

安全提示

- 在场内和车道行走应注意车辆。公司使用电动叉车，接近时不易听到，但是随时都可能在路上行驶。
- 交通法同样适用于厂内区域，厂内最高车速不得超过10公里/小时。
- 禁止任何地方发生火灾、明火、吸烟和高温工程。只有在特别指定的地区和书面许可下才允许例外。
- 车间内禁止饮食
- 参观期间，禁止脱离队伍或偏离指定路线。
- 厂内多个区域需穿戴个人防护用品。为保证个人安全，进入此类区域前应穿戴合适防护用品。工厂内应穿戴封闭式鞋（不漏脚趾）。
- 注意强电磁场区域！有些区域存在强电磁场，禁止佩戴心脏起搏器人员进入。此类区域现场有明确标志。
- 请注意并遵从厂内警告标志安全提示。
- 访客进入工厂，需有锦祥员工陪同。
- 为保证安全，14岁以下人员禁止进入工厂。
- 入厂车辆需停放在指定区域。

紧急情况应对

- 厂内活动时注意应急警报，听从锦祥员工指引。
- 如果发生紧急情况，立即按照疏散标志从紧急通道撤离。如有人员受伤，请给予帮助。不要使用电梯，并且疏散时一定要将后边的门关闭。
- 从建筑内疏散后，到应急集合点集合，等待后续指示。向安保人员报告失踪员工和访客。

受伤事故的应对—急救

- 受伤时，请寻找急救箱和急救员。急救箱上贴有急救员名单。

公司安保要求

- 未经允许，厂内不得拍照或摄像。
- 未经允许，不得将设备连接到公司网络。访客设有单独的无线网络（可到IT部门获取详细登录方法）
- 进入防静电保护区域前，应穿戴指定静电防护用品（鞋和衣服），通过防静电测试，否则禁止进入防静电保护区域。若只进入非静电保护区域，应穿戴反光背心或其它标志，以示区别。



SAFETY NOTICES

- Please pay attention to traffic in open areas and when entering traffic routes. Our forklift trucks are electric and may therefore sometimes not be easy to hear approaching, but they always have right of way.
- China traffic law applies to the entirety of the plant grounds, as does an overall speed limit of 10 km/h.
- Fire, open flames, smoking and hot works are forbidden anywhere on the premises. Exceptions to this rule are allowed only in the specially designated areas and under previous written permit.
- Eating in production area is forbidden
- During tours: It is forbidden to leave the group or stray from designated pathways.
- Personal protective equipment is required in many areas of the plant. Should you enter one of these areas, you are requested to wear the appropriate protective equipment for your own safety. Closed shoes are required throughout the premises!
- Please be aware of electromagnetic fields! In some areas, the presence of electromagnetic fields requires us to forbid entry to anyone with a pacemaker. These areas are clearly designated.
- Please note and adhere to any warning notices on the premises.
- Visitors may enter and move about the premises only when accompanied by a ZKW employee.
- For security reasons, no one under the age of 14 is allowed on the premises.
- Parking is only allowed in the designated areas.

WHAT TO DO IN AN EMERGENCY

- Pay attention to alarms and follow any instructions provided by ZKW employees.
- If there is an emergency, please leave the building via the marked emergency routes and exits. Please provide assistance to those who have been injured. Do not use the elevators and be sure to close any doors behind you.
- Upon leaving the building, move to the designated assembly point and await further instructions. Report any missing colleagues or visitors to the safety officers at the assembly point.

WHAT TO DO IN THE CASE OF AN ACCIDENT –FIRST AID

- First aid kits and first responders are available in the case of an accident. The list of first responders is posted on the first aid kits.

NOTES REGARDING COMPANY SECURITY

- It is forbidden to photograph or take videos of the grounds without prior permission.
- You may not connect devices to the company's network without prior permission. There is a separate Wi-Fi network for visitors (log-on details are available at IT).
- Entering electrostatic areas is strictly forbidden. Exceptions may be granted after a positive electrostatic test at the testing stations. When entering the production hall electrostatic protective clothing (shoes and coat) have to be worn. Reflective vest or confirmed identification must be worn for no ESD test person who are not allowed entering electrostatic areas.



ZKW LIGHT TECHNOLOGY
for automotive industry
ZKW Lighting Systems (Dalian) Co., Ltd. 锦祥员工服务部

SAFETY GUIDELINES

for Visitor



Dear visitors,
Welcome to ZKW!

In this brochure, you will find important safety notices and rules regarding behavior we ask you to follow during your visit at ZKW. Please read through these carefully so that you understand how to stay safe while here. We hope you have a productive and safe visit at our ZKW Dalian location.

保密要求

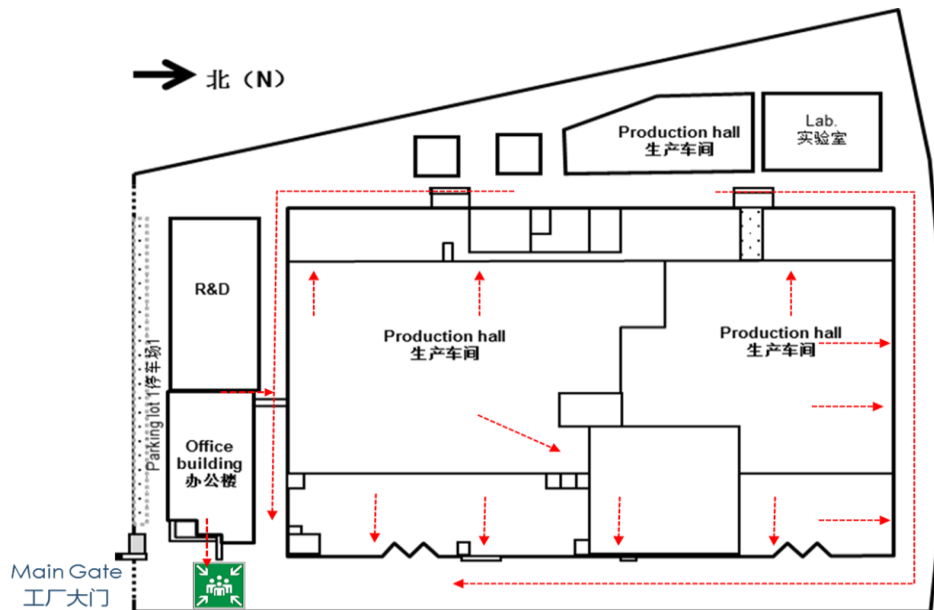
无论是通过书面、口头或其它形式得知的所有关于运营、研发、技术和商业秘密方面的机密信息，必须严格保密，除非该信息已经公开或广为人知。

如未得到锦祥书面授权，严禁将获取的机密信息单方透漏给第三方。

NON-DISCLOSURE AGREEMENT

All confidential information concerning modes of operation, developments, technical and commercial know-how etc. that becomes known – whether in writing, orally or otherwise – must be mandatorily kept secret, unless this information is demonstrably known or already available and open to the public.

It is expressly prohibited to use obtained confidential information in any way without our written authorization respectively to make obtained confidential information available to third parties.



DESIGNATIONS VISITORS SHOULD KNOW

访客须知标志含义



未经授权禁止进入
No entry for unauthorized individuals



禁止佩戴心脏起搏器人员进入
Entry forbidden for individuals with pacemakers



应急集合点
Evacuation assembly point



禁止点火、动火作业或吸烟
Fire, open flames and smoking forbidden



注意叉车
Pay attention to forklift trucks



疏散通道
Evacuation routes

Information of safety guideline for visitor:

Version_1.0, issued date_Sep 19 of 2018, Updated by EHS

安全指南

适用访客



尊敬的访客，
欢迎来到锦祥照明!

您可以通过该指南获取访问锦祥期间需要您遵守的重要安全提示和要求。请认真阅读掌握指南内容，确保安全。希望您访问锦祥期间安全愉快!