



## New Employee "Three-Level" HSE Education Card

### Basic Identification and Fundamental Information (Integrating Core Elements of New Format)

Item	Content to Be Filled
Document No.	CLADDING-HSE-PD-50
Card No.	[Year]-[Department]-[Serial No.] (e.g., 2024 - Warehousing Dept. - 01, 2024 - Transportation Dept. - 05)
New Employee Basic Information	Name: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: _____ Year ____ Month ____ Educational Background: (e.g., College / Bachelor's Degree) Date of Employment: _____ Year ____ Month ____ Day Department / Unit: (Warehousing Dept. / Transportation Dept. / Equipment Dept. / Installation Dept.) Position / Trade: (Dangerous Goods Manager / Forklift Driver / Maintenance Technician / Installer) ID Card No.: _____ Contact Information: _____
Photo Attachment Area	(1-inch bareheaded photo, affixed with department official seal)
Education Cycle and Archiving Requirements	Total Duration: ≥18 Hours (Company-Level ≥4 Hours, Department-Level ≥6 Hours, Team-Level ≥8 Hours) Completion Date: _____ Year ____ Month ____ Day Archiving Requirements: 1. Uniformly managed by the Quality, Safety and Environmental Protection Department, with a copy simultaneously sent to the Human Resources Department; 2. Retention Period: 3 Years After Employee Resignation; 3. For job transfer, department-level + team-level education must be re-conducted, the original card shall be archived, and new education records shall be attached

## First Level: Company-Level HSE Education (Focusing on "System Cognition + General Requirements")

Item	Content to Be Filled (Associated with Company Business and Standardized Evaluation)
Basic Education Information	Education Time: ____ Year ____ Month ____ Day, ____ Hour ____ Minute to ____ Hour ____ Minute Duration: ____ Hours (≥4 Hours) Education Venue: (e.g., Company 3rd Floor Meeting Room, Emergency Material Warehouse) Education Supervisor: (Position: _____, Qualification: HSE Engineer / Registered Safety Engineer)
I. Education Content and Effect Evaluation	
Serial No.	Education Items (Combined with Core Risks of Company Business)
1	National Work Safety Policies, Guidelines and Laws and Regulations (Key Points: Rights and Obligations of Employees in the "Work Safety Law", Certification Requirements in the "Special Equipment Safety Law", Training Requirements in the "Regulations on the Safety Management of Hazardous Chemicals")
2	Company HSE Management System and Rules and Regulations (Key Points: HSE Organizational Structure, New Employee Responsibilities in the "HSE Responsibility System", Scope of Hazardous Operations in the "Work Permit Management Measures")
3	Basic Knowledge of Work Safety (Key Points: Identification of Safety Signs in Operation Areas, General Requirements for Protective Equipment, Hidden Danger Reporting Process)
4	Occupational Health and Labor Protection Knowledge (Key Points: Occupational Disease Prevention, Wearing Standards for Labor Protection Shoes / Safety Helmets, Protection Requirements in Hazardous Chemical Areas)

5	Accident Case Warning Education (Key Points: Company-Related Cases such as Warehousing Fires, Forklift Collisions, High-Altitude Falls)
6	Emergency Management and Rescue Knowledge (Key Points: Company Emergency Command System, Internal Emergency Phones 119/120, Location of Emergency Assembly Points)
7	Basic Knowledge of Environmental Protection (Key Points: Pollution Prevention for Hazardous Chemical Leakage, Classified Disposal of Solid Waste, Wastewater Discharge Requirements)
8	Fire Safety Knowledge (Key Points: "Lift, Pull, Squeeze, Sweep" Operation of Dry Powder Fire Extinguishers, Fire Hydrant Operation, Evacuation Routes)
II. Assessment Record	
Assessment Method	Score / Evaluation
Written Test (30 Minutes)	_____ Points (Full Score: 100 Points, ≥80 Points for Qualification)
Oral Test (10 Minutes)	<input type="checkbox"/> Excellent <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified (3 Random Questions, e.g., Meaning of Safety Signs, Hidden Danger Reporting Method)
III. Education Evaluation	Education Supervisor's Opinion: <input type="checkbox"/> Approved for Entering Department-Level Education <input type="checkbox"/> Re-Education Required (Reason: _____) <input type="checkbox"/> Not Employed Signature: _____ Date: _____ Year _____ Month _____ Day

## Second Level: Department-Level HSE Education (Focusing on "Department Risks + Special Requirements")

Item	Content to Be Filled (Customized by Department, Associated with Business Risks)
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Basic Education Information	Education Time: ____ Year ____ Month ____ Day, ____ Hour ____ Minute to ____ Hour ____ Minute Duration: ____ Hours (≥6 Hours) Education Venue: (e.g., Warehousing Dept. Operation Area, Transportation Dept. Forklift Training Ground) Education Supervisor: (Position: _____, Department HSE Specialist / Supervisor)
I. Education Content and Effect Evaluation	(Select Corresponding Content by Assigned Department, Delete Irrelevant Items)
Serial No.	Education Items (Department-Specific Risks and Systems)
1	Department HSE Responsibilities and Rules and Regulations <input type="checkbox"/> Warehousing Dept.: "Dual-Person, Dual-Lock System for Hazardous Chemicals", "Temperature and Humidity Monitoring System" <input type="checkbox"/> Transportation Dept.: "One-Check, Two-Look, Three-Operate System for Forklifts", "Ten No-Lifting Regulations for Cranes" <input type="checkbox"/> Equipment Dept.: "Tagging and Power Testing System for Equipment Maintenance", "Chemical Receipt and Registration System" <input type="checkbox"/> Installation Dept.: "Dual-Hook Safety Belt System for High-Altitude Work", "Scaffolding Acceptance System"
2	Major Risks and Control Measures of the Department <input type="checkbox"/> Warehousing Dept.: Prevention and Control of Hazardous Chemical Leakage, Shelf Collapse, and Fire Risks <input type="checkbox"/> Transportation Dept.: Prevention and Control of Forklift Collision, Suspended Load Falling, and Transportation Leakage Risks <input type="checkbox"/> Equipment Dept.: Prevention and Control of Mechanical Entanglement, Electric Shock, and Chemical Burn Risks <input type="checkbox"/> Installation Dept.: Prevention and Control of High-Altitude Fall, Object Strike, and Scaffolding Collapse Risks
3	Safety Requirements for Department Equipment and Facilities <input type="checkbox"/> Warehousing Dept.: Shelf Load Limit, Storage Spacing for Oil Drums, Use of Temperature and Humidity Meters <input type="checkbox"/> Transportation Dept.: Forklift Condition Inspection, Crane Lifting Tool Maintenance, Charging Pile Operation <input type="checkbox"/> Equipment Dept.: Use of Maintenance Tools, Operation of Electrical Testers, Equipment Grounding Inspection <input type="checkbox"/> Installation Dept.: Scaffolding Erection Standards, Safety Belt Hanging Point Requirements, Use of Electric Tools

4	Requirements for Use of Labor Protection Equipment in the Department <input type="checkbox"/> Warehousing Dept.: Wearing and Inspection of Gas Masks and Anti-Static Clothing <input type="checkbox"/> Transportation Dept.: Wearing Standards for Safety Helmets and Reflective Vests <input type="checkbox"/> Equipment Dept.: Usage Requirements for Insulated Gloves and Goggles <input type="checkbox"/> Installation Dept.: Inspection and Wearing of Dual-Hook Safety Belts and Safety Ropes
5	Department Emergency Handling Procedures <input type="checkbox"/> Warehousing Dept.: Containment of Hazardous Chemical Leakage, Fire Fighting in Warehouses <input type="checkbox"/> Transportation Dept.: Emergency Response to Forklift Collisions, Handling of Suspended Load Deviation <input type="checkbox"/> Equipment Dept.: First Aid for Electric Shock, Flushing of Chemical Burns <input type="checkbox"/> Installation Dept.: Hemostasis for High-Altitude Falls, Warning for Dropped Tools
6	Study of Department Accident Cases (Key Points: Non-Injury Safety Cases in the Department in the Past 3 Years, e.g., "Near-Miss of Warehousing Oil Drum Tipping", "Minor Forklift Collision")
7	Department Safety Inspection Requirements (Key Points: Daily Inspection Frequency, Hidden Danger Reporting Channels, Filling of Inspection Records)
8	Department Environmental Protection Requirements <input type="checkbox"/> Warehousing Dept.: Recycling of Hazardous Chemical Waste Oil, Classification of Packaging Waste <input type="checkbox"/> Transportation Dept.: Forklift Exhaust Gas Detection, Handling of Leaked Oil Stains <input type="checkbox"/> Equipment Dept.: Disposal of Waste Chemicals, Collection of Maintenance Wastewater <input type="checkbox"/> Installation Dept.: Recycling of Scaffolding Waste, Control of Paint Waste Gas
II. Assessment Record	
Assessment Method	Score / Evaluation
Practical Operation Assessment (40 Minutes)	<input type="checkbox"/> Excellent <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified (e.g., Warehousing Dept.: Wearing of Gas Masks; Transportation Dept.: Forklift Condition Inspection; Equipment Dept.: Use of Electrical Testers; Installation Dept.: Selection of Safety Belt Hanging Points)

Knowledge Test (30 Minutes)	_____ Points (Full Score: 100 Points, ≥80 Points for Qualification, Including Department Risks, Systems, and Emergency Procedures)
III. Education Evaluation	Department Supervisor's Opinion: <input type="checkbox"/> Approved for Entering Team-Level Education <input type="checkbox"/> Re-Education Required (Reason: _____) <input type="checkbox"/> Returned to Human Resources Department Signature: _____ Date: ____ Year ____ Month ____ Day

### Third Level: Team-Level HSE Education (Focusing on "Post Practical Operation + Risk Control")

Item	Content to Be Filled (Customized by Position, Strengthening Practical Coaching)
Basic Education Information	Education Time: ____ Year ____ Month ____ Day, ____ Hour ____ Minute to ____ Hour ____ Minute Duration: ____ Hours (≥8 Hours) Education Venue: (e.g., Hazardous Chemical Team Operation Area of Warehousing Dept., Forklift Team Training Ground of Transportation Dept.) Education Supervisor: (Position: _____, Team Leader / Senior Technician)
I. Education Content and Effect Evaluation	(Select Corresponding Content by Assigned Position, Delete Irrelevant Items)
Serial No.	Education Items (Position-Specific Practical Content)
1	Post Safety Operation Procedures <input type="checkbox"/> Dangerous Goods Manager: Full Process of Oil Drum Receipt → Inspection → Storage → Patrol Inspection <input type="checkbox"/> Forklift Driver: Full Process of Pre-Operation Inspection → Forking → Transportation → Parking <input type="checkbox"/> Maintenance Technician: Full Process of Power Off → Disassembly → Maintenance → Debugging <input type="checkbox"/> Installer: Full Process of Scaffolding Erection → High-Altitude Work → Tool Recycling
2	Post Risk Identification and Control <input type="checkbox"/> Dangerous Goods Manager: Prevention and Control of Oil Drum Tipping, Acetylene Leakage, and Toxic Gas Inhalation Risks <input type="checkbox"/> Forklift

	<p>Driver: Prevention and Control of Blind Spot, Cargo Falling, and Electrical Fault Risks</p> <p>Maintenance Technician: Prevention and Control of Mechanical Entanglement, Electric Shock, and Tool Dropping Risks</p> <p>Installer: Prevention and Control of High-Altitude Fall, Object Strike, and Scaffolding Collapse Risks</p>
3	<p>Safe Use of Tools and Equipment</p> <p>Dangerous Goods Manager: Use of Oil Drum Clamps, Temperature and Humidity Meters, and Gas Detectors</p> <p>Forklift Driver: Use of Forklift Control Levers, Handbrakes, and Horns</p> <p>Maintenance Technician: Use of Wrenches, Electric Drills, and Electrical Testers</p> <p>Installer: Use of Wrenches, Safety Belts, and Scaffolding Fasteners</p>
4	<p>Safe Operation of Equipment</p> <p>Dangerous Goods Manager: Operation of Shelves and Hazardous Chemical Storage Cabinets</p> <p>Forklift Driver: Operation of Forklift Lifting, Steering, and Braking</p> <p>Maintenance Technician: Operation of Equipment to Be Maintained and Debugging Instruments</p> <p>Installer: Operation of Electric Tools and Hoisting Equipment</p>
5	<p>Study of On-Site Emergency Response Cards (Key Points: Handling Steps for Emergency Scenarios Associated with the Position, e.g., Leakage, Collision, Fall)</p>
6	<p>Post Labor Discipline (Key Points: Work Time Requirements, Leave Reporting, Prohibited Illegal Operation Clauses)</p>
7	<p>Safety Confirmation System (Key Points: Pre-Shift Safety Confirmation, In-Operation Safety Inspection, Post-Shift Safety Handover)</p>
8	<p>Safety Requirements for Shift Handover (Key Points: Hidden Danger Handover, Equipment Status Handover, Emergency Material Handover)</p>
II. Mentor-Apprentice Record	
Mentor Information	<p>Name: _____ Position: _____ Qualification: _____ (e.g., Senior Technician, HSE Backbone)</p> <p>Mentoring Years: _____ Years</p>

Mentoring Arrangement	Mentoring Period: ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day (≥7 Working Days) Mentoring Content: 1. Practical Skill Mentoring for the Position; 2. Cultivation of Risk Identification Ability; 3. Training of Emergency Handling Ability
Mentoring Evaluation	<input type="checkbox"/> Excellent (Proficient in Practical Operation, Proactive in Risk Identification) <input type="checkbox"/> Qualified (Basically Mastered, Operation Requires Reminder) <input type="checkbox"/> Unqualified (Frequent Violations, Incompetent in Skills) Evaluation Description: _____ Mentor's Signature: _____ Date: ____ Year ____ Month ____ Day
III. Assessment Record	
Assessment Method	Score / Evaluation
Post Practical Operation (60 Minutes)	<input type="checkbox"/> Excellent <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified (e.g., Dangerous Goods Manager: Oil Drum Handling + Leakage Handling; Forklift Driver: Cargo Forking + Shutdown; Maintenance Technician: Equipment Power Off + Electrical Testing; Installer: Safety Belt Wearing + Scaffolding Erection)
Emergency Drill (30 Minutes)	<input type="checkbox"/> Excellent <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified (Simulate 1 Emergency Scenario of the Position, e.g., Forklift Collision, Oil Drum Leakage)
IV. Education Evaluation	Team Leader's Opinion: <input type="checkbox"/> Approved for Independent Post Assignment <input type="checkbox"/> Further Training Required (Reason: _____) <input type="checkbox"/> Returned to Department Signature: _____ Date: ____ Year ____ Month ____ Day

#### IV. Summary of Three-Level Education Assessment and Post Qualification Certification

Item	Content to Be Filled (Standardized Certification Process)
Summary of Assessment Scores	
Education Level	Theoretical Score (Points / Qualification Line: 80 Points)

Company-Level	_____
Department-Level	_____
Team-Level	-
Post Qualification Certification	
Human Resources Department's Opinion	<input type="checkbox"/> Approved for Post Assignment, Independent Operation <input type="checkbox"/> Approved for Post Assignment, Guidance from Senior Employees Required (Duration: ____ Days) <input type="checkbox"/> Not Employed Reason: _____ Signature: _____ Date: ____ Year ____ Month ____ Day
Quality, Safety and Environmental Protection Department's Opinion	<input type="checkbox"/> Approved for Post Assignment <input type="checkbox"/> Supplementary Training Required (Content: _____, Duration: ____ Days) <input type="checkbox"/> Not Approved for Post Assignment Reason: _____ Signature: _____ Date: ____ Year ____ Month ____ Day

## V. Re-Examination Records (Management During Employee's Employment Period)

Serial No.	Re-Examination Date	Re-Examination Content (e.g., Annual HSE Re-Training, Re-Training After Violation)	Re-Examination Result ( <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Re-Examiner's Signature	Remarks (e.g., Re-Training Content, Rectification Requirements)
1	____ Year ____ Month ____ Day		<input type="checkbox"/> <input type="checkbox"/>		
2	____ Year ____ Month ____ Day		<input type="checkbox"/> <input type="checkbox"/>		

3	____ Year ____ Month ____ Day		□ □		
4	____ Year ____ Month ____ Day		□ □		

## VI. Instructions (Integrating Standardized Requirements and Business Characteristics)

1. New employees must complete the "three-level" HSE education and pass the comprehensive evaluation before being assigned to posts; those who fail must receive re-education, and the number of re-education times shall not exceed 2. Those who still fail shall not be employed.
2. The education card shall be filled truthfully with neat handwriting and no alterations; 3-5 key photos (e.g., wearing of protective equipment, post operation) shall be attached to the practical operation assessment and pasted on the attachment page.
3. When an employee is transferred to another post (e.g., from Warehousing Dept. to Transportation Dept.), "department-level + team-level" education must be re-conducted. The original card shall be archived by the Quality, Safety and Environmental Protection Department, and the new education records shall be attached as accessories.
4. The retention period of the education card is 3 years after the employee's resignation. After the expiration, it shall be uniformly destroyed by the Quality, Safety and Environmental Protection Department in accordance with the archives management regulations, and the destruction records shall be retained.

Issuance Date: January 1, 2026