



# HSE Office Area HSE Management Procedure

## Document No.: CLADDING-HSE-OC-15

### 1 Purpose

To standardize the Health, Safety and Environment (HSE) management across all scenarios of the Company's office areas, effectively control safety risks (e.g., electrical short circuits, fires, slips and falls), occupational health hazards (e.g., sedentary strain, eye fatigue, indoor air pollution) and environmental impacts (e.g., office waste pollution) in the office environment; establish a "safe, healthy, and environmentally friendly" office environment; prevent accidents and occupational hazards; improve employees' health levels and work efficiency; safeguard employees' life and health, the integrity of office facilities, and the cleanliness of the office environment; comply with the requirements of *Code for Fire Protection Design of Buildings* (GB 50016), *Standard for Design of Office Buildings* (JGJ/T 67), as well as Cladding Technology Shanxi Co., Ltd's HSE control requirements for office areas; and establish a closed-loop mechanism of "daily control, regular inspection, hidden hazard rectification, and continuous improvement". This procedure is hereby formulated.

### 2 Scope of Application

This procedure applies to all office areas and relevant departments of the Company (Administration Department, all business departments, HSE Management Department / Quality, Safety and Environmental Protection Department, Archives Department, etc.) and all office staff, covering the following scopes:

#### 2.1 Types of Office Areas

- Core Office Areas: Employees' individual workstations, department meeting rooms, managers' offices, reception rooms;
- Public Office Areas: Pantries, restrooms, corridors, elevator halls, stairwells;
- Special Functional Areas: Archives (for storing material procurement contracts and technical archives), printing rooms (centralized areas for printers/copiers), power distribution rooms (core power supply for office areas), reference rooms;
- Living Support Areas: Canteens, lounges, changing rooms (newly added);

- Auxiliary Areas: Fire escapes in office areas, underground parking lots (for parking office staff commuting vehicles).

## **2.2 Controlled Objects**

- Office Facilities: Office desks, office chairs, computers, printers, shredders, air conditioners, water dispensers, lighting fixtures, electrical sockets, etc.;
- Office Behaviors: Individual office operations (computer use, document storage, equipment operation), activities in public areas (water/electricity use in pantries, meeting room use, dining in canteens), visitor reception;
- Office Environment: Indoor temperature and humidity, ventilation, lighting, noise, air quality, waste classification, cleaning and sanitation, vector control.

## **2.3 Full-Process Links**

Including office area planning and construction, facility configuration and maintenance, daily office behavior control, occupational health protection (including mental health), fire safety management, emergency response, energy conservation and green management, chemical management, inspection and hidden hazard rectification, and waste management.

## **3 Terms and Definitions**

### **3.1 Office Area HSE Risks**

Potential factors in the office environment that may cause personal injury, health damage, or facility damage, such as overloaded electrical sockets, blocked fire escapes, overturned office chairs, excessive formaldehyde in indoor air, and food hygiene hazards in canteens.

### **3.2 Office Occupational Health Hazards**

Health issues caused by office behaviors or the office environment, including: neck, shoulder, and waist strain from prolonged sitting, decreased eyesight from long-term screen use, respiratory discomfort from indoor air pollution, reduced concentration from noise interference, and emotional problems from psychological stress.

### **3.3 Office Energy Conservation Management**

Measures to optimize electricity, water, and paper use to reduce office resource consumption, such as using LED lighting, adjusting air conditioning temperatures, and double-sided printing, to achieve green office operations.

### **3.4 Office Chemical Management**

Compliant storage, use, and waste disposal of chemicals used in office processes (e.g., cleaning agents, printer toner, disinfectants) to avoid environmental pollution and health damage.

### **3.5 Office Area Ergonomics**

Design standards that optimize the layout of office facilities (e.g., chair height, screen angle, working posture) to reduce human fatigue and improve work comfort and efficiency.

## **4 Responsibility Assignment**

### **4.1 Company Top Management / Management Representative**

- Approve major HSE decisions for office areas (e.g., office area renovation plans, HSE facility procurement budgets, energy conservation project initiation);
- Ensure the investment of resources (personnel, funds, facilities) required for office area HSE management;
- Approve special emergency plans for office areas (e.g., fire evacuation plans, food safety emergency plans).

### **4.2 HSE Management Department / Quality, Safety and Environmental Protection Department (Centralized Supervision Department)**

- Take the lead in formulating and revising this procedure and HSE management systems for office areas (e.g., chemical use specifications, energy conservation management standards);
- Supervise the implementation of this procedure and organize special HSE inspections for office areas (electrical safety, fire compliance, air quality, implementation of energy conservation measures);
- Assess HSE risks in office areas (e.g., food safety risks in canteens, chemical risks in printing rooms) and provide HSE technical support;
- Guide the Administration Department in formulating occupational health protection measures (including mental health) and participate in HSE reviews of office area renovation plans;
- Participate in investigations of office area HSE accidents/incidents (e.g., employee falls, food spoilage) and formulate preventive measures.

### **4.3 Administration Department (Office / Administrative Management Department, Lead Department)**

- Take the lead in implementing daily HSE management of office areas and organize HSE training for office staff (electrical safety, fire-fighting skills, occupational health, energy conservation knowledge);

- Ensure HSE compliance in office area planning and construction: including layout design (including planning of living support areas) and facility configuration (fire-fighting, electrical, ventilation, and energy-saving equipment);
- Manage office area cleaning and environmental hygiene: organize daily cleaning, vector control (rodent and cockroach extermination), and food hygiene supervision in canteens;
- Implement HSE maintenance of office facilities/equipment: conduct regular inspections of office desks and chairs, electrical equipment, and fire-fighting facilities; promptly repair faulty equipment and eliminate outdated equipment;
- Take the lead in energy conservation and green management of office areas: promote electricity, water, and material conservation measures; implement green procurement (prioritizing environmentally friendly products);
- Manage office chemicals: standardize the procurement, storage, and use of chemicals such as cleaning agents and disinfectants; dispose of waste chemicals (e.g., waste toner);
- Organize emergency drills for office areas and handle daily HSE issues (e.g., facility fault reporting, food safety complaints);
- Establish office area HSE management ledgers (facility maintenance records, inspection records, emergency drill records, energy conservation data).

#### **4.4 Heads of All Departments (Workplace Management Departments)**

- Implement the "workplace HSE responsibility" for their department's office areas: organize department staff to learn this procedure and standardize office behaviors;
- Conduct daily HSE self-inspections in the department: inspect workstation facilities (e.g., chair stability, socket damage) before work daily, and inspect fire escapes and implementation of energy conservation measures (e.g., turning off lights after work) weekly;
- Urge department staff to implement occupational health measures (including mental health): pay attention to employees' emotional status and encourage participation in cultural and sports activities;
- Promptly report HSE hidden hazards in the department's office area (e.g., flickering lights, slippery floors, abnormal food in canteens) and cooperate with rectification;
- Organize department staff to participate in office area emergency drills and familiarize themselves with evacuation routes and emergency contact methods.

#### **4.5 All Employees (Direct Responsible Persons)**

- Learn and comply with this procedure and standardize individual office behaviors (no unauthorized wiring, no blocking of fire escapes, saving electricity and water);
- Correctly use office facilities/equipment (computers, printers, shredders) and report faults promptly when discovered;

- Implement self-protection for occupational health (maintain correct sitting posture, take regular breaks to move, protect eyesight, and proactively seek psychological support);
- Sort and dispose of office waste as required and participate in energy conservation activities (e.g., double-sided printing, turning off lights when leaving);
- Comply with HSE regulations in living support areas such as canteens and lounges (e.g., civilized dining, maintaining cleanliness);
- Participate in HSE training and emergency drills; immediately report HSE hidden hazards when discovered (e.g., water stains on floors, spoiled food); and handle emergencies in accordance with plans.

## 5 Management Procedures

### 5.1 HSE Management for Office Area Planning and Facility Configuration

#### 5.1.1 HSE Requirements for Planning

##### 1. Layout Design:

- Core Office Areas: Distance between workstations  $\geq 1.2$  meters, width of main corridors  $\geq 1.5$  meters, width of secondary corridors  $\geq 1.2$  meters; office desks and chairs shall be arranged in line with ergonomics (adjustable chair height, screen aligned with eye level);
- Special Functional Areas:
  - Archives: Fire-rated doors (fire resistance rating  $\geq 1.5$  hours), fire-resistant floors, thermometers and hygrometers (temperature 14-24°C, humidity 45-60%), and kept away from water sources and heat sources;
  - Printing Rooms: Independently located with good ventilation (to reduce toner concentration), non-slip floors, and distance between equipment  $\geq 0.5$  meters;
  - Power Distribution Rooms: Independently enclosed with "No Unauthorized Entry" signs and equipped with insulated tools;
- Living Support Areas:
  - Canteens: Rational layout (isolation between dining areas and operation areas), good ventilation, equipped with disinfection equipment (tableware sterilizers), and food sample cabinets (48-hour sample retention);
  - Lounges/Changing Rooms: Sufficient space, comfortable chairs, stable storage cabinets, and ventilation and moisture prevention (to avoid clothing mildew);
  - Fire Escapes: Keep unobstructed without any stacked items (corridors, stairwells), clear fluorescent guiding signs, and smoothly opening safety exits.

##### 2. Facility Configuration:

- Basic Safety Facilities: Sockets with overload protection ( $\leq 4$  sockets per workstation), wires in conduits; rounded edges of office furniture without sharp corners; flat and non-slip floors (anti-slip mats in restrooms and pantries);
- Fire-Fighting Facilities: 1 unit of 4kg dry powder fire extinguisher per 50 m<sup>2</sup>, fire hydrants every 30 meters in corridors, and smoke detectors and sprinklers installed for office areas with area  $\geq 1000$  m<sup>2</sup>;
- Occupational Health Facilities: Office chairs with lumbar support adjustment function, adjustable computer screen height; pantries equipped with direct drinking water dispensers (complying with GB 5749); lounges equipped with first-aid kits (containing band-aids, iodophor, painkillers);
- Energy-Saving and Environmental Protection Facilities: LED lighting (energy saving  $\geq 50\%$ ); air conditioners with Grade 1 energy efficiency; water-saving faucets/toilets in restrooms; air-purifying plants (e.g., pothos, spider plants) placed in office areas;
- Living Support Area Facilities: Canteens equipped with oil fume purifiers and waste sorting bins; changing rooms equipped with dehumidifiers; lounges equipped with cultural and sports equipment (e.g., yoga mats, skipping ropes).

### 5.1.2 HSE Review for Facility Acceptance

1. After the completion of new office area construction/renovation, the Administration Department takes the lead in acceptance, with the participation of the HSE Management Department and user departments;
2. Key Acceptance Items:
  - Safety Compliance: Electrical overload protection testing, fire-fighting facility linkage testing, food hygiene permits for canteens;
  - Environmental Compliance: Indoor air quality (formaldehyde  $\leq 0.1\text{mg}/\text{m}^3$ , TVOC  $\leq 0.6\text{mg}/\text{m}^3$ ), noise ( $\leq 55\text{dB}$  in office areas,  $\leq 65\text{dB}$  in canteens);
  - Occupational Health: Ergonomic compliance of workstations, ventilation effect (air exchange  $\geq 2$  times per hour), mental health facilities (lounge comfort);
  - Energy-Saving Compliance: Energy efficiency labels of energy-saving equipment, operability of water/electricity conservation measures;
3. For qualified acceptance, issue the *Office Area Construction HSE Acceptance Report* (Appendix A) before putting into use; unqualified items (e.g., missing canteen disinfection equipment, office chairs without lumbar support) shall be rectified before re-acceptance.

## 5.2 HSE Management for Office Facilities and Equipment

### 5.2.1 Formulation of Maintenance Plans

The Administration Department formulates the *Annual HSE Maintenance Plan for Office Facilities and Equipment* (Appendix B) by facility/equipment type, specifying:

- **Electrical Facilities:** Inspect sockets/switches quarterly (for looseness, overheating), inspect lighting fixtures semi-annually (for wire aging), clean air conditioner filters annually (once in spring and once in autumn), and conduct energy efficiency testing;
- **Office Furniture:** Inspect office chairs quarterly (screws, gas springs, casters), inspect office desks semi-annually (slide rails, load-bearing capacity), and clean and disinfect canteen tables and chairs monthly;
- **Office Equipment:** Clean computers/printers quarterly (heat vents, keyboards), inspect shredders monthly (blade sharpness, paper jams), and clean waste toner from copiers quarterly;
- **Fire-Fighting Facilities:** Inspect fire extinguishers monthly (pressure, validity period), test smoke detectors quarterly, and inspect fire hydrants semi-annually (valves, hoses);
- **Living Support Area Facilities:** Test canteen sterilizers daily (temperature  $\geq 120^{\circ}\text{C}$ ), clean water dispensers weekly, and maintain changing room dehumidifiers monthly.

## 5.2.2 Maintenance and Elimination Management

### 1. Daily Maintenance:

- The Administration Department arranges dedicated personnel for maintenance and posts "Under Maintenance" signs before maintenance (e.g., hanging warning signs when repairing sockets);
- Electrical facility maintenance shall be conducted with power cut off and insulated tools used; after repairing canteen equipment (e.g., sterilizers), test the disinfection effect;
- For office equipment faults: Employees submit work orders through the "Office HSE Maintenance System", and the Administration Department responds within 24 hours; for major faults (e.g., electrical smoking), immediately stop use and evacuate personnel;

### 2. Equipment Elimination:

- Equipment shall be mandatorily eliminated if it meets one of the following conditions: service life exceeding 8 years, maintenance costs exceeding 50% of the original value, substandard energy efficiency (e.g., air conditioners with Grade 3 or below energy efficiency), or existing safety hazards (e.g., failed gas springs in office chairs);
- Disposal of eliminated equipment: Recyclable equipment (e.g., old computers) shall be disassembled and recycled by compliant units; non-recyclable equipment shall be disposed of as hazardous waste (e.g., old batteries).

## 5.3 HSE Management for Office Behaviors and Public Areas

### 5.3.1 Standards for Individual Office Behaviors

#### 1. Electrical and Equipment Safety:

- Prohibit unauthorized wiring (e.g., series connection of "one-to-many" sockets); connect  $\leq 2$  high-power devices to a single socket (total power  $\leq 2000\text{W}$ );

- Use equipment correctly: Prohibit putting metal/hard objects into shredders; cut off power when clearing paper jams in printers; unplug chargers after turning off computers;
- Before leaving workstations: Turn off power to computers, monitors, and printers; organize desktop documents (height  $\leq$  30cm); check if water cups are placed upside down (to avoid water spilling);

## 2. Energy-Saving and Environmental Protection Behaviors:

- Promote "paperless office": Prioritize OA transmission for internal documents; use double-sided printing/copying; classify waste paper as recyclables;
- Save electricity and water: Set air conditioners to  $\geq$  26°C in summer and  $\leq$  20°C in winter; turn off when no one is present; turn off faucets immediately after use to avoid running water;

## 3. Occupational Health Behaviors:

- Maintain correct sitting posture: Feet flat on the floor, knees level with hips, arms naturally placed on the keyboard, screen center 10-15° below eye level;
- Take regular breaks: Stand up and move for 5 minutes every hour (stretch neck and shoulders, walk); do eye exercises once a day (to relieve eye fatigue);
- Mental Health: Proactively use the lounge to relax when under high work pressure; participate in cultural and sports activities organized by the Company (e.g., weekly yoga classes); seek psychological counseling if necessary.

## 5.3.2 Standards for Public Area Behaviors

### 1. Core Public Areas (Corridors, Pantries, Restrooms):

- Corridors: Prohibit stacking items (including documents, plants); walk on the right; avoid crowding in emergencies;
- Pantries: Turn off faucets after fetching water; dispose of paper cups in "Other Waste" bins; do not pour tea leaves into sinks (to prevent blockage); heat food in microwaves for  $\leq$  2 minutes (to prevent burning);
- Restrooms: Keep floors dry (notify cleaners of water stains promptly); dry hands after washing; put toilet paper in bins (do not flush to prevent blockage); flush after use;

### 2. Living Support Areas (Canteens, Lounges, Changing Rooms):

- Canteens: Dine in a civilized manner (no noise); take food as needed (no waste); clean up tableware after meals (classify and place in recycling bins); prohibit bringing food into office areas;
- Lounges: Keep quiet (do not disturb others); return cultural and sports equipment to their original places after use; prohibit lying on chairs to sleep;
- Changing Rooms: Store personal items in lockers (no external stacking); keep clothes dry (take out damp clothes promptly); prohibit smoking in changing rooms.

## 5.4 Fire Safety Management for Office Areas

## 5.4.1 Fire Prevention Control

### 1. Fire Source Control:

- Smoking is strictly prohibited in office areas (including corridors and lounges); post "No Smoking" signs; install cigarette butt storage boxes at office entrances;
- Canteen Kitchens: Inspect gas pipelines for leaks before using open flames; have someone on duty during cooking; turn off gas valves after meals;
- Prohibit bringing flammable and explosive items (e.g., alcohol, lighters) into office areas; store toner in printing rooms  $\leq 10\text{kg}$  (sealed separately);

### 2. Combustible Material Management:

- Office Areas: Promptly clean up combustibles such as waste paper and documents (do not stack near sockets); keep file cabinets in archives away from electrical facilities;
- Canteens: Clean up kitchen oil stains daily (to prevent oil fume duct fires); classify food storage (separate raw and cooked foods); discard expired food promptly;

### 3. Fire Escape and Facility Management:

- Fire Escapes: Maintain width  $\geq 1.2$  meters, unobstructed, with clear signs (luminous at night);
- Fire-Fighting Facilities: Place fire extinguishers at fixed locations (1.5 meters above the ground) without obstruction; keep no items within 1 meter of fire hydrants; regularly inspect hoses (no aging).

## 5.4.2 Fire-Fighting Training and Drills

1. Training: New employees shall receive fire-fighting knowledge training (fire extinguisher use, evacuation routes) during induction; organize fire-fighting training for all employees once a year (including gas leak handling for canteen staff);
2. Drills: Conduct fire drills once every six months (e.g., simulating paper fires, gas leaks in canteens) with full participation; evaluate effectiveness after drills (e.g., evacuation time, disposal accuracy) and optimize plans.

## 5.5 Occupational Health Management for Office Areas

### 5.5.1 Health Environment Protection

#### 1. Physical Environment Regulation:

- Temperature and Humidity: The Administration Department regulates via air conditioners/dehumidifiers; maintain  $24\text{-}26^{\circ}\text{C}$  in summer,  $20\text{-}22^{\circ}\text{C}$  in winter, and 40-60% humidity; record daily;
- Air Quality: Open windows for ventilation daily (9:00-11:00 a.m., 2:00-4:00 p.m.) for  $\geq 30$  minutes each time; use air purifiers on hazy days (replace filters every 3 months);

- Lighting: Prioritize natural light during the day (open curtains); turn on desk lamps at night (to avoid screen glare); maintain lighting brightness 300-500lux (complying with ergonomic requirements in Appendix C);

- Noise Control: Keep printing room doors closed; use noise-reducing pads under printers/copiers; play soft music in canteens (volume  $\leq 60\text{dB}$ );

## 2. Health Protection in Living Support Areas:

- Canteens: Clean and disinfect daily (dining tables, floors); use fresh ingredients (no expired items); high-temperature sterilize tableware ( $\geq 120^\circ\text{C}$ ); test food hygiene weekly;

- Lounges: Equip with mental relaxation books and stress-relief toys; organize mental health lectures once a quarter; provide online psychological counseling services.

## 5.5.2 Health Behavior Guidance and Monitoring

### 1. Behavior Guidance:

- Promote the "Healthy Office Plan": Distribute the *Ergonomics Manual* (Appendix C) to guide employees in adjusting chairs and screens; set "work break reminders" (pop-ups every hour);

- Cultural and Sports Activities: Organize group activities once a month (e.g., hiking, yoga); encourage employee participation to relieve work pressure;

### 2. Health Monitoring:

- Organize annual occupational health check-ups for all employees (including neck, shoulder, and waist inspections, eyesight tests, and mental health assessments); establish health records;

- For employees with abnormal check-up results (e.g., cervical spondylosis, increased myopia): The Administration Department coordinates to adjust workstations (e.g., replace with height-adjustable desks, anti-blue light screens); the HSE Management Department provides rehabilitation guidance.

## 5.6 Environmental and Waste Management for Office Areas

### 5.6.1 Daily Environmental Maintenance

#### 1. Cleaning and Sanitation:

- The Administration Department arranges cleaners to clean daily: Wipe desktops/floors in office areas; clean and disinfect restrooms (once every 2 hours); clean canteens after meals (tableware, floors);

- Vector Control: Conduct rodent and cockroach extermination once a month (using environmentally friendly pesticides); install fly-killing lamps in canteens; cover trash bins (to prevent odors and insects);

#### 2. Air Quality Protection:

- Newly Renovated Office Areas: Ventilate for  $\geq 3$  months before use; test formaldehyde concentration quarterly;
- Place air-purifying plants (e.g., pothos, ivy) in office areas: 1 pot per 10 m<sup>2</sup>; replace regularly (to avoid withering).

## 5.6.2 Waste Classification and Disposal

### 1. Classification Standards (Appendix E):

- Recyclables: Waste paper (documents, newspapers), waste plastic (beverage bottles, file folders), waste metal (paper clips, staples), waste glass (glass cups); dispose in blue trash bins;
- Hazardous Waste: Waste batteries (AA/AAA, lithium batteries), waste ink cartridges, expired medicines (from first-aid kits), waste toner (from copiers); dispose in red trash bins;
- Kitchen Waste: Leftovers, fruit peels from canteens; dispose in green trash bins (handled by catering waste disposal units);
- Other Waste: Used paper cups, tissues, damaged stationery, contaminated paper; dispose in black trash bins;

### 2. Disposal Control:

- Cleaners collect trash daily; check classification accuracy before collection (e.g., sort out incorrectly placed batteries);
- Hand over recyclables to compliant units twice a week; record in the *Office Recyclables Disposal Ledger* (Appendix D);
- Hand over hazardous waste to qualified units quarterly (e.g., waste batteries recycled by environmental protection companies); obtain disposal documents;
- Collect kitchen waste daily using special catering waste vehicles; prohibit mixing with other waste.

## 5.7 Energy Conservation and Green Management for Office Areas

### 5.7.1 Implementation of Energy-Saving Measures

#### 1. Electricity Conservation Management:

- Lighting: Use natural light during the day (turn off lights); turn on only necessary lighting at night (e.g., corridors, restrooms); turn off lights in unoccupied office areas;
- Air Conditioners: Set to  $\geq 26^{\circ}\text{C}$  in summer and  $\leq 20^{\circ}\text{C}$  in winter; turn off 1 hour before work; turn off when no one is present;
- Equipment: Set computers to "energy-saving mode" (sleep after 10 minutes of inactivity); turn off power to printers/copiers before work;

#### 2. Water Conservation Management:

- Install water-saving faucets (flow rate  $\leq 6\text{L}/\text{min}$ ) and sensor-flush toilets (water saving  $\geq 30\%$ ) in restrooms;
- Post "Save Water" signs in pantries and canteens; remind employees to turn off faucets after fetching water; eliminate running water;

### 3. Material Conservation Management:

- Promote "paperless office": Conduct internal approvals and communications via the OA system to reduce paper documents;
- Require office supplies (e.g., pens, notebooks) to be collected as needed to avoid waste; recycle old pen refills (to avoid pollution);

## 5.7.2 Green Procurement and Promotion

### 1. Green Procurement:

- When procuring office equipment/supplies, prioritize energy-saving and environmentally friendly products (e.g., Grade 1 energy efficiency air conditioners, recycled paper); reject disposable products (e.g., disposable paper cups, except for visitor reception);
- When procuring canteen ingredients, prioritize local and organic ingredients (to reduce transportation energy consumption and pesticide residues);

### 2. Energy Conservation Promotion:

- Post "Energy-Saving Tips" in office areas (e.g., "Increasing air conditioner temperature by  $1^{\circ}\text{C}$  saves 7% electricity"); release monthly energy conservation data (e.g., total electricity consumption in office areas, energy savings);
- Organize an "Energy Conservation Promotion Week" annually (e.g., energy conservation knowledge competitions, green office initiatives) to improve employees' energy conservation awareness.

## 5.8 Chemical Management for Office Areas

### 5.8.1 Chemical Procurement and Storage

#### 1. Procurement Control:

- Prioritize environmentally friendly chemicals: Select phosphorus-free and low-irritation cleaning agents, chlorine dioxide disinfectants (safe and residue-free); reject highly toxic and highly polluting products;
- Request MSDS (Material Safety Data Sheet) when procuring; understand characteristics (corrosiveness, flammability) and emergency disposal measures;

#### 2. Storage Management:

- Store chemicals separately in well-ventilated and cool places (e.g., pantry storage cabinets); keep away from fire sources and food (canteens);
- Store separately: Keep cleaning agents and disinfectants apart (to avoid reactions); attach clear labels (name, usage method, warning signs); prohibit mixing.

## 5.8.2 Chemical Use and Waste Disposal

### 1. Use Control:

- Employees shall read the MSDS before using chemicals; wear protective equipment (e.g., gloves when cleaning to avoid skin contact);
- Dilute chemicals according to instructions (e.g., 1:100 dilution for cleaning agents); avoid excessive concentration (waste and pollution);
- After using disinfectants in canteens, wipe with clean water (to avoid residues affecting food safety);

### 2. Waste Disposal:

- Classify waste chemicals (e.g., expired cleaning agents, empty toner cartridges) as hazardous waste; prohibit pouring into sewers or mixing with other waste;
- Request suppliers to recycle waste toner and ink cartridges (sign recycling agreements); record recycling quantity and date.

## 5.9 Emergency Management for Office Areas

### 5.9.1 Emergency Plan Formulation

The Administration Department, in conjunction with the HSE Management Department, formulates the *Special Emergency Plan for Office Areas*, covering:

- Fire Emergency: Extinguish initial fires with fire extinguishers; activate alarms for large-scale fires; evacuate to assembly points along evacuation routes; count personnel;
- Electric Shock Emergency: Immediately cut off power (turn off switches or use insulated objects to separate wires); check breathing and heartbeat; perform CPR if necessary; call 120;
- Sudden Illness of Personnel (e.g., dizziness, stomachache, mental crisis): Move to well-ventilated areas; provide first-aid kit medicines or psychological comfort; call 120 for severe cases;
- Elevator Entrapment: Trapped personnel press the emergency call button; stay calm; the Administration Department contacts maintenance units for rescue (prohibit climbing elevator doors);
- Food Safety Emergency (Canteens): Immediately stop using if food spoilage/suspected poisoning is found; seal food; send to hospital for examination; report to market supervision authorities;
- Emergency Organization Structure: Command Team (Head of Administration Department), Rescue Team (Administration Department specialists), Communication Team (Reception Desk); emergency contact information (fire department: 119, medical service: 120, elevator maintenance).

### 5.9.2 Emergency Preparation and Drills

## 1. Emergency Material Configuration (Appendix B):

- General Emergency: First-aid kits (band-aids, iodophor, bandages), fire extinguishers, emergency lighting, warning triangles, walkie-talkies;
- Special Emergency: Canteens equipped with food sample cabinets and vomit emergency treatment kits; mental crisis equipped with stress-relief toys and mental counseling hotline cards;
- Material Inspection: The Administration Department inspects emergency materials monthly (e.g., replace expired first-aid kit medicines, test fire extinguisher pressure);

## 2. Emergency Drills:

- Conduct comprehensive emergency drills once every six months (e.g., combining fire and electric shock scenarios); conduct special food safety drills once a year;
- Evaluate effectiveness after drills (e.g., evacuation time, disposal accuracy); optimize plans (e.g., adjust evacuation routes, supplement emergency materials); record in the *Office Area Emergency Drill HSE Record* (Appendix F).

# 5.10 HSE Management for Inspection and Hidden Hazard Rectification

## 5.10.1 Inspection Mechanism Establishment

### 1. Daily Inspection:

- Individual Self-Inspection: Employees inspect workstations before work daily (chair stability, socket damage, compliant document stacking); report hidden hazards immediately when discovered;
- Department Inspection: Each department conducts self-inspections once a week (fire escapes, energy conservation measures, waste classification); fill out the *Department Office HSE Inspection Form* (Appendix A);
- Administration Department Patrol: Conduct daily patrols of office areas (electrical safety, cleaning and sanitation, canteen food); focus on high-risk areas (archives, canteen kitchens);

### 2. Special Inspection:

- The HSE Management Department conducts special inspections quarterly, covering: fire safety (escapes, facilities), occupational health (ergonomics, mental health), energy conservation (energy consumption data), chemicals (storage, use);

### 3. Seasonal Inspection:

- Rainy Season: Inspect roof/window water leakage, restroom floor slip resistance, canteen food moisture prevention;
- Summer: Inspect air conditioner operation, canteen food preservation (to avoid spoilage), office area cooling;

- Winter: Inspect air conditioner heating, water pipe anti-freezing, employee warmth (lounge heating).

## 5.10.2 Hidden Hazard Classification and Rectification

- Major Hidden Hazards (determination criteria see Appendix G): e.g., blocked fire escapes, spoiled canteen food, electrical smoking; immediately stop use of relevant areas; the Administration Department formulates rectification plans within 1 hour and completes rectification within 24 hours (e.g., clear escapes, destroy spoiled food, replace sockets); the HSE Management Department verifies;
- General Hidden Hazards: e.g., loose office chairs, incorrect waste classification, substandard air conditioner temperature; the responsible department rectifies within 3 days; the Administration Department reviews;
- Minor Hidden Hazards: e.g., excessive desktop document height, unreturned water cups; employees rectify on-site; department heads confirm;

## 5.10.3 Rectification Closed-Loop Management

The Administration Department establishes the *Office Area HSE Hidden Hazard Rectification Ledger* (Appendix H), recording hidden hazard descriptions, responsible departments, rectification measures, completion time limits, and verification results; for overdue rectification (e.g., departments failing to clear fire escapes), issue notifications for criticism and urge rectification to ensure 100% closed-loop of hidden hazards.

## 6 Supporting Documents

- *Code for Fire Protection Design of Buildings* (GB 50016)
- *Standard for Design of Office Buildings* (JGJ/T 67)
- *Indoor Air Quality Standard* (GB/T 18883)
- *Standards for Drinking Water Quality* (GB 5749)
- *National Food Safety Standard - General Hygienic Specification for Catering Services* (GB 31654)
- *PIPING SYSTEM PTE LTD Office Area HSE Management Specifications*
- *COMPANY Administrative Office HSE Control Requirements*
- *Company HSE Emergency Management Procedure*
- *Company Hazardous Waste Management Measures*

## 7 Appendices

### Appendix A: Department Office HSE Inspection Form (Integrating New Appendix A)

Inspection Department		Inspection Date	Year Month Day	Inspector	
Inspection Category	Inspection Item	Inspection Standard (Based on Appendix C, E)	Result ( <input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant)	Rectification Measures	Completion Time
Fire Safety	Fire Escapes	Width $\geq$ 1.2 meters, unobstructed, clear signs			
	Fire Extinguishers	Normal pressure (green zone), within validity period, unobstructed			
	Canteen Kitchen	No gas leakage, fly-killing lamps on, clean oil fume purifiers			
Electrical Safety	Socket Use	No overloading, no unauthorized wiring, no overheating			
	Equipment Power	Turn off non-essential equipment after work, unplug chargers			
Occupational Health	Office Posture	Proper chair adjustment, screen aligned with eye level			
	Work Breaks	Employees stand up and move every hour, participate in cultural and sports activities			
	Mental Health	No obvious emotional abnormalities among employees, aware of			

		psychological counseling channels			
Environmental Management	Cleaning and Sanitation	Clean desktops/floors, no odor in restrooms, no leftovers in canteens			
	Waste Classification	Correct classification of recyclables/hazardous/kitchen/other waste			
Energy Conservation Management	Air Conditioner Temperature	$\geq 26^{\circ}\text{C}$ in summer, $\leq 20^{\circ}\text{C}$ in winter, turned off when unoccupied			
	Lighting Use	Use natural light during the day, turn off lights in unoccupied areas			
Chemical Management	Storage	Chemicals stored separately, clear labels, kept away from food			
	Use	Wear protective equipment, dilute according to instructions			
Inspection Conclusion	<input type="checkbox"/> Meet HSE Requirements <input type="checkbox"/> Exist Hidden Hazards, Need Rectification (Hidden Hazard Items: )				

Department Head's Signature		Reviewer's Signature (Administration Department)			
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## Appendix B: Annual HSE Maintenance Plan for Office Facilities and Equipment (Supplemented with New Emergency Materials)

Type of Facilities/Equipment	Maintenance Item	Maintenance Content	Maintenance Cycle	Responsible Department	Expected Effect	Remarks (Emergency Materials)
Electrical Facilities	Sockets/Switches	Inspect for looseness and overheating, tighten screws	Quarterly	Administration Department	Normal power supply	
Office Equipment	Printers/Copiers	Clean waste toner, inspect for paper jams	Quarterly	Administration Department	Normal operation	
Fire-Fighting Facilities	Fire Extinguishers	Inspect pressure and validity period, replace expired parts	Monthly	Administration Department	Normal pressure	Emergency Materials: Fire Extinguishers, Fire Blankets
Living Support Areas	Canteen Sterilizers	Test temperature ( $\geq 120^{\circ}\text{C}$ ), clean	Daily	Administration Department	Qualified disinfection	Emergency Materials: Food Sample

		inner liner				Cabinets, Vomit Treatment Kits
Emergency Materials	First-Aid Kits	Replenish medicines, replace expired medicines (band-aids, painkillers)	Monthly	Administration Department	Complete medicines	Emergency Materials: AED, Walkie-Talkies, Megaphones
Energy-Saving Equipment	LED Lighting	Inspect brightness, replace damaged bulbs	Semi-Annually	Administration Department	Normal lighting	

## Appendix C: Office Area Ergonomic Requirements (New Appendix C)

Category	Specific Requirements	Standard Value	Inspection Method
Chair Adjustment	Chair Height	Feet flat on the floor, knees level with hips	Visual Inspection + Tape Measure
	Backrest Angle	100-110° angle with seat surface, lumbar support for lower back	Protractor Measurement
	Armrest Height	Aligned with desk surface, arms placed naturally	Visual Inspection

Working Posture	Foot Position	Flat on the floor, no suspension	Visual Inspection
	Forearm Angle	Parallel to the ground (when operating the keyboard)	Visual Inspection
	Eye Level Height	Screen center 10-15° below eye level	Visual Inspection + Protractor
Working Environment	Lighting Brightness	300-500lux in office areas, no glare	Illuminance Meter Measurement
	Temperature	22-26°C	Thermometer Measurement
	Humidity	40-60%	Hygrometer Measurement
	Noise	≤ 55dB	Sound Level Meter Measurement

## Appendix D: Office Recyclables Disposal Ledger (Original Appendix C)

Date	Type of Recyclables	Weight (kg)	Recycling Unit	Disposal Method ( <input type="checkbox"/> Recycling <input type="checkbox"/> Disassembly)	Handler	Remarks
	Waste Paper	50	XX Recycling Company	<input type="checkbox"/> Recycling		Including shredded waste documents
	Waste Plastic	10	XX Recycling Company	<input type="checkbox"/> Recycling		Including beverage bottles, old file folders

	Waste Metal	5	XX Recycling Company	<input type="checkbox"/> Recycling		Including paper clips, old staplers
	Waste Electronic Equipment	3	XX Environmental Protection Company	<input type="checkbox"/> Disassembly		Including old computers, printers

## Appendix E: Office Area Waste Classification Requirements (New Appendix E)

Waste Category	Included Items	Disposal Container	Disposal Method	Precautions
Recyclables	1. Waste Paper: Documents, newspapers, notebooks 2. Waste Plastic: Beverage bottles, file folders, plastic cups 3. Waste Metal: Paper clips, staples, cans 4. Waste Glass: Glass cups, glass jars	Blue Trash Bin	Hand over to renewable resource recycling units	Flatten waste paper, remove tape; flatten plastic bottles
Hazardous Waste	1. Waste Batteries: AA/AAA batteries, lithium batteries, mobile phone batteries 2. Waste Chemicals: Expired cleaning agents, waste toner, waste ink cartridges 3.	Red Trash Bin	Hand over to qualified hazardous waste disposal units	Package waste batteries separately; seal waste toner (to prevent leakage)

	Expired Medicines: Expired medicines from first-aid kits, personal medicines 4. Waste Lamp Tubes: LED lamps, fluorescent lamps			
Kitchen Waste	1. Leftovers, fruit peels, vegetable leaves from canteens 2. Tea leaves, coffee grounds from pantries	Green Trash Bin	Hand over to catering waste disposal units	Drain water before disposal; no plastic bags
Other Waste	1. Sanitary Products: Tissues, wet wipes, diapers 2. Contaminated Items: Oily paper, chewing gum, disposable tableware 3. Damaged Items: Broken pens, broken ceramics, old towels	Black Trash Bin	Disposed of by domestic waste collection units	Seal for disposal (to prevent odors); no mixing with other categories

## Appendix F: Office Area Emergency Drill HSE Record (Original Appendix D)

Drill Date	Year Month Day	Drill Type	<input type="checkbox"/> Fire Evacuation <input type="checkbox"/> Electric Shock Handling <input type="checkbox"/> Food
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			Safety <input type="checkbox"/> Elevator Entrapment
Drill Location		Number of Participants	People (Planned: People, Actual: People)
Drill Plan Summary	1. Simulated Scenario: (e.g., canteen food poisoning); 2. Drill Process: ; 3. Emergency Team Division:		
Drill Process Record	1. Start Time: , End Time: ; 2. Key Links: (e.g., transfer of poisoned personnel, food sealing); 3. Personnel Performance:		
Existing Problems	1. Unsmooth emergency communication; 2. Unfamiliar food safety disposal process		
Improvement Measures	1. Supplement walkie-talkies (Appendix B Emergency Materials); 2. Strengthen food safety training for canteen staff		
Drill Assessment	<input type="checkbox"/> Excellent (Goal Achievement Rate $\geq$ 95%) <input type="checkbox"/> Qualified (Goal Achievement Rate 80-94%) <input type="checkbox"/> Unqualified (Goal		

	Achievement Rate < 80%)		
Assessor's Signature		Recorder's Signature	

## Appendix G: Criteria for Determining Major HSE Hidden Hazards in Office Areas (Supplemented from Original Appendix F)

Hidden Hazard Category	Determination Criteria	Examples
Fire Hidden Hazards	1. Blocked fire escapes (width < 1.2 meters); 2. Expired fire extinguishers/low pressure (red zone); 3. Gas leakage in canteen kitchens	File cabinets stacked in corridors; fire extinguishers in red zone; gas pipeline joint leakage
Electrical Hidden Hazards	1. Smoking/arcng of sockets/wires; 2. Overloading due to unauthorized wiring (total power > 3000W); 3. Damaged insulation of electrical facilities	Short-circuit smoking of computer sockets; multiple high-power devices connected to one socket
Food Hidden Hazards	1. Expired canteen ingredients; 2. Substandard tableware disinfection (temperature < 120°C); 3. Missing food samples	Expired rice in canteens; sterilizer temperature not up to standard; no lunch samples
Occupational Health Hidden Hazards	1. Indoor formaldehyde > 0.15mg/m <sup>3</sup> ; 2. Failed office chair gas springs (unable to fix); 3.	Formaldehyde exceeding standard in newly renovated areas; sudden lowering of office chairs; employees showing extreme emotions

	Untimely intervention in employee mental crises	
Environmental Hidden Hazards	1. Sewage overflow in restrooms; 2. Waste mixing causing pollution (e.g., hazardous waste mixed with kitchen waste); 3. Vector infestation (e.g., large number of cockroaches in canteens)	Burst restroom pipes; waste batteries mixed with kitchen waste; cockroach infestation in canteen corners

## Appendix H: Office Area HSE Hidden Hazard Rectification Ledger (Original Appendix G)

Serial No.	Hidden Hazard Discovery Date	Hidden Hazard Description	Hidden Hazard Level ( <input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor)	Responsible Department	Rectification Measures	Completion Time Limit	Rectification Result	Verifier
1	2026.11.2	Cardboard boxes stacked in Sales Department corridor, blocking fire escape	<input type="checkbox"/> Major	Sales Department	Clear cardboard boxes to storage room, post "No Stacking" signs	2026.11.2 (Same Day)	Completed	Zhang San (Administration Department)
2	2025.11.5	Canteen sterilizer	<input type="checkbox"/> General	Administration	Repair sterilize	2025.11.7	Completed	Li Si (HSE)

		tempera ture only 100°C, not up to standar d		Departm ent	r, test tempera ture ≥ 120°C			Managem ent Departme nt)
3	2025. 11.8	Docume nt stacking height at Marketi ng Depart ment workstat ions 40cm, exceedi ng standar d	<input type="checkbox"/> Mino r	Marketin g Departm ent	Organiz e docume nts, reduce height to below 30cm	2025.1 1.8 (Same Day)	Comple ted	Wang Wu (Marketin g Departme nt)

## 8 Supplementary Provisions

**8.1 This procedure shall be interpreted by the Company's Administration Department.**

**8.2 This procedure shall come into force on the date of issuance. In case of any inconsistency between the existing office area HSE management regulations and this procedure, this procedure shall prevail.**

**8.3 This procedure shall be revised once a year, or updated in a timely manner according to changes in national laws and regulations, CNPC/COMPANY management requirements, and**

adjustments to the Company's office areas (e.g., newly added canteens, lounges).

**8.4 For matters not covered in this procedure, refer to the *Office Area HSE Management Specifications* and relevant laws and regulations.**