

	RESOURCE LIBRARY - TECHNICAL SERVICES Mechanic Workshop Procedure	<i>CODE:</i> 07.01.027
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Purpose:

目的

Ensure a safe and good work environment
 为了保持一个安全、良好工作环境。

Policy:

政策

Obey to all safe operation and procedure and ensure we have enough spare parts.
 绝对遵守所有的安全操作,安全规定,安全准则。确保有适当的备件,可供机械系统设备维修使用。

Procedure:

程序

1. Work tables and floor should be clean. It's better to clean every day.
 工作台面整洁。每天打扫卫生一次,保持地面干净;
2. No smoking in door and don't come in with explosive goods.
 室内严禁吸烟,不准携带无关的易燃易爆物品入内;
3. Only engineering associates can come in. Pay attention to energy saving.
 非工程部人员,未经许可,严禁入内。关注节能,人走灯灭;
4. There should have fire extinguishers in room and take effective measures and keep electricity's using safe.
 室内有明火作业,必须落实好灭火毯、灭火器等灭火器材,并采取有效的防火措施,做好用电安全;
5. Obey welding management procedure strictly.
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