

GIBSIN Engineers, Ltd.

Safety and Health Work Rules
(For Head Office)

September 2026

Safety and Health Work Rules

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- 1.0 General Provisions
 - 1.1 GIBSIN Engineers, Ltd. (hereinafter referred to as the “Company”), in order to prevent employees from suffering occupational accidents and to protect employees’ safety and health, establishes this set of Safety and Health Work Rules (hereinafter referred to as the “Work Rules”) applicable to the Company’s Head Office in accordance with Article 34 of the Occupational Safety and Health Act (hereinafter referred to as the “OSH Act”) and Articles 41, 42, and 43 of its Enforcement Rules.
 - 1.2 All employees of the Head Office are legally obligated to comply with these Work Rules in order to jointly prevent the occurrence of accidents.
 - 1.3 For projects assigned outside the Head Office to work areas or construction sites, the project management unit responsible for overall project execution (project manager, site manager, and the project’s safety and health (hereinafter referred to as “S&H”) management personnel) shall separately establish work rules applicable to that project in accordance with the law.

2.0 S&H Management and Responsibilities at All Levels

2.1 OSH Management Unit

The Company provides engineering technical service business and is classified as a Category 2 enterprise (medium risk) under Article 2 of the Regulations for OSH Management. The number of employees at the Head Office is fewer than 300. Accordingly, in accordance with the regulations, an OSH Management Unit has been established at the Head Office, with one Class A OSH Affairs Manager appointed to serve as the OSH Management Personnel.

2.2 OSH Management of the Enterprise and Responsibilities at All Levels

1. S&H management at the Company's Head Office shall be managed by the President (employer's representative) who has managerial authority over the business; supervisors at all levels (Vice Presidents, Assistant Vice Presidents, or Managers) shall be responsible for execution.
2. The S&H Management Unit shall draft, plan, supervise, and promote the following S&H management matters and shall guide all departments in their implementation:
 - a. Plan and supervise S&H management in all departments.
 - b. Plan and supervise the inspection and checking of S&H facilities.
 - c. Supervise relevant departments in conducting regular inspections, key inspections, and operational checks.
 - d. Plan and supervise the implementation of S&H education and training.
 - e. Plan and supervise the implementation of worker health examinations and health management.
 - f. Supervise the investigation, handling, and statistical analysis of occupational accidents such as illness, injury, disability, and death.
 - g. Implement S&H performance management evaluation and provide S&H consulting services.
 - h. Other S&H management matters.
3. Supervisors at all levels shall, according to their authority, direct and supervise subordinates in executing the following S&H management duties:
 - a. S&H management execution matters.
 - b. Implementation of regular inspections, key inspections, and operational checks.

- c. Regular or irregular inspections.
 - d. Draft safe operating standards, teach and supervise subordinates to comply with safe operating standards.
 - e. Implement S&H education and training.
 - f. Implement worker health examinations and health management.
 - g. Supervision and guidance of S&H for various operations.
 - h. Other S&H management matters assigned by the employer.
4. All employees shall faithfully comply with the following S&H management matters:
- a. The S&H Work Rules of the Company's Head Office.
 - b. Participating in S&H education and training held or assigned by the Company.
 - c. Employees are obligated to accept the worker physical examinations arranged by the Company and the health examinations for current employees.
 - d. S&H matters to be complied with as instructed by the employer or department supervisors.

3.0 Operating Specifications and Work Procedures, Maintenance, and Inspection for Machinery, Equipment, or Tools

3.1 Public Equipment of the Head Office Building

The Company's Head Office is located on the 6th and 7th floors of a 10-story industrial office building in an industrial park. Public equipment such as electricity, fire protection, public lighting, elevators, and water supply and drainage of the building are regularly maintained and inspected by the park's management committee.

3.2 General Equipment in the Head Office Workplace

1. The Company's Head Office does not use statutory dangerous machinery or equipment, nor does it have engineering machinery or equipment.
2. Low-voltage electrical equipment shall be entrusted to a qualified professional institution for annual regular inspection. Inspection items shall include at least the following:
 - a. Operational testing of low-voltage receiving panels and distribution panels (including various meters, instruments, and their switches).
 - b. Insulation condition, grounding resistance, and other safety equipment conditions of low-voltage electrical equipment.
3. Air-conditioning equipment shall be regularly inspected and maintained according to the following items:
 - a. Inspect the air-conditioning chilled water main unit monthly and keep operation records.
 - b. Clean cooling towers and lubricate water pumps every 3 months.
 - c. Maintain and repair air handling units annually and replace air filters.
 - d. Clean and overhaul the condenser tubes of the chilled water main unit annually.
4. Fire protection equipment shall be regularly inspected and maintained according to the following items:
 - a. Entrust a qualified professional institution to conduct annual inspection, repair, and reporting of fire protection equipment (in coordination with the park management committee).
 - b. Conduct monthly inspections of fire alarm lights, emergency lights, exit signs, and evacuation direction indicator lights, and replace damaged bulbs.

5. Water dispensers, food steamers, and sockets prone to moisture shall be installed with earth leakage circuit breakers, and their tripping and power-off function shall be tested monthly.
6. Water dispensers shall be equipped with filtration equipment, and filter consumables shall be replaced according to the manufacturer's specified period.
7. Official vehicles shall be regularly inspected and maintained in accordance with the mileage recommended in the manufacturer's maintenance manual or every 3 months with respect to various safety performance items.
8. The Administrative Department shall draft an automatic inspection plan for the above equipment and implement equipment maintenance and inspection. Each inspection shall record the following matters, and records shall be kept for reference:
 - a. Inspection date.
 - b. Inspection items and scope.
 - c. Inspection method.
 - d. Inspection results.
 - e. Content of improvement measures to be taken based on inspection results.
 - f. Signature of the inspector and department supervisor.
9. If any abnormality is found during inspections, it shall be reported to the Administrative Department. The equipment or work may be resumed only after it has been repaired and confirmed to be in normal condition.

4.0 Work Safety and Health Standards

4.1 General OSH Precautions

1. Safety shall be given, top priority in any operation. Employees shall remind each other to pay attention to safety. Department supervisors shall inspect the site and operations, and immediately require employees to correct unsafe conditions.
2. Before work or during work, drinking alcohol or abusing drugs harmful to body and mind or disturbing mental state is strictly prohibited. Department supervisors shall always pay attention to subordinates' physical and mental conditions.
3. Workers shall wear work shoes required for the job. Walking or working barefoot in the workplace is strictly prohibited.
4. Chasing, horseplay, or pranks in the workplace are strictly prohibited.
5. If a worker feels unwell or is emotionally distressed and cannot perform assigned work, he or she shall report to the department supervisor to be reassigned or take leave.
6. Workers shall maintain cleanliness and hygiene in the workplace.
7. No person may dismantle or repair equipment in the workplace without proper authorization.
8. Drinking water equipment meeting statutory drinking water standards shall be installed in appropriate places in the workplace and cleaned regularly.
9. For employee health and compliance with the Tobacco Hazards Prevention Act, smoking is completely prohibited at the Company's Head Office.
10. Toilets and tea rooms shall be kept clean and hygienic with personnel assigned to clean them daily; warning signs for wet floors shall be displayed during cleaning.
11. Warning signs to prevent burns shall be posted on water dispensers and food steamers.
12. Sealed containers for temporary storage of domestic waste shall be provided, and waste shall be removed daily.

4.2 General Tool Use Safety Precautions

1. Each tool has its specific function; use the appropriate tool according to work requirements.

2. Guards, protective rings, grounding, and other safety devices on tools or equipment shall not be damaged or disabled.
3. Dangerous hand tools shall not be placed arbitrarily. When carried, they shall be properly wrapped; when passing hand tools, they shall not be thrown but passed in a safe manner.
4. Warning labels or instructions shall be posted on paper cutters and drilling machines.

4.3 Material Handling Precautions

1. Pay attention to the size, weight, and shape of items to avoid slipping or crushing personnel.
2. If the load exceeds an individual's handling capacity, two or more persons shall handle it together and use handling tools as much as possible; when two or more persons handle together, one person shall be responsible to direct and coordinate the lifting and lowering movements.
3. When lifting or lowering items, use leg strength and avoid using waist strength.
4. When using a handcart, heavy objects shall be placed at the bottom to maintain the stability of the handcart.
5. When lifting items or placing items on a handcart, the height shall not obstruct the handler's line of sight.
6. Personnel shall not stand on handcarts.

4.4 Material Storage Precautions

1. In archives, libraries, or warehouses, smoking, open flames, heating appliances, or hot work without protective measures are strictly prohibited.
2. Material stacking shall not affect lighting, electrical switches, or fire protection equipment.
3. Materials shall be stored by category in safe places, arranged neatly with a stable center of gravity to prevent them from collapse, while leaving adequate aisles to ensure unobstructed passage.
4. Materials shall not be drawn or pulled from the lower layers of a stack.

4.5 Elevator Use Precautions

1. When riding the elevator, do not lean against the car door.
2. Do not open the car door while the elevator is operating.

3. Overloading the elevator is strictly prohibited.
4. If any abnormality is found, immediately stop using it and report to the Administrative Department.

4.6 Electrical Equipment Use Precautions

1. It is prohibited to connect electrical equipment without authorization, or to remove earth leakage circuit breakers, grounding equipment, electrical switches, or to replace fuses in a manner that renders safety devices ineffective. Department supervisors shall supervise and stop such acts at all times.
2. Employees shall always pay attention to whether the wires, switch covers, or insulation coatings of electrical equipment are damaged. If damage or leakage occurs, immediately stop work and report to the Administrative Department.
3. If electrical equipment overheats, smokes, or malfunctions, immediately cut off the power and report to the Administrative Department, which shall assign technicians to repair it. Do not perform repairs without authorization.
4. When repairing electrical equipment, hang an "Under Repair" warning sign shall be hung on the switch box.
5. Power sockets with a voltage of 220 V shall be labeled.
6. Power sockets shall not be overloaded.
7. Electrical equipment prone to leakage shall be equipped with an earth leakage circuit breaker.

4.7 Fire Protection Equipment Use Precautions

1. Employees must be familiar with the use and locations of fire extinguishers and fire protection equipment.
2. Employees must be familiar with the escape and evacuation routes of the workplace.
3. Fire alarm lights, emergency lights, exit signs, and evacuation direction indicator lights shall be regularly inspected and maintained, and shall not be removed, relocated, or obscured arbitrarily.
4. Fire detection and sensing devices shall not be removed, relocated, or obscured arbitrarily.
5. Fire extinguishers shall be installed in specified quantities and locations and regularly inspected to prevent expiration or ineffectiveness.

6. Passages, safety doors, and safety stairs in the workplace shall be kept unobstructed, and no items shall be stacked there; safety doors shall be maintained in good condition, and any damage shall be reported immediately to, the Administrative Department shall be notified immediately for repair.
7. Personal electrical equipment shall be powered off before leaving work.

4.8 Fall Prevention Precautions

1. For work beyond a person's reach, qualified mobile ladders (step ladders) or combination ladders shall be used, ensuring their stability and checking for any defects or damage. If necessary, the department supervisor shall assign another person to secure and assist below.
2. When working at heights, openings, or places with risk of falling, the safety belt issued by the Company shall be worn properly.
3. Work at heights shall be accessed by safe access equipment or stairs. Unsafe climbing or jumping is strictly prohibited.

5.0 Education and Training

5.1 Employee Education and Training

1. Employees have the obligation to undergo S&H education and training implemented or assigned by the Company.
2. New employees and current employees prior to a change of work shall receive necessary general S&H education, with training hours of no less than 3 hours. The training content shall include the follows:
 - a. Overview of OSH Laws and Regulations Related to the Work
 - b. OSH Concepts and Safety and Health Work Rules
 - c. Pre-, During-, and Post-Operation Automatic Inspections
 - d. Standard Operating Procedures (SOPs)
 - e. Emergency Response Procedures
 - f. Fire Prevention and First Aid Knowledge and Drills
 - g. Other S&H Knowledge Related to Workers' Operations
3. Current employees shall participate in at least 3 hours of general S&H in-service education and training organized by the Company every 3 years.

5.2 S&H Management Personnel Education and Training

1. The OSH affairs supervisor shall undergo the designated OSH affairs supervisor education and training and obtain the required qualifications.
2. The OSH affairs supervisor shall participate in at least 6 hours of S&H in-service education and training (refresher training) every 2 years.

5.3 Special Operation Education and Training

For specialized operations, department supervisors shall assign employees who have received the corresponding special S&H education and training. Employees who have not received such special S&H education and training are strictly prohibited from engaging in such operations.

6.0 Health Guidance and Management Measures

1. New employees shall undergo pre-employment physical examinations. Current employees shall undergo regular health examinations arranged by the Company in accordance with regulations to maintain worker health.

Current employees shall receive regular health examinations according to the following:

- a. Those aged 65 or above: once every year.
 - b. Those aged 40 or above but under 65: once every three years.
 - c. Those under 40: once every five years.
2. Employees shall, comply with and cooperate regarding appropriate work adjustment, medical treatment, recuperation, and management matters based on examination results.
 3. Employees shall, cooperate with investigations arranged by the employer regarding work content, work environment monitoring, and hazard exposure.
 4. Employees shall, comply with and follow the guidance and management implemented by the employer in accordance with regulations regarding working hours, rest periods, epidemic prevention, injury and illness prevention, and health promotion for physical and mental well-being.
 5. The Head Office has no statutory special harmful health operations. If such operations are assigned, employees shall, undergo the special, health-hazard examinations and follow-up examinations arranged by the Company in accordance with regulations and shall accept graded health management.

7.0 First Aid and Rescue

7.1 Principles of First Aid and Rescue

1. Before performing first aid and rescue, first consider one's own safety and do not act rashly.
2. Any injury accident (regardless of severity) shall be reported immediately to the department supervisor and shall not be concealed.
3. Any first aid treatment is only to maintain the injured person's life or prevent worsening of injury. For serious injuries, the person shall be sent urgently to a medical institution for further treatment.
4. For accident victims or acute patients, before medical personnel arrive or before being sent to the hospital, immediate and appropriate first aid shall be given to reduce suffering and save life.
5. Key points for maintaining life: clear airway, restored breathing, and maintained blood circulation.

7.2 Reference Methods for First Aid and Rescue

1. General First Aid

- a. Regardless of any first aid measures, the injured person shall be kept calm and warm to prevent shock.
- b. If the injured person's face is flushed, raise the head; if it is pale, lower the head. If vomiting occurs, turn the head to one side.
- c. If the injured person is in shock, keep the person warm and elevate the feet by 20 to 30 cm.
- d. In case of heatstroke, quickly move the person to a cool, well-ventilated place, loosen the person's clothing, cool the body with a wet towel, and send the person to the hospital immediately.
- e. For head injury, elevate the head; for a lower limb injury, elevate the lower limbs; for an abdominal injury, keep the person in a supine position.

2. First Aid for External Bleeding

- a. Before giving aid, first check whether the wound has stopped bleeding.
- b. Use sterilized gauze to cover the wound.
- c. When stopping bleeding, confirm the color of the blood to perform appropriate hemostatic treatment.

3. First Aid for Electric Shock

- a. In case of electric shock, first disconnect the power supply. After ensuring that it is safe to do so, provide first aid and carry out rescue operations.
- b. Use a dry stick or insulating material to move live objects such as power lines away from the injured person.
- c. If cardiac arrest occurs, perform rescue by alternating chest compressions and artificial respiration (CPR).

4. First Aid for Fracture

- a. First, immobilize the fracture with correct splints, soft padding, or other appropriate fixing materials.
- b. Apply ice to the painful area.
- c. Send the injured person to the hospital as soon as possible and keep the injured part immobilized during transport.

5. First Aid for Cardiac Arrest

- a. Gently place the index and middle fingers on the injured person's carotid artery to check for a pulse.
- b. Place the injured person on a firm, flat surface, and begin CPR (cardiopulmonary resuscitation) and use an AED (automated external defibrillator) as soon as possible. Continue CPR and use the AED until emergency medical personnel take over or the injured person regains consciousness.

6. First Aid for Burn and Scald

- a. Immediately cool the affected area with cool running water, carefully remove any clothing around the affected area, cover it with sterilized gauze, and send the injured person to the hospital as soon as possible.
- b. If blisters form, do not puncture them.

8.0 Preparation, Maintenance, and Use of Protective Equipment

Please refer to Article 3.0 of these Work Rules, "Operating Specifications and Work Procedures, Maintenance, and Inspection for Machinery, Equipment, or Tools," and follow the applicable requirements.

9.0 Maintenance and Use of Personal Protective Equipment (PPE).

9.1 Provision of Safety Protective Equipment

1. When employees are assigned to work outside the Head Office, they shall, according to the conditions and regulations of the workplace, properly use protective equipment provided by the Company, such as safety helmets, safety shoes, safety belts, earplugs and earmuffs, protective glasses, dust masks, protective gloves, reflective vests, flashlights, raincoats, and rain boots.
2. Department supervisors shall instruct and supervise employees in the proper use of protective equipment.
3. PPE or protective gear shall be kept clean, disinfected as necessary, and frequently inspected to maintain its effectiveness. If any PPE or protective gear is found to be damaged or ineffective, it shall be replaced immediately. When not in use, it shall be properly stored.

9.2 Precautions for Use of Safety Protective Equipment

1. Safety Helmet

- a. Before entering a construction site, a safety helmet must be worn and the headband fastened.
- b. Do not drill holes in the safety helmet.
- c. A safety helmet that has received a major impact shall not be used again, even if it appears to be in good condition.
- d. Safety helmets shall be kept in good condition and replaced periodically.

2. Protective Glasses

- a. There shall be no sharp edges or uneven surfaces that could cause cuts, and wearing them shall not cause discomfort.
- b. Lenses shall not easily fall off or break.
- c. Attached side shields shall not obstruct vision.

3. Safety Shoes

- a. Select appropriate safety shoes according to different working conditions.
- b. General safety shoes shall be sturdy, durable, easy to wear, non-slip, and not impede work, with compression resistance, impact resistance, and puncture resistance.

4. Safety Belt
 - a. Understand the correct way to use the safety belt.
 - b. Regularly inspect the safety belt for wear, aging, cracks, twisting, and deformation.
 - c. The adjustable buckle shall be attached to the D-ring, and confirm that the safety belt or clothing is not caught.
5. Earplugs and Earmuffs
 - a. They shall be resistant to breakage, moisture, heat, and oil, with appropriate strength and elasticity.
 - b. Except for disposable types, they shall be washable and disinfectable.
6. Protective Gloves
 - a. Select appropriate protective gloves for different working conditions.
 - b. If protective gloves are damaged, replace them immediately.
 - c. Protective gloves shall provide good touch sensitivity, flexibility, and grip.
7. Dust Mask
 - a. Filter materials that are harmless to the skin and human body shall be used.
 - b. It shall be not easily damaged and have good airtightness.
 - c. Except for disposable types, regularly check for dirt, damage, cracks, or deformation.
8. Reflective Vest
 - a. It shall be lightweight, breathable and easy to move in when worn, and not impede work.
 - b. Reflective strips shall have good visibility at night.

10.0 Accident Notification and Reporting

1. Any accident or incident, regardless of severity, whether it involves an injury or equipment damage, shall be immediately handled in accordance with the emergency response procedures and reported to the department supervisor and S&H management personnel. Concealment will result in disciplinary action.
2. After receiving an accident notification, the department supervisor shall immediately take necessary measures according to the situation and regulations, and within 5 days, together with labor representatives, prepare an accident report covering the circumstances of the accident, its cause, and improvement plan, and submit it to S&H management personnel for accident analysis and statistics, and the development of preventive measures. The report shall be submitted to the General Manager for approval, and the improvement and preventive measures shall be effectively implemented.
3. If any of the following occupational accidents occurs in the workplace, the department supervisor shall immediately report to the General Manager and S&H management personnel. Except for necessary first aid and rescue, the site shall not be altered or destroyed without permission from the judicial authorities or labor inspection agency. The employer or its agent shall notify the labor inspection agency within 8 hours:
 - a. An accident resulting in death.
 - b. An accident resulting in 3 or more victims.
 - c. An accident resulting in 1 or more victims requiring hospitalization.
 - d. Other accidents designated and announced by the central competent authority.

11.0 Other OSH Matters

1. When labor inspectors from the labor inspection agency perform inspection duties at the Company's Head Office or workplace, after presenting their identification, they shall be allowed to enter at any time. The employer, department supervisors, employees, or other relevant personnel shall not refuse, evade, or obstruct the inspection without justifiable cause.
2. When labor inspectors perform duties, they may legally perform the following acts within the scope of labor inspection. Relevant personnel shall cooperate and shall not refuse, evade, or obstruct:
 - a. Interview relevant personnel, and when necessary, make interview records or recordings.
 - b. Notify relevant personnel to submit necessary reports, records, wage registers, relevant documents, or necessary explanations.
 - c. Inspect documents, materials, and articles that the business entity is required by law to keep, and when necessary, photocopy materials, take photographs, record videos, or take measurements.
 - d. Seal or, after issuing a receipt, take materials, samples, equipment, or tools for inspection.
3. Supervisors or employees who violate these Work Rules may be disciplined by the Company as appropriate to the circumstances and such violations may be included in employee performance evaluations. When necessary, the matter will be reported to the labor inspection agency for handling.
4. Employees who actively comply with these Work Rules and serve as role models, or who provide relevant S&H opinions that effectively prevent occupational accidents, may be rewarded by the Company as appropriate to the circumstances.