



## **China Overseas Land & Investment Ltd.**

### **Handbook on Production Safety Management (Version 2020)**

#### **Chapter 1 General**

##### **1.1 Purpose**

This handbook is prepared with a view to further improving our production safety management system, regulating acts of production safety, implementing the responsibilities of the enterprise in relation to production safety and achieving homogeneous and standardised production safety management throughout China Overseas Land & Investment Ltd. (“COLI”).

##### **1.2 Basis and scope of application**

This handbook is prepared in accordance with laws and regulations including the Production Safety Law of the People’s Republic of China, the Labour Law of the People’s Republic of China, the Opinion of the CPC Central Committee and State Council on the Promotion of Reform and Development in the Area of Production Safety, the Opinion of the State Council on Fully Enhancing Emergency Management, Overall National Emergency Response Plan for Public Emergencies and the Administrative Regulations on the Work Safety of Construction Projects, and China State Construction Production Safety Management Measures, China State Construction Engineering Corporation Handbook on Production Safety Management (Version 2018), China Overseas Handbook on Production Safety Management (Version 2020) and China Overseas Production Safety Management Measures. This Handbook applies to each department of the headquarters of China Overseas Land & Investment Ltd., regional companies, local companies and specialised companies. If local governments have set provisions in respect of the forms set out in this handbook, local standards shall prevail. This Handbook shall be implemented where local governments have no provisions.

##### **1.3 Guideline on and philosophy of production safety**

Guideline on production safety: safety first, prevention as primary measure, comprehensive control.



Philosophy of safety management: supremacy of life, safe operation first.

Philosophy of safety culture: safety for you, safety for me, safety for COLI.

#### **1.4 Definitions and glossary**

Participating entity: each entity participating in the project construction, including supervising entity, general contractor, sub-contractors and third-party service providers.

### **Chapter 2 Organisational Structure for Production Safety**

In order to implement the requirements of China Overseas on production safety management, adhere to the guideline of “safety first, prevention as primary measure, comprehensive control”, establish a working system of “defined responsibilities at every level, every employee assuming responsibilities and fulfilling his responsibilities” for production safety, and in light of the organisational characteristics of COLI, an organisational structure for production safety management has been established an organisational structure for the management of production safety, featuring all-level and graded control from the headquarters to regional companies, from regional companies to local companies, from local companies to project departments.

#### **2.1 COLI’s Organisational chart for production safety management**

COLI’s organisational chart for production safety management covers production safety management organisations and safety management organisations of development project departments.

#### **2.2 Setup of working bodies for production safety management**

The setup of working bodies for production safety management covers the production safety supervision and management bodies of the headquarters, each regional company, local company and development project department of China Overseas Land & Investment Ltd. and participating entities of development projects.

### **Chapter 3 List of Responsibilities for Production Safety**

In accordance with the requirements of the state and local governments on production



safety, COLI implements responsibilities of enterprises for production safety and improves the responsibility system for production safety featuring “shared responsibilities for party organisation and the government, dual responsibilities for each position, joint control and accountability for negligence of duty”. In line with the principle “the management of the industry must include safety; the management of business must include safety; the management of production must include safety”, COLI implements a production safety accountability system of “whoever in charge shall be responsible; whoever gives approval shall be responsible; whoever inspects shall be responsible”. This handbook defines the responsibilities of each position and department for production safety, thereby promoting the transformation of participation by all employees in production safety to the performance by all employees. In this way, all matters are processed, and all responsibilities are assumed. The process of safety management can be traced back. Persons accountable for safety responsibilities can be held accountable, and acts against rules and regulations will be punished.

### **3.1 Responsibilities of senior executive positions for production safety**

The general manager of China Overseas Land & Investment Ltd. is the first responsible person, responsible for overall production safety. Other senior executive positions which have responsibilities for production safety include Chief Safety Officer, regional general managers, general managers of local companies, project directors.

### **3.2 Responsibilities of supervision and management bodies for production safety**

The Production Safety Supervision and Management Committee is the highest decision-making body of COLI. The Project Management Department of the headquarters is the department of COLI’s headquarters responsible for the supervision and management of production safety.

Under the leadership of the Safety Committee of COLI, Regional Production Safety Supervision and Management Team is responsible for researching, deploying, directing and coordinating regional supervision and management of production safety. The Regional Operations Management Department is the regional production safety supervision and management department of COLI regional companies.



Under the leadership of COLI's Regional Production Safety Supervision and Management Team, the Production Safety Supervision and Management Team of local companies is responsible for researching, deploying, directing and coordinating the supervision and management of production safety for local companies. The Project Management Department of local companies is the regional production safety supervision and management department of COLI.

The Project Construction Team is the project production safety supervision and management department of COLI. Each month, the team conducts safety inspection and grading of the safety management acts and status of on-site safety management of the general contractor, conducts inspection and grading of the safety management acts of the supervising entity and announces the results of grading.

### **3.3 Responsibilities of functional departments for production safety**

The responsibilities of functional departments for production safety cover Administration Department, Human Resources Department, Investment Management Department, Finance and Treasury Department, Operations Management Department, Design Management Department, Intendance and Audit Department, Digital Technology Department, Customer Service Department, Legal and Compliance Department, Cost/Contract Management Department, Sales & Marketing Management Department, Innovative Business Development Department and Corporate Communications Department.

### **3.4 Responsibilities of employees for production safety**

## **Chapter 4 Targets of Production Safety and Provisions on Responsibility Management**

### **4.1 Division of duties**

Duties are defined for all levels of China Overseas Land & Investment Ltd. including the headquarters, regional companies, local companies and project departments. Safety targets will be broken down. A Statement of Production Safety Responsibility will be



signed at each level. Project departments will enter into project production safety management agreements with participating entities.

#### **4.2 Requirements on management**

Requirements on management cover the definition, breakdown and implementation of targets and responsibilities of each regional or local company for production safety management.

### **Chapter 5 Production Safety Planning**

#### **5.1 Fundamental principle**

COLI shall carry out safety planning before the commencement of every development project. The safety planning is a guidance document for the project department to carry out safe production. The safety plan will be compiled into a booklet and implemented after it is reviewed and approved by relevant departments organised by the Project Management Department of local companies. The safety planning shall be prepared one month before the commencement of a project.

#### **5.2 Highlights of production safety planning**

##### **5.2.1 Targets and indicators for production safety**

5.2.2 Safety targets and indicators include (but not limited to) accident control targets: zero work-related fatal accident; indicators shall be set for minor injuries and serious injuries:

Targets for safe and orderly construction; targets for engineering excellence.

Targets for control of complaints from the public, property owners, employees or related parties.

5.2.3 The organisational system for production safety includes members of the leadership group on production safety, the setup of production safety supervision departments, the staffing plan for fulltime/part-time production safety managers and the staffing plan for fulltime/part-time production safety managers of sub-suppliers and sub-contractors. Fulltime/part-time production safety managers of sub-suppliers and sub-contractors shall be



included under the general contractor and managed in a unified manner.

5.2.4 Identification of material source of hazard and risk assessment

5.2.5 Assurance plan for production safety management system

5.2.6 Plan for production safety education and training

5.2.7 Plan for production safety activities

5.2.8 Emergency management plan for production safety

## **Chapter 6 Provisions on the Management of Production Safety Education and Training**

In order to improve the production safety education and training system of COLI, so as to enable the Company to carry out production safety education and training effectively, enhance the knowledge and skills of employees of all levels on production safety, and increase their awareness of safety, safety quality and ability, this handbook sets out the types, object, timing and content of the production safety education and training to be provided by COLI. This handbook sets out detailed provisions on requirements on management in relation to the preparation of safety education and training plan; organisation, implementation and recoding; duties, authority, working procedures, etc.

### **6.1 Training of leaders**

### **6.2 Training of managers**

### **6.3 Content of safety education and training**

The content of safety training at levels of the Company, departments and project departments are clarified.

### **6.4 Requirements on safety training management**

Requirements on safety training management cover regional companies, local companies and project departments. Each unit shall include production safety education



and training into its annual work plan. Each unit shall establish and improve archive management for production safety education and training, thereby recording accurately and in detail the conditions of training and assessment.

## **Chapter 7 Cost Management Related to Production Safety**

This covers general provisions, scope of use, input plan, use of costs, management of cost by participating entities in relation to production safety, including stages of tendering and construction.

## **Chapter 8 Provisions on Emergency Management**

### **8.1 Emergency response plan**

COLI's Project Department shall prepare an emergency response plan based on accident analysis and investigation of emergency resources, and such plan shall like up with units of a higher level, local government and relevant departments. The emergency response plan shall define clearly the grades of emergency response and define the conditions for the initiation of emergency response plan.

The emergency response plan shall define the duties of employees of different levels and positions in emergency response, measures of emergency response and matters to note.

In the on-site emergency response plan, emergency response cards shall be prepared, defining "what to do", "how to do" and "who to do" for employees of different positions in an emergency.

### **8.2 Emergency drills**

The Project Department shall enhance emergency response training and drills, and put in place emergency supplies and equipment.

Upon the completion of an emergency response drill, an assessment shall be made on the process of the drill, and an assessment report shall be prepared. In light of the problems identified, rectification measures shall be established in aspects including improving the response plan, revising the system and enhancing training. The responsibilities for



rectification shall be determined, and all rectifications shall be made before the specified date.

The Project Department shall keep archives for emergency response drills. The archives shall at least include the content of drills, problems and the status of rectifications.

### **8.3 Emergency handling**

The Project Department shall implement the emergency reporting system strictly.

Upon the initiation of the emergency response plan, an on-site command post shall be established as soon as possible. A responsible senior executive or authorised person will act as on-site commander to lead the on-site emergency response.

Upon the initiation of the emergency response plan, on-site isolation and emergent evacuation shall be made as soon as possible. Persons unrelated to emergency response shall be evacuated quickly.

In the event of an emergency which may affect surrounding structures or public safety, a report shall be made to the local government and a warning message shall be given to enterprises and public in the vicinity in a timely manner.

Early warnings of extreme weather conditions shall be communicated in a timely manner, and relevant measures shall be implemented. Upon the occurrence of an emergency, a corresponding emergency response plan shall be initiated in a timely manner.

## **Chapter 9 Provisions on Management of Production Safety-Related Accidents and Incidents**

### **9.1 Purpose of preparation**

### **9.2 Accident classification**

Production safety accidents (hereinafter referred to as “accidents”) are classified into extraordinarily serious accident, serious accident, relatively serious accident and general accident based on the casualties or immediate economic loss caused.



### **9.3 Accident reporting**

The timing of level-by-level reporting and form of reporting shall be defined.

### **9.4 Accident investigation**

Members of the accident investigation group, duties of the accident investigation group and accident investigation report shall be covered.

### **9.5 Accident handling**

In respect of an accident investigation organised by a government department at a corresponding level, the results of handling shall be implemented according to the accident investigation report of the government.

The comments on accident handling and precautionary measures investigation shall be implemented by the unit where the accident occurred under the supervision of the Project Management Department of the local company.

Accident handling shall be completed within 30 days (or within 60 in extraordinary circumstances). Upon the completion of handling of a production safety accident, the results of handling shall be announced.

### **9.6 Accident accountability**

In light of the grade of accident, employees of all levels will be held accountable for production safety in light of their duties related to production safety.

### **9.7 Accident archive management**

Every local company shall establish accident archive, which shall be compiled and filed by the local Project Management Department. Accident archives are permanent records and they shall be stored at the local company and reported to the unit at the higher level.

### **9.8 Rectification and lessons learnt**



## **Chapter 10 Provisions on Production Safety Management for Participating Entities**

### **10.1 Purpose of preparation**

These provisions are made for the purpose of enhancing the safety management of external contractors (or service providers) which are engaged through contracts or letters of engagement, creating a safe and healthy environment, avoiding safety-related risks to relevant parties and ensuring normal implementation of production and operation of each project contractor.

### **10.2 Requirements on production safety management for participating entities**

#### **10.2.1 Requirements on production safety management for construction contractors**

Safety management of contractors shall be enhanced as they are entities primarily responsible for safety during the construction period.

During the tender period, the safety-related credentials and qualifications of contractors and individuals shall be verified. Highlights of safety measures before the commencement of construction and during the construction period shall be defined for the general contractor.

#### **10.2.2 Requirements on production safety management for supervising entity**

The supervising entity is the responsibility entity which is accountable to contractors in the performance of safety management responsibilities and the input into safety facilities. This also includes the safety behaviour of employees of the supervising entity.

## **Chapter 11 COLI Guidance on Safety Management for Supervising Entity**

### **11.1 Purpose of preparation**

To supervise effectively the safety supervision performed by the supervising entity, procure the performance of safety supervision by the supervising entity, keep construction



safety under control to ensure smooth progress of projects.

## **11.2 Requirements on management**

### **11.2.1 Stage of preparation for construction**

#### **11.2.1.1 Organisation responsible for supervision of production safety**

1) The supervising entity shall establish a production safety supervision management system and set rules on production safety supervision in construction. Guidance and inspection on the supervision of production safety shall be provided to the supervising entity.

2) The General Supervising Engineer shall assume overall responsibility for the supervision of production safety. Under the leadership of the General Supervising Engineer, the supervising personnel are responsible for specific safety management tasks.

#### **11.2.1.2 Planning of production safety supervision**

The supervising entity shall prepare a production safety supervision plan, which shall include the following:

- 1) targets and basis of production safety supervision plan;
- 2) scope and content of production safety supervision;
- 3) working system and workflow of production safety supervision;
- 4) focus and measures of production safety supervision;

The supervising entity shall establish a safety management system for relatively high-risk subprojects and include such subprojects into the production safety supervision plan. In addition, safety supervision workflows, methods and measures shall be made in light of the characteristics of projects, the surrounding environment, construction techniques, etc.

#### **11.2.1.3 Implementation rules for production safety supervision**



1) In respect of relatively high-risk subprojects, the supervising entity shall prepare implementation rules for production safety supervision. The implementation rules shall be practicable and shall be implemented upon the approval by the General Supervising Engineer. The supervising entity shall include relatively high-risk subprojects into the implementation rules for supervision. Workflows, methods and measures shall be made for production safety supervision in light of the characteristics of projects, surrounding environment, construction technics, etc.

2) The implementation rules shall supplement specific methods and measures addressing the key points and difficulties of production safety supervision.

3) During the course of construction, the implementation of production safety supervision shall be revised and improved based on the actual circumstances and implemented upon the approval by the General Supervising Engineer.

#### 11.2.1.4 Review of the builders' design

Before the commencement of a project, the General Supervising Engineer shall organise professional supervising engineers to review the builders' design and provide review comments. If the design complies with requirements, the General Supervising Engineer shall sign in approval. The result of review shall be provided to the builders, with carbon copy to the Project Department.

#### 11.2.2 Phases of construction

##### 11.2.2.1 Requirements on credentials and personnel of the supervising entity

1) The supervising entity shall arrange supervising personnel to be on duty as required for construction, and handle safety issues in construction on site in a timely manner.

2) The General Supervising Engineer shall prepare rules on the assessment of supervising personnel at each position. The results of quarterly assessment will be reported to the Project Department. In the meantime, the Project Department assess the supervising entity on a monthly basis, complete the "Assessment Form for Supervising Entities" and send letters to the headquarter of the supervising entity regularly.



3) In the event of any change to the supervising personnel and organisation after review and confirmation by the Project Department, such change may be made only if one-week prior written notice is given to the Project Department and approval is obtained. Otherwise, penalties will apply according to relevant contractual terms.

#### 11.2.2.2 Management of office and information

1) Network office equipment, cameras, measuring equipment and all testing tools shall be in place. Inspections shall be made regularly each year to ensure accurate performance for the equipment.

2) Office layout: positions and duties, layout plan, progress plan, etc. shall be posted on walls. The office layout shall be consistent with the image of the Company, with an aesthetic appearance.

3) Recording of information: daily information including positions and duties, safety supervision log, on-site supervision records, measurement records, records of inspection and acceptance, meeting minutes and rectification notice shall be complete, accurate and recorded in a timely manner.

4) Information sorting and binding: information shall be bound and filed in a timely manner.

#### 11.2.2.3 Content and measures of safety supervision

1) The supervising entity shall organise safety inspections on a weekly basis and keep proper records. They shall organise a general safety inspection on a monthly basis, give scores and hold competitions;

2) The supervising entity shall procure the builders to establish, improve and implement a construction assurance system, so as to implement construction safety responsibilities;

3) During the course of construction, if the builders is found to commence construction without obtaining endorsement of the project construction scheme by the General Supervising Engineer, the supervising entity shall give a suspension order in a



timely manner and report the circumstance to the Project Department. If the builders refuses to suspend construction, the supervising entity shall report to the administrative department in writing;

4) In respect of a relatively high-risk subproject, the supervising entity, the builders shall organise relevant personnel to carry out inspection and acceptance. The subproject shall not enter the next process unless it passes inspection and acceptance and is signed by the person in charge and the General Supervising Engineer;

5) Before the implementation of the project construction scheme, the supervising personnel shall witness on-site the staff or technical executives of the project, and make technical briefing to the on-site managers and operating personnel.

6) The supervising entity shall inspect the builders' production safety assurance system and production safety permits and review the credentials and staffing of dedicated managers. In the event of any failure to pass the inspection, written request for rectification shall be given to the builders in a timely manner;

7) The supervising entity shall examine the qualification certificates, certificates of appointment and certificates of annual inspection of operators of large construction machinery and special tasks. In the event of any failure to pass the inspection, written request for rectification shall be given to the builders in a timely manner;

8) The supervising entity shall check the on-site safety signs and safety measures for compliance with mandatory standards and requirements. In the event of any failure to pass the inspection, written request for rectification shall be given to the builders in a timely manner;

9) The supervising entity shall organise inspection and acceptance of jack-up facilities such as hoisting machinery, integrated lifting scaffolding and formwork, and keep proper records of inspection and acceptance. In the event of any failure to pass the inspection and acceptance, written request for rectification shall be given to the builders in a timely manner;

10) The supervising personnel shall inspect the process of construction and procure the builders to establish and improve a management system for production safety and



orderly construction, and safety technical operating procedures, and implement safety technical measures. If any construction against rules or potential safety hazard is identified, written request for rectification shall be given to the builders in a timely manner;

11) The supervising entity shall carry out inspection on the construction site for safe and orderly construction. In the event of noncompliance with relevant national regulations, the builders shall be urged to make rectifications. If any serious potential safety hazard is identified, the builders shall be requested to suspend construction and make rectifications. If the builders refuses to make rectifications or suspend construction to make rectifications as requested by the supervising entity, the supervising entity shall report to the Project Department and the administrative department in charge of construction in a timely manner;

12) In the event of any emergent serious potential safety hazard in foundation pit support works, excavation works, formworks, hoisting works, scaffolding works, hand digging pile works, etc. on the construction site, and it is incapable of being stopped effectively, the supervising entity shall report to the Project Department and the administrative department in charge of construction in a timely manner;

13) The supervising entity shall review the Application for Payment for Measures of Safety Protection and Orderly Construction submitted by the builders. After the application is approved by a dedicated supervising engineer, it shall be signed by the General Supervising Engineer and reported to the Project Department.

## **Chapter 12 COLI Guidance on Safety Management for the Builders**

### **12.1 Purpose of preparation**

To supervise effectively the production safety work performed by the builders, keep project construction under control and ensure smooth progress of projects.

### **12.2 Requirements on management**

#### **12.2.1 Credentials and qualifications**

The builders shall establish project safety management organisations and appoint



safety management staff according to the provisions of the Setup of Production Safety Management Organisations and Staffing of Dedicated Production Safety Managers for Construction Enterprises.

The builders shall submit credential documents of safety managers to the project company. If any safety manager fails to meet the requirements of the position, the builders shall replace such manager at the request of the project company.

The Chief Safety Officer (Safety Director) of the builders shall hold a professional title of engineer or above, with more than 4 years of working experience in safety management for construction projects.

In the event of any change to safety managers or if the Chief Safety Officer (Safety Director) is on leave, the builders shall report to the project company.

Construction managers and dedicated safety officers shall receive safety education, training and assessment each year.

#### **12.2.2 Safety Management System**

The builders shall establish a production safety management system, set goals and production safety rules and systems such as accountability system, safety inspection, education and training, safety funding protection, operating procedures. It shall implement production safety responsibilities.

#### **12.2.3 Submission of materials and schemes for review and approval**

In the witness of a supervising entity, the builders shall deliver safety equipment including steel tubes, fasteners, safety nets, safety helmets for inspection, and such equipment may be put into use only after it passes inspection.

Construction machinery, facilities and equipment to be used on the construction site shall be reported to the supervising entity for inspection and acceptance before they are put into use.

The builders shall prepare a special construction scheme according to the Provisions



on Safety Management for Relatively High-Risk Subprojects and submit it to the supervising entity for review and approval.

In respect of relatively high-risk subprojects exceeding a certain size, expert evaluation shall be organised and the construction shall be organised strictly according to the evaluated scheme.

#### **12.2.4 Safety education and briefing**

The builders shall provide three-level safety education to new workers appointed to or transferred to the site.

Pre-shift safety activity (morning meeting) shall be held on a daily basis.

Training in operating procedures shall be held on a monthly basis.

Before the implementation of a project construction scheme, members of the staff or technical person in charge shall make technical briefing to the site managers and operators in the witness of the supervising personnel.

Special operation personnel shall hold required certificates in order to take up their positions. They shall receive technical briefing before taking up their positions and receive safety education and training on a monthly basis.

#### **12.2.5 Management of major hazard sources**

The builders shall enhance their control over and management of major hazard sources, establish a management system for major hazard sources, and identify, register, announce and control major hazard sources on the construction site.

#### **12.2.6 Management of subcontractors**

The general contractor shall review the credentials, production safety permits of subcontractors and the qualifications of relevant personnel, and submit to the supervising entity for review.

The general contractor shall enter into a production safety agreement and a fire



services agreement with subcontractors and file the same with the project company for the record.

A subcontractor shall appoint a project manager and dedicated safety officers as required. The project manager and the dedicated safety officers shall hold B certificate and C certificate respectively.

#### **12.2.7 Management of orderly construction**

The builders shall make standard setup for the gate, hoarding, road hardening, material storage, vehicle washing facilities, etc. according to the requirements of the project or internal CI requirements of the enterprise.

Water shall be sprayed on main roads on the construction site to reduce dust.

A responsible person shall be designated for the living quarters. The canteen shall obtain a hygiene license. Each canteen staff member shall obtain a health certificate. Food samples shall be kept. Dormitories shall be kept clean and tidy. No flammables or explosives shall be stored.

The office area shall be separated from the construction area. Within the radius of gyration of a tower crane or the fall radius of external scaffolds, two-layer protective sheds shall be erected.

Greening shall be provided in the office and living areas.

#### **12.2.8 Safety inspection**

The builders shall conduct self-inspection on the external scaffolds, tower cranes, construction elevators, formwork support system, construction machinery, make-shift electric consumption, etc. on the construction site and keep proper inspection records.

The safety officers of the Project Department shall carry out one-site safety inspections and complete safety inspection logs.

The Project Department shall carry out safety inspections on a weekly basis and safety self-assessment on a monthly basis. The enterprise shall carry out safety inspections



on the Project Department on a monthly basis.

The builders shall participate in regular project safety inspections and production safety meetings organised by the supervising entity, and rectify potential safety hazards identified in the inspections according to the principle of “three decide”.

#### **12.2.9 Assurance of safety funds**

The builders shall obtain insurance for the on-site construction staff and pay the premium thereof.

The builders shall allocate dedicated funds for measures to maintain safety and order. Each month, the builders shall submit a list of planned use of safety funds and report the use safety funds in the preceding month, with copies of bills attached.

#### **12.2.10 Emergency response plans and drills**

The builders shall make specialised emergency rescue plans in light of project characteristics to prevent major harms including electric shock, landslide, fall from height, lifting and mechanical injuries, fire, object strike, etc.

The builders shall establish an emergency rescue organisation, train and appoint rescue personnel, organise emergency rescue drills for the staff regularly and keep proper records of the drills.

The builders shall have in place emergency rescue equipment tools and equipment.

### **Chapter 13 Occupational Health Management**

#### **13.1 Planning**

The Project Department shall organise participating entities to identify and evaluate factors of occupational hazards each year and establish a list of occupational hazards.

The Project Department shall organise participating entities to make an annual working plan and an implementation plan every year for the prevention of occupational diseases.



### **13.2 Signs and notices**

The Project Department shall organise participating entities to set up warning signs at conspicuous places at premises, posts, equipment or facilities which may result in occupational hazards.

### **13.3 Monitoring and control**

The Project Department shall organise participating entities to monitor occupational hazards at workplaces and working processes at a frequency not lower than that required by regulations, and control the level of concentration (intensity) of occupational hazards.

The Project Department shall organise participating entities to inspect, maintain and repair occupational disease prevention facilities and ensure their good working conditions.

Premises which exceed the required level shall be treated as potential safety hazards.

### **13.4 Physical examination and protection**

The Project Department shall organise participating entities to arrange health examinations for employees who have contacts with operations subject to occupational hazards before they are assigned to their positions, during the period they hold such positions and after they leave such positions, and establish personal occupational health monitoring archives.

Employees who have not taken a pre-placement health examination shall not be assigned to operations in contact with occupational hazards.

If an employee is found to have any abnormal indicator, re-examination, diagnosis, treatment and transfer of position shall be arranged in a timely manner. Any employee that is found to be mentally unsound shall be prohibited from taking a position.

The Project Department shall organise participating entities to equip employees with protective equipment compliant with requirements. No employee shall be arranged to work at a workplace where hazards exceed the specified level.

An employee holding a position shall be aware of the occupational hazards this



position is subject to, and command the working techniques to prevent occupational diseases. No person that fails to wear or use protective equipment as required shall be allowed to work.

## **Chapter 14 Management of Safety Inspections and Hazard Screening**

### **14.1 Types and items of safety inspections**

Safety inspections include safety inspection at the headquarters, safety inspection at regional companies, safety inspection at local companies and safety inspection at project departments.

### **14.2 Implementation of safety inspections**

The entity conducting an inspection shall issue inspection plans and items in advance (except for unannounced inspection). Inspectors shall conduct inspect the items set out in the checklist.

Upon the completion of the inspection, a summary meeting shall be held to raise requirements on the rectification of potential safety hazards identified on the site.

The inspected entity shall complete rectifications according to the requirements on the rectification of potential safety hazards and submit a report on rectifications following safety inspection to the inspecting entity. The report on rectifications following safety inspection shall include the time of completion of the safety inspection and photos of the rectifications. The inspecting entity shall re-inspect the rectification of safety hazards based on the specific circumstance.

## **Chapter 15 Assessment of Production Safety Management**

### **15.1 Annual assessment of production safety management**

Entities at each level shall use the fulfilment of assessment indicators set out in the Statement of Targets and Responsibilities on Production Safety as the basis for the annual assessment of production safety management.

### **15.2 Assessment of management of production safety process**



**中國海外發展有限公司**  
**CHINA OVERSEAS LAND & INVESTMENT LTD.**

In light of the results of comprehensive assessment and unannounced inspections carried out by the headquarter and the occurrence of safety accidents at projects in progress, COLI Star Management Rules (《中海星管理辦法》) shall be applied in assessment.