

STEP I

第一阶段

(Necessary for Fair Stone Partners to use the label)

(贴标志前必要措施)

Occupational Safety and Health (OSH)

职业安全与健康

Risk Assessment (§3 of the Standard) - 风险评估 (根据标准第 3 条)

- Assign a person (own staff or external services) who is responsible for the Risk Assessment (this person can also be the Fair Stone Manager).

指定一位风险评估负责人 (自己的员工或外部服务人员, 也可以是公平石材负责人)。

Safe workplaces (§7 and §4 of the Standard) 车间安全 (根据标准第 7 和第 4 条)



Why should I wear PPE?

我为什么要戴个人防护用品 (简称 PPE)?

Silicosis is a debilitating and often fatal lung disease among workers that are employed in mining, rock quarrying, rock processing, etc. It is incurable but preventable.

矽肺病常见于从事采矿, 岩石开采, 岩石加工等行业的工人, 是使人衰竭并经常致死的一种肺部疾病, 它是不治之证, 但可预防。



Possible description

合适描述

A sanitary and high quality dust mask can make you feel safer and more comfort when you are working or exposing in a dust environment like in the natural stone industry.

当你在一个粉尘环境下（如天然石材行业）工作或暴露其中时，一个卫生且高质量的防尘口罩可以使您感到更安全且舒适



Example of a N95 (FFP2) dust mask.
plug.

N95 (FFP2)防尘口罩示例



Example of an ear

防噪耳塞示例

Furthermore safety goggles and ear plugs are necessary to avoid injuries of the eye and deafness. Noise at your work place can be really painful and can influence concentration and well being.

此外护目镜和耳塞是必要的，以避免伤害眼睛和听力。在你工作场所的噪音是及其令人痛苦的，它可以影响您的注意力和健康。

If you use hearing protection it is important that the absorption is not too high so that you can still communicate.

如果你使用听力保护装备时，它的吸音率不可以太高，这很重要，这样你仍然可以与人沟通。

Adequate PPE **must** be used by personnel.

在有必要的地方须使用适当的个人防护用品 (PPE)

- Safety helmets (e.g. in the quarry) 安全帽 (如：在矿山)
- Hearing protection (e.g. working close to saws, etc) 听力保护 (如：靠近大切机等工作时)
- Dust mask for silica dust (N95 / FFP2 Filter) 针对二氧化硅粉尘的防尘口罩 (N95 / FFP2 过滤器)
- Suitable protective gloves (e.g. stocking or polishing) 合适的防护手套 (如囤货或磨光时)
- Safety shoes (e.g. in the factory) 安全鞋 (如：在工厂)
- Safety glasses (e.g. flaming) 防护镜 (如：火烧加工时)
- If necessary: water proof clothing (e.g. polishing) 如有必要，还应提供防水衣 (如磨光加工的)

Make sure that your workers wear proper PPE where needed!

始终确保工人在需要的地方佩戴合适的个人防护用品 (PPE) !

Fair Stone Workshop (incl. PPE and OSH) 公平石材的职业安全与健康 PPE 讲习班)

- Please arrange a Fair Stone Information Workshop where your workers are informed about Fair Stone and advised about OSH and the use of PPE. 举办职业安全与健康和个人防护用品讲习班
- Please upload a participation list with the names and signs of the participants. 请上传参与者的名单。
- Always make sure that **all** workers have adequate Personal Protection Equipment (PPE) and use it at all times during work. 始终确保所有工人有合适的个人防护用品 (PPE) 并在工作期间坚持使用

Always make sure that there are no children playing in/ around workplaces.

确保始终没有儿童在工作场所附近玩耍

- Prohibition signs “No Children allowed” can be put up at prominent places in the factory compound. 建议：禁止标志“儿童止步”可贴在工厂场地显眼的地方。

Mark all workplaces with signs about PPE directives.在所有工作场地都有关于 PPE 标志指示。

- These safety signs must give clear instructions as to which PPE must be used at the respective division/workplace. Please use our "Required PPE" signs. Print these signs, shrink-wrap them and hang them up visibly.

这些标志必须给出明确指示关于哪些“PPE”必须在相应的车间/工作场所被使用，请使用我们的“必备的 PPE”标志，您可以在“实施包”中找到，打印出这些标志，覆膜后挂在显眼正确的地方。

- Make sure that only those signs are hanged up which are understandable for your workers and which are needed. 请确保所挂的这些标志是必要的而且是您的员工都可以理解的
- Take a representative photo of a safety sign hanged up visibly at a workplace and upload it.

拍下挂在各个工作场所显眼地方的安全标志的照片并上传。

Provide appropriate First Aid Equipment (§6 of the Standard)提供适当的急救设备 (根据标准第 6 条)

- According to §6 the factory must provide adequate and appropriate First Aid equipment. First Aid boxes must be available in the workplace at all times. They must be well-stocked, clearly marked and accessible for everybody.

根据标准§6 工厂必须提供足够及适当的急救设备。工作场所必须随时提供急救箱，妥善存放并标有醒目标识易于每个人取用。

- Upload a photo of your open First Aid equipment. 请上传一张打开的急救箱设备的照片。

Example of First Aid equipment 急救箱设备示例



Labour Issues 劳工问题

Assign a person, who is responsible for labour issues (this person can be the general Fair Stone Manager). **指定劳工问题负责人** (这位负责人可以是公平石材负总责人)。

- The manager (who is responsible) for the implementation of the labour and human rights policy must be well informed and carefully trained about all criteria detailed in §19 to §24. The Fair Stone Representative of your region will support you.

负责劳动权和人权政策实施的负责人必须熟知该标准§19 至§24 中的所有准则并受过严谨的培训。

您所在区域的公平石材代表将会协助您。

Attendance Records

考勤记录

- The working hours of each worker must be recorded in an attendance record, for each worker individually and continuously. You can find an example sheet uploaded in Tracing Fair Stone.

每个工人的工作时间必须单独且连续地记录在考勤表里。可在 www.tracingfairstone.com 找到上传的列表。

STEP II

第二阶段

Occupational Safety and Health (OSH)

职业安全与健康

Risk Assessment (§3 of the Standard) - 风险评估 (标准第 3 条)

➤ Write a Risk Assessment, which includes the following points:写一份风险评估报告，包含以下几点内容：

- Define the various areas of activities/ working practices in which hazards exist, e.g. blasting, loading, excavation, block saw, slab store, grinding, polishing, transport, etc.

详细说明各种活动/工作实践区域都存在哪些危害，如：爆破，装载，挖掘，锯料，板材储放区，研磨，抛光，运输等。

- What needs improvement? 什么需要改进？

After the Risk Assessment is carried out, define and schedule tasks that must be done to improve the safety conditions – set a deadline.

风险评估执行后，详细说明并安排任务，检查哪些安全条件必须被改进，定一个最后期限。

- How is it ensured that all accidents, near misses and other faults are recorded and analysed?

怎样确保所有意外，幸免及其他故障已被记录并分析过？

➤ As an example which criteria you should consider, read the *Risk Assessment Example* in *TFS* (see Step by Step Descriptions).

请参考表格 F-1-2a 风险评估样本，举例哪些标准您必须考虑到。您可以使用空白的表格 F-1-2b 或自己制作贵司的风险评估文件

➤ Please upload your Risk Assessment.

请发送一份您的风险评估副本。

Make sure there are sufficient fire-extinguishers placed throughout the factory and that they are regularly serviced. 确保整个工厂有足够的灭火器并定期维修。



Fire-extinguisher with appropriate sign. Workers can easily find fire-extinguisher when needed. 灭火器应具有合适的标志.工人在需要时可以很容易找到灭火器



Fire-extinguisher and First Aid Box are not accessible.

无法拿到的灭火器和急救箱。

- Fire-extinguishers have to be accessible at any time and easily.
确保在任何时候都能容易地拿到灭火器。
- Upload one photo of one of your fire-extinguishers.
请上传你工厂灭火器的照片。

Environment 环境

Water recycling (§26 of the Standard) - 水资源再循环利用 (标准第 26)

- Water Recycling facilities have to be cleaned regularly. 水资源再循环利用设施须定期清理。
- Upload one photo of your water recycling facility. 请上传水资源再循环利用设施的照片。



STEP III

第三阶段

Occupational of Safety and Health (OSH)

职业安全与健康

First Aid (§6 of the Standard) - **急救** (标准第 6 条)

- According to §6 the factory must provide adequate and appropriate First Aid equipment. First Aid boxes must be available in the workplace at all times. They must be well-stocked, clearly marked and accessible for everybody.

根据标准第§6 条工厂必须提供充足及适当的急救设备。工作场所必须随时提供急救箱，妥善存放并标有醒目标识易于每个人取用。

- Additionally at least two persons should be trained in First Aid in every work division. These persons should know how to act in case of accident and emergency. They should know who to call (ambulance, fire brigade, hospital etc.) and how to provide First Aid.

工厂每个部门至少有两个人必须接受过急救知识培训。如果有意外和紧急事件发生，这些人员必须知道如何处理：他们应知道其求救对象（如：救护车、消防队、医院等）且知道如何提供急救。

- Provide adequate and appropriate First Aid equipment like dressing material, disinfectant, scissors etc. as well as adequate fire extinguishers in your factory.

提供足够及适当的急救设备如包扎用品，消毒剂，剪刀等，以及在您的工厂提供足够的灭火器。

- Please upload one relevant photo of a First Aid box (and its material).

请上传开着的急救箱（可以看到里面物品）的照片。

Labour Issues 劳工问题

Labour contracts (§21.1 of the Standard)

劳动合同（标准第 21.1 条）

- Every worker must have an individual written labour contract.
每个工人必须有一份单独的书面劳动合同。
- Please upload one relevant labour contract for employees and one for subcontracted workers.
请上传目前所有相关工种的劳动合同样本（包括转包工人的合同或协议）。

Attendance Records 考勤记录

- The working hours of each worker must be recorded in an attendance record, for each worker individually and continuously.
每个工人的工作时间必须单独且连续地记录在考勤表里。
 - Please upload one attendance record sheet as example.
请上传一份考勤表作为例子
- You can find an example sheet uploaded in the Tracing Fair Stone.
可在 www.tracingfairstone.com 找到上传的列表。