

仅供参考

## 1 Purpose and Scope[v1] 目的和范围

This purpose of this procedure is to define the requirements for employees, contractors or visitors who may be exposed to the hazards of working at heights at XXXXX. The scope of this procedure applies to scaffolding, steel erection, raised work platforms, catwalks, aerial lifts, machine installations, or any other circumstance that requires a person to work at or on elevated locations.

本程序的目的是对 XXXX 公司内有可能受到高空作业危害的员工、合同商、及访客提出要求。本程序适用于：脚手架、天棚、架高的工作平台、架空走道、机动升降平台、机床安装、及需要人在高于地面进行工作的其它状况。

## 2 Responsibility 职责

2.1 EHS dept. is responsible for the management of fall protection system[v2].  
EHS 负责坠落防护体系的管理工作。

2.2 Person who may be exposed to the hazards of working at heights at XXXXX must comply with the requirement of this procedure[v3].

XXXX 公司内所有可能曝露于高空作业危害的员工、合同商、及访客都必须遵守本程序的规定。

2.3 All employees can monitor the performance of elevated work.  
XXXX 公司所有员工均有权对高空作业进行监督。

## 3 Procedure 程序[v4]

### 3.1 General Requirements 一般性要求

3.1.1 The risk of fall hazards of existing or planned project shall be assessed according to CA/EHSP 4.4.6.18-2001 Design Process Review.

现有或计划中的高架作业皆必须按“设计/制程审核程序(CA/EHSP4.4.6.18-2001)”予以审核，以评估是否有坠落危害。

In addition, EHS dept. is responsible for the evaluation of any structure where engineered fall protection systems do not exist to protect workers from falls of 1.2 meters or greater.

EHS 部门也负责评价任何高于 1.2 米，无预防坠落工程设计的构建物。

3.1.2 Where hazards exist lower than 4ft. (1.2 m ) such as sharp objects, controls must be put in place to eliminate or minimize those hazards. See Attachment A for Fall Evaluation criteria.

低于 1.2 米，但存在有类似尖锐物体的危害的高架作业，必须有去除或减低这类危害的控制装置措施。

**3.1.3 The first form of fall protection control shall always be fall protection engineered systems such as catwalks, railings, fencing, walls, etc.**

类似架高走道、护栏、栅栏、围墙等的工程系统必须是坠落防护的首选措施。

If an engineered system is not feasible, personal fall protection equipment must be provided to and worn by any individual working at a height of 6 feet (1.8 m) or greater above the lower level[v5].

如工程坠落防护措施在实施上有困难，对高于相较次低楼层 1.8 米的工作人员，就必须提供并要求穿戴经 EHS 批准的个人坠落防护设备。

**3.1.4 If the operator should work at a height of 1.2 meters or greater, engineered fall protection barriers such as railings and toeboard system should be installed, and temporary warning line systems should be provided whenever possible.**

若员工需在 1.2 米以上进行工作，应有如防护栏、挡板等工程控制系统。若可能，同时也应使用临时警戒线。

**3.1.5 Any employee working at any height above dangerous equipment shall be protected from falling into or onto the dangerous equipment.[v6]**

任何工作于危险设备上方的员工必须有防止坠落于危险设备的措施或装置。

**3.1.6 All major or structural repairs of fall protection devices or climbing equipment, such as personal fall protection equipment, ladders, scaffolds, or related equipment shall be performed by the manufacturer[v7].**

坠落防护装置或攀登设备，如：个人坠落防护设备、阶梯、脚手架、或相关设备的重大或结构上的修理，必须由制造商执行。

**3.1.7 Barrier tape, saw horses, and work stanchions shall be used as necessary to prevent unauthorized employees from entering the danger zone.**

必要时，必须使用障碍围带、距马、枷栏，以防止未经授权的人员进入危险区域。

**3.1.8 Employees who need to be within the barrier must wear hard hats.**

在以障碍围带、距马、枷栏等围起的区域内的人员必须戴安全帽。

Contractors working for XXXXX must have similar programs in place to meet the requirements of this procedure. It is the duty of the contract coordinator to make certain that the contractor programs are in compliance to this program.

XXXX 的合同商须有与本程序相类似的坠落防护管理计划以达到本程序的要求。

XXXX “合同商协办人” 负有确保合同商相关计划符合本程序的职责。

**3.1.9 XX [v8]XX's EHS is responsible for the development of an emergency plan for overhead rescue.**

**EHS 部门负责拟定高空作业坠落紧急救援计划。**

## 3.2 Walking and Working Surfaces

### 行走平面与工作平面

3.2.1 Any walking and working surface located above 4 ft. (1.22 m) must be protected from the possibility of a fall. Holes in floors, raised platforms, and openings in elevated walls must have fall protection devices in place such as railings, covers, fencing or doors to protect workers from a fall.

所有高于 1.2 米的走道与工作平面必须有坠落防护措施。地面的孔穴、升高的工作平台、高墙面的开孔等须有坠落防护装置（如：护栏、掩盖、栅栏、门）以防止员工坠落。

3.2.2A guardrail system shall be provided as the primary fall protection system for elevated work platforms. Guardrail systems shall be designed to meet local regulatory building codes as well as the following minimum requirements:

护栏设施必须是高空工作平台的主要坠落防护装置。护栏设施必须符合国家标准及下列最低要求：

- Materials for construction of guardrails must be constructed of steel, aluminum, wood, or any other material of equivalent strength.  
构建材料必须使用：钢、铝、木、或其他具有同样强度的材料。
- Guardrail systems shall consist of a top rail of approximately 42 inches high (1.07 m), a mid-rail and a four inch (10.16 cm) toeboard if the work platform is four feet (1.22 m) or higher. The toeboard shall be securely fastened and positioned no more than ¼ in. (0.635 cm) off the floor. Toeboards may not be necessary if there is no risk to people working below the elevated work area. Vertical post shall be no more than 8ft. (2.4 m) apart.  
当工作平台高于地面 1.22 米时，护栏设施必须具备有：上栏（约高于平台面 1.07 米），中栏及脚趾板（10.16 厘米）。脚趾板的安装必须稳固，并且并且与平台面的缝隙不得高于 0.635 厘米。如果不可能有人在平台下方工作，则不一定需要安置脚板。护栏设施的垂直支柱相隔不得多于 2.4 米。
- Guardrail systems shall be surfaced in such a manner that will not cause injury to an employee from punctures, laceration, and to prevent snagging of clothing or jewelry.  
护栏设施的表面必须平整，不会刺伤或划伤员工，且不会勾住衣物及首饰。
- Guardrail systems shall be capable of withstanding, without failure, at least 200 lbs. (90.7 kg.) when applied in an inward, outward or downward direction  
护栏设施必须能够支撑至少 90.7 公斤的负荷（内拉、外推、或下压各方向的力量。）

3.2.3A floor opening greater than 12 inches in its least direction (30.48 cm) shall be provided with appropriate guarding.

最小尺寸大于 30.48 厘米的地面开空必须有适当的防护装置。

3.2.4Hole covers shall be designed at the equivalent strength of the flooring and shall have no opening wider than 1 inch (2.54 cm<sup>[v9]</sup>).

坑洞覆盖的强度必须与楼板相当，且不得有大于 2.54 厘米的孔隙。

3.2.5Fixed Stairways shall be designed to meet the following minimum requirements:  
固定阶梯的设计必须满足下列最低要求：

- Fixed stairways shall be constructed to hold five times the normal anticipated live load.  
固定式阶梯的构建必须能够支撑 5 倍于预期的活重。
- The minimum width of a stairway shall be 22 inches (55.88 cm).  
梯阶的宽度必须不小于 55.88 厘米。
- Riser height and tread width shall be uniform throughout stair construction.  
各阶梯的高度、宽度必须一致。
- Any stairways with four or more risers must be provided with a rail system on all open sides.  
超过四阶的阶梯在开放的边侧必须配备有护栏装置。
- Stair treads shall be made or covered with slip resistant materials.  
阶梯的阶踏必须覆以防滑物质，或构建以防滑的物料。

### 3.3 Personal Fall Protection<sup>[v10]</sup>

个人坠落防护设备

3.3.1Employees or contractors performing elevated work within 6 ft. (1.83 m) of an unprotected edge without the benefit of an engineered fall protection system (such as guardrails, fencing, or walls) shall be required to wear personal fall protection equipment.

需要在楼沿 1.8 米内工作的员工或合同商，又无法提供预防坠落工程装置时，必须要求这些员工穿戴个人坠落防护装置。

3.3.2Employees and contractors working on roofs higher than 6 ft. (1.83 m) and within 6 ft (1.83 m) of the unprotected edge, shall be protected from falls by one of the following methods.

在高于 1.83 米的屋顶，距屋顶边缘 1.83 米内工作的员工及合同商，必须以下列方法之一，预防坠落：

- (a.) Construction of an approved temporary guardrail system  
构建批准的临时性的护栏系统

(b.) Personal fall protection/arrest system

个人坠落防护/止落系统

(c.) Fall prevention safety monitoring system

坠落预防安全监视系统

Method (c.) shall be employed only if methods (a.) & (b.) are not feasible.

只有在上述 (a.) 与 (b.) 方法在实际上皆不可行时，方可采用 (c.) 方法。

3.3.3 To ensure safety compatibility, a competent person shall evaluate all equipment substitutions or changes.

为了确保安全的相适性，所有设备的更变或替换必须有“胜任人员”（由 EHS 部门定义）予以评价。

3.3.4 Personal fall protection equipment shall never be used to pull, hoist or tow equipment[v11].

个人坠落防护装置不得用于拖、拉、捆绑或吊举物品。

3.3.5 The operator should inspect all fall protection equipment before each use. Any damaged equipment must be removed and reported immediately[v12].

操作者在每次使用前都应对坠落防护装置进行检查。任何损坏的装置都应立即停止使用并报告。

3.3.6 A shock-absorbing lanyard or retractable lanyard shall be used in conjunction with a full body harness in fall arrest applications.

在防止坠落的应用上，可吸收坠落冲击的减震短绳或可回绕绳索必须与全身式安全带共同使用。

3.3.7 Lanyards shall be adjusted to prevent a free fall of more than 6 feet (1.83 m) (including the shock absorber).

坠落防护索必须调整，以防止超过 1.83 米的自由坠落（包括吸收坠落冲击的减震器）

Lanyards used for fall arrest applications shall have a minimum rating of 5,000 lbs. (2268 kg.)

减震短绳的额定负荷重量不得低于 2,268 公斤。

The maximum arresting force allowed on an operator and harness shall not exceed 1800 lbs. (816 kg.)

施于坠落人员及其坠落防护套具的终止受力不得超过 816 公斤。

All fall arrest equipment shall be labeled with capacity rating information.

所有坠落防止设备皆必须标示有额定载荷的资料。

3.3.8 XXXX's competent person shall inspect personal fall protection equipment according to manufacturer's recommendations but not less than annually and a record of the inspection shall be readily available for review. The documentation record shall include:

个人坠落防护设备必须由 XXXX 的“胜任人员”依照制造商之建议（但不得少于每年一次）检查个人坠落防护装置并记录检查结果。该项纪录必须包含：

- **Equipment identification number;**  
个人坠落防护设备的编号
- **Name of the equipment manufacturer;**  
制造商的名称
- **Type of equipment (i.e., lanyard, harness, portable attachment device, retracting device);**  
设备的类型（减震短绳，全身式安全带，移动式吊挂装置，可回绕绳索的制动设备）
- **Date of inspection; and**  
检查日期
- **Department or employee owner.**  
个人坠落防护设备的拥有部门或拥有人。

**Defective fall protection equipment must be removed from service immediately.**  
损坏的个人坠落防护设备必须立即停止使用。

**3.3.9 Anchorage points for full body harness and associated fall arrest equipment must be capable of holding 5,000 lbs. (2268 kg) of force per person. All installations must be approved by a professional engineer (PE).**

全身式安全带及其附属坠落防止装置的各个锚固点必须能够承受 2,268 公斤的力（每个人）。所有锚固点的安置必须由专业人员批准。

**Anchorage points must be independent from the means supporting or suspending the employee. (i.e., the lanyard cannot be used as the anchorage point unless the lanyard has been designed by the manufacturer for this application.)**

个人坠落防护装置的锚固点必须与支撑或悬吊坠落人员的工具分离（即：除非制造商的设计允许把坠落防护吊索直接和锚固点相连外，个人坠落防护吊索不得连接到锚固点。）

**3.3.10 Personal fall protection equipment subjected to impact loading shall immediately be removed from service and shall not be used again until it has been inspected by a competent person and determined to be fit for service.**

承受过冲击负载的个人坠落防护装备必须立即停止使用，只有在经过“胜任人员”的检查，认为适用后，方得恢复使用。

**3.3.11 Fall protection equipment shall be stored and maintained according to manufacturer's recommendations.**

个人坠落防护具的储存与维护必须依照制造商所建议的方法。

**3.3.12 Safety belt used for elevated work shall comply with the National standard (GB6095-85). Any components can not be removed and any damaged equipment can not be used . Safety belt must be fastened above the**

operation points and at the components without any sharp edges and corners. Lowly hanged safety belt can not be used as highly hanged. Rope can not be used in place of safety belt which is required to be properly fastened.

高处作业使用的安全带，应符合国家标准 (GB6095-85)。各种部件不得任意拆除，有损坏的不得使用。安全带拴挂要在垂直的上方无尖锐、锋利棱角的构件上，不能低挂高用。不准用绳子代替，拴挂必须符合要求。

3.3.13 Safety helmet shall comply with the National standard (GB2811-81) and must be worn and tied firmly whenever it is used.

安全帽要符合国家标准 (GB2811-89) 使用时必须戴稳，系好下领带。

3.3.14 Non-locking snap hooks cannot be used in place of body belts whenever personal fall arrest systems are used.

使用个人跌落保护系统时，不得使用不能锁紧的挂钩。

3.3.15 Full body harnesses and lanyards must be used in place of body belts whenever personal fall arrest systems are used.

高空作业均穿戴全身式安全及系索，不得使用腰式安全带。

3.3.16 A full body harness and lanyard must be worn and properly secured above the point of operation whenever the worker steps up on the basket rail system or out of the basket work platform of lift or industrial powered manlifts.

若员工需进、出升降设备的工作平台时，必须穿全身式带及减震短绳，并固定在工作区上方的合适部位。

3.3.17 Any tools, parts and materials used for elevated work must be put in tool box and can not be held in hand whenever step up and down and can not be thrown at elevated point. All scattered material, tools and parts must be cleaned up after work to avoid of any hurt by falling.

高处作业所用的工具、零件、材料等必须装入工具袋，上下时手中不得拿物件；不准在高空投掷材料、工具或其他物；工作完毕应及时将工具、零星材料、零部件等一切易坠落物件清理收拾好，防止落下伤人。

### 3.4 Aerial Lift Management

升降工作台的管理

3.4.1 XXXX's Facility Department is responsible for maintaining aerial lifts in good working condition. Only operator certified by the Facility Department can operate aerial lifts. Facility Department is also responsible for equipping all aerial lifts with updated inspection data.

XXXX 设施部门负责所有升降工作台的维护，以确保升降工作台的良好运转状况。只有经过设施部门认证的人员方可操作升降工作台。设施部门同时负责保持升降工作台的检查记录。

3.4.2 The anchorage point used for restraint mode must have a rated capacity of at least 200 lbs. (91 kg)

升降工作台用以限制动作固着点的额定荷重必须至少 91 公斤。



3.4.3 The operator shall inspect aerial lifts for safe operating condition prior to each shift. The inspection shall be documented and attached to the lift.

操作员负责在每班次开始工作前，必须检查升降工作台。检查必须有记录并附于升降工作台上。

3.4.4 Any aerial lift found with defects or otherwise unsafe conditions shall immediately be tagged out of service.

发现有坏损缺失或不安全状况的升降工作台必须立即停止使用并标示以“停止使用”的标签。

3.4.5 Aerial lifts shall not be used for transportation of passengers not involved in the required work.

升降工作台不得用以运送非工作需要的乘客。

3.4.6 Aerial lifts shall not be used for transportation of additional employees.

升降工作台不得超额搭载员工。

3.4.7 Aerial lift operators and passengers shall wear approved head protection at all times while in the lift.

升降工作台的操作员及乘员在升降工作台上必须戴安全帽。

3.4.8 Employees shall stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other such devices.

员工必须稳固地站在升降工作台围栏中间的地面，不得坐在或攀登于围栏边缘，亦不得使用支撑板、梯子、或其他类似装置。

3.4.9 Before any employee can exit an extended aerial lift, they shall be safety tied off to an overhead anchorage point.

员工在走出已伸展的升降工作台之前，必须安全地系缚在位于上方的锚固点上。

3.5 [v15] Ladders (fixed, portable, and rolling) Management

梯子（固定式、移动式、滚动式）的管理

3.5.1 XXXXX's Facility Department is responsible for the management of its "ladder management program". The ladder management program includes: inspections, audits, care and maintenance, and employee training. All fixed, portable, and rolling ladders are included in this management program.

XXXX 设施部门负责“梯子的管理计划”，该项计划包括：检查、审核、保养、维护、及员工训练。涵盖于该项计划的梯子包括：固定式、移动式、及滚动式的梯子。

3.5.2 The Facility Department must perform an inspection of all ladders at least Quarterly.

XXXX 设施部门负责至少每季度检查一次所有的梯子。

3.5.3 Ladders made of conductive material shall not be used for any job where exposed live electrical parts may be present.

以导电材质构建的梯子不得使用于工作地点附近有裸露活电导线的作业。

3.5.4 Ladders shall be labeled with appropriate manufacture labels such as rating, warnings, and inspection criteria.

梯子必须标示以适当的制造商标识，如：额定荷重、警告、及检查标准。

3.5.5 All employees using ladders shall be trained in ladder care, use and inspection.

所有会使用到梯子的员工必须接受由梯子的保养、使用、及检查。

3.5.6 Employees must inspect all ladders before use.

员工在使用梯子之前，必须检查梯子的状况。

3.5.7 Ladders shall not be used for purposes other than the original intention.

梯子不可用于其未经设计的用途上。

3.5.8 Every attempt must be made not to use a ladder as a work surface for extended periods of time. When possible, aerial lifts shall be utilized.

尽可能避免长时间地站立于梯子上工作。在适当的情况下，必须用升降工作台。

3.5.9 If a ladder must be used as a work surface, precautions shall be taken such as:  
1. Using personal fall arrest equipment (if feasible), 2. Ladder stabilizing equipment or 3. Tying off.

如果非要将梯子作为工作平台时，必须采取下列预防措施：1. 若可行的话，使用个人坠落防护装置，2. 梯子与地面的稳固措施，3. 上端与设备的固定措施。

3.5.10 When ladders are used for access to an upper work surface, the side-rails shall extend at least 3 ft. (0.91 m) above the work surface. If this is not possible, other means to ensure safety shall be provided. Other means may include:

- Upper and lower ladder stabilizing equipment;
- Tie-off to a ridged support system; or
- Employee spotters.

攀登梯子以达较高的工作平面时，梯子的两侧扶手必须高出该工作平面至少 0.91 米。若不可行，必须提供其它方法以保障安全。可使用的办法包括：

- 在梯子的上端与下端设置稳固装置。
- 绑缚梯子的支撑系统。
- 现场督导员。

3.5.11 Ladders shall only be used on a level and stable surface. When in doubt, a ladder shall be secured to prevent accidental displacement.

梯子必须在平整安稳的地面使用。当该条件无法确定时，就必须有前款措施以防止梯子意外地移动。

3.5.12 Any fixed ladder installed at a height of 20 ft. (6.09 m) or greater must be provided with one of the following forms of fall protection:

- a.) Ladder safety cage; or

**b.) Personal fall restraint system.**

超过 6.09 米高度的固定式梯子，必须具有下列的坠落防护装置：

- 梯用安全笼。
- 个人坠落防护装置。

Ladders shall not be loaded beyond the rated load capacity. Weight capacities shall be affixed on ladders.

梯子不得承受超过其额定荷重的重量。梯子的荷重必须固定地标示于梯子上。

**3.5.13 Wear shoes with skid resistant soles. Sandal, high-heel shoes, spiked shoes and slippery shoes can not be worn whenever elevated work is performed.**

穿防滑鞋；高处作业人员不准穿凉鞋、高跟鞋或带钉鞋、易滑鞋等进行高处作业。

**3.5.14 Keep body centered between the rails of the ladder.**

身体应处于梯子中央。

**3.5.15 The highest standing level on a stepladder is two steps down from the top.**

梯子上的最高站立位置是最高两级台阶以下。

**3.5.16 Don't have more than one person on the ladder at the same time.**

梯子上不得同时上两个人。

**3.6 Scaffold Management**

脚手架的管理

**3.6.1 Any scaffold erected at a XXXXX must be constructed under the supervision of a competent person.**

所有在 XXXXXXX 场地安装的脚手架皆必须在一“胜任人员”的监督下安装。

**3.6.2 At a minimum, scaffolds shall be erected in accordance with all local, regional and national regulations.**

脚手架的设置必须符合国家相关标准，如：“钢管脚手架扣件（GB15831-1995）”，“建筑施工门式钢管脚手架安全技术规范（JGJ128-2000）”，“建筑施工门式扣件式钢管脚手架安全技术规范（JGJ130-2001）”，及“附着升降脚手架管理暂行规定”。

**3.6.3 Persons responsible for scaffold erection shall take all necessary precautions to prevent falls.**

负责脚手架搭建的人员必须所有必需的预防措施以预防脚手架的倒塌。

**3.6.4 After a scaffold has been erected and before any employee or contractor can begin working on that scaffold, the scaffold must have a Scaffold Information Tag completed and attached to the scaffold.**

设置脚手架后，在员工或合同商开始在脚手架工作前，必须填妥“脚手架资料标签”并附于脚手架上。(标签参考附件 B)

**3.6.5**The Scaffold Information Tag shall be signed by a competent person and attached conspicuously to the lower level of the scaffold. A tag shall be good for a maximum of 30 days.

脚手架标签必须由“胜任人员”签署，并将标签明显地附着于脚手架下层位置。脚手架标签的有效期不得超过 30 天。

**3.6.6**A competent person, before each work shift, shall inspect scaffolds and scaffold components for visible defects, and after any occurrence which could affect the structural integrity of the scaffold.

在各班次开始之前，一“胜任人员”必须检查脚手架及其元件，看是否有可见的缺失。在发生任何有可能影响脚手架完整性的事件后，也必须检查是否有可见的缺失。

**3.6.7** Any scaffold part or component that is in poor condition shall be taken out of service until it has been repaired or replaced by a qualified inspector.

任何处于恶劣状况的脚手架零件或元件必须立即停用，直到一合格检查员修复或更换为止。

**3.6.8**Upon completion of the job, the Scaffold Information Tag shall be returned to the EH&S department for record keeping requirements.

施工完成后，脚手架资料标签必须交付给 EHS 部门，以留存纪录。

**3.6.9**Guardrail systems shall be installed on all open sides and ends of scaffold platforms. Toeboards shall also be required where people may be working under or passing near the scaffold position.

在脚手架平台开敞的面及两端必须设置护栏系统。当有人员工作于脚手架下方，或是有人员走过脚手架附近时，就必须装置脚趾板。

**3.6.10**The footing for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load.

脚手架与地面接触的部位必须坚固完好，并能负荷所欲承受的最大重量。

**3.6.11**Planking for scaffolds shall be of approved scaffold grade and in good repair.

脚手架的踩板必须是经批准的脚手架等级，并且处于良好的状况。

**3.6.12**Planking shall be provided for full width of scaffold work surface and shall be applied per manufacturer requirements.

脚手架踩板的长度必须足以覆盖整个脚手架工作平面的宽度，脚手架必须按照制造商的要求安装。

**3.6.13**Scaffolds shall be erected on the level and shall be checked periodically to ensure that the level is maintained.

安装脚手架的地面必须平整。必须经常的检查，以确保地面平整。

**3.6.14**Fall protection shall be provided during the erection of scaffold equipment.

在搭建脚手架设备期间，必须提供坠落防护措施装置。

3.6.15 During poor weather conditions such as wind, rain, ice, or snow, scaffolds may temporarily be barred from service until a determination is made by the job supervisor. Ladders or stair scaffolding shall be used for access to upper levels. Unless so designed, scaffolds shall not be climbed as a means of access.

恶劣天气（风、雨、冰、雪等），应停止使用脚手架，直到工作领班决定是否可继续在脚手架上工作。必须通过梯子或脚手架阶梯以进入脚手架高处。非经设计，不得以攀爬脚手架作为进出上下脚手架的方式。

### 3.7 Training

训练[v18]

#### 3.7.1

XXXXX's EHS department is to train employees so that they understand requirements of this procedure along with good safety practices for specific elevated work applications.

XXXXEHS 部门负责所有训练员工，依其工作职务分类，有关高空作业管理程序的要求及特定高空作业的良好工作做法。

The requirement of this procedure must be trained to all employees according to procedure 'Training and Education' (CA/EHSP4.4.2.01-2001).

此程序的要求应根据《员工教育培训管理程序》(CA/EHSP4.4.2.01-2001)的要求向全体员工进行培训。

#### 3.7.2

A[v19] contractor working at heights on XXXXX property shall be adequately trained prior to using ladders, scaffolds, or personal fall protection equipment.

在 XXXXXXX 厂址执行高空作业的合同商，在使用梯子、脚手架、或个人坠落防护设备之前必须接受由 XXXX EHS 部门提供的训练。

### 3.8 Inspection and Audits

检查与审核

XX[v20] XX's "Elevated Work Protection Program" will be inspected quarterly and audited semi-annually by its EHS department. EHS department is responsible to provide trending information gathered from these findings and link to the overall annual program evaluation.

XXXXXXX 的 EHS 部门必须对其高空作业保护计划每季检查及每半年审核一次该计划的执行情形。EHS 部门也必须就其所发现的计划执行缺失作趋势分析，并将结果列入整体的年度计划评估作业内。

### 3.9 Program Evaluation

计划评价

XX<sub>[v21]</sub> XX's EHS department will perform its annual review of the Elevated Work Protection Program. The review shall include but not be limited to fall incidents, audit/inspection data, procedure changes, and training changes.

XXXXXXX 的 EHS 部门负责执行对“高空作业保护计划”的年度审视。审视内容包括：任何坠落事件、审核与检查的资料、程序的变更、训练的改变。

The annual review must address risks based on probability and severity. This shall include task, frequency of work, duration of work, type of equipment in use and recommendations.

该项年度计划评价必须着重于以机率与严重性为基的风险。这包括：工作性质、次数、持续时间、所使用的设备、及建议。

### 3.10

Actions against the requirement will be disciplined according to procedure “EHS Bonus Evaluation” (CA/EHSF19-2001) and “Reward and Discipline Policy” (CA-HR-014)

违反本程序规定的行为将按《EHS 奖金评定细则》(CA/EHSF19-2001) 及《奖励和惩罚政策》(CA-HR-014) 程序的规定进行处罚。

## 4. Records

纪录

The following records identified in this procedure are controlled and maintained in accordance with CA/EHSP4.5.3.01-2001 Control of Records:

本程序中所提及的下列纪录必须依 XXXX 《记录控制程序》 CA/EHSP4. 5. 3. 01-2001 予以控制与保持。

Record (记录)	Retention Time (保存年限)
Fall Protection Equipment Inspections 坠落防护设备检查记录	2 years 两年
Ladder Inspection Records 梯子检查记录	2 years 两年
Scaffold Information Tags 脚手架资料标签	2 years 两年

## 5. Related Files

相关文件

Record Control

CA/EHSP4.5.3.01-2001

《记录控制程序》

Design Process Review

CA/EHSP4.4.6.18-2001

《设计工艺审核》  
Training and Education CA/EHSP4.4.2.01-2001  
《员工教育培训管理程序》  
EHS Bonus Evaluation CA/EHSF19-2001  
《EHS 奖金评定细则》  
Reward and Discipline Policy CA-HR-014  
《奖励和惩罚政策》

**6. Related Records**

相关记录  
Training Attendance CAHR F-012  
《培训出勤记录》

End of Document  
文件末叶