政部 Personnel in Similar Area / Security Policy Department / Human administration department
		■研发 ■R&D	事故部门负责人 Head of the Accident Department	安全经理 Safety Manager	事故部门/安全策略部/人力行政部/研发管理部 Accident Department / Security Policy Department / Human administration department / R&D Management Department
设备损坏 Equipment damage	1. 现场人员切断电源，在安全情况下进行灭火救援。 1. The on-site personnel shall cut off the power supply and carry out fire fighting and rescue under safe conditions. 2. 设备保障组及时安排设备人员执行现场的设备、电气线路的隐患排查，对隐患点及时处理。 2. The equipment support group shall arrange relevant equipment personnel to perform the safety inspection of the equipment and electrical lines on the site, and handle the hidden trouble in time.	■总部 ■Headquarters ■研发 ■R&D	事故部门负责人 Head of the Accident Department		事故部门/人力行政部/设备部/安全策略部 Accident Department / Human administration department / Equipment Department / Security Policy Department
		■生产 ■Production	事故部门负责人 Head of the Accident Department		
产品、物料损坏 Damage	1. 现场人员切断电源，在安全前提下进行灭火救援。 1. The on-site personnel shall cut off the power supply and carry out fire fighting and	■总部 ■Headquarters ■生产 ■Production	事故部门负责人 Head of the Accident		事故部门/安全策略部/人力行政部 Accident Department / Security Policy Department / Human

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风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Major 执行人 Executor	备份执行人 Standby executor	可调配部门/人员 Deployable department/personnel
ge to product and material	rescue under safe conditions. 2.现场处理组及时安排人员执行现场产品、物料的隐患排查，对隐患点及时处理。 2. The on-site handling group shall arrange relevant equipment personnel to perform the safety inspection of the products and materials on the site in time, and handle the hidden trouble timely.	tion	Department		administration department
		■研发 ■R&D	事故部门负责人 Head of the Accident Department		事故部门/安全策略部/人力行政部/研发管理部 Accident Department / Security Policy Department / Human administration department / R&D Management Department
人员情绪不稳定 Emotional instability of the personnel	1.善后处理组及时组织开展员工情绪安抚工作，并对伤者及其家属进行慰问。 1. The care-taking arrangement group shall timely organize relevant personnel to appease the emotions of the staff and give condolences to the injured person and their families.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	事故部门负责人 Head of the Accident Department		人力资源部/生产计划部/事故部门 HR Department / Production Planning Department/ Incident Department
备注：1、上述风险，如超出可控程度，需第一时间报警。 Remarks: 1. If the above risks exceed the controllable level, it is required to call the police in the first time. 2、根据国家消防法规定，对于初期火灾，如果现场发现的人员，在自身安全的前提下，没有及时参与灭火，而是选择逃离，导致后续火势加重而造成人员或财产的重大损失，那么此人员将受到相应的法律处罚。 2. According to the provisions of the National Fire Protection Law, if the personnel who discovered the fire accident on the scene choose to escape from the site rather than involve the fire extinguishing in time on the premise of their own safety at the initial sate of the fire disaster, they will be subject to appropriate legal penalties for the heavy loss of personnel and property due to the subsequent spreading of fire.					

8.1.3.2. 重大火灾抢险的风险预案一览表：

8.1.3.2. Schedule of risk plan for major fire rescue:

风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份执行人 Standby executor	可召集部门/人员 Departments/personnel to be assembled
火势	1.现场人员在确保人身安	■总部	事故部门	安全经	事故部门/人力行政部/安

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风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份执 行人 Standby executor	可召集部门/人员 Departments/personnel to be assembled
蔓延 Fire spread ing	<p>全的前提下，在第一时间切断电路，并隔离纸质、木质或塑料等可燃物，防止火势迅速变大。</p> <p>1. On the premise of ensuring of the personal safety, the on-site personnel shall cut off the circuit at the first moment, and isolate the paper, wood or plastic and other combustible materials to prevent the fire from fast spreading.</p> <p>2.现场救援组及时拨打火警 119，并详细描述火灾现状、地点、燃烧物，然后在就近的路口引导消防车辆进厂。</p> <p>2. The on-site rescue group shall timely dial the fire police 119, and detail the current state of fire, place and combustible materials, and guide the fire engine to enter the plant at the nearby crossing.</p>	■Headquarters	负责人 Head of the Accident Department	理 Safety Manager	全策略部 Accident Department / Security Policy Department / Security Policy Department
		■生产 ■Production	部门主管 /班组长 Department head/team leader	部门负 责人 Departm ent leader	事故部门/人力行政部/安全策略部/相近部门人员 Personnel of Accident Department/Human administration department/Security Policy Department/the Close Department
		■研发 ■R&D	事故部门 负责人 Head of the Accident Department	安全经 理 Safety Manager	事故部门/人力行政部/安全策略部/研发管理部 Accident Department/Human administration department/Security Policy Department/ R&D Management Department
现场 混乱 Confu sion at the scene	<p>1.现场疏散组维持现场秩序，并引导所有人员通过大门或逃生门有序的离开火灾现场。</p> <p>1. The on-site evacuation group shall maintain the field order, and guide all the personnel to orderly escape the fire scene through the gates or escape doors.</p> <p>2.逃离火灾现场后，现场疏散组需及时组织人员清点，核实是否所有人员都已逃离现场。</p> <p>2. After escaping the fire scene, the on-site evacuation group shall timely organize to count the number of people and verify whether all the people have</p>	■总部 ■Headquarters ■生产 ■Production	事故部门 负责人 Head of the Accident Department	安全经 理 Safety Manager	事故部门/安全策略部/人力行政部 Accident Department / Security Policy Department/ Security Policy Department
		■研发 ■R&D	事故部门 负责人 Head of the Accident Department	安全经 理 Safety Manager	事故部门/安全策略部/人力行政部/研发管理部 Accident Department / Security Policy Department / Security Policy Department / R&D Management Department

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密级: 1 级 内部

风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份执 行人 Standby executor	可召集部门/人员 Departments/personnel to be assembled
	<p>escaped the scene.</p> <p>3. 确认所有人员逃离现场后，现场疏散组需用警示隔离带，把火灾区域隔离起来，防止外部人员再进入火灾现场。</p> <p>3. After verifying that all the people have escaped the scene, the on-site evacuation group shall isolate the fire area with the barrier tape to prevent the external personnel from entering the fire scene.</p>				
人员 受伤 Personnel injury	<p>1. 受伤轻微，现场救援组组织现场处理。</p> <p>1. For the minor injury, the on-site rescue group shall provide the on-site treatment.</p> <p>2. 受伤严重，现场救援组组织送医院急救。</p> <p>2. For the serious injury, the on-site rescue group shall be responsible for sending the injured personnel to the hospital for first aid.</p>	<p>■总部</p> <p>■Headquarters</p>	<p>事故部门负责人</p> <p>Head of the Accident Department</p>	<p>安全经理</p> <p>Safety Manager</p>	<p>事故部门/人力行政部/安全策略部</p> <p>Accident Department / Security Policy Department / Security Policy Department</p>
		<p>■生产</p> <p>■Production</p>	<p>部门主管/班组长</p> <p>Department head/team leader</p>	<p>部门负责人</p> <p>Department leader</p>	<p>事故部门/人力行政部/安全策略部/相近区域部门</p> <p>Accident Department/Human administration department/Security Policy Department/ the Department of the Close Area</p>
		<p>■研发</p> <p>■R&D</p>	<p>事故部门负责人</p> <p>Head of the Accident Department</p>	<p>安全经理</p> <p>Safety Manager</p>	<p>事故部门/人力行政部/安全策略部/研发管理部</p> <p>Accident Department/Human administration department/Security Policy Department/ R&D Management Department</p>
设备 损坏 Equipment damage	<p>1. 现场人员切断电源，在安全情况下进行灭火救援。</p> <p>1. The on-site personnel shall cut off the power supply and carry out fire fighting and rescue under safe conditions.</p>	<p>■总部</p> <p>■Headquarters</p> <p>■研发</p> <p>■R&D</p>	<p>事故部门负责人</p> <p>Head of the Accident Department</p>		<p>事故部门/人力行政部/安全策略部/研发管理部</p> <p>Accident Department/Human administration department/Security Policy Department/ R&D Management Department</p>

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密级：1 级 内部

风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份执 行人 Standby executor	可召集部门/人员 Departments/personnel to be assembled
	2. 设备保障组及时安排设备人员执行现场的设备、电气线路的隐患排查, 对隐患点及时处理。 2. The equipment support group shall arrange relevant equipment personnel to perform the safety inspection of the equipment and electrical lines on the site, and handle the hidden trouble in time.	■生产 ■Product ion			事故部门/人力行政部/设备部/安全策略部 Accident Department / Security Policy Department / Equipment Department / Security Policy Department
产品、物料损坏 Damage to product and material	1. 现场人员切断电源, 在安全前提下进行灭火救援。 1. The on-site personnel shall cut off the power supply and carry out fire fighting and rescue under safe conditions.	■总部 ■Headqu arters ■生产 ■Product ion	事故部门负责人 Head of the Accident Departme nt		事故部门/安全策略部/人力行政部 Accident Department / Security Policy Department/ Security Policy Department
	2. 现场处理组及时安排人员执行现场产品、物料的隐患排查, 对隐患点及时处理。 2. The on-site handling group shall arrange relevant equipment personnel to perform the safety inspection of the products and materials on the site in time, and handle the hidden trouble timely.	■研发 ■R&D	事故部门负责人 Head of the Accident Departme nt		事故部门/安全策略部/人力行政部/研发管理部 Accident Department / Security Policy Department / Security Policy Department / R&D Management Department
人员情绪不稳定 Emotional instability of the personnel	1. 善后处理组及时组织开展员工情绪安抚工作, 并对伤者及其家属进行慰问。 1. The care-taking arrangement group shall timely organize relevant personnel to appease the emotions of the staff and give condolences to the injured person and their families.	■总部 ■Headqu arters ■生产 ■Product ion ■研发 ■R&D	事故部门负责人 Head of the Accident Departme nt		人力资源部/事故部门 HR Department /Accident Department
备注: 根据国家消防法规定, 对于初期火灾, 如果现场发现的人员, 在自身安全的前提下, 没有及时参与灭火, 而是选择逃离, 导致后续火势加重而造成人员或财产的重大损失, 此人将受到相					

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风险 Risks	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份执 行人 Standby executor	可召集部门/人员 Departments/personnel to be assembled
<p>应的处罚。</p> <p>Remarks: According to the provisions of the National Fire Protection Law, if the personnel who discovered the fire accident on the scene choose to escape from the site rather than involve the fire extinguishing in time on the premise of their own safety at the initial state of the fire disaster, they will be subject to appropriate penalties for the heavy loss of personnel and property due to the subsequent spreading of fire.</p>					

8.1.3.3. 火灾抢险风险应急联系人一览表:

8.1.3.3. Schedule of risk emergency contact for fire rescue:

- 总部联系人
- Contact of headquarters

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Main contact method	第二联系方式 Additional contact information
1	杨华	副组长 Deputy group leader	6108	18908200022
2	谢莉	通讯组组长 Head of communication group	6277	18980080009
3	翁春燕	现场救援组组长 Head of on-site rescue group	6106	18980539306
4	陈彦	现场疏散组组长 Head of on-site evacuation group	6000	17408241245
5	周晓毅	现场处理组组长 Head of on-site handling group	6107	18980837731
6	李艳	设备保障组组长 Head of equipment support group	68888	18980512903
7	孙燕	善后处理组 Aftermath Handling Group	6105	18980537505
<p>备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。</p> <p>Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.</p>				

- 生产中心联系人

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密级: 1 级 内部

➤ Contact of production center

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	唐联果	副组长 Deputy group leader	8042	18927462885
2	李朝霞	通讯组组长 Head of communication group	8047	13320779665
3	秦川	现场救援组组长 Head of on-site rescue group	8019	18011533592
4	王道安	现场疏散组组长 Head of on-site evacuation group	8000	13108106113
5	郭明	现场处理组组长 Head of on-site handling group	8045	15828330286
6	杨彦青	设备保障组组长 Head of equipment support group	8024	13666218525
7	何贞	生产善后处理组 Care-taking arrangement group of production	8016	18011533592
备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

➤ 研发中心联系人

Contact of research & development center

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	吴建川	副组长 Deputy group leader	8021	18011533263
2	钟杨伍	通讯组组长 Head of communication group	8021	18040366539
3	彭淼	现场救援组组长 Head of on-site rescue group	8021	18571494440
4	刘小亿	现场疏散组组长 Head of on-site evacuation group	8021	15228730441

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密级：1级 内部

5	彭豪	现场处理组组长 Head of on-site handling group	8021	18728379380
6	祝俊	设备保障组组长 Head of equipment support group	8033	18000576230
7	何贞	善后处理组 Aftermath Handling Group	8016	18011533592
备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

8.1.3.4. 火灾应急预案的其他注意事项：

8.1.3.4. Announcements of fire emergency plan:

- 若安全通道被火焰阻碍，应冷静、沉着，寻找其他的出口；
- If the emergency access is obstructed by the flame, it is essential to keep cool and calm to find the other exits;
- 如火焰封住其他出口，应利用绳索或电线、水管等物体从窗口逃出；
- If the flame seals the other exits, it is necessary to escape from the window with rope or electric line, water pipe and other objects;
- 油类物品或电线着火，应使用干粉灭火器、沙土、地毯等物扑灭，不可用水扑救；
- If the oil material or electric line catches fire, it is required to use the dry chemical extinguisher, sand soil, carpet and etc. to extinguish a fire, and it cannot use water;
- 火灾发生时，不可乘电梯逃生；
- In case of fire, do not take the elevator to escape;
- 危险时刻，应先抢救人，再抢救物品；衣服着火，应立即在地上打滚，以迅速灭火；
- In the moment of danger, it is required to firstly rescue the people and then the things; if the clothes catches fire, it shall timely roll on the floor to rapidly put out a fire;
- 火中抢救，应用湿毛巾遮掩口鼻；
- It is required to cover your mouth and nose with wet towel during rescue from a fire;
- 进入室内主动呼喊，观察动静，辨别出呼救声、喘息声，确认搜寻出口（如门窗、走廊等）；

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	Class 3	三级文件 Document	安全事故类应急预案 EHS Safety Accident Emergency Plan	版本号: Version number:

- It is required to enter the indoors and initiatively shout, watch what is going on, recognize the call for help and breathing, and verify and find the exit (such as door and window, corridor and etc.);
- 遇有烟火将人员围困在建筑物内时，应借用消防水枪开辟救人通道，并做好掩护；
- If the person is enclosed by the flames and smoke, it is required to open up a rescue passage with the fire-fighting lance and make a cover;
- 抢救人员也可用浸湿的衣服、被褥等将被救者和自己外露部位遮盖起来，防止被火灼伤；
- The rescuer also can use the soaked clothes and bedclothes to cover the exposed parts of the person rescued and himself to prevent from getting burnt;
- 超过建筑物承重的物资，用水扑救会使建筑物内单位面积上的重量猛增，在引起楼板变形、塌落的危险前，应将物资转移到安全地带；
- For the materials exceeding the bearing capacity of building, the weight on the unit area in the building may increase sharply if putting out a fire with water, therefore, the materials shall be transferred to a safety zone before the dangers resulted in of that the floor plate is deformation and falling;
- 对参与火灾事故应急的人员进行清点，使用的抢险物资与装备安排专人进行清点和回收，对使用现场配置的消防器材要及时补配到位；
- It is necessary to count the persons participating in the fire accident emergency, and arrange the specially-assigned person to count and recycle the used rescue supplies and device, and timely supplement and distribute the available fire apparatus equipped on the site;

8.1.4. 火灾事故发生后的经营业务恢复

8.1.4. Operating business recovery after fire accident

- 应急小组对事故的发生原因做深入调查，坚持“三不放过”原则，具体的事故分析可参考《安全事故报告及处置管理标准》。
- The emergency team shall make an in-depth investigation on the reason of accident occurrence by following the principle of "Three No Admission", and the specific accident analysis can refer to the Safety Accident Report and Treatment Management

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密级: 1 级 内部

	四川科道芯国智能技术股份有限公司 Sichuan Keydom Smart Technology Co., Ltd Class 3 Document 三级文件 EHS Safety Accident Emergency Plan 安全事故类应急预案	文件编号: Document No.: 版本号: Version number:	KD-CX01-001 A/1
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Standard.

- 应急小组组织公司内部人员及外部专业人员，对火灾现场作全面的安全排查，将所有可能发生的衍生事故的隐患及时处理。
- The emergency team shall organize the internal and external professionals of the company to make a detailed safety identification for the fire scene, and timely handle the hidden dangers of all the potential derivative accidents.
- 确保所有环节都能满足安全的经营恢复后，应急小组再及时通知相关部门，恢复经营。
- After confirming all the links can meet the requirements of safety operation recovery, the emergency team can timely announce the relevant department to recover operation.

8.2. 集体性食物中毒事故的管理内容及要求

8.2. Management content and requirement of collective food poisoning accident

8.2.1. 集体性食物中毒的年度安全目标及目标值

8.2.1. Annual safety objectives and target values of collective food poisoning

序号	安全目标	目标值
1	发生重大食物中毒事故	0 次

8.2.2. 集体性食物中毒抢险持续运行计划

8.2.2. Continuous rescue operation plan of collective food poisoning

8.2.2.1. 人员及主体岗位后备计划

8.2.2.1. Standby plan of personnel and main position

姓名 Name	部门 Department	职位 Position	方案 Scheme
秦川	人力行政部 Security Policy Department	总监 Chief inspector	全员培训，确保事故发生时响应及时有效 Training of all staff to ensure timely and effective response in case of accident
唐联果	生产中心各部门 Each department of the production center	总经理助理 general manager assistant	

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姓名 Name	部门 Department	职位 Position	方案 Scheme
吴建川	研发中心各部门 Each department of the research & development center	部长 Department head	
郭明	安全策略部 Security Policy Department	安全经理 Safety Manager	
何贞	人力行政部 Security Policy Department	主管 Supervisor	
肖辉	人力行政部 Security Policy Department	后勤专员 Logistics specialist	
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

8.2.2.2. 硬件（资源）后备计划

8.2.2.2. Standby plan of hardware (resource)

- 针对重大集体性食物中毒事故，公司需配备基本的救援药物，确保在第一时间将人员伤害降至最低。
- The company shall provide with basic rescue medicines for the major collective food poisoning accident to guarantee to minimize the personnel injury at the first moment.
- 建立备用的食材供应商，在事故发生后，能解决人员就餐问题。
- It is necessary to build the standby food supplier, who can resolve the dining problem of personnel after accident.

8.2.2.3. 其他后备计划

8.2.2.3. Other standby plan

与备份工厂签订第三方协议，在人员不足的情况下，能及时满足客户的需求。

It is necessary to sign the third agreement with the standby factory, which can timely meet the demands of customer in case of understaffing.

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8.2.3. 集体性食物中毒应急预案

8.2.3. Emergency plan of collective food poisoning

根据公司的持续运营计划及风险评估管理程序，需要详细列解各种可能会面对的风险。并做好充分的防范预案、执行人，发布到每个人。保证在风险出现的第一时间立即执行预案，恢复运营。

According to the continuous operation plan and risk evaluation management procedure of the company, it is necessary to detail list and resolve the risks that may be possibly encountered, and make a perfect prevention plan, arrange the executor and distribute to everyone, to guarantee timely execute the plan at the first moment of the risk occurrence to recover operation.

8.2.3.1. 集体性食物中毒的风险预案一览表:

8.2.3.1. Schedule of risk plan for collective food poisoning

风险 Risk s	预案 Plan	发生区 域 Area of occurrence	主要 Principal 执行人 Executor	备份 Backup 执行人 Executor	可召集部 门/人员 Departments/personnel to be assembled
食物 中毒 Food poisoning	1. 受伤轻微，现场救援组组织现场处理；受伤严重，现场救援组组织送医院急救，或拨打 120 急救电话。 1. For the minor injury, the on-site rescue group shall provide the on-site treatment; for the serious injury, the on-site rescue group shall be responsible for sending the injured personnel to the hospital for first aid, or dial the emergency number 120. 2. 立即封存可能导致食物中毒的食品及其原料，封存被污染的餐具。 2. It is required to timely seal up the food and its raw materials which can result in food poisoning, and the polluted dinnerware.	■总部 ■Head quarters	人力行政部总监 Security Policy Department Chief inspector		人力行政部/安全策略部/事故部门 Human administration department /Security Policy Department/Accident Department
		■生产 ■Production ■研发 ■R&D	人力行政部总监 Security Policy Department Chief inspector		
食材供应中断 Interruption of food material	1. 现场救援组启用备用的食材供应商。 1. The on-site rescue group shall enable the standby food material supplier. 2. 为控制食物中毒事态扩散，通知餐饮供应商立即停止供应食品。 2. In order to control the situation spreading of food poisoning, it is required to inform the food service supplier to	■总部 ■Head quarters ■生产 ■Production ■研发 ■R&D	人力行政部总监 Security Policy Department Chief inspector		人力行政部 Security Policy Department

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rial supp ly	timely stop supplying food. 3.现场救援组组织相应的卫生检疫机构, 对新的食材供应商做食品安全检查。 3. The on-site rescue group shall organize the corresponding health and quarantine organization to conduct the food safety inspection for the new food material supplier.	■R&D			
上班 人员 不足 The pers onne l on duty is not enou gh	1.员工临时调岗。 1. The personnel temporarily adjust the post. 2.应急小组启用备份工厂。 2. The emergency team shall enable the standby factory. 3.应急小组组织质量部、安全策略部、采购部等对备份工厂定期做综合大检查, 确保所供产品能满足公司和客户的要求。 3. The emergency team shall organize the Quality Department, Security Policy Department, Purchasing Department and etc. to regularly make a major comprehensive inspection for the standby factory to ensure the supplied products can meet the requirements of the company and customers.	■总部 ■Head quarter s ■研发 ■R&D	人力行 政部总 监 Security Policy Departm ent Chief inspector		事故部门/ 人力资源 部 Accident Departmen t/HR Departmen t
		■生产 ■Produ ction	人力行 政部总 监 Security Policy Departm ent Chief inspector		安全策略 部 /采购 部/各生产 部门 Security Policy Departmen t/Purchasin g Departmen t/the production department s
人员 情绪 不稳 定 Emo tiona l insta bility of the pers onne l	善后处理组及时组织开展员工情绪安抚工作, 并对伤者及其家属进行慰问。 The care-taking arrangement group shall timely organize and carry out to calm the emotions of personnel, and express sympathy for the injured person and his family.	■总部 ■Head quarter s ■生产 ■Produ ction ■研发 ■R&D	人力行 政部总 监 Security Policy Departm ent Chief inspector		人力资源 部/生产计 划部/事故 部门 HR Departmen t / Production Planning Departmen t/ Incident Departmen t

8.2.3.2. 集体性食物中毒应急联系人一览表:

8.2.3.2. Schedule of emergency contact for collective food poisoning

同于 8.1.3.3 所述。

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The same as the descriptions of 8.1.3.3.

8.2.4. 集体性食物中毒事故发生后的经营业务恢复

8.2.4. Operating business recovery after collective food poisoning accident

- 应急小组配合卫生检验机构的调查，提供真实情况，具体的事故分析可参考《安全事故报告及处置管理标准》。
- The emergency team shall match up the investigation of health inspection institute, and provide with the actual situations, and the specific accident analysis can refer to the Safety Accident Report and Treatment Management Standard.
- 经检验确认属于导致事故的食品及原料，应敦促和监督餐饮供应商立即予以销毁，并不再购进、加工和供应。
- It is required to urge and supervise the food service supplier to timely destroy the food and raw materials which have resulted in the accident after confirmation, and not to purchase, process and supply any more.
- 应急小组组织公司内部人员及外部专业人员，对事故现场作全面的安全排查，将有可能发生的衍生事故的隐患及时处理。
- The emergency team shall organize the internal and external professionals of the company to make a detail safety identification for the accident site, and timely handle the hidden dangers of all the potential derivative accidents.
- 确保所有环节都能满足安全的经营恢复后，应急小组再及时通知相关部门，恢复经营。
- After confirming all the links can meet the requirements of safety operation recovery, the emergency team can timely announce the relevant department to recover operation.

8.3. 重大交通事故的管理内容及要求

8.3. Management content and requirement of major traffic accident

8.3.1. 重大交通事故的年度安全目标及目标值

8.3.1. Annual safety objectives and target values of major traffic accident

序号	安全目标	目标值
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1	发生重大交通事故	0 次
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8.3.2. 重大交通事故的持续运行计划

8.3.2. Continuous operation plan of major traffic accident

8.3.2.1. 人员及主体岗位后备计划

8.3.2.1. Standby plan of personnel and main position

姓名 Name	部门 Department	职位 Position	方案 Scheme
秦川	人力行政部 Security Policy Department	总监 Chief inspector	全员培训，确保事故发生时响应及时有效 Training of all staff to ensure timely and effective response in case of accident
何贞	人力行政部 Security Policy Department	主管 manager	
刘劲松	工会 Labour Union	主任	
郭明	安全策略部 Security Policy Department	主管 Supervisor	
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

8.3.2.2. 硬件（资源）后备计划

8.3.2.2. Standby plan of hardware (resource)

- 建立备用的交通运输供应商，在事故发生后，能解决人员、物料的交通运输问题。
- It is necessary to build the standby traffic transportation supplier, who can resolve the traffic transportation problem of personnel and materials after accident.
- 在公司班车上自备急救药箱，并配齐常规的应急药物。
- It is required to provide with first aid box in the regular bus, and equip with the common emergency medicines.

8.3.2.3. 其他后备计划

8.3.2.3. Other standby plan

与备份工厂签订第三方协议，在人员不足的情况下，能及时满足客户的需求。

It is necessary to sign the third agreement with the standby factory, which can timely meet

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the demands of customer in case of understaffing.

8.3.3. 重大交通事故应急预案

8.3.3. Emergency plan of major traffic accident

根据公司的持续运营计划及风险评估管理程序，需要详细列解各种可能会面对的风险。并做好充分的防范预案、执行人，发布到每个人。保证在风险出现的第一时间立即执行预案，恢复运营。

According to the continuous operation plan and risk evaluation management procedure of the company, it is necessary to detail list and resolve the risks that may be possibly encountered, and make a perfect prevention plan, arrange the executor and distribute to everyone, to guarantee timely execute the plan at the first moment of the risk occurrence to recover operation.

8.3.3.1. 重大交通事故的风险预案一览表

8.3.3.1. Schedule of risk plan for major traffic accident

风险 Risks	预案 Plan	发生区域/部门 Occurrence area/department	主要 Principal 执行人 Executor	备份 Backup 执行人 Executor	可召集部门/人员 Departments/personnel to be assembled
人员 受伤 Personnel injury	1.现场救援组立即实施简单抢救，尽量将伤员抬到车外空旷的平地上。 1. The on-site rescue group shall timely implement a simple rescue, and try to carry the wounded personnel on to an open flat ground out of the vehicle. 2.在有条件的情况下对伤员进行简单的止血包扎处理，同时拨打 120 急救电话。 2. On the proper situation, it is required to conduct a simple treatment of stopping bleeding and bandaging for the wounded personnel, and dial the emergency number 120 at the same time.	■总部 ■Headquarters	人力行政部总监 Security Policy Department Chief inspector		人力行政部/安全策略部 Human administration department/Security Policy Department
		■生产 ■Production	人力行政部总监 Security Policy Department Chief inspector		
		■研发 ■R&D	人力行政部总监 Security Policy Department Chief inspector		

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人员被困 The person nel is trapped	1.现场疏散组立即组织车内所有人员有序撤离事故车辆，以避免发生二次事故。 1. The on-site evacuation group shall timely organize all the persons to orderly escape the accident vehicle to avoid the secondary accident. 2.特殊紧急情况，使用车载安全锤破坏车窗逃离现场。 2. Under the special emergency situation, the vehicle-mounted emergency hammer can be used to destroy the window and escape the site. 3.协调车上人员进行转乘，并记录事故目击证人联系方式。 3. It is necessary to coordinate the persons in the vehicle to transfer, and record the contact mode of the witness to the accident.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	人力行政部总监 Security Policy Department Chief inspector 人力行政部总监 Security Policy Department Chief inspector 人力行政部总监 Security Policy Department Chief inspector		安全策略部/人力行政部 Security Policy Department/Human administration department
车辆损坏 Vehicle damage	1.现场救援组拨打 122 或保险公司电话。 1. The on-site rescue group shall dial 122 or the number of insurance company. 2.联系备用车辆到现场转运人员。 2. It shall contact the standby vehicle to transfer the persons on site. 3.车辆出现自燃还需拨打 119，在 119 和保险公司未达到之前拍照取证，并用车载灭火器进行灭火。 3. It is necessary to dial 119 if the vehicle is self-ignition, take photos before coming of 119 and insurance company, and put out the fire with the vehicular fire extinguisher 4.车辆浸水，严禁二次打火； 4. If the vehicle is soaked in water, it is prohibited to reignite;	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	人力行政部总监 Security Policy Department Chief inspector		安全策略部/人力行政部 Security Policy Department/Human administration department
现场混乱 Confusion at the scene	1.现场处理组维持现场秩序，确保能实施急救。 1. The on-site handling group shall maintain the field order to ensure it is able to carry out first aid.	■总部 ■Headquarters ■生产 ■Production	人力行政部总监 Security Policy Department Chief		安全策略部/人力行政部 Security Policy Department/Human administration

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	2.事故车辆尽可能停放至道路一边，保持熄火状态，以免造成交通堵塞。 2. The accident vehicle shall try to park on the one side of the road and keep shutdown condition to avoid a traffic jam.	■研发 ■R&D	inspector		department
物流 运输 中断 Interruption of logistics transportation	1.启用备用的交通运输供应商。 1. It is required to enable the standby traffic transportation supplier. 2.应急小组组织安全策略部、采购部、人力行政部等，对备份供应商定期做综合检查，确保能满足公司的业务要求。 2. The emergency team shall organize the Security Policy Department, Purchasing Department, Human administration department and etc. to regularly make a comprehensive inspection for the standby supplier to ensure it can meet the business requirements of the company.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	人力行政 部总监 Security Policy Department Chief inspector		安全策略部/客服部/采购部 Security Policy Department/Customer Service Department/Purchasing Department
上班 人员 不足 The personnel on duty is not enough	1.临时调整员工岗位。 1. The personnel is temporarily adjusted the post. 2.应急小组启用备份工厂。 2. The emergency team shall enable the standby factory. 3.应急小组组织质量部、安全策略部、采购部等对备份工厂定期做综合大检查，确保所供产品能满足公司和客户的要求。 3. The emergency team shall organize the Quality Department, Security Policy Department, Purchasing Department and etc. to regularly make a major comprehensive inspection for the standby factory to ensure the supplied products can meet the requirements of the company and customers.	■总部 ■Headquarters ■研发 ■R&D	人力行政 部总监 Security Policy Department Chief inspector		事故部门/人力资源部 Accident Department/HR Department
		■生产 ■Production	人力行政 部总监 Security Policy Department Chief inspector		事故部门/人力资源部/生产计划部/安全策略部/采购部 2. Accident Department/HR Department/Production Plan Department/Security Policy Department/Purchasing Department
人员 情绪	1. 善后处理组及时组织开展员工情绪安抚工作，并对伤者	■总部 ■Headquarters	人力行政 部总监 Security		人力资源部/生产计划部/事故

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不稳定 Emotional instability of the personnel	及其家属进行慰问。 1. The care-taking arrangement group shall timely organize and carry out to calm the emotions of personnel, and express sympathy for the injured person and his family.	■生产 ■Product ion ■研发 ■R&D	Policy Department Chief inspector		部门 HR Department / Production Planning Department/ Incident Department
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8.3.3.2. 重大交通事故应急联系人一览表:

8.3.3.2. Schedule of risk emergency contact for major traffic accident:

同于 8.1.3.3 所述。

The same as the descriptions of 8.1.3.3.

8.3.4. 交通安全事故发生后的经营恢复

8.3.4. Operation recovery after traffic safety accident

- 应急小组对事故中当事人进行沟通、疏导,对受伤人员组织善后处理,同时负责与交管部门接口调查事故原因,并配合交管部门搜集事故材料。
- The emergency team shall conduct communication and persuasion with the persons involved in the accident, organize the care-taking arrangement for the wounded personnel, have responsibility for coordination and investigation of accident reason with the traffic control department, and cooperate the traffic control department to gather the accident materials.
- 人力行政部安排车辆维修,联系保险公司/车辆租赁单位理赔。
- The Human administration department shall arrange the vehicle maintenance and contact the insurance company/vehicle rental unit for settlement of claim.

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8.4. 工伤事故的管理内容及要求

8.4. Management content and requirement of work-related injury accident

8.4.1. 工伤事故的年度安全目标及目标值

8.4.1. Annual safety objectives and target values of work-related injury accident

序号 S/N	安全目标 Safety goal	目标值 Target value
1	发生工伤安全事故 Occurrence of industrial safety accident	以月度为计算基数，每月工伤次数不得超过公司员工总数的千分之一 By taking a month as the base figure for calculations, the number of work-related injury in each month shall not exceed one in a thousand of the total number of personnel of the company

8.4.2. 工伤事故抢险持续运行计划

8.4.2. Continuous rescue operation plan of work-related injury accident

8.4.2.1. 人员及主体岗位后备计划:

8.4.2.1. Standby plan of personnel and main position

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
各部门负责人 Head of each department	各部门 Each department	部门负责人 Department leader	全员培训，交叉轮岗 Training of entire staff, cross rotation
各部门安全员 Safety officer of each department	各部门 Each department	部门安全员 Safety officer of the department	全员培训，交叉轮岗 Training of entire staff, cross rotation
	安全策略部 Security Policy Department	安全主管 Safety supervisor	全员培训，交叉轮岗 Training of entire staff, cross rotation
安全生产工程师 Safety production engineer	安全策略部 Security Policy Department	安全生产工程师 Safety production engineer	全员培训，交叉轮岗 Training of entire staff, cross rotation
	人力资源部 Human Resources Department	人事专员 HR specialist	全员培训，交叉轮岗 Training of entire staff, cross rotation

备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。

Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.

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8.4.2.2. 硬件（资源）后备计划

8.4.2.2. Standby plan of hardware (resource)

工伤是生产型企业的多发性事故，公司需储备足够的应急资源，如：医药箱、安全标示、设备防呆功能等。

The work-related injury is the frequent-occurring accident of the production enterprise, therefore, the company shall preserve enough emergency resources, such as medical box, safety signs, fool-proofing function of equipment and etc.

8.4.3. 工伤抢险应急预案

8.4.3. Rescue emergency plan of work-related injury

根据公司的持续运营计划及风险评估管理程序，需要详细列解各种可能会面对的风险。并做好充分的防范预案、执行人，发布到每个人。保证在风险出现的第一时间立即执行预案，恢复运营。

According to the continuous operation plan and risk evaluation management procedure of the company, it is necessary to detail list and resolve the risks that may be possibly encountered, and make a perfect prevention plan, arrange the executor and distribute to everyone, to guarantee timely execute the plan at the first moment of the risk occurrence to recover operation.

8.4.3.1. 工伤事故的风险预案一览表

8.4.3.1. Schedule of risk plan for work-related injury accident

风险 Risk s	预案 Plan	发生区域 Area of occurrenc e	主要 Princip al 执行人 Executo r	备份 Backup 执行人 Executor	可召集部门/ 人员 Departments/ personnel to be assembled
人员 受伤 Pers onne l injur y	1.各车间及办公地点需配备基本的医药箱，内含常用急救药物。 1. It is necessary to provide with basic medical box in each workshop and office place, containing of the common first-aid medicine. 2.在有条件的情况下对伤员进行简单的止血包扎处理，然后送往医院，或拨打 120 急救电话。	■总部 ■Headqua rters	事故部 门负责 人 Head of the Accident Departm ent		人力资源部/ 人力行政部/ 安全策略部/ 事故部门 HR Department/H uman administration department/Se curity Policy
		■生产 ■Producti	事故部 门负责		

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	<p>2. On the proper situation, it is required to conduct a simple treatment of stopping bleeding and bandaging for the wounded personnel, and then send to the hospital, or dial the emergency number 120.</p> <p>3. 优先就近送往医保定点医院, 在医院治疗前, 需电话联系公司人力资源部, 关于工伤医疗的相关事项。 正常情况下, 需现金垫付医疗费用, 并注意保留就诊所有单据。</p> <p>3. It is preferentially required to send the nearby medical insurance designated hospital, and give a call to the HR Department of the company for the relevant matters of medical service of work-related injury before therapy in the hospital. Under the normal situation, it is necessary to pay the medical expenses in advance with cash, and carefully keep the documents of doctor visit.</p>	on	人 Head of the Accident Department		Department/A ccident Department
		■研发 ■R&D	事故部 门负责 人 Head of the Accident Department		
现场 混乱 Confusion at the scene	<p>1. 现场处理组维持现场秩序, 确保能实施急救。</p> <p>1. The on-site handling group shall maintain the field order to ensure it is able to carry out first aid.</p> <p>2. 组织其他未受影响的部门和工序, 需正常工作, 不得擅自离开各自岗位。</p> <p>2. It is required to organize other departments and work procedures which have not been affected to carry out normal work, and not to leave their posts without permission.</p>	■总部 ■Headquarters ■生产 ■Production	事故部 门负责 人 Head of the Accident Department		人力行政部/ 安全策略部/ 事故部门 Human administration department/Se curity Policy Department/A ccident Department
		■研发 ■R&D	事故部 门负责 人 Head of the Accident Department		人力行政部/ 安全策略部/ 事故部门 Human administration department/Se curity Policy Department/A ccident Department
上班 人员 不足 The perso nnel	<p>1. 对于受伤人员的岗位做临时调整, 让其他人员暂时顶替。</p> <p>1. The post of the wounded personnel shall be temporarily adjusted to be temporarily replaced with other personnel.</p>	■总部 ■Headquarters ■研发 ■R&D	人力行 政部总 监 Security Policy Departm		人力资源部/ 事故部门 HR Department /Accident Department

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on duty is not enough	2.如果受伤人员较多，影响到企业经营业务，应急小组需启用备份工厂。 2. If the operating business of the enterprise is affected because of many wounded personnel, the emergency team shall enable the standby factory. 3.应急小组组织质量部、安全策略部、采购部等对备份工厂做定期综合大检查，确保所供产品能满足公司和客户的要求。 3. The emergency team shall organize the Quality Department, Security Policy Department, Purchasing Department and etc. to regularly make a major comprehensive inspection for the standby factory to ensure the supplied products can meet the requirements of the company and customers.		ent Chief inspector		
		■生产 ■Production	人力行政部总监 Security Policy Department Chief inspector		安全策略部/采购部/事故部门 Security Policy Department/Purchasing Department/Accident Department
设备损坏 Equipment damage	1.设备保障组切断设备电源，防止并排查次生事故的发生。 1. The equipment support group shall cut off the power of equipment to avoid and investigate the occurrence of the secondary accident.	■总部 ■Headquarters ■研发 ■R&D	事故部门负责人 Head of the Accident Department		采购部/人力行政部/事故部门 Purchasing Department/Human administration department/Accident Department
		■生产 ■Production	事故部门负责人 Head of the Accident Department		设备部/人力行政部/事故部门 Equipment Department/Human administration department/Accident Department
人员情绪不稳定 Emotional instability of	1.善后处理组及时组织开展员工情绪安抚工作，并对伤者及其家属进行慰问。 1. The care-taking arrangement group shall timely organize relevant personnel to appease the emotions of the staff and give condolences to the injured person and their families.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	事故部门负责人 Head of the Accident Department		人力资源部/生产计划部/事故部门 HR Department / Production Planning Department/ Incident

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the perso nnel					Department
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8.4.3.2. 工伤事故风险应急联系人一览表:

8.4.3.2. Schedule of risk emergency contact for work-related injury accident

同于 8.1.3.3 所述。

The same as the descriptions of 8.1.3.3.

8.4.4. 工伤事故发生后的经营恢复

8.4.4. Operation recovery after work-related injury accident

- 对于轻微的工伤事故，现场处理组解决处理事故发生的原因后，即可通知事故工位恢复经营。
- For the minor work-related injury accident, the on-site handling group can inform the accident workplace to recover operation only after resolving and handling the reason of accident.
- 对于较大、重大工伤事故，应急小组需及时组织安全大检查，处理事故发生区域的其他安全隐患，确认所有隐患都已排查并整改，也不会有衍生事故发生后，可通知事故工位恢复经营业务。
- For the serious and major work-related injury accident, the emergency team shall timely organize the major safety inspection, handle the other hidden dangers in the accident area, and can inform the accident workplace to recover operation only after confirming that all the hidden dangers have been inspected and rectified and that there will be no derivative accidents to occur.
- 如果同类事故在其他工位也有可能发生，应急小组需组织其他工位的安全检查，确保隐患及时整改。
- If the similar accident may be occurred at the other workplaces, the emergency team shall organize the safety inspection of other workplaces to ensure the hidden dangers can be timely rectified.

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Class 3	Document	三级文件 EHS Safety Accident Emergency Plan	安全事类应急预案 Version number:	A/1

- 善后处理组对事故中当事人进行沟通、疏导，对受伤人员组织善后处理。在工伤发生一周内，受伤人员或委托人需按人力资源部要求提交工伤申报材料。
- The care-taking arrangement group shall conduct communication and persuasion with the persons involved in the accident, organize the care-taking arrangement for the wounded personnel. During one week of the work-related injury accident, the wounded personnel or his consigner shall submit the application materials of work-related injury accident according to the requirements of the HR Department.
- 对于较大、重大工伤事故，应急小组组织事故调查和报告，并将事故向国家或区域有关部门上报。
- For the serious and major work-related injury accident, the emergency team shall organize the accident investigation and report, and report the accident to the relevant departments of the national or the area.

8.4.5. 施工事故应急预案

8.4.5 Emergency plan for construction accidents

基本同于上述工伤事故应急预案，公司在处理施工事故时，需确保与施工方负责人保持沟通，协调事故的有效处理，确保无衍生、次生事故发生。

This is basically same as the emergency plan of work-related injury accident above, the company shall ensure to keep communication with the responsible person of the construction party to coordinate the effective treatment of accident, and guarantee that there will be no derivative and secondary accidents to occur

8.5. 特种设备事故的管理内容及要求

8.5. Management content and requirement of special equipment accident

8.5.1. 特种设备事故的年度安全目标及目标值

8.5.1. Annual safety objectives and target values of special equipment accident

序号 S/N	安全目标 Safety goal	目标值 Target value
1	发生特种设备伤人事故 Occurrence of special equipment accident	0 次 0 time

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8.5.2. 特种设备事故抢险持续运行计划

8.5.2. Continuous rescue operation plan of special equipment accident

8.5.2.1. 人员及主体岗位后备计划:

8.5.2.1. Standby plan of personnel and main position:

姓名	部门	职位	方案
杨彦青	设备部	电工	全员培训, 交叉轮岗
秦川	人力行政部	总监	全员培训, 交叉轮岗
郭明	安全策略部	安全经理	全员培训, 交叉轮岗
何贞	人力行政部	经理	全员培训, 交叉轮岗

备注: 当出现人员异常时, 所有业务人员均可以轮岗处理业务。

8.5.2.2. 硬件(资源)后备计划

8.5.2.2. Standby plan of hardware (resource)

公司需储备足够的应急资源, 如: 医药箱、安全标示、特种设备防呆功能等。

The company shall preserve enough emergency resources, such as medical box, safety signs, fool-proofing function of special equipment and etc.

8.5.3. 特种设备事故应急预案

8.5.3. Emergency plan of special equipment accident

根据公司的持续运营计划及风险评估管理程序, 需要详细列解各种可能会面对的风险。并做好充分的防范预案、执行人, 发布到每个人。保证在风险出现的第一时间立即执行预案, 恢复运营。

According to the continuous operation plan and risk evaluation management procedure of the company, it is necessary to detail list and resolve the risks that may be possibly encountered, and make a perfect prevention plan, arrange the executor and distribute to everyone, to guarantee timely execute the plan at the first moment of the risk occurrence to recover operation.

8.5.3.1. 特种设备事故的风险预案一览表:

8.5.3.1. Schedule of risk plan for special equipment accident:

风险 Risk	预案 Plan	发生区域 Area of	主要 Principal	备份 Backup	可召集部门/人 员
------------	------------	-----------------	-----------------	--------------	--------------

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s		occurrence	执行人 Executor	执行人 Executor	Departments/ personnel to be assembled
人员 受伤 Personnel injury	<p>1.各车间及办公地点需配备基本的医药箱，内含常用急救药物。</p> <p>1. It is necessary to provide with basic medical box in each workshop and office place, containing of the common first-aid medicine.</p> <p>2.在有条件的情况下对伤员进行简单的止血包扎处理，然后送往医院，或拨打 120 急救电话。</p> <p>2. On the proper situation, it is required to conduct a simple treatment of stopping bleeding and bandaging for the wounded personnel, and then send to the hospital, or dial the emergency number 120.</p> <p>3.在医院治疗前，需电话联系公司人力资源部，关于工伤医疗的相关事项。</p> <p>3. It is required to give a call to the HR Department of the company for the relevant matters of medical service of work-related injury before therapy in the hospital.</p>	<p>■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D</p>	事故部门负责人 Head of the Accident Department		<p>人力资源部/人力行政部/安全策略部/事故部门 HR Department/Human administration department/Security Policy Department/Accident Department</p>
特种设备困人、轧人 Trapping and rolling personnel of special equipment	<p>1.现场救援组及时与被困人员取得联系，要求电梯内被困或因特种设备受伤人员保持冷静，耐心等待救援。及时了解被困/轧人员的情绪和健康状况。</p> <p>1. The on-site rescue group shall timely contact with the person trapped, and let the person trapped in the elevator or the personnel wounded because of the special equipment keep calm and be patient to wait for rescue, and timely know about the emotions and healthy situations of the trapped/wounded person.</p> <p>2.解救过程中若发现被困人员出现昏厥、神志昏迷，应立即通知医护人员到场，以便被困/</p>	<p>■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D</p>	事故部门负责人 Head of the Accident Department		<p>人力资源部/人力行政部/安全策略部/事故部门 HR Department/Human administration department/Security Policy Department/Accident Department</p>

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	<p>轧人员救出后即可进行抢救。</p> <p>2. It is required to timely inform the health care workers to come to the field if the trapped person is discovered with asphyxia and delirium during the rescue process so that the trapped/wounded person can be saved after rescue.</p>				
电梯停电 Power failure of elevator	<p>1.现场救援组及时联系电梯维保单位确认故障原因，若是内部断电，立即派人查找原因采取措施，防止故障扩大，若是外部停电，一方面要防止突然来电引发的安全事故，一方面致电电力局查询停电情况，了解核实恢复供电。</p> <p>1. The on-site rescue group shall timely contact the elevator maintenance unit to confirm the failure reason. If it is the internal interruption, it shall timely find out the reasons and take measures to avoid that the failure is getting large; if it is the external interruption, it shall prevent the safety accident resulted from sudden power transmission and give a call to the electric power bureau to inquire the situation of power failure to know about and verify the recovery of power supply.</p>	<p>■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D</p>	设备部 Equipment department		<p>人力行政部/安全策略部/事故部门 Human administration department/Security Policy Department/Accident Department</p>
现场混乱 Confusion at the scene	<p>1.现场处理组维持现场秩序，确保能实施急救。</p> <p>1. The on-site handling group shall maintain the field order to ensure it is able to carry out first aid.</p> <p>2.组织其他未受影响的部门和工序，需正常工作，不得擅自离开各自岗位。</p> <p>2. It is required to organize other departments and work procedures which have not been affected to carry out normal work, and not to leave their posts without permission.</p>	<p>■总部 ■Headquarters ■生产 ■Production</p>	事故部门负责人 Head of the Accident Department		<p>人力行政部/安全策略部/事故部门 Human administration department/Security Policy Department/Accident Department</p>
		<p>■研发 ■R&D</p>	事故部门负责人 Head of the Accident Department		<p>人力行政部/安全策略部/事故部门/研发管理部 Human administration department/Security Policy</p>

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					Department/Accident Department/R&D Management Department
上班人员不足 The personnel on duty is not enough	1.对于受伤人员的岗位做临时调整, 让其他人员暂时顶替。 1. The post of the wounded personnel shall be temporarily adjusted to be temporarily replaced with other personnel.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	人力行政部总监 Security Policy Department Chief inspector		人力资源部/事故部门 HR Department /Accident Department
人员情绪不稳定 Emotional instability of the personnel	1.善后处理组及时组织开展员工情绪安抚工作, 并对伤者及其家属进行慰问。 1. The care-taking arrangement group shall timely organize relevant personnel to appease the emotions of the staff and give condolences to the injured person and their families.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	事故部门负责人 Head of the Accident Department		人力资源部/生产计划部/事故部门 HR Department / Production Planning Department/ Incident Department

8.5.3.2. 电梯事故风险应急联系人一览表:

8.5.3.2. Schedule of risk emergency contact for elevator accident:

同于 8.1.3.3 所述。

The same as the descriptions of 8.1.3.3.

8.5.4. 特种设备事故其他注意事项

8.5.4. Other precautions for special equipment accidents

8.5.4.1. 发生火灾

8.5.4.1. Fire

- 将电梯直驶至首层并切断电源或将电梯停于火灾尚未蔓延的楼层。 告诫轿厢内人员保持镇静按救援程序实施后, 组织、疏导员工离开轿厢, 沿安全通道撤走, 将电

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	Class 3 Document	三级文件 EHS Safety Accident Emergency Plan	版 本 号: Version number:	A/1

梯置于“停止运行”状态，用手关闭厅门、轿门、切断电梯总电源；

- Drive the lift straight to the first floor and turn off the power or stop the lift on the floor where the fire has not yet spread. Advise the personnel in the car to remain calm. After implementing the rescue procedure, organize and guide the staff to leave the car and evacuate along the safe passage, put the lift in the Stop state, manually close its landing door and car door, and cut off its main power;
- 井道内或轿厢发生火灾时，应即刻停梯疏导人员客撤离，切断电源，用灭火器进行灭火；
- In case of a fire in the well or car, make sure to stop the lift immediately, evacuate the personnel, cut off the power, and put out the fire with extinguishers;
- 对于有共用井道的电梯发生火灾时，应立即将其余尚未发生火灾的电梯停于远离火灾蔓延区，或者交给消防人员用以灭火使用；
- In case of a fire in the lifts with a shared well, make sure to immediately stop the lift that hasn't been caught by the fire far away from the fire-spreading area, or hand it over to firefighters for fire-fighting;
- 叉车发生火灾时，立即切断其充电电源或电叉车总电源，并使用灭火器进行灭火。同时请周围人员迅速转移可燃物品，隔离出防火区域。若火势无法控制，应尽快进行人员疏散，防止电池爆裂。
- In case of a fire in the forklift, immediately turn off the charging source or main power of the electric forklift and put out the fire with extinguishers. At the same time, ask the surrounding people to quickly transfer the combustible materials and isolate the fireproof area. If the fire goes out of control, ensure to evacuate the personnel as soon as possible, since the battery may burst.

8.5.4.2. 发生地震

8.5.4.2. Earthquake

- 对于震级和强度较大，震前又没有发出临震预报而突然发生的地震，一旦有震感应就近停梯，所有人员离开轿厢就近躲避，如人员被困轿厢内则不可自行逃出，保持镇静等待救援；
- If the earthquake has large magnitude and intensity but no imminent earthquake forecast,

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once it is felt, ensure to stop the lift nearby, ask all the personnel to leave the car and hide nearby. If they are trapped in the car, they should keep calm and wait for rescue;

- 地震过后应对电梯进行检查和试运行，正常后方可恢复使用，当震级为四级以下，强度为 6 度以下时，应对电梯检查：供电系统有无异常；井道、导轨、轿厢有无异常；以检修速度做上下全程运行，发现异常即刻停梯，并使电梯反向运行至最高层站停梯，由专业人员检查修理，待上下合程运行无异常并多次往返试运行后，方可投入使用；
- After the earthquake, ensure to perform inspections and test run to the lift until it can be normally used. For the earthquake with a magnitude of less than 4 and an intensity of less than 6, ensure to check the lift: whether the power supply system is abnormal; whether the well, guide rail and car are abnormal. Run the lift with the maintenance speed in the whole course up and down, if any abnormality is found, stop the lift immediately, run it reversely to the highest floor, and stop it. It should be checked and repaired by the professionals, and put into use after multiple round-trip test runs and no abnormal runs up and down the whole course.

8.5.4.3. 发生渗水

8.5.4.3. Water seepage

- 当楼层发生水淹而使井道或底坑进水时，应将轿厢停于进水层站的上二层，停梯断电，以防止轿厢进水；
- If the well or pit is filled with water due to the flooded floor, ensure to stop the car on the upper second floor of the flooded floor, stop and power off the lift to prevent the car from water;
- 当底坑井道或机房进水很多，应立即停梯，断开总电源开关，防止发生短路、触电等事故；
- If there is a lot of water in the pit, well or machine room, make sure to stop the lift immediately and cut off the main power switch to prevent accidents such as short circuit and electric shock.
- 发生渗水时，应迅速切断漏水源，设法使电气设备不进水或少进水；
- In case of water seepage, cut off the source of water leakage quickly, and try to prevent the electrical equipment from being flooded;

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- 对渗水电梯应进行除湿处理，如采取擦拭、热风吹干、自然通风、更换管线等方法。确认渗水消退，电缆绝缘电阻符合要求并经试梯无异常后，方可投入运行。对微机控制电梯，更需仔细检查以免烧毁电路板；
- For the lift with water seepage, ensure to dehumidify it with the methods, such as wiping, drying with hot air, natural ventilation, and replacement of pipelines. Confirm that the water seepage subsides, the insulation resistance of the cable meets the requirements and the lift is normal in the test run, before putting the lift into use again. For the microcomputer controlled lift, more careful inspections are needed to avoid burning the circuit board;
- 电梯恢复运行后，详细填写渗水检查报告，对渗水原因、处理方法、防范措施记录清楚并存档；
- After the lift resumes normal service, fill in the water seepage inspection report in details, and clearly record and archive the causes, handling methods and preventive measures of the water seepage;

8.5.5. 特种设备事故发生后的经营恢复

8.5.5. Operational recovery after special equipment accidents

- 应急小组会同电梯、电叉车维保商，及时组织开展电梯、叉车安全大检查，处理事故发生区域的其他安全隐患，确认所有隐患都已排查并整改，也不会有衍生事故发生后，恢复电梯、叉车的使用。
- The emergency team will work with the maintenance providers of lifts and electric forklifts to timely organize the relevant safety inspections, deal with other safety hazards in the accident area, confirm that all the hazards have been identified and removed, and there will be no derivative accidents, before resuming the use of lifts and forklifts.
- 如果同类事故在其他电梯、叉车也有可能发生，应急小组需组织其他电梯、叉车的安全检查，确保隐患及时整改。
- If similar accidents may happen to other lifts and forklifts, the emergency team needs to organize the relevant safety inspections to ensure that the hazards are timely removed.
- 善后处理组对事故中当事人进行沟通、疏导，对受伤人员组织善后处理。
- The care-taking arrangement group shall conduct communication and persuasion with

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the persons involved in the accident, organize the care-taking arrangement for the wounded personnel.

8.6. 触电事故的管理内容及要求

8.6. Management content and requirements of electric shock accidents

8.6.1. 触电事故的年度安全目标及目标值

8.6.1. Annual safety objective and target value for electric shock accidents

序号 S/N	安全目标 Safety goal	目标值 Target value
1	发生触电安全事故 Electric shock accidents	0 次 0 time

8.6.2. 触电事故抢险持续运行计划

8.6.2. On-going rescue plan for electric shock accidents

8.6.2.1. 人员及主体岗位后备计划:

8.6.2.1. Backup plan for personnel and key post:

姓名	部门	职责	方案
秦川	人力行政部	总监	全员培训, 交叉轮岗
杨彦青	设备部	电工	全员培训, 交叉轮岗
郭明	安全策略部	安全经理	全员培训, 交叉轮岗
何贞	人力资源部	人事经理	全员培训, 交叉轮岗

备注: 当出现人员异常时, 所有业务人员均可以轮岗处理业务。

8.6.2.2. 硬件(资源)后备计划:

8.6.2.2. Backup plan for hardware (resource):

公司需储备足够的应急资源, 如: 克林棒、防电手套、医药箱、安全标示、设备防呆功能等。

The company needs to reserve sufficient emergency resources, such as the insulating sticks, insulating gloves, medical kits, safety signs, and equipment foolproof functions.

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8.6.3. 触电事故应急预案

8.6.3 Emergency Plan for electric shock accidents

根据公司的持续运营计划及风险评估管理程序，需要详细列解各种可能会面对的风险。并做好充分的防范预案、执行人，发布到每个人。保证在风险出现的第一时间立即执行预案，恢复运营。

According to the continuous operation plan and risk evaluation management procedure of the company, it is necessary to detail list and resolve the risks that may be possibly encountered, and make a perfect prevention plan, arrange the executor and distribute to everyone, to guarantee timely execute the plan at the first moment of the risk occurrence to recover operation.

8.6.3.1. 触电事故的风险预案一览表

8.6.3.1. List of contingency plans for electric shock accidents

风险 Risk s	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份 Backup 执行人 Executor	可召集部门/人员 Departments/p ersonnel to be assembled
发生 触电 Electric shock	1. 现场人员当机立断脱离电源，尽可能切断电源，亦可用现场绝缘材料等器材使触电人员脱离带电体。 1. On-site personnel shall separate from and cut off the power supply immediately, and use insulating materials and other tools available at site to separate the personnel getting electric shock from the electrified body.	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	事故部门负责人 Head of the Accident Department		部门同事 Colleagues
人员 受伤 Personnel injury	1. 各车间及办公地点需配备基本的医药箱，内含常用急救药物。 1. It is necessary to provide with basic medical box in each workshop and office place, containing of the common first-aid medicine. 2. 在有条件的情况下对伤员进行简单的止血包扎处理或人工急救，然后送往医院，或拨打120急救电话。	■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D	事故部门负责人 Head of the Accident Department		人力行政部/事故部门/安全策略部/人力资源部 Operational Support Department / accident department / Security Strategy Department /

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	<p>2. Stop bleeding and then bandage or give the first aid to the wounded if available, and then send to hospital or call 120.</p> <p>3. 在医院治疗前, 需电话联系公司人力资源部, 关于工伤医疗的相关事项。</p> <p>3. It is required to give a call to the HR Department of the company for the relevant matters of medical service of work-related injury before therapy in the hospital.</p>				Human Resources Department
停电 Power failure	<p>1. 设备保障组确认故障原因, 若是内部断电, 立即派人查找原因采取措施, 防止故障扩大, 若是外部停电, 一方面要防止突然来电引发的安全事故, 一方面致电电力局查询停电情况, 了解核实恢复供电时间。</p> <p>1. The equipment support team confirms the cause of the accident. For internal power failure, immediately send someone to find the cause and take measures to prevent the accident from expanding. For external power failure, prevent the accident caused by sudden back on of the power, and call the electric power bureau to query the power failure, and verify the time to restore power.</p>	<p>■总部 ■Headquarters ■研发 ■R&D</p>	设备部 Equipment department		人力行政部/事故部门 Operational Support Department / accident department
		<p>■生产 ■Production</p>	设备部 Equipment department		设备部/人力行政部/事故部门 Equipment Department/ Human administration department/Accident Department
现场混乱 Confusion at the scene	<p>1. 现场处理组维持现场秩序, 确保能实施急救。</p> <p>1. The on-site handling group shall maintain the field order to ensure it is able to carry out first aid.</p> <p>2. 组织其他未受影响的部门和工序, 需正常工作, 不得擅自离开各自岗位。</p> <p>2. It is required to organize other departments and work procedures which have not been affected to carry out normal work, and not to leave their posts without permission.</p>	<p>■总部 ■Headquarters ■生产 ■Production ■研发 ■R&D</p>	事故部门负责人 Head of the Accident Department		人力资源部/人力行政部/安全策略部/事故部门 HR Department/Human administration department/Security Policy Department/Accident Department
上班人员不足	<p>1. 对于受伤人员的岗位做临时调整, 让其他人员暂时顶替。</p> <p>1. The post of the wounded</p>	<p>■总部 ■Headquarters</p>	人力行政部总监 Security		人力资源部/生产计划部/事故部门

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The personnel on duty is not enough	personnel shall be temporarily adjusted to be temporarily replaced with other personnel.	■生产 ■Production ■研发 ■R&D	Policy Department Chief inspector		HR Department / Production Planning Department/ Incident Department
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8.6.3.2. 触电事故风险应急联系人一览表:

8.6.3.2. List of emergency contacts for electric shock accidents:

同于 8.1.3.3 所述。

The same as the descriptions of 8.1.3.3.

8.6.4. 触电事故发生后的经营恢复

8.6.4. Operational recovery after electric shock accidents

设备保障组及时处理故障，并确保不会有衍生事故发生后，应急小组即可通知事故发生部门或工位恢复经营。

After the equipment support team timely handles the failure and ensures against derivative accidents, the emergency team can notify the accident department or station to resume operation.

8.7. 化学品泄漏事故的管理内容及要求

8.7. Management content and requirements of chemical leakage accidents

8.7.1. 化学品泄漏事故的年度安全目标及目标值

8.7.1. Annual safety objective and target value for chemical leakage accidents

序号 S/N	安全目标 Safety goal	目标值 Target value
1	发生化学品泄漏事故 Chemical leakage accident happened	0 次 0 time

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8.7.2. 化学品泄漏事故抢险持续运行计划

8.7.2. On-going rescue plan for chemical leakage accidents

8.7.2.1. 人员及主体岗位后备计划:

8.7.2.1. Backup plan for personnel and key post:

姓名	部门	职位	方案
秦川	人力行政部	总监	全员培训, 交叉轮岗
屈红波	财务部仓库	仓库经理	全员培训, 交叉轮岗
郭明	安全策略部	安全经理	全员培训, 交叉轮岗
何贞	人力行政部	经理	全员培训, 交叉轮岗
备注: 当出现人员异常时, 所有业务人员均可以轮岗处理业务。			

8.7.2.2. 硬件(资源)后备计划:

8.7.2.2. Backup plan for hardware (resource) :

公司需储备足够的应急资源, 如: 吨桶、水泵、铁锹、硬质塑料袋、泥沙、危废池、危废房等。

The company needs to reserve sufficient emergency resources, such as intermediate bulk containers, pumps, shovels, hard plastic bags, sediment, hazardous waste pool, and hazardous waste room.

8.7.3. 化学品泄漏事故应急预案

8.7.3. Contingency plans for chemical leakage accidents

根据公司的持续运营计划及风险评估管理程序, 需要详细列解各种可能会面对的风险。并做好充分的防范预案、执行人, 发布到每个人。保证在风险出现的第一时间立即执行预案, 恢复运营。

According to the continuous operation plan and risk evaluation management procedure of the company, it is necessary to detail list and resolve the risks that may be possibly encountered, and make a perfect prevention plan, arrange the executor and distribute to everyone, to guarantee timely execute the plan at the first moment of the risk occurrence to recover operation.

8.7.3.1. 化学品泄漏事故的风险预案一览表(主要为生产区域):

8.7.3.1. List of contingency plans for chemical leakage accidents (mainly for the production

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area):

风险 Risk s	预案 Plan	发生区域 Area of occurrence	主要 Principal 执行人 Executor	备份 Backup 执行人 Executor	可召集部门/人员 Department s/personnel to be assembled
化学 品泄 漏 Chemical leakage	1.现场处理组迅速指挥事发部门/工位,采取停止作业或改变工艺流程、物料走副线、局部停车、打循环、减负荷运行等措施。 1. The on-site handling team promptly instructs the accident department/station, to take measures, such as stopping operation or changing the process flow, feeding materials through the secondary line, making partial shutdown, starting circulation and reducing the load. 2.采用合适的材料和堵漏技术手段堵住漏处。 2. Use suitable materials and plugging techniques to block the leak.	■总部 ■Head quarters ■生产 ■Production	事故部门负责人 Head of the Accident Department		人力行政部/安全策略部/事故部门/工艺部 Operational Support Department / Security Strategy Department / accident department / Technology Department
人员 受伤 Personnel injury	1.各车间及办公地点需配备基本的医药箱,内涵常用急救药物。 1. All workshops and offices need to be equipped with the basic medical kits containing the common life-saving drugs <7384. 2.在有条件的情况下对伤员进行简单的处理,然后送往医院或拨打 120 急救电话。 2. Treat the wounded if available, and then send to hospital or call 120. 3.在医院治疗前,需电话联系公司人力资源部,关于工伤医疗的相关事项。 3. It is required to give a call to the HR Department of the company for the relevant matters of medical service of work-related injury before therapy in the hospital.	■总部 ■Head quarters ■生产 ■Production	事故部门负责人 Head of the Accident Department		事故部门/人力行政部/安全策略部 Accident Department / Security Policy Department / Security Policy Department
环境 污染 Environmental pollution	1.现场处理组组织堵截泄漏液体或者引流到安全地点防止物料沿明沟外流。 1. On-site handling team organizes cutting off or draining the liquid leakage to a safe place to prevent materials from flowing out along the open trench. 2.对于液体泄漏,为降低物料向大气中的蒸发速度,可用泡沫或其他覆盖物品覆盖外泄的物料,在其表面形成覆盖层,抑制其蒸发。 2. For liquid leakage, to reduce the rate of	■总部 ■Head quarters ■生产 ■Production	安全经理 Safety Manager		事故部门/安全策略部/人力行政部 Accident Department / Security Policy Department / Security Policy

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	<p>material evaporating to the atmosphere, foam or other coverings can be used for covering the leaking material to form a covering layer on the surface for preventing the evaporation.</p> <p>3.对于大量泄漏, 可选择用隔膜泵将泄漏出的物料抽入容器或槽车内;当泄漏量小时, 可用木屑、吸附材料、中和材料等吸收中和, 并收集到密闭容器中。</p> <p>3. For the large leakage, the diaphragm pump can be used to pump the leakage into the container or tank truck; for the small leakage, it can be neutralized by wood chips, adsorbent materials, neutralizing materials, etc., and collected into a closed container.</p> <p>4.将收集的泄漏物按照国家有关危险废弃物的处理法规处置。用消防水冲洗剩下的少量物料, 冲洗水排入污水系统处理。</p> <p>4. Dispose the collected leakage in accordance with the national regulations on hazardous waste disposal. Flush the remaining small amount of material with fire water and drain the flushing water into the sewage system for disposal.</p>				Department
现场混乱 Confusion at the scene	<p>1.现场处理组维持现场秩序, 确保能实施急救。</p> <p>1. The on-site handling group shall maintain the field order to ensure it is able to carry out first aid.</p> <p>2.组织其他未受影响的部门和工序, 需正常工作, 不得擅自离开各自岗位。</p> <p>2. It is required to organize other departments and work procedures which have not been affected to carry out normal work, and not to leave their posts without permission.</p>	<p>■总部 ■Head quarters ■生产 ■Production</p>	事故部门负责人 Head of the Accident Department		事故部门/ 安全策略部/ 人力行政部 Accident Department / Security Policy Department / Security Policy Department
人员不足 Insufficient personnel	<p>1.对于受伤人员的岗位做临时调整, 让其他人员暂时顶替。</p> <p>1. The post of the wounded personnel shall be temporarily adjusted to be temporarily replaced with other personnel.</p> <p>2.如果事故影响到公司的正常经营, 应急小组可启动备用工厂。</p> <p>2. If the accident affects the normal operation of the company, the emergency team can start the standby factory.</p> <p>3.应急小组组织相关部门对备份工厂做综合检查, 确保能满足公司的各项要求。</p> <p>3. The emergency team organizes relevant departments to perform comprehensive</p>	<p>■总部 ■Head quarters ■生产 ■Production</p>	人力行政部总监 Security Policy Department Chief inspector		人力资源部/ 安全策略部/ 事故部门 Human Resources Department / Security Strategy Department / accident department

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	inspections to the standby factory to ensure that it can meet the company's requirements.				
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8.7.3.2. 化学品泄漏事故风险应急联系人一览表:

8.7.3.2. List of emergency contacts for chemical leakage accidents:

同于 8.1.3.3 所述。

The same as the descriptions of 8.1.3.3.

8.7.4. 化学品泄漏事故的其他注意事项

8.7.4. Other precautions for chemical leakage accidents

8.7.4.1. 进入泄漏现场安全防护措施

8.7.4.1. Safety measures for entering the leak scene

- 进行现场救援人员必须配备必要的个人防护器具，其他无关人员禁止进入。
- The rescue workers entering the site must be equipped with necessary personal protective equipment. Irrelevant person is prohibited from entering the site.
- 如果泄漏物是易燃易爆的，事故中心应严禁一切火种，切断电源，禁止车辆进入，立即在边界设置警戒线。根据事故发生情况和事故进展，确定事故波及区人员的撤离方向及有关措施。
- If the leakage is flammable or explosive, fire should be strictly avoided in the accident center. Besides, ensure to cut off the power, prohibit the vehicle from entering, and immediately set a warning line at the boundary. Determine the related measures and evacuation direction of the personnel in the accident area, according to the situation and progress of the accident.
- 如果泄漏物是有毒有害的，应立即在事故中心区边界设置警戒线，并根据事故情况和进展，确定事故波及区人员的撤离方向和有关措施。同时呼叫专业的处理人员处置有毒泄漏物。
- If the leakage is toxic or harmful, make sure to set a warning line immediately at the boundary of the accident center area, and determine the related measures and evacuation direction of the personnel in the accident area, according to the situation and progress of the accident. At the same time, call professionals to handle the toxic leakage.

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- 应急处理时要服从管理，严禁单独行动，要有监护人，必要时用水枪、水炮掩护。
- During the emergency handling, make sure to obey the management. It is strictly forbidden to act alone, there must be guardians, and cover with water guns or cannons, if necessary.

8.7.5. 化学品泄漏事故发生后的经营恢复

8.7.5. Operational recovery after chemical leakage accidents

应急小组需邀请专业的化学品清理机构来做化学品泄漏处理，并排查其他环节是否存在化学品泄漏的隐患，以及是否可能会有衍生事故发生，都确认无误后，应急小组即可通知相关部门或工位恢复生产。

The emergency team needs to invite the professional chemical cleaning agency to deal with the chemical leakage, and identify the hazards of chemical leakage in other links, and the possibility of derivative accidents. After confirmation, the emergency team can notify the relevant department or station to resume the production.

9. 安全事故责任处罚

9. Responsibilities and Punishments for Safety Accidents

9.1. 未履行安全职责

9.1. Failure to perform safety responsibilities

事故发生部门主要负责人，未按照国家及公司安全管理制度，履行安全职责或出现管理漏洞，导致非主观人为制造的安全事故发生，依照下列规定处以罚款。构成犯罪的，依法追究刑事责任。如处罚内容与公司的奖惩条例有冲突，以此份文件的要求内容为准。

If the person chiefly in charge of the accident department fails to perform the safety responsibilities in accordance with the safety management system of the State and company, resulting in non-subjective safety accidents, he/she shall be fined according to the following provisions. Criminal liability shall be imposed in accordance with laws if the violation constitutes a crime. In the event of any conflict between the punishment and the company's reward and punishment regulations, this document shall prevail.

序号 S/N	事故 Accident	责任对象 Responsibility object	责任分级 Responsibility classification
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01	轻微事故 Minor accident	直接责任人 Person directly responsible	当月绩效为 0 Give 0 as the performance of that month
		部门负责人 Department leader	当月绩效扣除 0.5 Deduct 0.5 from the performance of that month
		分管领导 Director in charge	通报 Notification
02	一般事故 Ordinary accident	直接责任人 Person directly responsible	书面警告, 当月及全年绩效为 0 Give a written warning, and 0 as the performance of that month and the whole year
		部门负责人 Department leader	当月绩效为 0 Give 0 as the performance of that month
		分管领导 Director in charge	当月绩效扣除 0.5 Deduct 0.5 from the performance of that month
		总经理 General Manager	通报 Notification
03	重大事故 Major accident	直接责任人 Person directly responsible	解除劳动合同 Termination of labor contract
		部门负责人 Department leader	书面警告, 当月及全年绩效为 0 Give a written warning, and 0 as the performance of that month and the whole year
		分管领导 Director in charge	当月绩效为 0 Give 0 as the performance of that month
		总经理 General Manager	扣除当月绩效 0.5 Deduct 0.5 from the performance of that month

9.2. 蓄意破坏导致安全事故

9.2.Safety accidents caused by the intentional damage

直接交由国家司法机关处理, 并追究相关责任人对公司造成直接、间接经济损失的赔偿责任。构成犯罪的, 依法追究刑事责任。

Directly hand over to the national judicial authority. Besides, the relevant responsible person will be investigated to bear the responsibility of compensation for the direct and indirect economic losses of the company. If the behavior is considered a crime, the person will be investigated for criminal responsibility according to laws.

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9.3. 事故发生后非正当行为

9.3. Improper behavior after the accident

事故发生部门如发生以下行为,给予直接责任人降薪及通报处理,所属部门负责人通报,情节严重的将停职或解除劳动合同。构成犯罪的,依法追究刑事责任。

In case of the following behavior of the accident department, give a pay cut and circulate a notice of criticism to the directly responsible person, and circulate a notice of criticism to the person in charge of the department. Suspend them or terminate their labor contracts, if the case is serious. If the behavior is considered a crime, the person will be investigated for criminal responsibility according to laws.

- 谎报或者隐报事故的;
- False or concealed report of the accident;
- 伪造或者故意破坏事故现场的;
- Forging or intentionally destroying the scene of the accident;
- 转移、隐匿资金、财产,或者销毁有关证据、资料的;
- Transferring, concealing funds, property, or destroying relevant evidence or information;
- 拒绝接受调查或者拒绝提供有关情况和资料的;
- Refusing to accept investigation or provide relevant information and documents;
- 在事故调查中做伪证或者指使他人做伪证的;
- Perjury and subornation of perjury in the accident investigation;
- 事故发生后逃匿的;
- Escaping and hiding after the accident;
- 不立即组织事故抢救的;
- Failing to immediately organize the rescue;
- 迟报或者漏报事故的;
- Delayed or missing report of the accident;

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- 在事故调查处理期间擅离职守的。

Neglecting their duties during investigation and handling of the accident.

10. 参考文件

10. References

- 引用《企业职工伤亡事故分类标准》
- Refer to the *Classification for Casualty Accidents of Enterprise Staff And Workers*
- 引用《中华人民共和国安全生产法》
- Refer to *Production Safety Law of the People's Republic of China*
- 引用《中华人民共和国环境保护法》
- Refer to *Environmental Protection Law of the People's Republic of China*
- 引用《危险化学品安全管理条例》
- Refer to *Regulations on the Safety Administration of Dangerous Chemicals*
- 引用《国家安全生产事故灾难应急预案》
- Refer to the *Emergency Plan for National Work Safety Accidents and Disasters*
- 引用《中华人民共和国道路交通管理条例》
- Refer to the *Road Traffic Management Regulations of the People's Republic of China*
- 引用《安全事故报告及处置管理标准》
- Refer to the *Standard for Safety Accident Reporting and Disposal Management*
- 引用《安全生产管理标准》
- Refer to the *Standard for Safety Production Management*
- 引用《消防管理标准》
- Refer to the *Fire Management Standard"*

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11. 说明

11 Instructions

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