



# **HSE Communication, Participation and Consultation Management Procedure**

## **Document No.: CLADDING-HSE-PD-04**

### **1 General Provisions**

#### **1.1 Purpose**

To establish a standardized and efficient mechanism for Health, Safety and Environment (HSE) communication, participation and consultation; ensure timely, accurate and complete transmission of internal and external HSE information of the Company; guarantee effective participation of employees (including employee representatives) and relevant parties in HSE management; resolve HSE-related issues through consultation; prevent HSE risks in business links such as material procurement, equipment supply, warehouse management and transportation logistics; and implement the HSE management concept of "full-staff participation, joint construction and shared benefits". This procedure is formulated in accordance with the *Work Safety Law of the People's Republic of China*, *Environmental Protection Law of the People's Republic of China*, and the requirements of PIPING SYSTEM PTE LTD and COMPANY's HSE management systems.

#### **1.2 Scope of Application**

This procedure applies to HSE communication, participation and consultation activities of Pipeline Materials and Equipment Co., Ltd. and its subordinate departments, branches and project departments (hereinafter collectively referred to as "all units"), covering the following objects:

1. Internal Relevant Parties: All employees of the Company (including regular employees, dispatched employees and temporary employees), management at all levels, and employee representatives (including trade union representatives and staff representatives);
2. External Relevant Parties: Suppliers (material/equipment suppliers), contractors (warehousing/transportation service providers, equipment maintenance units), government regulatory authorities (Emergency Management Bureau, Ecology and Environment Bureau, Market Supervision Bureau), communities (residents around

warehousing/office areas), customers (equipment purchasers), news media, industry associations, etc.

### **1.3 Referenced Documents**

1. *Work Safety Law of the People's Republic of China*
2. *Environmental Protection Law of the People's Republic of China*
3. *Occupational Disease Prevention and Control Law of the People's Republic of China*
4. *HSE Management System Requirements (Q/SY1002.1)*
5. *HSE Communication, Participation and Consultation Management Specifications*
6. *COMPANY HSE Information Communication Management Measures*
7. *Company HSE Risk Management Procedure*
8. *Company HSE Objectives, Targets and Management Plan Control Procedure*
9. *Company HSE Organization Setup and Responsibility Management Procedure*
10. *Company HSE Incident Management Procedure*
11. *Company HSE Training, Awareness and Competence Management Procedure*
12. *Company Emergency Preparedness and Response Management Procedure*
13. *Company Record Control Procedure*
14. *Company HSE Rational Proposal Management Regulations*

### **1.4 Terms and Definitions**

1. **HSE Communication:** Refers to the process of transmitting, feeding back and confirming HSE-related information (such as laws and regulations, risks, performance, accidents/incidents) between the Company and internal/external relevant parties through established channels, including upward, downward, horizontal and external communication. It emphasizes accuracy, timeliness, two-way interaction and traceability.
2. **HSE Participation:** Refers to the act of employees (including employee representatives) and relevant parties participating in the Company's HSE management activities (such as hazard identification, hazard reporting, proposal submission, and procedure review) and performing HSE responsibilities through specific methods.
3. **HSE Consultation:** Refers to the process of the Company conducting equal communication and reaching consensus with employees (including employee representatives) and external relevant parties on major HSE decisions and interest-related issues (such as supplier HSE responsibilities, employees' occupational health rights, and change management).
4. **Relevant Parties:** Organizations or individuals with interest ties to the Company's HSE activities, divided into internal relevant parties (employees, management, employee representatives) and external relevant parties (suppliers, contractors, government, communities, media, etc.).

## **2 Responsibility Assignment**

### **2.1 Company Top Management**

1. Approve the Company's annual HSE communication plan, and ensure the input of resources (human resources, funds, technical tools) required for communication, participation and consultation;
2. Participate in major external HSE consultations (such as feedback on special inspections by government regulatory authorities, responses to community environmental protection demands), and approve the release of major external HSE information (such as HSE incidents disclosed by the media, major HSE commitments);
3. Listen to reports on the status of employee (including employee representatives) HSE participation (such as the adoption of rational proposals), promote democratic HSE management, and create an open HSE communication atmosphere.

### **2.2 Company Management Representative (HSE-in-Charge Leader)**

1. Organize the formulation of the Company's HSE communication, participation and consultation management details, and coordinate cross-departmental communication disputes;
2. Review the company-level HSE communication plan, external consultation plans and content of major external HSE information releases, and supervise the implementation of the procedure;
3. Listen to work reports on HSE communication, participation and consultation on a regular basis (quarterly), and resolve major issues in implementation (such as communication obstacles, consultation deadlocks).

### **2.3 Quality, Safety and Environmental Protection Department (HSE Centralized Management Department)**

1. Act as the centralized management department for this procedure, responsible for the formulation, revision, interpretation and supervision of the implementation of the procedure;
2. Establish and maintain the Company's HSE information communication channels and networks (such as internal information platforms, external communication contact lists), formulate the Company's annual HSE communication plan, and clarify communication content, channels, frequency and responsible departments;
3. Be responsible for the collection, analysis, processing and release of company-level HSE information, establish a company-level HSE communication information ledger (such as regulatory update notifications, external complaint records, incident notifications), and track the closed-loop transmission of information;

4. Organize HSE participation activities (such as full-staff hazard investigation, HSE rational proposal collection, procedure review), statistics on participation rate and effectiveness, collect and organize opinions and suggestions put forward by employees and their representatives on HSE affairs, and track handling and feedback;
5. Take the lead in organizing major HSE consultation activities (such as consultation on supplier HSE responsibility standards, consultation on employees' occupational health rights, change management consultation), and organize or participate in external communication and coordination of HSE incidents;
6. Supervise the implementation of HSE communication, participation and consultation work by all departments, conduct a special inspection every six months, and identify and promote the resolution of communication obstacles (such as language and hierarchical issues).

## **2.4 All Business and Functional Departments**

### **2.4.1 Procurement Department**

1. Be responsible for HSE communication with suppliers: transmit the Company's HSE requirements (such as supplier access standards, material safety standards, MSDS information), collect suppliers' HSE qualifications and incident information, and feed back audit results;
2. Organize HSE consultations with suppliers: incorporate HSE requirements into procurement contracts/agreements, and consult on supplier HSE audit frequency, rectification requirements and accident compensation agreements;
3. Encourage department employees (including representatives) to participate in HSE management: organize hazard identification in the procurement link (such as procurement risks of hazardous materials), collect employees' hazard reporting information and rational proposals, and participate in HSE procedure review.

### **2.4.2 Logistics and Transportation Department**

1. Be responsible for HSE communication with carriers: transmit transportation safety procedures (such as hazardous material transportation routes, vehicle maintenance standards), feed back transportation safety hazards, and notify transportation incidents;
2. Organize HSE consultations with carriers: incorporate HSE requirements into transportation contracts, and consult on driver safety training frequency and emergency coordination procedures;
3. Promote frontline employee participation: collect HSE proposals from transportation drivers (such as driving safety optimization, route adjustment), implement pre-shift meeting risk communication, and participate in the review of transportation-related procedures.

### **2.4.3 Warehousing Center**

1. Be responsible for internal HSE communication in the warehousing area: transmit daily risks, hazard rectification requirements and emergency instructions through pre-shift meetings, safety notice boards and emergency drills;
2. Organize HSE consultations with warehousing contractors (such as loading and unloading units): incorporate HSE requirements into service contracts, and clarify loading and unloading operation safety standards, responsibility division and emergency linkage;
3. Encourage employee participation: establish hazard reporting channels for warehousing employees (such as on-site QR code scanning, suggestion boxes), organize warehousing hazard identification and procedure review, and regularly select employees/representatives with excellent participation performance.

#### **2.4.4 Human Resources Department**

1. Be responsible for HSE communication with employees: transmit occupational health policies (such as physical examination arrangements, labor protection standards), and collect employees' occupational health demands and representatives' opinions;
2. Organize HSE consultations with employees: consult on HSE training plans, safety guarantees for overtime work, and selection and provision of labor protection equipment;
3. Safeguard employees' participation rights: incorporate "HSE participation methods" into training, track the adoption of proposals and implementation of rewards, and support employee representatives in participating in HSE supervision and inspection.

#### **2.4.5 Office (General Management Department)**

1. Be responsible for daily HSE communication with external relevant parties (government, communities, media): receive government regulatory updates, community environmental protection consultations and media inquiries, and transmit the Company's HSE information (such as public open day arrangements);
2. Organize HSE consultations with communities and media: respond to community demands for noise and dust from warehousing/transportation, and formulate noise reduction and dust prevention measures; handle media inquiries related to HSE in accordance with authorization, and release approved HSE information;
3. Manage the Company's HSE communication channels: maintain internal bulletin boards, the "HSE Column" on the OA system, and external communication contact lists to ensure timely information release.

#### **2.5 All Units (Branches, Project Departments)**

1. Formulate local HSE communication plans based on local business characteristics (such as regional transportation control, local environmental protection requirements), and ensure information is transmitted to every employee, contractor and local relevant party;
2. Organize local HSE meetings (such as weekly meetings, pre-shift meetings) and safety activities (hazard investigation, emergency drills) to promote employee (including representative) participation, collect HSE opinions and suggestions from on-site

employees and contractors, and promptly feed back to the Company's competent departments;

3. Conduct local external consultations (such as docking with local regulatory authorities for compliance inspections, communicating with surrounding enterprises on collaborative protection, and communicating with communities on environmental protection measures), and participate in external communication of local HSE incidents.

## **2.6 Trade Union Organization**

1. Represent employees in participating in the consultation of HSE affairs, and safeguard employees' legitimate rights and interests in HSE (such as occupational health, labor protection, operation safety);
2. Collect and reflect employees' opinions and suggestions on HSE work, and organize employee representatives to participate in HSE supervision and inspection, hazard investigation and internal audit;
3. Participate in the investigation of HSE accidents/incidents (especially those involving employee injuries), the formulation of labor protection measures and the review of HSE procedures, supervise the implementation of employees' participation rights, and prohibit retaliation against employees who report HSE issues.

## **2.7 All Employees (Including Employee Representatives)**

1. Have the right and obligation to participate in HSE communication: report HSE hazards and unsafe behaviors, submit rational proposals, and understand HSE risks and control measures in the workplace and post;
2. Actively participate in HSE training, meetings and activities (such as emergency drills, hazard identification) to improve their own HSE awareness and skills, and participate in HSE procedure review and accident/incident investigation (employee representatives);
3. Have the right to refuse unlawful commands and stop others' violative operations, and put forward HSE consultation demands (such as improvement of labor protection equipment, optimization of working environment) through trade union or department channels.

## **2.8 External Relevant Parties (Suppliers, Contractors, etc.)**

1. Cooperate with the Company's HSE communication: provide true HSE information (such as supplier qualifications, contractor safety performance, material MSDS), and feed back difficulties in implementation and HSE incidents;
2. Participate in HSE consultation: reach consensus on HSE responsibilities and standards in cooperation (such as contract terms, operation specifications), and implement consultation results;
3. Promote the participation of their own employees: require their employees to participate in HSE training, hazard investigation and emergency drills organized by the Company, and comply with the Company's HSE communication requirements.

## 3 Work Procedures

### 3.1 HSE Communication Management

#### 3.1.1 Communication Principles

1. Accuracy: Information shall be true, accurate and complete, and vague expressions shall be avoided (e.g., "materials have risks" shall be specified as "XX materials are prone to spontaneous combustion when exposed to moisture");
2. Timeliness: Information transmission, processing and feedback shall be timely, and emergency information (such as emergency instructions) shall be transmitted immediately;
3. Two-way Interaction: Establish a two-way communication mechanism from top to bottom (policy communication) and bottom to top (opinion feedback) to ensure information closed-loop;
4. Traceability: Important HSE communications (such as regulatory updates, consultation results, incident notifications) shall retain records (such as sign-off sheets, meeting minutes, email records).

#### 3.1.2 Communication Content

Divided into internal communication and external communication according to communication objects, with specific content as follows:

Communication Type	Target Audience	Core Content
Internal Communication	Management	HSE objective completion status, major risks, accidents/incidents, management review conclusions, major external information release plans
	Employees (including representatives)	Regulatory updates, operating procedures, post risks, hazard rectification requirements, occupational health information, emergency instructions, proposal feedback results
	Cross-departments	HSE risks in collaborative business (procurement-

		warehousing handover, logistics-warehousing connection), change management information, emergency linkage needs
External Communication	Suppliers	HSE access standards, material MSDS, audit results, rectification requirements, implementation status of HSE clauses in contracts
	Contractors	Operation safety standards, on-site management requirements, emergency coordination procedures, incident notifications, performance evaluation results
	Government Regulatory Authorities	Compliance reports, inspection feedback rectification, accident reporting, permit applications, regulatory consultations
	Communities/Public	Environmental impacts of warehousing/transportation, noise reduction and dust prevention measures, emergency early warning information, complaint responses, public open day information
	Customers/Media	Equipment safe use instructions, HSE service commitments, customer feedback handling; approved HSE promotions, incident responses

### 3.1.3 Communication Channels

Select the following channels based on the urgency of communication content and the scope of the audience:

#### 1. Internal Communication Channels:

- Meeting Channels: HSE Management Committee Meetings (quarterly), Departmental Regular Meetings (monthly), Team Pre-shift Meetings (daily, for warehousing/transportation), Employee Representative Symposia (semi-annually);
- Document Channels: OA System Notifications, HSE Briefings (monthly), Safety Notice Boards (operation sites), Post Operating Procedure Manuals, HSE Incident Notifications;
- Digital Channels: Corporate WeChat HSE Groups (real-time risk reminders, emergency instructions), Hazard Reporting APP/Modules (QR code scanning for reporting), Online Training Platforms (regulatory/procedure learning);
- Face-to-Face Communication: On-site inspection communication by management, HSE manager post briefings, direct communication between employees and representatives.

#### 1. External Communication Channels:

- Formal Documents: Supplier HSE Notification Letters, Contractor HSE Contract Appendices, Government Reports/Receipts, Community Communication Letters, Media Statements (approved);
- Meeting Communication: Supplier HSE Audit Meetings, Contractor On-site Briefing Meetings, Government Inspection Communication Meetings, Community Symposia, Media Conferences (for major matters);
- Digital Channels: Supplier Portal HSE Section (qualification upload/audit feedback), Regulatory Authority Online Declaration Systems, Company Website HSE Column (public information);
- On-site Communication: Government On-site Inspections, Community On-site Surveys, Supplier/Contractor On-site Docking, Public Open Days.

### 3.1.4 Communication in Emergency Situations

1. When the emergency plan is activated, conduct internal and external emergency information communication in accordance with the communication methods (such as emergency phones, WeChat groups, satellite phones), procedures and responsible persons specified in the plan;
2. Emergency information (such as warehouse fires, transportation accidents, chemical leaks) shall be transmitted immediately: internally to the person in charge of the incident unit, Quality, Safety and Environmental Protection Department, and Management Representative (within 1 hour); externally to government regulatory authorities (such as Emergency Management Bureau, Fire Department) and affected communities (preliminary notification within 30 minutes);

3. Assign a dedicated person to be responsible for the collection and feedback of emergency communication information to ensure information synchronization among the rescue team, government departments and affected parties and avoid confusion.

### 3.1.5 Information Handling and Feedback

1. For all received HSE information (internal proposals, external complaints, hazard reports), the receiving department shall record it (enter into the information ledger) within 24 hours, and clarify the responsible person and time limit for handling;
2. The responsible person shall investigate and verify the information (such as on-site verification of hazards, confirmation of supplier qualifications) within 3 working days, and formulate handling measures (such as hazard rectification, qualification review);
3. For information providers (employees, communities, customers), feedback on handling results (such as proposal adoption notifications, hazard rectification progress) shall be provided within 15 working days; reasons shall be explained for unadopted proposals;
4. The Quality, Safety and Environmental Protection Department shall conduct random checks on the handling and feedback of information quarterly to ensure a closed-loop rate of  $\geq 95\%$ , and issue notifications to departments that fail to handle information on time.

### 3.1.6 Communication Record Management

1. All departments shall establish HSE communication record ledgers, including communication time, audience, content, channel, transmitter, recipient confirmor, handling results and feedback status;
2. The Quality, Safety and Environmental Protection Department shall collect communication records from all departments quarterly, compile a company-level HSE communication information report, and submit it to the Management Representative for review;
3. Retention period of communication records: general records shall be retained for 3 years; records involving accidents, major consultations and external information releases shall be retained for 5 years, and archived in accordance with the *Record Control Procedure*.

## 3.2 HSE Participation Management

### 3.2.1 Participation Methods and Scope

Clarify participation methods for different subjects to ensure full coverage:

Participant	Participation Method	Frequency Requirement
Management	Participate in HSE Management Committee decision-making, on-site	Management shall conduct on-site

	inspection and hazard investigation, approve HSE management plans, approve external information release	inspections at least once a month
Technical Personnel	Participate in hazard identification (equipment/process risks), formulate/review operating procedures, participate in emergency plan formulation	Participate in hazard identification/procedure review at least once a quarter
Frontline Employees	Report post hazards, participate in emergency drills, submit HSE rational proposals, participate in pre-shift meeting risk discussions	Employees shall conduct hazard investigation/proposal submission at least once a month
Employee Representatives	Participate in HSE supervision and inspection, accident/incident investigation, procedure review, consultation meetings (such as labor protection)	Participate in inspection/review at least once a quarter
External Employees (Suppliers/Contractors)	Participate in the Company's HSE training, report on-site operation hazards, comply with communication requirements	100% training before onboarding, and report hazards at any time during operation

### 3.2.2 Participation Guarantee Measures

1. Training Guarantee: The Human Resources Department shall incorporate "HSE participation methods" (hazard identification skills, proposal submission procedures, procedure review key points) into employee training; additional consultation capacity training shall be provided for employee representatives to ensure "ability to participate";
2. Channel Guarantee:

- Online Channels: Corporate WeChat "Hazard Reporting" entry, OA System "Rational Proposal" module, online procedure review platform (open 24 hours);
- Offline Channels: On-site hazard report boxes (warehousing/operation areas), departmental HSE liaisons (collect proposals), employee representative suggestion boxes;

#### 1. Incentive Guarantee:

- Provide cash rewards (500-5000 RMB) for excellent HSE proposals (such as route optimization to reduce transportation accidents, warehouse fire prevention improvement), and include them in performance appraisal bonus points;
- Select "HSE Participation Models" and "Excellent Employee Representatives" annually, provide certificates of honor and material rewards, and give priority to recommending them for merit selection;

#### 1. Rights Guarantee: The Trade Union Organization shall supervise employees' participation rights, prohibit retaliation against employees who report hazards or submit proposals, and ensure "courage to participate".

### 3.2.3 Participation Effect Evaluation

1. The Quality, Safety and Environmental Protection Department shall count participation data monthly: employee hazard reporting rate (target  $\geq 90\%$ ), proposal adoption rate (target  $\geq 30\%$ ), procedure review participation rate (target  $\geq 80\%$ ), external employee training rate (target 100%);
2. Analyze participation effectiveness quarterly: such as hazard rectification rate (target  $\geq 98\%$ ), HSE benefits generated by proposals (such as reducing accident rate, cost savings), employee participation satisfaction (target  $\geq 85\%$ );
3. Conduct an employee participation satisfaction survey annually, and optimize participation channels (such as simplifying APP operations) and incentive measures (such as increasing reward amounts) based on feedback.

## 3.3 HSE Consultation Management

### 3.3.1 Consultation Scope and Initiation Conditions

HSE consultation shall be initiated before decision-making when the following situations occur:

#### 1. Internal Consultation:

- Major HSE Decisions: Adjustment of HSE policies/objectives, safety impacts of major technological transformations (such as warehouse automation upgrading), release of major external information;
- Employee Rights-related Matters: Frequency of occupational health physical examinations, selection/provision/replacement cycle of labor protection equipment,

safety guarantees for overtime work, optimization of working environment (such as warehouse ventilation improvement);

- Change Management: Changes affecting workplace HSE (process, equipment, material, organizational structure adjustment), revision of HSE procedures;
- Responsibility Disputes: Cross-departmental HSE responsibility division (such as procurement-warehousing material handover safety, logistics-warehousing transportation connection safety), accident/incident responsibility determination (with employee representative participation).

#### 1. External Consultation:

- Supplier Cooperation: Revision of HSE access standards, HSE audit frequency and rectification period for long-term cooperative suppliers, material quality and safety disputes;
- Contractor Cooperation: Operation safety standards (such as warehouse loading and unloading operation specifications), emergency coordination responsibilities, accident compensation agreements, revision of HSE clauses in contracts;
- Government Supervision: Consultation on compliance rectification period, response to special inspection feedback, communication on permit applications;
- Community Relations: Warehousing/transportation environmental protection measures (such as noise limits, dust control), emergency early warning linkage mechanism, complaint handling plans.

### 3.3.2 Consultation Process

1. Initiation: The consultation demander (such as the Procurement Department initiating supplier consultation, the Trade Union initiating employee rights consultation, the Office initiating community consultation) fills in the *HSE Consultation Application Form*, clarifies the consultation theme, participants, preliminary plan and required materials, and submits it to the Quality, Safety and Environmental Protection Department for review;
2. Preparation: The Quality, Safety and Environmental Protection Department coordinates participants (such as employee representatives, supplier representatives, government personnel), collects materials required for consultation (regulatory basis, risk assessment reports, statistics of employee demands, contract texts), determines the consultation time and location (offline or online meeting), and delivers the materials to participants 3 working days in advance;
3. Implementation:
  - The consultation meeting shall be presided over by the centralized management department (supplier consultation presided over by the Procurement Department, employee consultation presided over by the Trade Union, government consultation presided over by the Office), with the Quality, Safety and Environmental Protection Department attending as an observer;

- Participants shall fully express their opinions, reach consensus based on laws and regulations, risk control and mutual interests, and form the *HSE Consultation Minutes*, clarifying conclusions, responsible parties and implementation time limits;
  - If no consensus is reached, the time for the next consultation shall be clarified (no more than 10 working days), or a third party (such as industry associations, government coordination departments) may be invited to assist;
1. Confirmation and Tracking: The *HSE Consultation Minutes* shall be implemented after being signed/sealed by participants; the centralized management department shall track the implementation status (feedback progress monthly); the Quality, Safety and Environmental Protection Department shall supervise to ensure timely completion.

### **3.3.3 Consultation Record Management**

1. Complete records shall be retained during the consultation process: *HSE Consultation Application Form*, consultation materials (laws and regulations, assessment reports), meeting attendance sheets, *HSE Consultation Minutes*, implementation tracking forms;
2. Consultation records shall be archived by the centralized management department; records of major consultations (such as government compliance consultation, employee rights consultation) shall be submitted to the Quality, Safety and Environmental Protection Department and the Trade Union for filing;
3. Retention period of consultation records: Consistent with the validity period of consultation results, retained for at least 3 years; records involving long-term cooperation (such as annual supplier consultation) shall be retained until 2 years after the end of cooperation.

### **3.4 Abnormal Situation Handling**

1. Missing/Incorrect Communication Information: The discoverer shall immediately inform the transmitter; the transmitter shall reissue/correct the information within 24 hours, verify the information update status of all recipients, and avoid risk expansion (such as incorrect transmission of material safety standards);
2. Low Employee Participation Enthusiasm: Analyze the causes (inconvenient channels, insufficient incentives, fear of retaliation), optimize participation methods (simplify reporting procedures, increase rewards, trade union supervision), and conduct participation promotion (such as excellent case sharing);
3. Failure to Reach Consensus in Consultation: The Management Representative shall organize a second consultation; if consensus is still not reached, make a decision based on the principle of "compliance first, risk control", and report to Pipeline Bureau for coordination if necessary (such as government supervision disputes);
4. Complaints/Reports from External Relevant Parties: The Office or centralized management department shall respond within 12 hours (such as replying to the complainant by phone), conduct investigation and handling within 3 working days, and feed back the handling results; major complaints (such as environmental protection

reports, media inquiries) shall be submitted to the Top Management for approval before response;

5. Communication Obstacles: Identify the type of obstacle (language obstacles such as foreign employees, hierarchical obstacles such as frontline-management, technical obstacles such as system failures), and take targeted measures (equipping translators, establishing direct reporting channels, preparing alternative communication methods) to ensure smooth communication.

## **4 Relevant Documents and Records**

### **4.1 Relevant Documents**

1. *HSE Risk Management Procedure*
2. *HSE Objectives, Targets and Management Plan Control Procedure*
3. *HSE Organization Setup and Responsibility Management Procedure*
4. *HSE Incident Management Procedure*
5. *HSE Training, Awareness and Competence Management Procedure*
6. *Emergency Preparedness and Response Management Procedure*
7. *Record Control Procedure*
8. *Supplier HSE Management Measures*
9. *Contractor HSE Management Measures*
10. *HSE Rational Proposal Management Regulations*

### **4.2 Record List**

1. *Annual HSE Communication Plan*
2. HSE Communication Record Ledger (including internal communication records, external communication records: government contact records, community communication records, contractor/supplier meeting records)
3. *HSE Participation Activity Statistics Form* (hazard reporting, proposal submission, training participation, procedure review participation)
4. *HSE Rational Proposal Form* and handling feedback records
5. *HSE Consultation Application Form*
6. *HSE Consultation Minutes* and implementation tracking forms
7. Employee participation in HSE activity records (risk assessment meeting records, operating procedure review records, supervision and inspection records)
8. External relevant parties' complaint/report handling records
9. Emergency communication records (emergency instruction transmission records, government/community emergency notification records)

## **5 Appendix**

**Appendix A HSE Information Communication Flowchart  
(including internal, external and emergency communication  
processes)**

**Appendix B Operation Guide for HSE Hazard Reporting  
APP/Module**

**Appendix C Template of *HSE Rational Proposal Form***

**Appendix D Templates of *HSE Consultation Application Form*  
and *HSE Consultation Minutes***

**Appendix E List of HSE Communication Channels (including  
responsible departments, contact information and applicable  
scenarios)**