
Factory Safety Management

1.Purpose

This regulation is formulated to fully standardize safety management covering factory production, equipment, electricity utilization, fire protection, hazardous chemicals, staff operations and on-site environment. It aims to eliminate work-related injuries, fire accidents, equipment safety incidents and environmental hazards, safeguard employees' personal safety as well as production equipment and property security, ensure stable and orderly production and operation, and establish a standardized, regular and traceable work safety management system.

2.Scope of Application

This regulation applies to all employees of the company, all production processes in workshops (laser cutting, bending, welding, grinding, machining, spraying, assembly), warehouse materials, office areas, public factory zones, external construction workers, visitors and outsourced personnel for full-plant safety management.

3.Safety Management Responsibilities

3.1 Responsibilities of Management

Fulfill the primary responsibility for work safety, coordinate overall plant safety management, organize regular safety inspections, safety training and hazard rectification, approve safety management systems and emergency plans, and guarantee safety investment.

3.2 Responsibilities of Administration & EHS

Department

As the central safety management department, it takes charge of system implementation, daily safety patrols, fire equipment inspection, electrical safety verification, hazardous chemical control, safety training, hazard account management, accident statistics and emergency response.

EHS: Environment, Health, Safety

3.3 Responsibilities of Production Department & Workshop Supervisors

Take charge of on-site operation safety management in workshops, supervise employees to wear PPE properly and operate equipment compliantly, identify process safety hazards, conduct pre-shift safety briefings, and eliminate illegal operation and illegal command.

PPE: Personal Protective Equipment

3.4 Responsibilities of All Employees

Strictly abide by safety operation procedures, wear and use PPE correctly, resist illegal instructions voluntarily, report hidden safety hazards immediately upon discovery, and master the use of fire-fighting equipment and emergency evacuation skills proficiently.

4. Personnel Operation Safety Management

- All employees must complete safety training and equipment operation training before taking post, and can only start work after passing assessments. Operation without certificates and independent operation of special equipment by newbies are strictly prohibited.
- Corresponding PPE must be worn in accordance with post requirements during operation: safety helmets, safety goggles, cut-resistant gloves, dust masks and safety shoes. Welding posts must be equipped with welding masks and flame-retardant protective gear.
- It is forbidden to work with slippers, shorts or loose clothing, or wear jewelry; long hair must be tied up before entering equipment operation areas to prevent entanglement, cuts and scalds.
- Horseplay, leaving post without permission, fatigue work and working under the influence of alcohol are prohibited during operation.
- Reaching into running equipment, crossing over machines, cleaning waste materials or adjusting molds are forbidden while equipment is operating. Maintenance, cleaning and mold replacement can only be carried out after shutdown and power cut-off.

5. Equipment Safety Management

- All production equipment including laser cutting machines, CNC bending machines, punching machines, welding equipment, grinding machines and air compressors shall strictly comply with the

Equipment Operation Procedures, with designated operators and maintainers assigned.

- Before startup, inspect power supply, air source, light path, protective devices and emergency stop buttons for intactness. Startup is forbidden if protective devices are missing or damaged.
- Conduct regular equipment maintenance, inspection, lubrication and fastening, and establish equipment maintenance ledgers. Shut down equipment immediately for repair in case of abnormalities, abnormal noises or faults; running faulty equipment is prohibited.
- Special equipment and pressure vessels shall undergo annual inspections on schedule with inspection certificates retained; operators must hold valid certificates.
- Equipment maintenance shall follow the "Shutdown, Power Cut-off, Air Cut-off, Lockout-Tagout" system to eliminate safety accidents caused by accidental startup. LOTO: Lockout-Tagout

6.Electrical Safety Management

- Circuit systems, distribution boxes, switches, sockets and wiring in the factory shall be inspected and maintained by professional electricians only. Non-professional staff are forbidden to pull random wires, rewire or dismantle circuits without authorization.
- Overloaded electricity consumption is prohibited. Damaged, aged or exposed equipment cables shall be replaced immediately; wires shall not be laid on the ground, rolled over or immersed in water.
- Distribution boxes shall be kept clean, dry and locked; stacking materials and tools inside is forbidden. Regularly check the

effectiveness of leakage protection and grounding protection.

- All posts shall cut off equipment power and lighting power before off-duty; the main workshop power supply shall be disconnected by designated personnel to avoid unattended live equipment.

7. Fire Safety Management

- Fire extinguishers, fire hydrants, emergency lights and evacuation signage shall be installed in factories, workshops, warehouses and passages in compliance with standards. Conduct regular inspections to ensure full functionality, and replace expired equipment promptly.
- Fire passages and emergency exits shall remain unobstructed at all times; stacking materials, waste or equipment to block passages is prohibited.
- Welding and hot work in workshops shall follow the hot work approval system. Clear flammables around the operation area, assign dedicated supervisors and fire-fighting equipment on site. Do not leave until all fire sources are completely eliminated after operation.
- Flammable materials such as spraying powder, packaging consumables and cartons shall be stored in separate zones, away from fire sources, heat sources and power supplies.
- All staff shall master the four-step operation of fire extinguishers: Pull out the safety pin, Aim at the base of fire, Squeeze the handle, Sweep side to side, as well as factory emergency evacuation routes.

8. Hazardous Chemicals & Auxiliary Materials

Safety Management

Special control shall be implemented for hazardous chemicals commonly used in sheet metal production including paint, coating powder, cleaning agents, anti-rust oil and alcohol:

- Hazardous chemicals shall be hermetically stored in dedicated cabinets and separated zones with hazard labels and MSDS posted, kept away from fire sources, power supplies and high-temperature areas. MSDS: Material Safety Data Sheet
- Adopt limited requisition and designated management with registration ledgers; massive stockpiling and random placement are prohibited.
- Ensure good ventilation during use and wear protective gear. Waste hazardous chemical containers shall be recycled in compliance with regulations; random disposal is forbidden.

9. On-site 5S & Material Safety Management

- Workshop materials, plates, semi-finished products and finished goods shall be placed at fixed locations with compliant stacking height to prevent collapse and injury.
- Metal scraps and waste chips shall be sorted and cleaned timely. No accumulated waste, sundries, oil stains or ponding on site to avoid slipping, cutting and falling injuries.
- Standardize forklift and trolley material transportation with speed limits to prevent collision and rolling accidents.

10. Hazard Inspection & Rectification Mechanism

A three-level inspection system is implemented: daily self-inspection at posts, weekly workshop inspection and monthly full-plant comprehensive safety inspection.

Establish ledgers for all safety hazards found during inspections, specifying responsible persons, rectification deadlines and corrective measures, and conduct closed-loop follow-up. Accountability shall be imposed for overdue rectification.

Production shall be suspended immediately for rectification of recurring hazards and major hidden dangers; fluke operation is forbidden.

11.Safety Training & Emergency Management

All new employees must receive three-level safety education upon entry. Regular special training and drills on fire safety, equipment safety and emergency evacuation shall be organized.

Establish emergency response procedures for fires, electric shocks, mechanical injuries and chemical injuries. Report safety accidents immediately upon occurrence, activate emergency plans, rescue personnel, protect the scene and conduct root cause rectification and tracking.

12.Special Measures for Staff Safety Training, Fire Protection and Labor Protection

12.1 Staff Safety Training Management Measures

The company establishes a regular and full-coverage staff safety training system to implement universal safety education and eliminate

risks of uncertified operation and illegal work. All training records shall be filed for traceability.

Three-level Safety Education for New Employees

All new recruits must complete company-level, workshop-level and post-level safety training, covering factory safety regulations, sheet metal equipment safety standards, hazard identification, fire-fighting knowledge, PPE usage and emergency response. Independent work is prohibited without passing post-training assessments.

Regular Special Training

Hold monthly workshop safety meetings and quarterly special safety training, covering high-risk process operation safety for laser cutting, bending, welding and grinding, electrical safety, hazardous chemical usage safety and mechanical injury prevention.

Refresher & Transfer Training

Post transfer or process change requires dedicated transfer safety training; annual universal safety refresher training shall be carried out to strengthen safety awareness and operation standards.

Training Ledger Management

Complete training archives shall be maintained, recording training time, contents, participants, assessment results and attendance signatures. Documents shall be archived long-term to meet customer factory audit and system certification requirements.

Emergency Drill Training

Organize at least 2 fire emergency drills and work injury emergency disposal drills every year to ensure all staff master fire evacuation, fire

extinguisher operation, electric shock first aid and mechanical injury emergency handling procedures proficiently.

12.2 Special Fire Protection Measures

The factory implements an all-round fire prevention and control system with full protection covering hardware configuration, daily management, operation standards and emergency support to eliminate fire hazards.

Complete Fire Hardware Configuration

Dry powder fire extinguishers, fire hydrants, emergency lighting, safety evacuation signs and fire sand boxes are fully equipped in workshops, warehouses, passages and office areas. All fire equipment is placed at fixed marked locations and inspected by designated personnel monthly; expired or damaged equipment shall be replaced immediately to guarantee 100% availability.

Permanent Unobstructed Fire Passages

Emergency exits and fire passages are fully clear without stacked materials or waste, with no-blockage warning signs posted. No staff shall occupy or block fire passages; passage status is checked before work daily.

Strict Control of Hot Work

Hot work such as welding and grinding shall follow the hot work approval system. Clear flammable and explosive items including cartons, powder and oil stains around the operation area before work, assign dedicated supervisors and fire-fighting equipment on site. Conduct

thorough inspection for residual fire sources after operation and confirm zero hazards before leaving.

Special Control of Flammable Materials

Flammable supplies such as spraying powder, paint, alcohol and packaging cartons are stored in independent separated zones, far away from heat sources, power supplies and open flames. Limited requisition is enforced to avoid safety risks caused by massive stockpiling.

Fire Safety Responsibility Assigned to Individuals

Divide fire safety responsibility zones in workshops with designated persons in charge. Regularly inspect fire hazards including aging circuits, overheating equipment and improper material stacking, and conduct closed-loop rectification for all identified problems.12.3 **12.3**

Special Labor Protection (PPE) Measures

A standardized labor protection system is established to address occupational risks in sheet metal production including cuts, collisions, scalds, dust, strong light and noise, safeguarding employees' occupational health and personal safety.

Standardized Post PPE Allocation

The company uniformly distributes full sets of compliant PPE allocated by post:

General posts: safety shoes, anti-static workwear

Cutting & grinding posts: cut-resistant gloves, safety goggles, dust masks

Welding posts: welding masks, flame-retardant workwear, heat-

resistant gloves

High-noise posts: noise-canceling earplugs

All PPE shall be replaced regularly and replenished on demand.

Mandatory Wearing Supervision: Corresponding PPE must be worn properly during operation at all posts. Workshop supervisors and safety officers conduct full-time patrol supervision; working without PPE, with mismatched PPE or arbitrarily removing PPE is prohibited.

Occupational Health Protection: Ventilation and dust removal equipment are installed at grinding, polishing and spraying stations to effectively reduce dust hazards. Workshops are ventilated regularly to improve operating environment. Organize regular occupational health physical examinations for employees to prevent occupational diseases.

Standardized PPE Management: Establish ledgers for PPE requisition, distribution and replacement with designated management staff and on-demand distribution to avoid waste and shortage, ensuring full PPE coverage for all staff.

Operation Protection Standards: Bare-handed operation of sharp plates and high-speed operating equipment is forbidden. Equipment protective devices shall remain intact to avoid work injuries through dual control of hardware and personnel.

Any violations including uncertified operation, illegal work, refusal to wear PPE, blocking fire passages, random wiring, illegal hot work and refusal to rectify hazards shall be subject to formal warning, penalty or suspension training in accordance with regulations. Those causing accidents with severe consequences shall be held legally accountable.