安全生产管理制度

第一章 总则

第一条 为维护公司正常的生产、经营工作秩序，确保公司财产和员工的生命安全，特制定本制度。

第二条 本制度适用于公司生产全过程的安全管理。

第三条 公司安全生产的公司部门为生产部。

第二章 安全生产职责

第四条 公司总经理为安全生产的第一责任人。

第五条 公司生产车间主管为安全生产的工作现场主要负责人。

第六条 生产现场的员工为安全生产的具体责任人。

第三章 安全生产措施

第七条 员工上岗必须进行岗前安全知识培训（含转岗），培训不合格不得上岗操作，培训记录进入本人档案，由公司人事行政部负责。

第八条 严格执行设备的安全操作规程，爱护、保养好工量器具和设备、设施，未经允许不得动用其他设备，不得违章操作和指挥。

第九条 生产现场不允许随意拉、扯临时电源线，特殊情况需经生产主管批准，并执行“谁放，谁负责”原则，接用者在工作完毕后因立即收回电线，恢复原状。

第十条 生产现场要正确穿戴劳动保护用品（头发过肩必须戴工作帽），不得穿宽袖衣服操作旋转设备，工作现场不得赤脚、穿拖鞋、穿背心、短裤、女士不得穿裙子，电工操作需穿绝
缘鞋。

第十一条 全厂性停、送电必须到生产部办理相关手续，检修设备，配电柜要挂上“有人操作，不许开动”警示牌，下班应拉闸。

第十二条 行车空置吊钩必须升到 2 米以上，人员不得在吊臂下停留。

第十三条 用电设备必须妥善接地，设备工作台应使用安全电压照明，非专业电工严禁自拆装电器设备。

第十四条 消防通道、生产现场道路畅通，无杂物堆积，生产现场原料堆放高度不得超过 2 米。电气焊操作人员在工作中周围 3 米内不得有易燃易爆物品。

第十五条 厂内机动车辆应有专人驾驶，驾驶员应经过专门培训，取得操作合格证后，方可单独驾驶车辆。

第十六条 使用化学危险物品时，应当根据化学危险物品的种类、性能、设置相应的通风防火、防爆、防毒监测、报警、降温、防潮、避雷、防静电、隔离操作等安全措施。

第十七条 每天下班离开车间前检查设备电源是否切断，门窗是否关闭。

第十八条 生产工作中注意防火、防盗。发现事故苗头或闻到异味必须立即找原因，并及时汇报领导。

第十九条 如遇台风、洪水、自然灾害、火灾等紧急状况下，公司任何人员有责任和义务服从公司的紧急调配，保卫公司的财产不受损失。

第四章 安全生产检查

第二十条 生产部要经常检查公司安全生产的执行情况，发现事故苗头及时处理解决，把事

故隐患杜绝在萌芽状态中。

第二十一条 节假日放假前，生产部应组织有关部门对公司安全进行全面检查，并对安全隐患限期整改。

第五章 生产事故的处理

第二十二条 发生工伤事故，现场人员应立即上报公司生产部门并保护现场，积极协助有关部门作好事故的调查和处理。

第二十三条 重大伤亡事故，生产部门应及时组织对人员和公司财产的抢救，同时报告公司领导和当地劳动安全部门。

第二十四条 对生产中出现的安全事故，生产部应及时组织有关人员按照“三不放过”的原则，查清原因，分清责任，制定防范措施，并按经济责任制落实奖惩，同时召开现场会或文字通报，教育全体员工。

第六章 附则

第二十五条 本制度由公司总经办负责制定、修改和解释。

Safety Production Management

Chapter I General Provisions

Article 1 This system is formulated for the purpose of maintaining the normal production and operation order of the company and ensuring the safety of the company's property and the lives of its employees.

Article 2 This system applies to the safety management of the whole production process of the company.

Article 3 The department of the company engaged in safe production shall be the production department.

Chapter II Responsibilities for production safety

Article 4 The general manager of the company shall be the first responsible person for production safety.

Article 5 The supervisor of the production workshop of the company shall be the principal person in charge of the work site of production safety.

Article 6 The employees at the production site shall be the specific persons responsible for production safety.

Chapter III Measures for production safety

Article 7 The employees shall receive pre-post safety knowledge training (including post transfer). If the training fails, the employees shall not take up the post. The training records shall be recorded in their own files, and the personnel administration

Department of the company shall be responsible for the training.

Article 8 Strictly follow the rules for safe operation of equipment, take good care of and maintain the working instruments, equipment and facilities, do not use other equipment without permission, and do not operate and direct in violation of rules and regulations.

Article 9 Temporary power lines are not allowed to be pulled or pulled at will on the production site. In special cases, approval shall be obtained from the production supervisor, and the principle of "whoever puts the power lines is responsible for them" shall be implemented. The receiver shall immediately take back the power lines and restore them to their original state after the completion of the work.

Article 10 Labor protection articles shall be properly worn at the production site (a working cap must be worn when the hair is over the shoulder), wide-sleeved clothes shall not be worn to operate the rotating equipment, barefoot, slippers, vest, shorts and skirts shall not be worn at the work site, and insulating shoes shall be worn for electrician operation.

Article 11 In case of power failure throughout the plant, relevant procedures must be handled at the production department, equipment shall be overhauled, warning signs shall be hung up on the power distribution cabinet for "manned operation not allowed to start", and the brake shall be pulled after work.

Article 12 An idle crane must be raised to more than 2 meters, and no one shall stay under the crane.

Article 13 Electrical equipment must be properly grounded. The equipment workbench shall be illuminated with safe voltage. Non-professional electricians are strictly forbidden to disassemble and assemble electrical equipment.

Article 14 The fire control passage and the road at the production site shall be unimpeded and there shall be no accumulation of sundries. The stacking height of raw materials at the production site shall not exceed 2m.Electric welding operators should not have inflammable and explosive articles within 3 meters around the work.

Article 15 The motor vehicles in the factory shall be driven by special persons. The drivers shall not drive the vehicles alone until they have received special training and obtained the operation certificate.

Article 16 When using chemical dangerous goods, safety measures such as ventilation, fire prevention, explosion prevention, monitoring of poison prevention, alarm, cooling, moisture-proof, lightning protection, anti-static and isolation shall be set up according to the type and performance of the chemical dangerous goods.

Article 17 Every day before leaving the workshop after work, check whether the power supply of equipment is cut off and whether the doors and Windows are closed.

Article 18 Pay attention to fire prevention and theft prevention in production.Find accident signs or smell strange smell must immediately find the reason, and timely report to the leadership.

Article 19 In case of emergency such as typhoon, flood, natural disaster, fire, etc., any personnel of the company shall have the responsibility and obligation to obey the emergency deployment of the Company to protect the company's property from loss.

Chapter IV Inspection of production safety

Article 20 The production department shall regularly check the implementation of the company's safe production, promptly deal with and solve any potential accidents when they are discovered, and put an end to any potential accidents in the bud.
Article 21 Before the holidays, the production department shall organize the relevant departments to carry out a comprehensive inspection of the company's safety and rectify the hidden dangers within a time limit.

Chapter V Handling of production accidents

Article 22 In case of an industrial accident, personnel on the site shall immediately report to the production department of the company and protect the site, and actively assist the relevant departments in investigating and dealing with the accident.
Article 23 In case of a serious casualty accident, the production department shall organize the rescue of personnel and the property of the company in a timely manner and at the same time report to the leadership of the company and the local labor safety department.
Article 24 For safety accidents occurring in production, the production Department shall promptly organize relevant personnel to find out the causes, distinguish responsibilities, formulate preventive measures and implement rewards and punishments in accordance with the economic responsibility system in accordance with the principle of "not letting go of any three accidents", and at the same time hold on-spot meetings or written notices to educate all employees.

Chapter VI Supplementary Provisions

Article 25 The general Office of the Company shall be responsible for the formulation, modification and interpretation of this system.

Company Training Plan 2019						
Date	Training content	Training Department	Participants in training	Training methods	Organization Department	Note
Jan.-Feb.	Training of management	Various departments	All employees	On-site Learning	Company office	Strengthen management and improve the execution
Mar.	Training of process control	Various departments	All employees	On-site Learning	Company office	Improve process control
Apr.	Knowledge training of safety in production	Various departments	All employees	On-site Learning	Company office	Safety first, mainly prevention comprehensive management
Apr.	Training of employee's mental health	Various departments	All employees	On-site Learning	Company office	Eliminate employees' negative emotions
Apr.	Training of employee's professional ethics	Various departments	All employees	On-site Learning	Company office	Correct employees' working attitude
May-Jul.	Training of safety production	Various departments	All employees	On-site Learning	Company office	Improve the sense of safety
Aug	Traning of quality management system	Various departments	All employees	On-site Learning	Company office	strengthing the implement of quality management system
Sep.	Knowledge training of emergency	Various departments	All employees	On-site Learning	Company office	Learning the knowledge of emergency handling
Sep.	Training of fire fighting	Various departments	All employees	On-site Learning	Company office	Learning to use fire extinguishers
Oct.	Training of equipment operation	Various departments	All employees	On-site Learning	Production department	Understanding the connotation and practice of the 5S system
Nov.	Leader and safety office training	Various departments	All employees	On-site Learning	External training	refresher training
Nov.-Dec.	Special operator training	Various departments	All employees	On-site Learning	External training	According to the plan