



Wuhu Pacific Plastic Co., Ltd

# Occupational Health and Safety Management System

**Company:** Wuhu Pacific Plastic Co., Ltd

**Applicable Product:** Reusable Plastic Tableware

**Document Purpose:** This Occupational Health and Safety (OHS) Management System is formulated in accordance with national workplace safety laws, occupational health regulations and industrial production safety norms. It standardizes the company's occupational hazard identification, workplace safety control, personal protection, health monitoring, emergency disposal and safety training management. The purpose is to eliminate workplace safety hazards, prevent occupational injuries and occupational diseases, protect the physical health and personal safety of all employees, and ensure safe, stable and standardized factory operation.

**Effective Date:** Immediately Valid

## 1. General Provisions

### 1.1 Management Objectives

To establish a standardized and full-coverage occupational health and safety management mechanism, comprehensively identify potential safety and health hazards in production posts, implement hierarchical risk prevention and control, standardize on-site safe operation and labor protection management, reduce workplace safety accidents and occupational health risks, ensure zero major safety accidents, continuously improve workplace safety conditions, and protect the occupational health and life safety of all employees.

### 1.2 Scope of Application

This system applies to all production workshops, office areas, warehouse areas and all operation posts of Wuhu Pacific Plastic Co., Ltd. It covers occupational hazard assessment, workplace safety management, personal protective equipment

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management, operational safety specifications, fire safety, equipment safety, occupational health monitoring, safety training, accident investigation and emergency disposal.

### **1.3 Core Management Principles**

1. Safety first: Prioritize employee safety and health in all production activities;
2. Prevention first: Identify and control hazards in advance to avoid accidents and health damage;
3. Full-staff participation: All employees implement safety responsibilities at their own posts;
4. Whole-process control: Cover pre-production, in-production and post-event closed-loop management;
5. Continuous improvement: Optimize safety management measures based on inspection and accident data.

## **2. OHS Management Organization & Job Responsibilities**

The company sets up a dedicated occupational health and safety management team to implement hierarchical safety responsibility system to ensure every post has clear safety duties.

### **2.1 Senior Management**

1. Formulate company occupational health and safety policies, annual safety objectives and management plans;
2. Approve OHS management system documents, safety investment plans and emergency plans;
3. Guarantee funds, protective equipment, safety facilities and training resources for occupational health and safety;
4. Organize regular safety work meetings and take overall responsibility for company safety production.



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## **2.2 Administration Department (Safety Management Department)**

1. Responsible for daily implementation, supervision, inspection and record filing of the OHS system;
2. Organize employee safety training, pre-job safety education and regular safety drills;
3. Manage the distribution, inspection and standard use of personal protective equipment;
4. Conduct regular workplace hazard identification, risk assessment and hidden danger rectification tracking;
5. Investigate safety accidents, analyze root causes and implement preventive measures.

## **2.3 Production Department**

1. Implement on-site safety operation specifications and prohibit illegal operation;
2. Conduct daily inspection of workshop equipment, electrical safety and operational hazards;
3. Supervise front-line employees to wear protective equipment correctly and abide by safety disciplines;
4. Report potential safety hazards in a timely manner and cooperate with rectification work;
5. Ensure standardized startup, operation and shutdown of production equipment.

## **2.4 All Employees**

1. Strictly abide by post safety operation specifications and prohibit illegal and risky operations;
2. Correctly use protective equipment, safety facilities and production tools;
3. Take initiative to discover and report on-site safety hazards;
4. Participate in safety training and emergency drills actively;

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5. Bear personal safety responsibility for their own operating behaviors.

### **3. Occupational Hazard Identification & Risk Control**

According to the characteristics of plastic injection molding, trimming and assembly production, the company systematically sorts out and controls common occupational hazards to realize risk grading control.

#### **3.1 Main Workplace Hazards**

1. Physical hazards: mechanical injury, equipment clamping injury, noise, dust, high temperature operation, electric shock risk;
2. Ergonomic hazards: long-term fixed posture operation, repetitive operation fatigue;
3. General environmental hazards: slippery ground, messy stacking, blocked passages, poor ventilation.

#### **3.2 Hazard Prevention & Control Measures**

1. Adopt source prevention: optimize equipment safety protection structure and eliminate mechanical hidden dangers;
2. Process control: standardize operation procedures and prohibit over-speed and overload operation;
3. Environmental improvement: strengthen workshop ventilation, dust removal and noise reduction treatment;
4. Personal protection: configure matching protective supplies according to post hazard level;
5. Regular monitoring: conduct daily inspection and regular risk review for high-risk posts.

### **4. Workplace Safety Operation Management**

#### **4.1 Equipment Safety Management**

All production equipment and auxiliary equipment are equipped with complete safety



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protection devices. Special personnel are responsible for daily inspection, maintenance and lubrication. Faulty equipment shall be stopped, isolated and marked immediately to prevent faulty operation. Equipment maintenance and repair must cut off power source and implement safety locking measures to avoid mechanical injury accidents.

### **4.2 Electrical Safety Management**

Workshop circuit distribution, electrical boxes and electrical equipment comply with safety specifications. Electrical facilities are inspected regularly for aging, damage and leakage risks. Non-professionals are prohibited from disassembling and modifying electrical circuits. Standard power utilization management is implemented to prevent electric shock, short circuit and fire accidents.

### **4.3 On-Site Operation Safety**

All operators must receive pre-job safety training and pass assessment before taking up posts. Strictly implement post operation SOP, prohibit illegal operation, super-range operation and fatigue operation. Workshop passages, emergency exits and fire-fighting channels are kept unblocked at all times. Materials, tools and products are stacked in zones to prevent collapse, collision and falling injuries.

### **4.4 High-Risk Operation Control**

For equipment debugging, mold replacement, equipment maintenance and cleaning operations, implement operation approval and on-site supervision system. High-risk operations must be carried out under safe isolation and protection measures to ensure operational safety.

## **5. Personal Protection & Labor Equipment**

### **Management**

#### **5.1 PPE Allocation & Use**

The company equips corresponding personal protective equipment (PPE) such as



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dust-proof supplies and labor gloves according to post hazard characteristics. All on-the-job employees must wear protective supplies correctly during working hours. It is prohibited to discard, damage or wear non-standard protective equipment.

### **5.2 PPE Inspection & Replacement**

The safety management department regularly inspects the service status of protective equipment, eliminates aging, damaged and failed protective supplies in a timely manner, and uniformly replaces them to ensure the protective performance of PPE meets safety requirements.

## **6. Occupational Health Monitoring & Care**

### **6.1 Pre-Job & Regular Health Management**

The company conducts health confirmation for new employees before taking posts to ensure they are physically suitable for corresponding positions. For long-term front-line employees, regular health status tracking is implemented to ensure early detection and early intervention of potential occupational health problems.

### **6.2 Post Health Protection**

Optimize working hours and working posture arrangement for posts with repetitive operation and long-term standing work to reduce physical fatigue and occupational strain. Improve workshop ventilation and dust removal conditions to ensure a healthy working environment.

### **6.3 Employee Health Education**

Carry out regular occupational health publicity and education, popularize knowledge of occupational disease prevention, safe operation and healthy work habits, improve employees' self-protection awareness, and reduce the incidence of occupational sub-health and occupational hazards.

## **7. Fire Safety & Emergency Management**



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## **7.1 Fire Safety Management**

Fire extinguishers, emergency lights and fire-fighting facilities are fully equipped in workshops and warehouses with complete labels and valid inspection status. Fire-fighting facilities are inspected regularly to ensure they are intact and available. Flammable materials are stored separately and managed in a standardized manner. Open fire and illegal fire behaviors are strictly prohibited in the factory area.

## **7.2 Emergency Plan & Drill**

The company has formulated emergency disposal plans for fire accidents, equipment injury accidents and sudden safety incidents. Organize regular safety emergency drills to ensure all employees master emergency avoidance, self-rescue and mutual-rescue skills, and improve the overall emergency response capacity of the factory.

## **7.3 Accident Handling Mechanism**

Once a workplace safety accident or minor injury occurs, implement on-site disposal, risk control, accident recording, cause analysis and rectification improvement procedures. Form a closed-loop management of accident reporting, investigation, handling and prevention to avoid repeated occurrence of similar accidents.

# **8. Safety Training & Assessment Management**

## **8.1 Pre-Job Safety Training**

All new employees must receive full pre-job safety education, including workplace hazard introduction, operation specifications, PPE use, fire safety knowledge and emergency prevention skills. They can only take up posts after passing the assessment.

## **8.2 Regular Safety Training**

The company carries out monthly routine safety training and seasonal special safety training, focusing on operational safety, hidden danger identification, accident



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prevention and emergency disposal, to continuously improve the overall safety quality of employees.

### 8.3 Safety Assessment & Incentive

Implement post safety assessment mechanism, link safety performance with daily assessment, reward departments and individuals with good safety performance, and rectify and supervise posts with irregular safety behaviors to form a positive safety management atmosphere.

## 9. Daily Inspection & Continuous Improvement

### 9.1 Daily & Regular Inspection

The safety management department conducts daily spot checks and weekly full-coverage inspections on workshop safety, equipment safety, electrical safety, fire protection and PPE standard use, truthfully records hidden dangers, and tracks rectification progress.

### 9.2 Hidden Danger Closed-Loop Rectification

For all safety hidden dangers found in inspections, clarify rectification responsible person, rectification measures and time limit, complete rectification and acceptance within the time limit, and form a complete closed-loop management record of discovery, rectification and verification.

### 9.3 System Continuous Optimization

The company regularly reviews the operation effect of the occupational health and safety management system, combines post hazard changes, new equipment and new process adjustments, continuously optimizes safety control standards and management specifications, and ensures the long-term effectiveness and adaptability of the OHS management system.

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**Effective Date:** Immediately Valid

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