

MANAGEMENT SYSTEM

管理系统

Installation of a “Suggestions and Complaints Box” for employees (§25.3 of the Standard)

安装员工“建议与投诉箱” (标准第 25.3 条)

Note: This task is not only a question of respecting the rights of workers and employees. Independent und international studies show that factories and enterprises which respect the rights of their workers are better off and have a higher productivity than factories, which do not respect workers' rights. Compare also ILO Convention 111.

注意：这项工作不仅仅关系到对工人和员工权益的尊重。独立国际研究显示那些尊重工人权益的工厂和企业比那些不尊重工人权益的工厂发展得更好并且生产效率更高。可参照国际劳工组织第 111 号公约。

Prohibition of Discrimination in Employment (§19.1 of the Standard)

禁止雇佣歧视 (标准第 19.1 条)：

“The company ensures that all employees receive equal treatment independent of their race, sex, religion, national or social origin, caste, birth, disability, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other personal characteristics.”

本公司保证所有的员工享有同等待遇，不论其种族、性别、宗教、国籍或社会出身、社会地位、血统、残疾、性取向、家庭责任、婚姻状况、工会会员、政治观点、年龄或任何其他个人特征



-
- Install a “Suggestions and Complaints Box” for your workers, which is always accessible. Anonymity must be guaranteed. Inform your workers about the “Suggestions and Complaints Box” and its function.

为工人安装随时可使用的“建议与投诉箱”。必须保证匿名。向每个工人告知“建议与投诉箱”及其作用

- Please take a picture of the “Suggestions and Complaints Box” and upload it.请拍张“建议与投诉箱”的照片并上传。

OCCUPATIONAL SAFETY AND HEALTH (OSH)

职业安全与健康

Reduction of Silica Dust and Mineral Dust (§9 of the Standard)

减少二氧化硅粉尘和矿物粉尘 (标准第 9 条)

Note: Silica and mineral dust can cause silicosis, which can result in an early and painful death.

注意：二氧化硅粉尘和矿物粉尘可引起矽肺病，矽肺病会导致早逝和痛苦的死亡。

Why should I wear a N95 (FFP2) dust mask?

我为什么要使用 N95 (FFP2) 防尘口罩?

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，它是不治之症，但可预防。

A sanitary and high quality N95 (FFP2) dust mask can make people feel safer and more comfortable when they are working in or are exposed to a dusty 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 N95 (FFP2) 防尘口罩可以使您感到更安全且舒适。

Disposable Paper Dust Masks will not protect the silica worker or sandblaster from dangerous free silica dust which can cause silicosis.

一次性纸制防尘口罩无法保护二氧化硅工人或喷砂工人不受可引起



Example of a N95 (FFP2) mask

N95 (FFP2) 防尘口罩表列

矽肺病的游离二氧化硅粉尘的侵害.

- Make sure, that **all your workers** use the "N95" (FFP2) - Filter (breathing mask) for their personal protection.

确保所有工人都使用"N95"(FFP2) 口罩——这是用于个人保护的过滤器 (呼吸面具) .

- Please take a picture of your "N95" (FFP2) - Filter collection and upload it.

请拍张"N95"(FFP2) 口罩的照片并上传照片.

- Inform all your workers about the risks of silica dust and the suitable prevention measures.

告知所有工人二氧化硅粉尘的危害及可行的防护措施.

- To reduce the production and concentration of dust, wet sawing and processing should be preferred to dry processing.

为了降低粉尘的产生和浓度，比起干式加工，应首选湿式切割和加工.

Reduction of the Noise Level in the Factory (§10 of the Standard)

降低工厂的噪音程度(标准第 10 条)



Possible description.

合适描述



Example of an ear plug

防噪耳塞示例.

Noise at your work place can be really painful and can affect concentration as well as well being and can results in hardness of hearing and deafness.

工作场所的噪音会让人十分不快，会影响人的注意力和身体健

康，还有可能导致听力障碍甚至耳聋。

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

如果使用听力保护设备，请确保适当的噪音吸收率，以保证仍能进行正常交流。

- **All the workers** working next to or near high noise levels must use ear protection.

紧挨或靠近高分贝噪音区的**所有工人**必须使用听力保护设备。

- Identify the areas with risk from noise and mark them with appropriate signs.

识别出有噪音危害的地方并用合适的标志标记出来。

- Please take photos of the marked workplaces and upload them.

请拍下所有被标记的工作场所并上传这些照片。

- Implement measures (e.g. use of low noise blades for circular saws, installation of noise absorbers, separation of areas with higher noise level from those with lower, reduction of exposure time, purchase of new machineries) to reduce the noise level at your workplaces.

采取措施（如圆盘锯上使用低噪音刀片，安装消声装置，隔离高分贝区域与低分贝区域，减少暴露在噪音环境下的时间，购买新机器），以减少工作场所的噪音程度。

Hazardous Substances (§11 of the Standard)

危险物品 (标准第 11 条)



Chemicals must be kept in labelled and closed bottles.

化学制品必须保存在贴有标签的密封瓶子里。

- Poisonous, corrosive, suffocating, flammable, or explosive substances must be stored separately and safely.

有毒的, 腐蚀性的, 易窒息, 易燃或爆炸的物质应分开并安全地储存.

- Please take pictures of your repositories of hazardous substances and upload them.

请拍下危险物品贮藏处的照片并上传.

Secure Electrical Appliances (§13 of the Standard) - 安全的电气设备 (标准第 13 条)



The electrical installation must be covered.

必须盖好电气装置。



This is a good example of how to protect electrical installations in a wet atmosphere. Most important of all is to protect electrical installations against dust and humidity. 如何在潮湿的环境中保护电气装置，这是个很好的例子。最重要的是使电气装置免受灰尘和湿气的侵害

- All electrical switch boxes must be kept closed at all times.

所有电气开关箱必须始终保持关闭.

- Faulty or damaged electrical cables must not be repaired with insulating tape.

请勿用绝缘胶带修补已被损坏的电线.

- The circuit breaker panel or fuse box should be easily accessible. Each switch should be labelled as to its function.

断路器面板或保险丝盒应安装在容易接近的地方.要标明每一个开关的功能.

- Live parts of all electrical equipment must be completely enclosed or otherwise guarded against accidental contact.

所有电气设备的带电部分必须完全封闭或采取其他防护措施防止意外接触.

- Electrical motor frames or frames of electrical tools must be grounded or double-insulated, and thus labelled.

电机机架或电动工具机架必须接地或双重绝缘, 并贴上标签.

- Handheld electric power tools must have a quick-release (dead-man) control that shuts off power when control switch is released.

手持式电能工具应装有一个“快速切断”(“自动断电”)按钮, 当松开控制开关时, 能切断电源.

- **Ground Fault Circuit Interrupters (GFCIs)** are required in damp or wet locations. Use only grounded plugs in wet areas.

潮湿的地方应安装有接地故障断路器 (GFCI) 。潮湿的地方只能用接地插头.

- Please take a few representative pictures of your electrical appliances and cords in your factory and upload them.

请拍几张有代表性的电气设备和电线的照片并上传.

Transportation and Lifting Gear (§15 of the Standard)

运输和起重装置 (标准第 15 条)

- Your factory has to have transport devices available in order to reduce hard work, manual lifting and transportation to its minimum.

为了最大程度地减少繁重工作以及人力抬举和运输, 工厂应配备有运输设备.

- All cranes have to be labelled with the maximum permitted load.

所有起重机应标明最大的负荷.

- All cranes have to have a safe access to higher parts for maintenance and repair.

所有起重机应有一个到达位置较高部件的安全通道, 以便进行维护和维修.

- Please take pictures of all your cranes and upload them. The pictures should show the labelling of the maximum permitted load, the access to higher parts of the crane and the steel ropes and lifting straps (these different aspects need not be in one picture!).

请拍下所有起重机的照片并上传。这些照片应显示最大容许负载量的标签、到达起重机位置较高部件的通道、钢丝绳和提升吊索（无需将这些都拍在同一张照片里！）

- All steel ropes and lifting straps have to be in undamaged condition.
所有升降装置诸如起钢丝绳, 吊索和吊钩应保持完好无损.
- All load hooks have to have a safety clip to avoid unintended loosening of the load.
所有挂钩必须有一个保险夹,以防止吊索或所吊物意外滑钩.
- Please take pictures of your safety clips of all your load hooks and upload them.
请拍下所有起重吊钩的保险夹, 并上传这些照片.



Transportation devices reduce hard work. 运输设备减少繁重工作.



Drivers' seats must be in good condition.

驾驶员座椅必须状态良好.

Secure storing of saw blades

安全存放锯片

- Please make sure that your saw blades are kept in a safe way so that nobody can be hurt by a falling saw blade.

为了防止锯片掉落伤人，请确保把锯片放在安全的地方.



The saw blades in the left picture are kept in a safer way than those in the right picture. Note that the screw nuts are missing in the left picture. Screw nuts prevent blades from falling off the arbour (middle picture).

和右边照片相比，左边照片里的锯片存放更安全。注意左边照片里的螺母不见了。螺母可防止锯片从锯轴掉落（中间照片）。

Ergonomics at Work: Healthy Work Habits (§16 of the Standard)

工作中的人体工程学：健康的工作习惯 (标准第 16 条)

- You have to inform all your workers about using correct working techniques and about the hazards related to physical work, work postures, repetitive movements and lifting and carrying loads.

告知工人正确的工作技巧以及体力劳动、工作姿势、重复动作、起重和负重的危害。

- Tables and trestles have to be available at workplaces to carry out work in an ergonomic position.

工作场所应设有桌子和支架，以便在符合人体工程学的位置开展工作。

- Please take pictures of your different workplaces and upload them.

请拍下不同工作场所的照片并上传。



Workers are carrying stones in an ergonomic unhealthy position. 工人在不符合人体工程学健康标准的位置搬运石头。



Worker is cutting in an ergonomic unhealthy position. 工人在不符合人体工程学健康标准的位置切割。

Auxiliary (§17 of the Standard)

辅助设备 (标准第 17 条)

- All your workers have to have free access to potable water at any time.
应随时给工人提供饮用水.
- Eating and smoking is prohibited in dusty workplaces.
应避免在灰尘的工作环境下进食和吸烟.



The factory shall provide a proper lunchroom where the workers can eat and take rest breaks.

工厂应提供适当的餐厅供工人吃饭和休息

LABOUR ISSUES

劳工问题

Compliance with National Laws and Regulations (§20 of the Standard) 遵守国家法律法规 (根据标准§20 条)

- Your factory has to respect all applicable national laws and regulations.

工厂应遵守所有现行的国家法律法规。

Attendance Record 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。可在管理信息库找到上传的例表。

- 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.

请上 www.tracingfairstone.com 看一份考勤表上传的例子