



**安全基础定向培训**



**Safety Orientation**





安 全 类

微信公众号



手机版网站



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# General Safety Rules

## 一般安全要求

<b>Know your work</b>	<b>了解你的工作内容</b>
<b>Be proactive, not reactive</b>	<b>主动而非被动工作</b>
<b>Know the work hazards</b>	<b>了解你的工作危险性</b>
<b>Plan the work</b>	<b>计划你的工作</b>
<b>Take preventive measure</b>	<b>采取防范措施</b>
<b>Check for safety</b>	<b>时刻检查安全</b>
<b>Follow safe work practices</b>	<b>遵守安全作业规则</b>
<b>Protect yourself &amp; your fellow works</b>	<b>保护好自己和他人</b>
<b>In doubt consult your supervisor</b>	<b>有疑问立即咨询你的主管</b>





# Six Safety Rules On Site

□ 安全生产六大纪律

- 1 进入现场必须戴好安全帽，扣好帽带，并正确使用个人劳保防护用品
- 2 2米以上的高空、悬空作业，无安全设备的，必须系好安全带，扣好保险钩
- 3 高处作业时不准往下或向上乱抛材料和工具等物件
- 4 各种电动机械设备必须有可靠有效的安全接地和防雷装置，方能开动使用
- 5 不懂电气和机械的人员，严禁使用和玩弄电机设备
- 6 非操作人员严禁进入吊装区域，吊装机械必须完好把杆垂直下方不准站人





Do

要

- Ensure that your personal protective equipment fit you rightly and securely.

确保你的个人保护设备安全无误地适合你;

- Put on safety eyewear when chipping, grinding, hacking and welding.

当切削, 粉碎, 劈砍及焊接时带上护眼罩;

- Anchor safety belt to fix anchorage or structure when working at edge or at height.

当在边沿或高空作业时, 将安全带固定牢靠;

- Wear the appropriate personal protective equipment for the job.

穿戴好工作用的适当的个人保护设备;

- Make sure that your personal protective equipment is in good condition.

确定你个人的防护设备状况良好;





Do

要

- Make sure that no one is behind the vehicle when tipping lorry.

确定当翻倒货车时无人在后面;

- Follow safety instruction and notices.

服从安全指示及通知通告;

- Ensure that you have a secure foothold when working at height.

确保当高空作业时有安全的落脚点;

- Check tools and equipment before you use them.

检查工具和设备在使用它们之前;

- Use the correct tool for the job.

使用正确的工作工具;

- Always switch off the electrical supply after using equipment.

使用完设备后总要切断电源;





Do

要

- Keep tools in a pouch when working at height.  
高空作业时将工具放入袋中;
- Remove all protruding nails or bend them over.  
拆除所有突出来的钉子或将它们弄弯;
- Provide enough lighting and ventilation for the job.  
提供足够的工作用照明和通风;
- Stack materials on a firm and even base.  
将材料堆放在牢靠平整的台座上;
- Always keep your workplace free from tripping hazards.  
避免自己的工作地点发生脱落的危险;
- Watch out for tripping hazards when lifting bulky objects.  
当起降笨重物体时当心脱落;





Don't

不要

■ Don't use single piece of plank as access crossing, or working platform at height.

不要使用单片铺板作为踏板或高空的工作平台;

■ Don't use any lifting hook without safety catches.

不要使用没有安全挡的吊钩;

■ Don't remove any component or element from the scaffold without owner's consent

未经物主许可不得拆掉脚手架上的任何零部件;

■ Don't transfer tools or materials by throwing it to one another.

不得相互抛掷搬运的工具或材料;

■ Don't use tools for purpose not intended for.

不得将工具用于它图;





Don't

不要

■ Don't use the equipment that you are not trained or authorised to use.

不得使用你未经培训或授权使用的设备;

■ Don't stack materials too high.

不得将材料堆放过高;

■ Don't remove any barricades or floor covering.

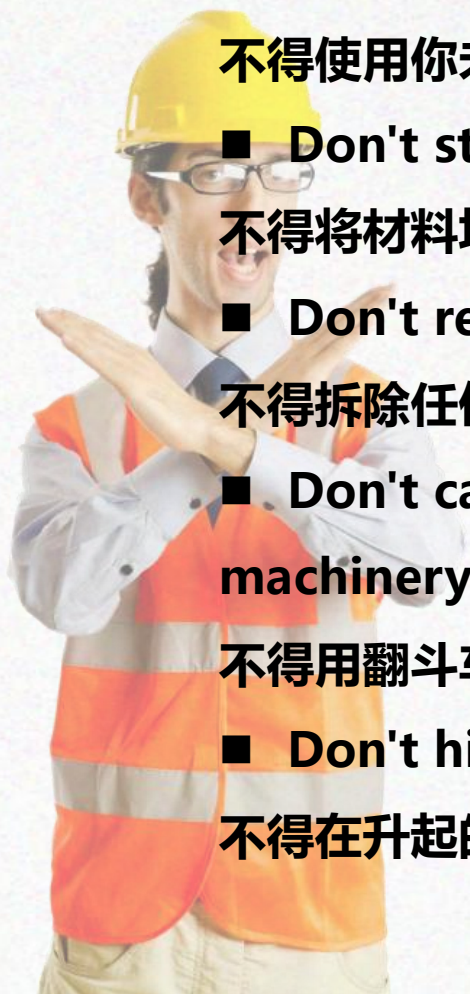
不得拆除任何路障或地板遮蔽物;

■ Don't carry passengers by mean of dumper, forklift or any other machinery.

不得用翻斗车, 叉式吊车或其它任何机器携带乘客;

■ Don't hitch a lift in a hoisted bucket or lifted hook.

不得在升起的吊斗里搭挂升降梯或升空的吊钩;





Don't

不要

- Don't stand beneath any suspended load.

不得站在任何悬空的装载下面;

- Don't use electrical wire without proper insulation, connection, plug and socket.

不得使用没有妥当的绝缘, 连接, 插头, 插座的电线;

- Don't remove any shoring, struts, barricades from an excavation pit.

不得拆除挖掘坑的支撑, 支柱, 路障;

- Don't place any excavated materials at the edge of excavations.

不得将任何挖掘出的材料放在坑洞的边缘;





Don't

不要

- Don't enter any excavation or tunnelling unless you are working in it.

不得进入任何坑洞或隧道除非你在此间工作;

- Don't wear slippers, shorts and sleeveless shirt at work.

工作中不得穿戴拖鞋, 短裤及无袖衬衫;

- Don't distract others from paying attention at work.

不得分散他人工作注意力;

- Don't consume any form of alcoholic drink during working hour.

工作时间不得饮用任何含酒精饮料;

- Don't misuse or remove any fire protection equipment.

不得乱用或拆除任何消防设备;

- Don't use defective tools or equipment.

不得使用不合格的工具或设备;





# Personnel Protective Equipment

## 劳防用品

**SAFETY HELMET**

安全帽

**SITE PASS**

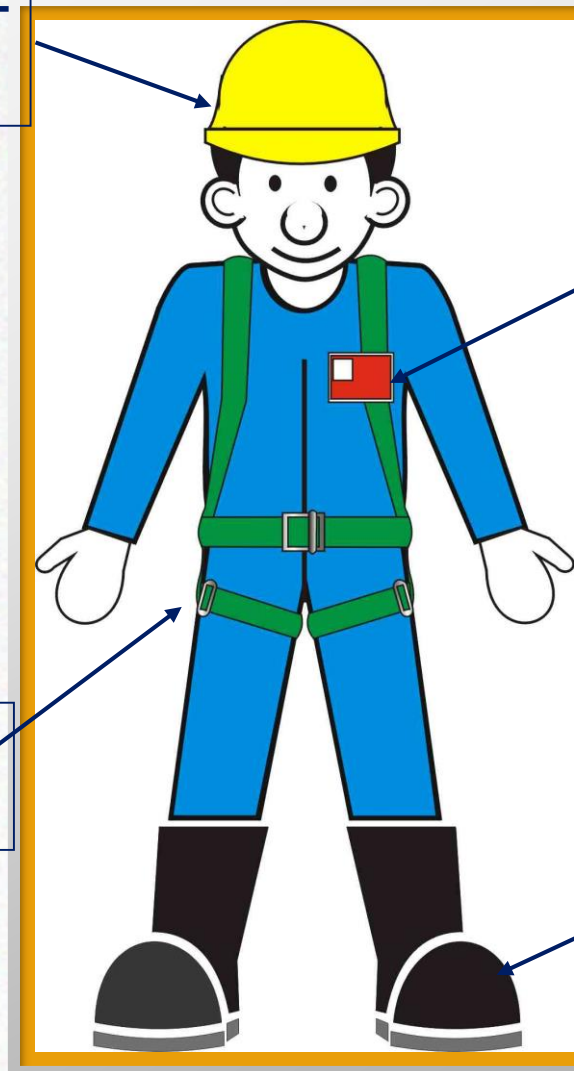
现场出入证

**SAFETY HARNESS**

安全带 (高出作业>2米)

**SAFETY SHOES/BOOTS**

安全鞋 (钢包头)





## Personnel Protective Equipment

## 劳防用品

- Are all employees required to use personal protective equipment (PPE) as needed?

是否要求所有的员工都在需要时使用个人保护装置（PPE）？

- Are all workers wearing proper eye protective equipment as being required?

所有的工人都按要求戴适用的护目装备了吗？

- Are all workers wearing adequate work safety shoes, safety helmet and uniform?

所有的工人都穿适当的安全工作鞋/安全帽和工作服了吗？





## Personnel Protective Equipment

## 劳防用品

- Are all workers wearing chemical gloves where applicable?  
所有的工人都在需要的地方戴化学品用手套了吗?
- Are all workers wearing hearing protection where necessary?  
所有的工人都在需要的地方佩戴听力保护装置了吗?
- Are all workers wearing respiratory protection where necessary?  
所有的工人都在需要的地方戴呼吸道保护装置了吗?
- Are all overhead workers using full body harness and properly tied off?  
所有的高空作业工人都正确地系上全身安全带了吗?





# Personnel Protective Equipment

## 劳防用品

### ■ Head Protection : Helmet

#### 头部的保护：安全帽

- Falling objects such as tools or materials  
高处落物
- Bumping head against objects, such as pipes or beams  
物体碰撞
- Contact with exposed electrical wiring or components  
和裸露的电线等接触







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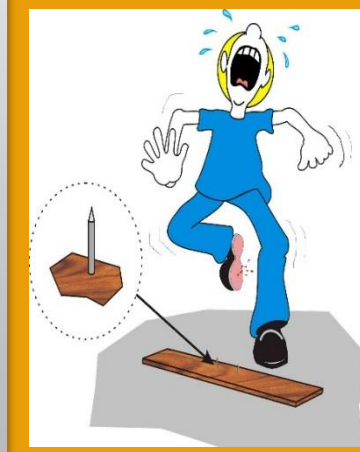
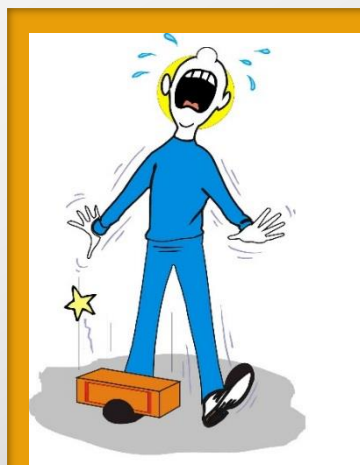




### ■ Feet Protection : Safety Shoes

#### 足部的保护：安全鞋

- Falling heavy objects, such as bricks  
重的落物
- Piercing by, such as nails  
尖锐物品

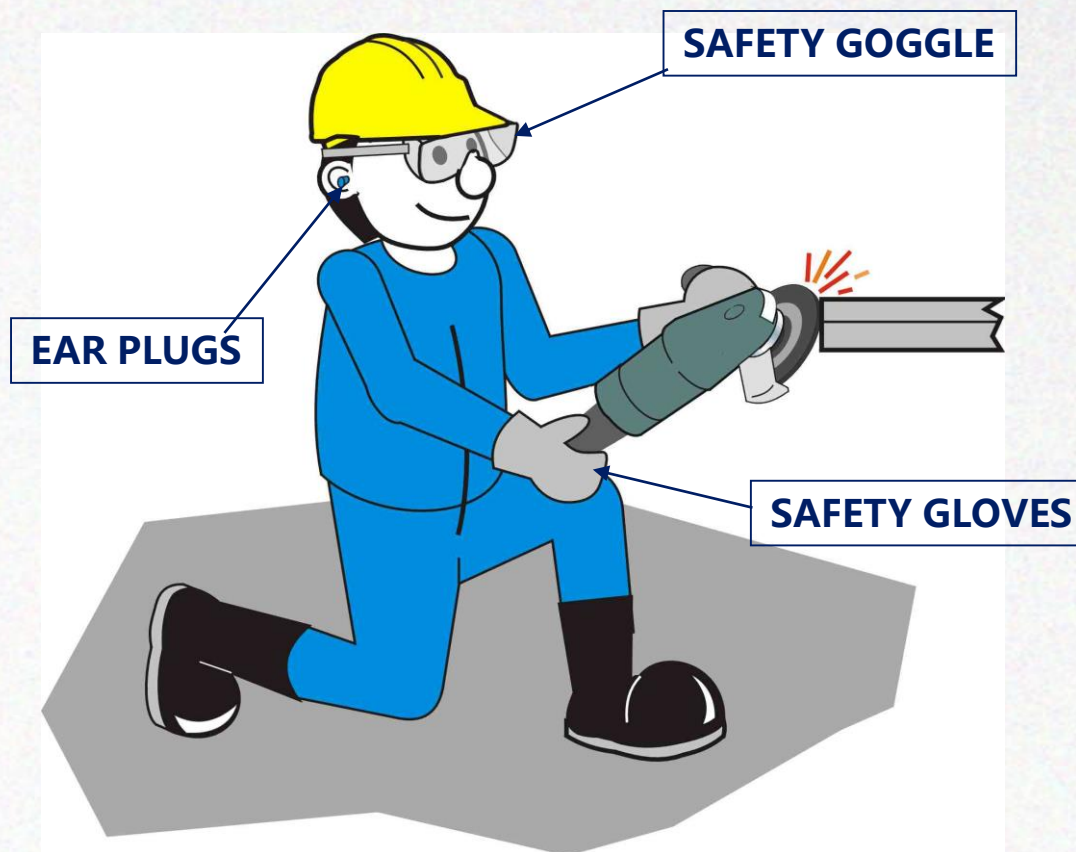




# Personnel Protective Equipment

## 劳防用品

- When welding, grinding, or any other operations, always wear the required and proper PPE associated to that particular job  
根据现场实际情况，正确使用劳防用品。





# Personnel Protective Equipment

## 劳防用品

- Always wear good condition personal protective equipment (PPE). Damage PPE cannot provide full protection for you. Get your damage PPE changed.  
发现破损的劳动防护用品应及时更换



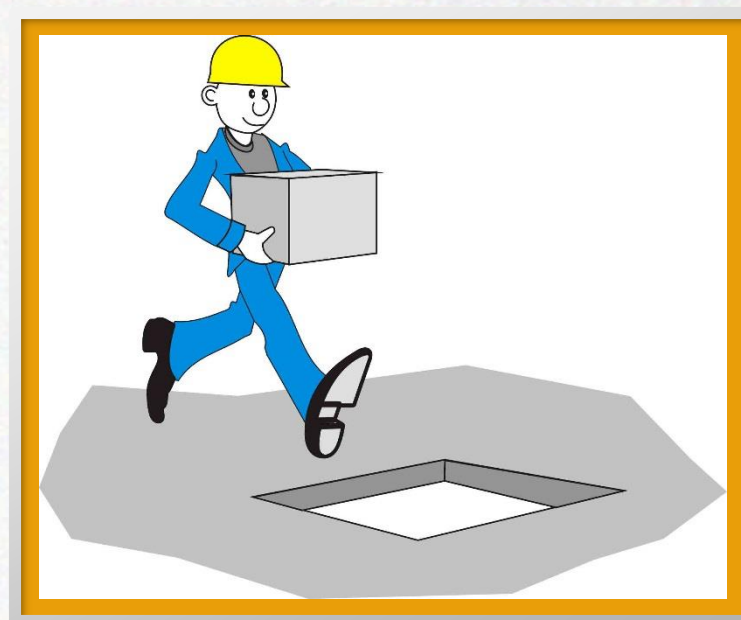
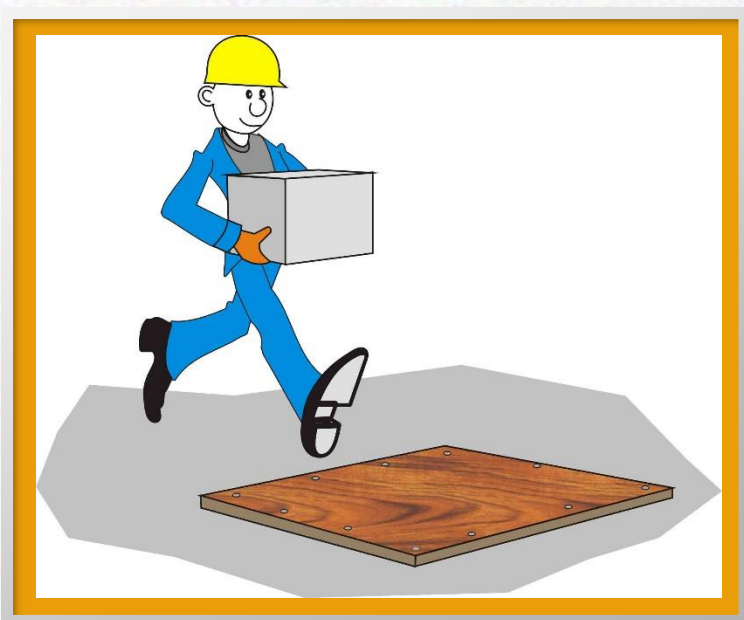


## Barricading and Work at Height

## 临边和高处作业的安全

■ Do not leave open holes unprotected. Report to your safety department immediately to have it covered.

发现未保护的空洞，应立即报告。



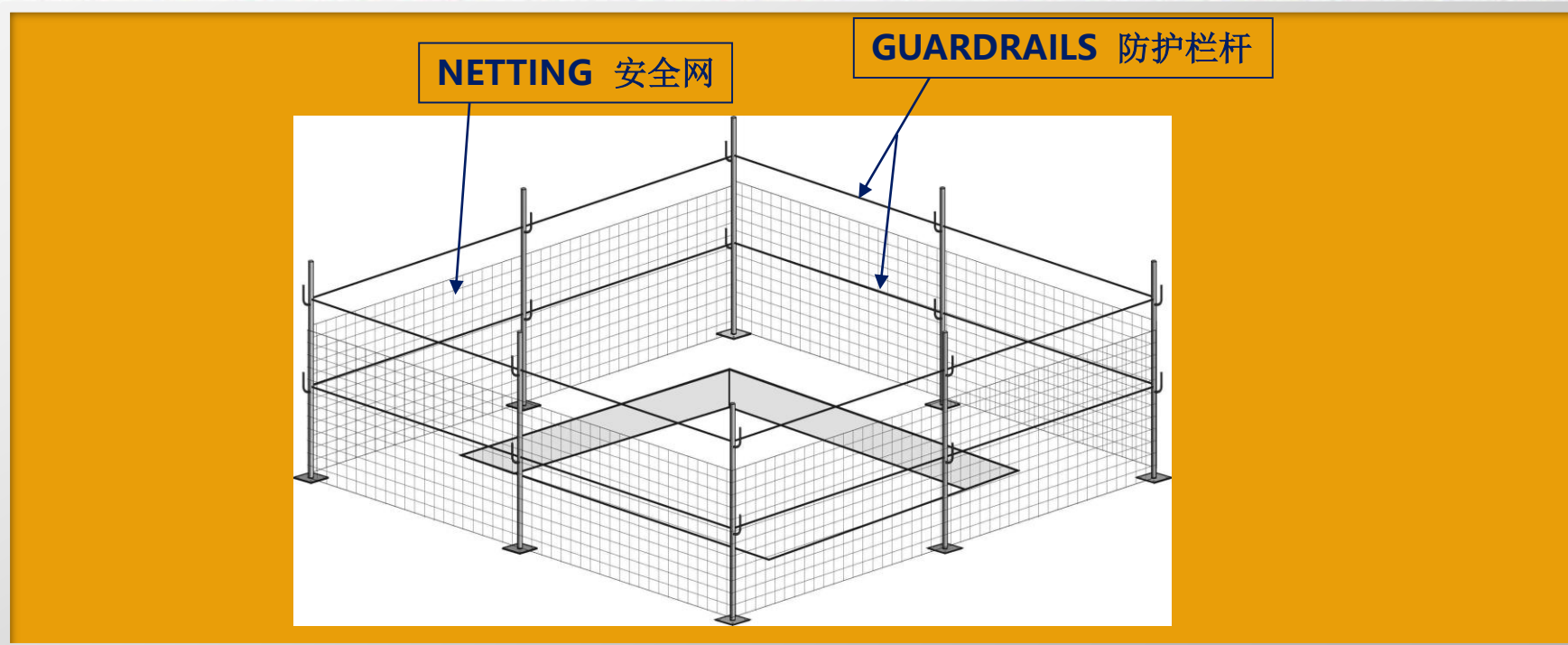


## Barricading and Work at Height

## 临边和高处作业的安全

- For bigger open holes, the requirement is a barricade with side netting. The side netting will prevent site personnel or materials from falling through it.

对大的空洞，除加围护外，应加安全网进行防护。





## Barricading and Work at Height

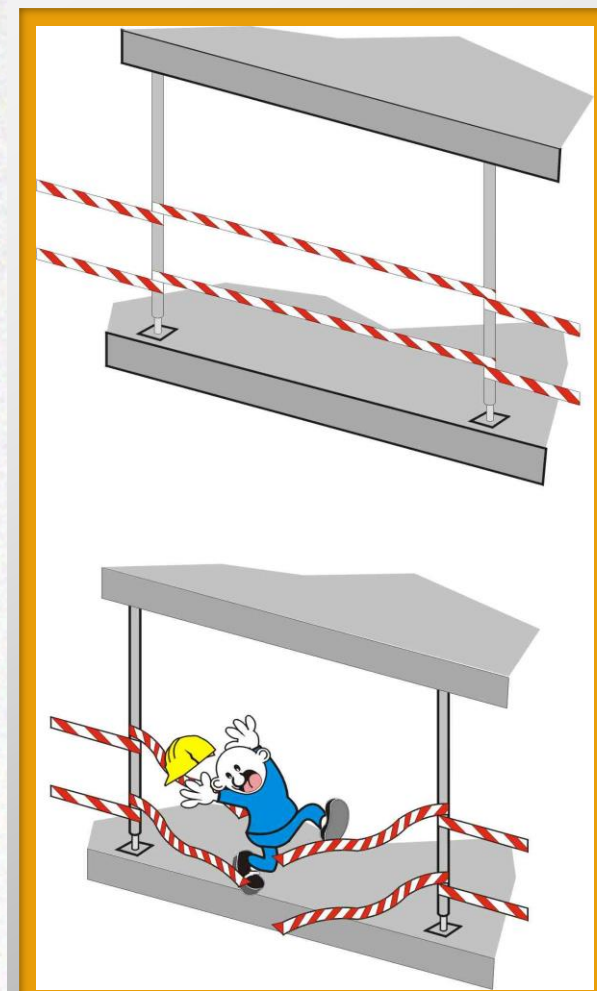
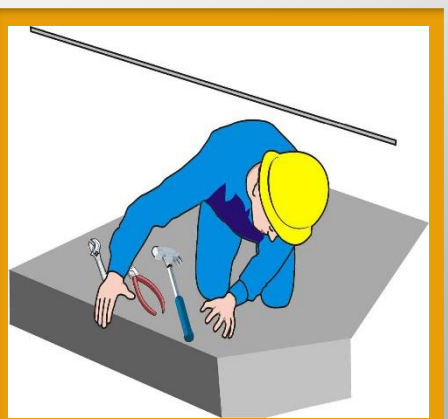
## 临边和高处作业的安全

■ Do not use red and white tape or ropes as barricades.

临边防护应采用钢管制作，不允许用软防护。

■ Do not use red and white tape or ropes as barricades.

临边作业应系好安全带，工具应放入工具袋。





## Barricading and Work at Height

## 临边和高处作业的安全

- When working at height, ensure that the ground below are cleared. Barricade the affected area. Station a watchman, and put up a warning signboard.

临边交叉作业应有监护人。

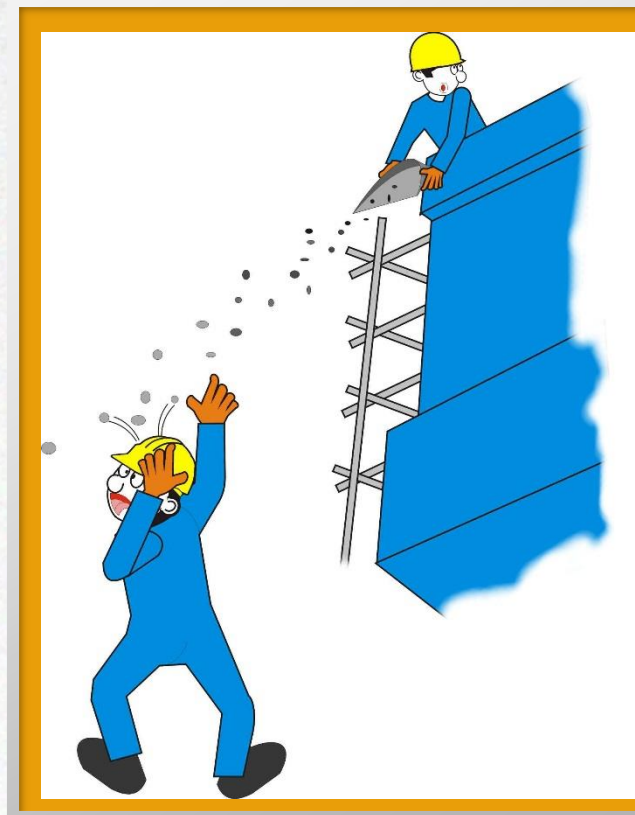




## Barricading and Work at Height

## 临边和高处作业的安全

- Do not dispose your unwanted materials from height. Dispose at allocated dustbin points.  
严禁从高空向下抛物。

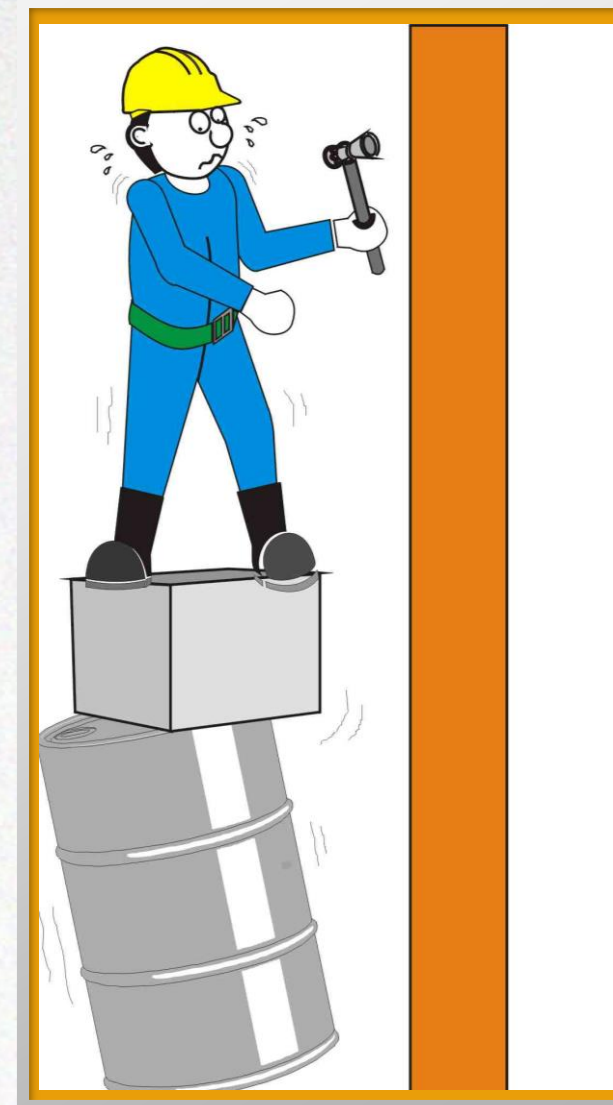




## Barricading and Work at Height

## 临边和高处作业的安全

- Use proper work platform on site.  
不安全的工作平台在现场是不允许被使用的。





## Barricading and Work at Height

## 临边和高处作业的安全

### ■ Ladders 梯子的安全

- All ladders must be structurally sound and in good condition.

所有梯子结构牢靠，状况良好。

- Make sure it is locked into position and stable.

确定梯子安放牢靠。梯脚底部应坚实并应有防滑措施，上端应有固定措施。

- Make sure it is properly braced on the stepladders.

- 折梯使用时，应有可靠的拉撑措施。

- Check the rungs. 检查中间的踏步。

- Avoid using the top two rungs. 避免使用梯子的顶上两级。

- Take one step at a time. 每次只上一级梯阶。

- Never skip steps. 避免猛力登梯子。

- Do not carry tools or equipment when going up and down the ladders. 上下梯子严禁携带工具或设备。





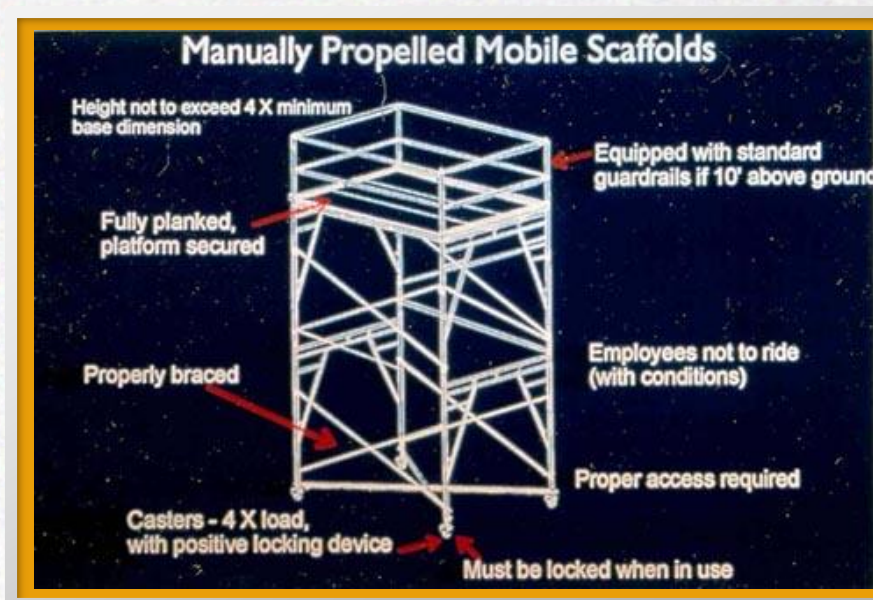
## Barricading and Work at Height

## 临边和高处作业的安全

### Mobile Scaffolds 移动脚手架的安全

■ Mobile scaffolds are to be constructed to the requirements below. Get the green permit before using.

所有梯子结构牢靠，状况良好。在使用前应取得使用证。





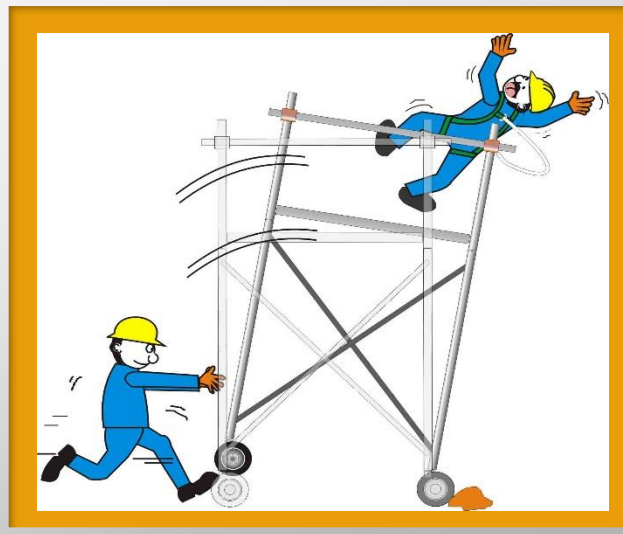
## Barricading and Work at Height

## 临边和高处作业的安全

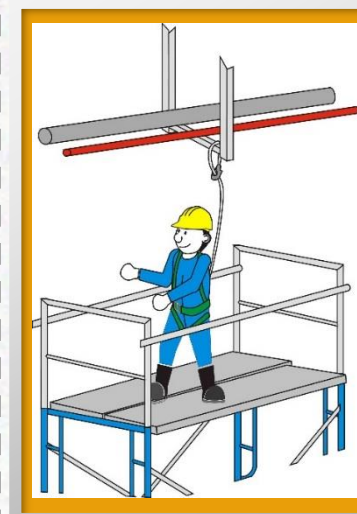
### ■ Mobile Scaffolds 移动脚手架的安全

Locked the mobile scaffold wheels when it is stationary. Anchor your safety harness to a rigid anchoring point and not to the mobile scaffold. This is to prevent you from falling with the mobile scaffold if the mobile scaffold topples.

工作时平台应上锁，并将安全带挂在平台上方。



- No mobile scaffold are to be pushed, when there is somebody on it.  
有人在平台上工作时不允许移动平台。





## Barricading and Work at Height

## 临边和高处作业的安全

### Scaffolds 脚手架的安全

■ Employees working on scaffolds are exposed to these hazards:

工人在脚手架上工作时主要有如下的危险：

- Falls from elevation – caused by slipping, unsafe access, and the lack of fall protection.

由于打滑，不安全的通道，没有防止坠落措施等原因从高处坠落。

- Struck by falling tools / debris. 落物打击。
- Electrocution – from overhead power lines. 触电
- Scaffold collapse - caused by instability or overloading.

由于结构不稳定或超载导致的脚手架倒塌。

- Bad planking giving way. 损坏的跳板。



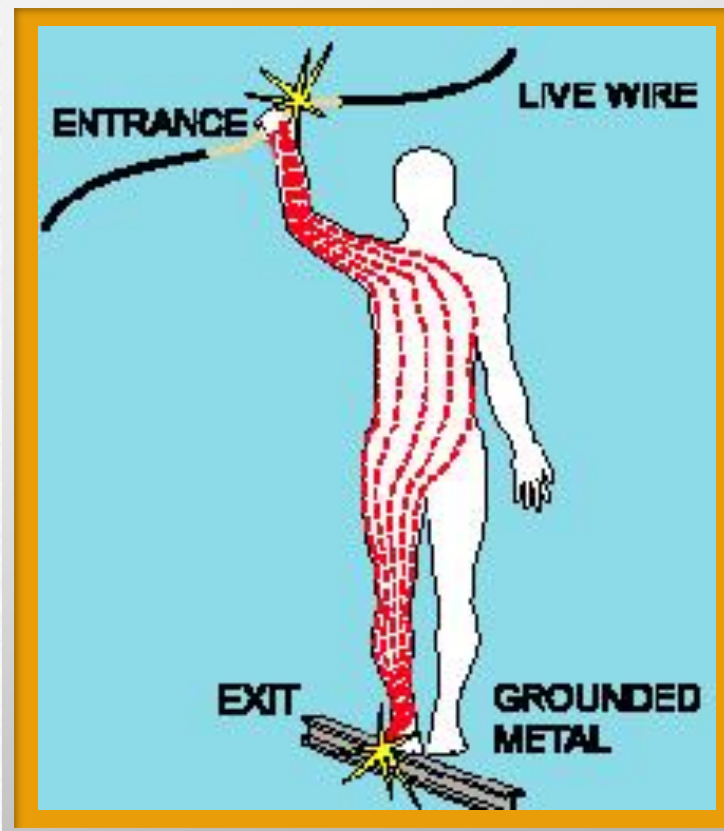


# Electric Safety

## 电气安全

### ■ Hazards of Electric 电的危害

- Direct 直接作用
  - Electric shock 触电
  - Burns 烧伤
  - Fire 火灾
- Indirect 间接作用
  - Fall 高处坠落





# Electric Safety

## 电气安全

- Appointed electricians will be responsible for electric equipments.  
要有专职的电工负责电器的安全。

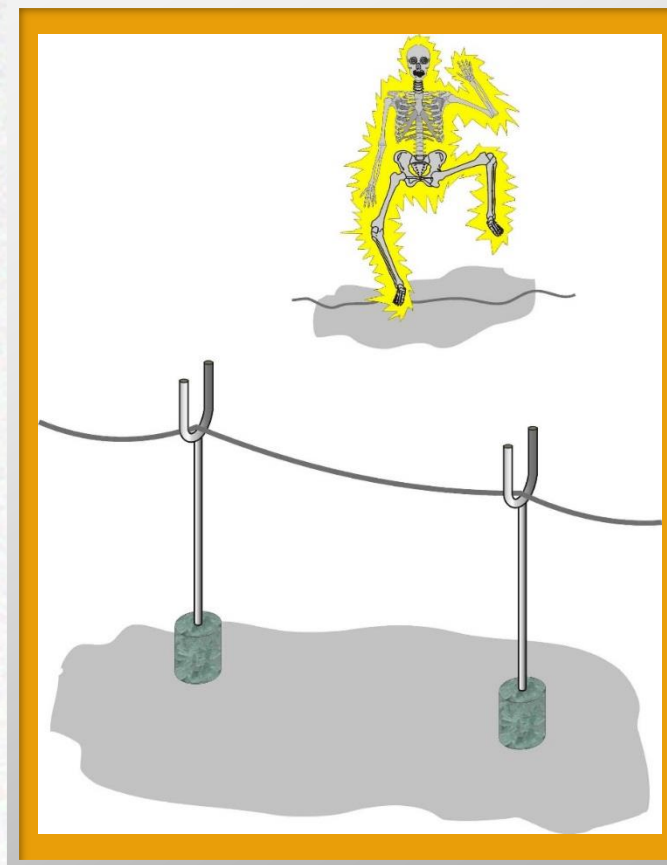




# Electric Safety

## 电气安全

- Do not lay electrical cables on the ground.  
电缆应架空使用。





# Electric Safety

## 电气安全

■ Do not overload your power points.

电气装置不得超载使用。

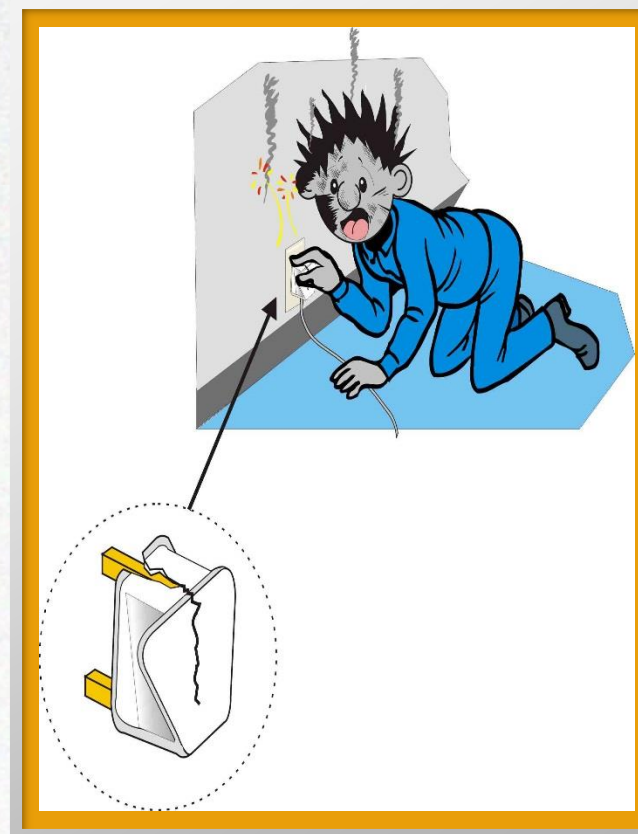




# Electric Safety

## 电气安全

- **Never use damage electrical appliances. Exchange them with your immediate supervisor.**  
**不要使用损坏的电气用具。**





# Tools and Machinery Safety

## 工具和机械的安全

■ Is equipment and machinery securely placed and anchored, to prevent moving?

是否将设备安全放置和固定以防移动？

■ Is fixed machinery provided with appropriate safety guards to prevent injuries to the operator and other employees resulting from point of operation, ingoing nip point, rotating parts, flying chip, and spark hazards?

固定设备是否提供安全装置以保护操作者和其他员工不受旋转部件、飞屑和火花等造成的伤害？





## Tools and Machinery Safety

## 工具和机械的安全

- Are workers protected from fixed objects that may cause injury, such as sharp machine edges?

是否保护工人免受固定物件如锋利的机器边缘的伤害？

- Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

是否保护、安排好用脚操作的开关以防被人或落下物体意外激活？

- Is there a power shut-off switch within reach of the operator' s position at each machine?

在每台机器的操作员伸手可及的范围内是否有断电开关？





# Tools and Machinery Safety

## 工具和机械的安全

- **Workers using hand and power tools may be exposed to these hazards:**  
**工人在使用手动工具的时候，可能会受到如下危险的伤害：**
  - objects that rotate, are abrasive wheel, or gear  
旋转的机件，如砂轮，齿轮等
  - harmful dusts, fumes, mists, vapors, and gases  
有毒的粉尘，烟，油，蒸汽，气体等
  - frayed or damaged electrical cords, hazardous connections and improper grounding  
破损的电缆，不正确的电线连接和不正确的接地。





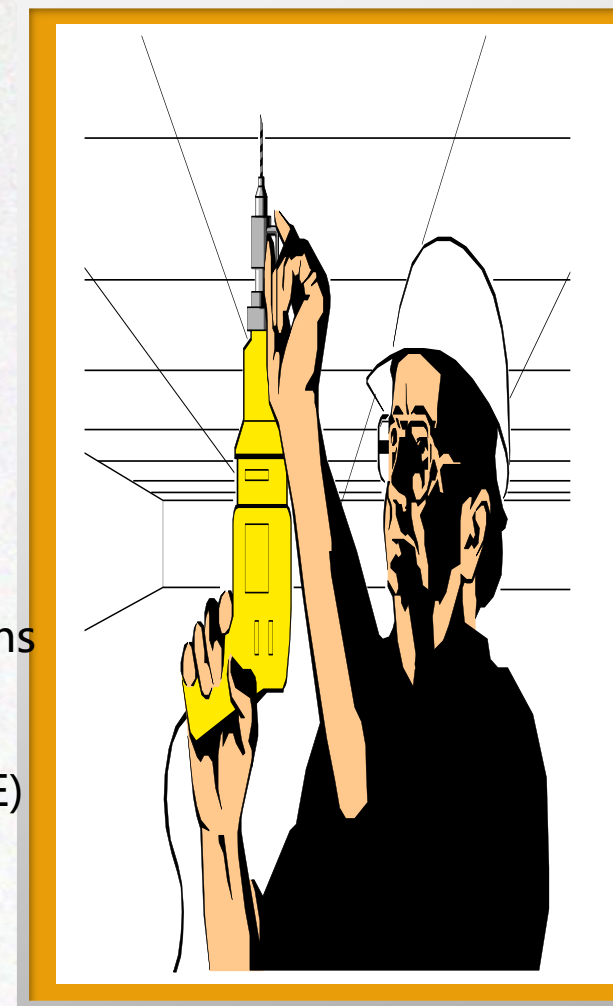
# Tools and Machinery Safety

## 工具和机械的安全

### ■ Basic Tool Safety Rules

#### 手动工具使用的基本安全要求

- Maintain regularly  
加强日常的维护
- Use right tool for the job  
正确使用工具
- Inspect before use  
使用前要检查
- Operate according to manufacturers' instructions  
根据操作手册和规程正确使用手动工具
- Use the right personal protective equipment (PPE)  
正确使用劳防用品
- Use guards  
安全防护装置工况良好





# Tools and Machinery Safety

## 工具和机械的安全

- Only authorised personnel are allowed to operate heavy machinery and equipment.  
特种设备的操作人员应持证上岗。







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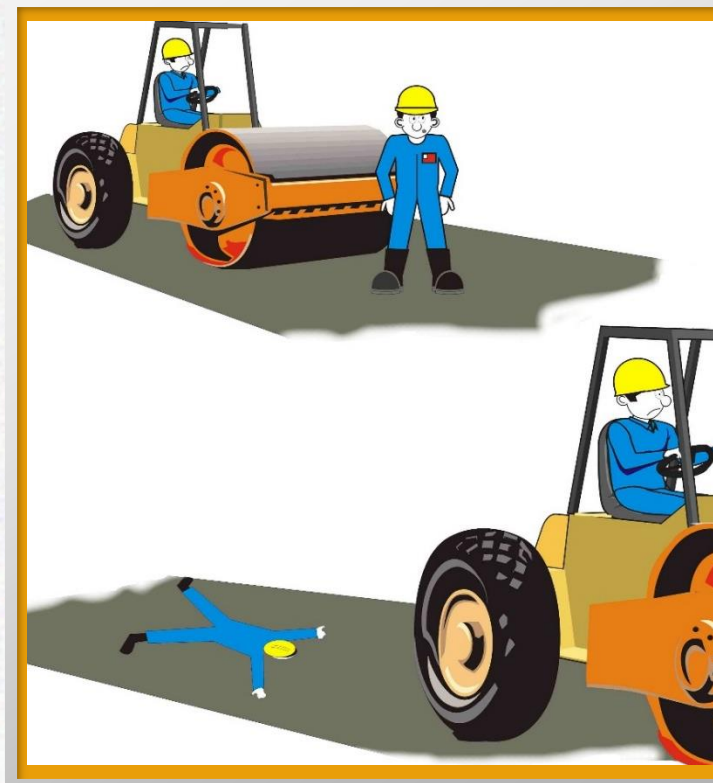


# Tools and Machinery Safety

## 工具和机械的安全

■ **Concentrate when operating machinery e.g. excavator, cranes and bulldozer. Lack in concentration will results in undesirable incidents.**

**各类机器操作时，操作人员应集中注意力。**





# Tools and Machinery Safety

## 工具和机械的安全

■ Do not go near machinery while they are being operated. No unauthorised person is allowed to enter the work area when lifting, piling and excavation in progress.

吊装、开挖等作业区不允许无关人员进入。





# Hot Work And Fire Safety

## 动火作业和消防安全

- Hot work permits obtained and posted as required?

动火许可证是否已经批准并按要求张贴了吗?

- Is a fire watcher on duty, alert and knowledgeable of responsibilities?

是否有一个火警监护人在岗、保持警惕并且了解工作职责?

- Are extinguishers on the job site?

工作现场有灭火器吗?

- Are welders qualification papers? Are they wearing proper PPEs ?

是否有焊工上岗证等资格证明? 是否正确使用个人劳防用品?

- Are welding procedures being followed?

是否遵守焊接程序?





# Hot Work And Fire Safety

## 动火作业和消防安全

- Ensure no flammable materials are present nearby when welding.  
电焊时确保周围无易燃物存在。



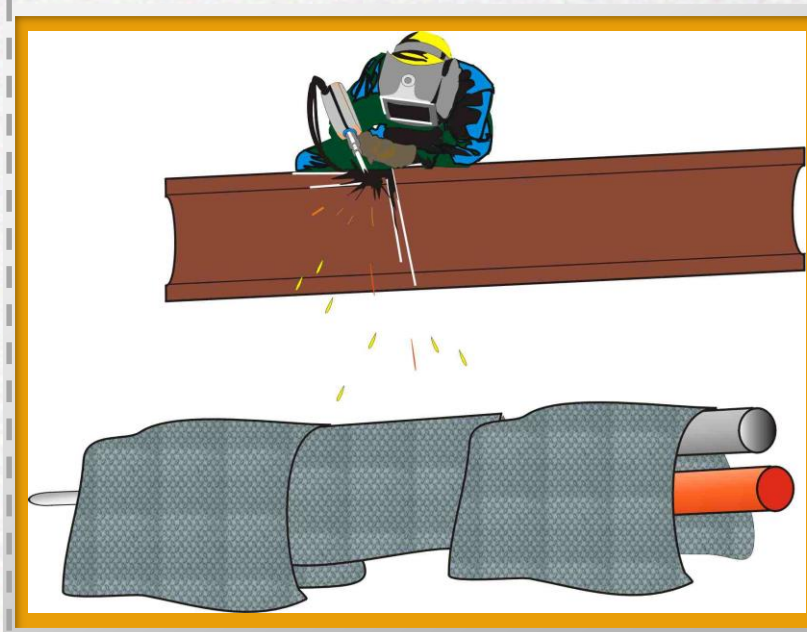


# Hot Work And Fire Safety

## 动火作业和消防安全

- Ensure all equipment, properties, machinery and irremovable flammable materials are covered with fire blankets before any welding to be carried out.

在电焊工作开始之前，确保周围的设备/机器/管道/以及不可移动的易燃材料已被受到防火保护。





# Hot Work And Fire Safety

## 动火作业和消防安全

### ■ Pressure Cylinders 气瓶

- Pressure cylinders must be secured by chained and kept upright.

高压气瓶必须固定并朝上放置

- Cylinders must be transported by cart or trolley.

搬运气瓶时应使用小推车

- Removed empty ones from site or store them separately.

使用后的空瓶应搬离现场或单独存放

- Use proper gas hose and nozzles.

使用正确的软管和喷嘴

- Acetylene shall equipped with back fire resistant

乙炔瓶必须有回火器

- Ensure pressure gauge in good working condition.

确保压力表工作良好



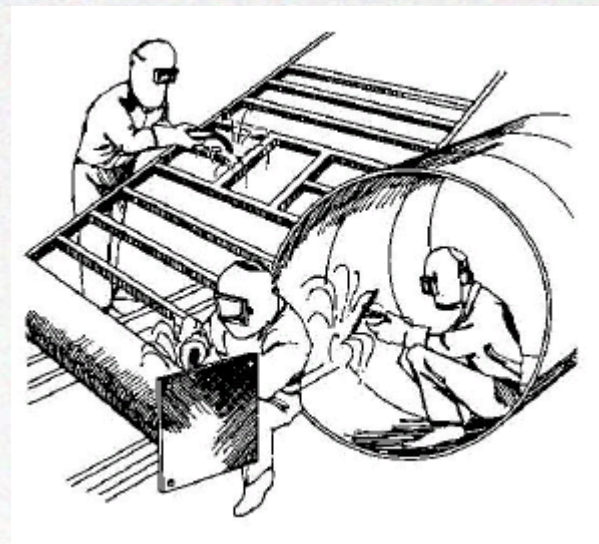


# Hot Work And Fire Safety

## 动火作业和消防安全

### ■ Welding Machine 电焊设备

- Outdoor welding machine shall be proper protected.  
电焊机露天放置时应由防雨设施
- Guard are required for power connection point.  
焊机一次侧接线柱上部应由防护罩
- Clamps shall be qualified with proper insulation and heat resistant capacity.  
焊钳必须采用合格产品，手柄应有良好的绝缘和隔热性能
- Welding cable shall be water proof.  
焊接电缆应使用防水橡皮护套多股铜芯软电缆，且无接头
- Do not use metal materials as circuit.  
严禁使用金属物搭接代替导线使用





## Hazardous Materials and Chemicals

## 危险物和化学品

- Inform safety department prior bringing in of any chemical.

化学品带入现场时应提前通知 安全部

- Provide Material Safety Data Sheet for chemicals use.

化学品使用应提供材料安全数据表 (MSDS)

- Conduct hazard communication program to workers using the chemical.

将危害信息传达给使用化学品的工人

- Provide and maintain adequate and required personal protective equipment to workers.

为化学品操作工人提供和保养足够的、必需的个人防护用品





## Hazardous Materials and Chemicals

## 危险物和化学品

- When dealing with chemicals ensure that you are fully protected. Do not touch chemicals with your bare hands.

化学品操作过程中不允许直接接触化学品



- In the event where chemicals are splashed onto your body, quickly proceed to the nearest water shower and rinse yourself until help arrives.

化学品沾上身体，应立即跑到最近的水源处进行冲洗





## Hazardous Materials and Chemicals

## 危险物和化学品

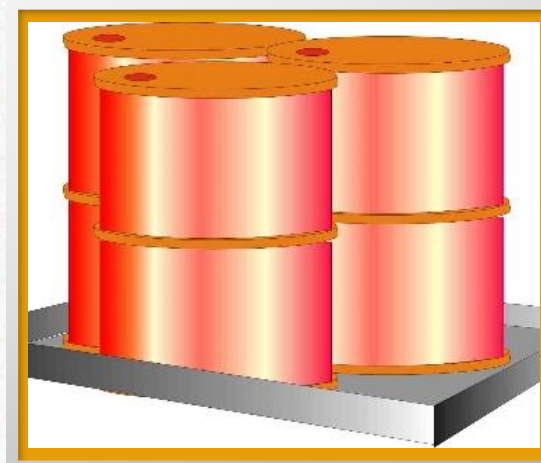
- Store all containers containing chemicals in a proper storage area. Remember to label them. Provide fire extinguisher in the chemical storeroom.

化学品的存放点应正确，应有正确的标记和相应的灭火器



- Always keep your flammable chemical drums in an upright position with drip tray.

化学品储存应按要求进行放置，不允许倾倒放置





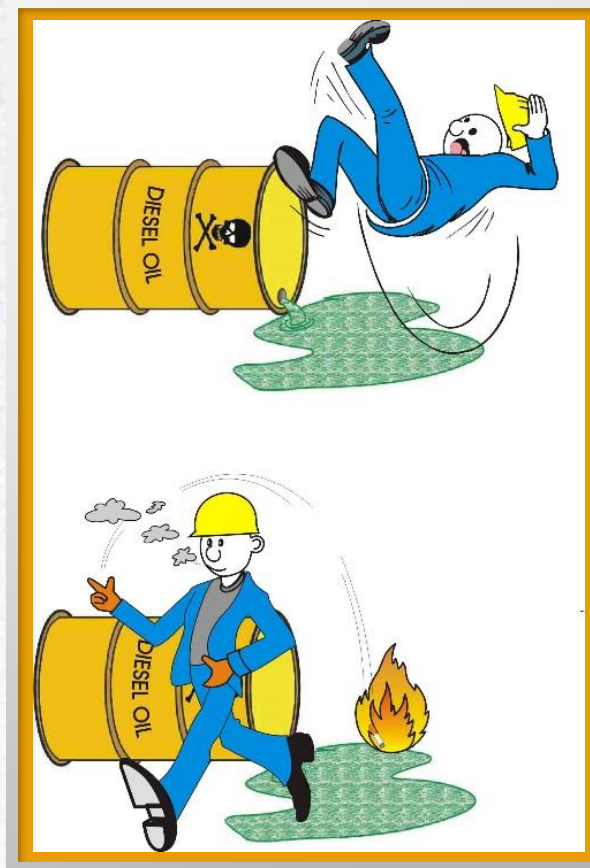
# Safety Permit Systems

## 安全许可证系统

■ You are required to obtained following permit for specific work:

特殊工作应有许可证:

- Hot Work 动火作业
- Confine Space 密闭空间
- Work at Height 高处作业
- Excavation 开挖
- ... ..., etc. 其他, 等等







安 全 类

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# Housekeeping

## 文明施工

- Poor housekeeping produce tripping hazards. Keep your work area clean.

文明施工差的现场会产生安全隐患，必须保证工作现场的整洁。





- Enter and exit building through designated entrance only.  
进出现场或建筑物请走指定的出入口。
- Each worker will be issued a security badge when enter the building.  
进出现场或建筑物前应取得出入卡（胸卡）。
- Security badge must be worn and visible at all times.  
出入卡（胸卡）必须佩戴在显眼的地方。
- Get truck pass permit enter site.  
车辆进入现场前应取得场区行驶证。
- Materials, Machinery, Equipment enter and exit permit must apply.  
材料、机械、设备进出现场应办理进场/出门证。





## Conduct of Rules

## 安全条例的执行





## Conduct of Rules

## 安全条例的执行



**infringement penalty**

**处罚**

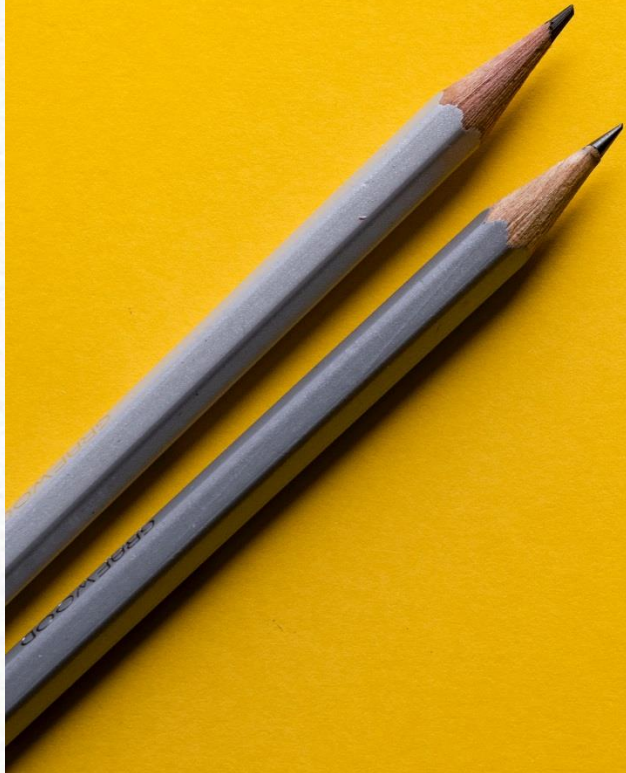


**Awards**

**奖励**







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participation!**

**谢谢你的参与!**