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### Approval process

#### 审批过程

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## 1. PURPOSE 目的

This procedure is to describe when fall protection is required and provide written fall protection guidelines and requirements, and clarify processes & responsibilities of management in working at height.

本程序描述了何时需要使用坠落防护并提供书面的坠落防护指导方针和要求，同时也阐明了高处作业的管理流程和职责。

## 2. SCOPE 范围

This procedure applies to the **work management involving working at height required in daily operations** in Guangdong Technion Israel Institute of Technology (hereinafter is referred as “GTIIT”).

本程序适用于广东以色列理工学院(以下简称“GTIIT”)内涉及**日常运营过程中所需**的高处作业的工作管理。

## 3. Definition 定义

**Working at height** - Working at a level of 2 meters or above (2meters included), where potential risk of falling exists while working.

**高处作业** - 在坠落高度基准面2米以上(含2米)，有坠落可能的位置进行的作业。

**Personal Fall Arrest System (PFAS)** - A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a full body harness, and may include a lanyard, deceleration device, lifeline, or suitable combination of these.

**个人防坠落装备(PFAS)**- 用于防止雇员从作业面上坠落的系统。它由锚固件、连接器、全身性安全带组成，也可以包括系索、减速装置、救生索，或这些器具的适当组合。

**Full Body Harness** - A webbed device which is secured about the body in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with the means for attaching it to other components of PFAS.

**全身性安全带** - 一种全身式安全保护设备，它使下坠力分布在大腿、骨盆、腰部、胸部和肩部，全身性保险带连接到个人坠落制动系统的其它部件上。

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**Lanyards** - A flexible line of rope, wire rope or strap, which is used to secure the body harness to a deceleration device, lifeline or anchorage.

**系索** – 柔性的绳索、钢索或带状绳索，用于将全身式安全带牢固地连接到减速装置、救生索或锚固件上。

**Anchor points** - A secure point of attachment of lifelines, lanyards or deceleration device. Anchor points must be capable of supporting a minimum of 2268kg shock loading per person attached.

**锚定点** - 指救生索、系索或减速装置连接件的一个固定点。锚定点必须至少能够支撑2268公斤/人的冲击载荷。

**Deceleration Device** - Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

**减速装置** - 机械装置，例如：绳索夹钳、扯缝索、特殊的编结索、抗撕磨索，自动的自缩式救生索/缓冲绳等等，这些机构在坠落制动期间用来消散能量，或限制施加于雇员身上的能量。

**Lifeline** - a vertical line from a fixed anchorage or horizontal line between two horizontal anchorages, independent of working or working surfaces, to which a lanyard or fall arresting device is secured.

**生命线** - 一根连接到固定的锚固件上的垂直绳索或连接到两个水平的锚固件之间的水平绳索，它独立于作业或作业面，用来固定系索或坠落抑制装置。

**100% Tie off** - All employees, at all times, shall be wearing a personal fall arrest system and shall be securely fastened to an anchor or field tie-off point when working at height. The working height shall be determined by measurement from the employee's feet. Completed and inspected eligibility platforms are exempt from this policy.

**100%系挂** -所有员工在进行高处作业时，都必须配戴个人防坠落装备，并安全地固定在锚固件或现场系挂点上。工作高度应从员工的脚面测量来确定。完整的经过检验的合格平台除外。

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**Work at height in abnormal temperature condition** — when working at height, the ambience temperature is high or lower than normal condition. High temperature means there is productive heat source close in working area, the ambience temperature is higher 2 °C than the good design ventilation temperature in summer, low temperature means temperature in working area is lower than 5°C.

**异温高处作业**-在高温或者低温情况下进行的高处作业。

高温是指工作地点具有生产性热源，其气温高于本地区夏季室外通风设计计算温度的气温2℃及以上时的温度。

低温是指作业地点的气温低于5℃。

#### 4. Responsibilities 责任

##### 4.1. Campus HSE office 学校安全办公室

Be responsible for procedure review and revision based on site working at height related issues / incident / accident and regulation changes and support the [supervising](#) departments in rescue.

根据现场出现的高处作业相关问题/事件/事故以及相关法规变更，对本程序进行回顾和修订，支持学校[主管部门](#)实施高空救援。

[Provide the training for all project contractors being trained.](#)

为项目有相关承包商人员接受过培训。

[Assist to review the work safety plan and emergency response plan.](#)

协助审核施工安全方案和救援方案。

[Assist to provide emergency response guiding.](#)

协助及指导现场应急响应。

##### 4.2. [Project Management Departments](#) 项目管理部门

[Ensure all relevant workers \(contractors\)of project being trained and ensuring they comply with all requirements of this procedure.](#)

确认并确保本项目内所有相关作业人员（承包商）接受过培训，并遵守本程序的所有要求。

[Request contractor to provide the work safety plan and emergency response plan according to the working plan.](#)

要求承包商根据工作计划提供施工安全方案和应急救援方案。

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Organize and implement emergent rescue immediately once personnel fall accident occurs, ask support from the campus emergency response team.

负责在发生人员坠落事故后立即组织和实施救援，请求校内应急小组支援。

Take care the inspection for tools, personal fall protective equipment and accessories.

负责项目个人防坠落装备及附件的检查。

#### 4.3. **Safety watcher** 高处作业监护人员

It is mandatory that the safety guard be trained. Contractor safety watcher can be assigned by the contractor company to perform the work.

安全监护必须由经过培训的人员担任，可由承包商指派承包商安全人员进行该项工作。

Working at height shall need a safety guard.

高空作业必须安排安全监护人员。

The safety watcher only carries out on-site supervision work.

安全监护人员只进行现场监督工作。

Safety watcher must be familiar with emergency rescue plan.

安全监护人员需熟悉应急救援方案和操作。

The safety watcher shall be provided with proper protective equipment as required.

安全监护人员依照要求穿戴个人防护用品。

#### 4.4. **Personnel working at height** 高处作业人员

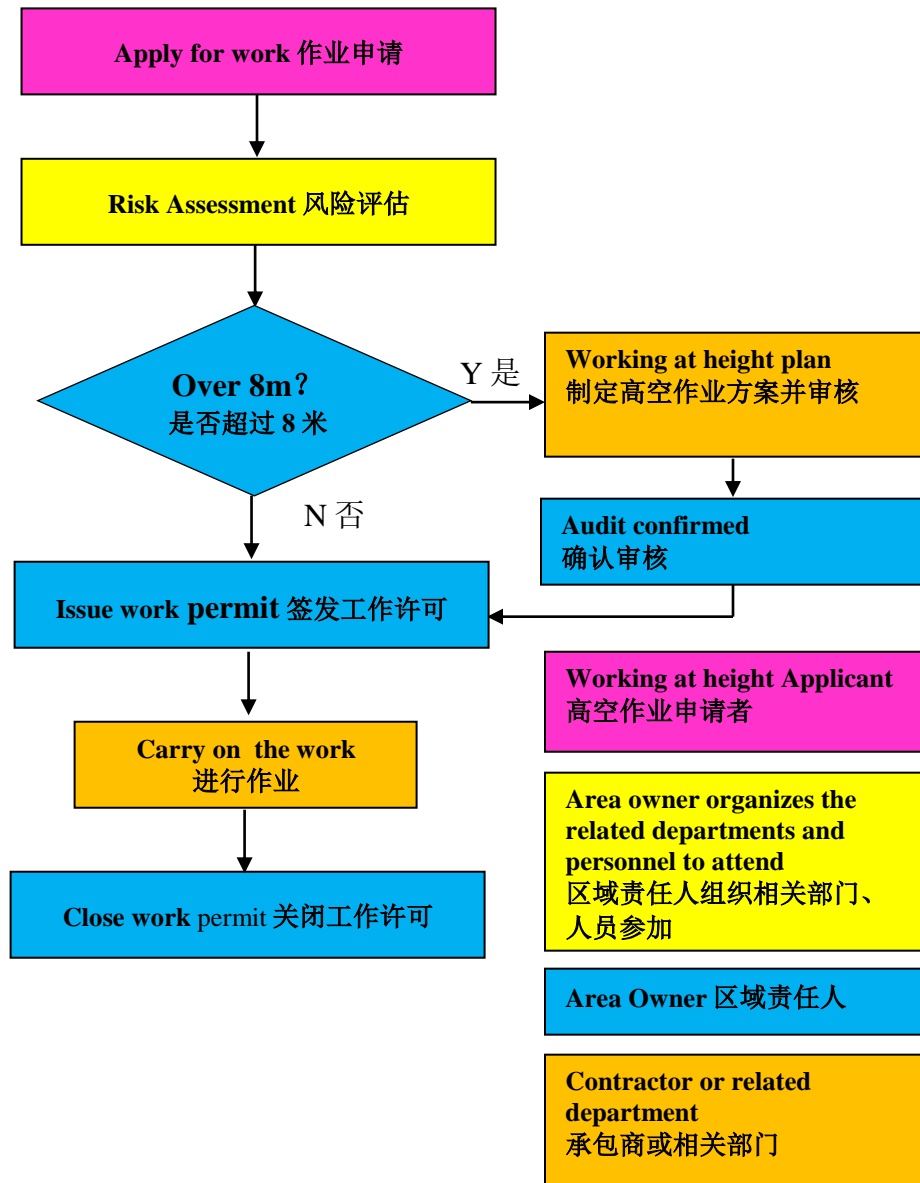
Personnel working at height shall have working at height trainings and strictly comply with this procedure.

高处作业人员接受高处作业培训，严格执行本程序。

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## 5. Management Process of Working at Height 高处作业管理要求

### Working at Height Management Flow Chart 高空作业管理流程图



#### 5.1. Risk assessment 风险评估

The main purpose of work permit is to carry out risk assessment for working at height related activities to minimize the potential risk with Job Hazard Analysis or risk checklist.

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执行作业许可证的主要原因是对外高处作业活动的相关风险进行评估，以降低潜在危险发生的可能性。风险评估可采用作业危害分析方法或风险检查表等方法。

The following factors should be considered during the assessments, but not only limited to  
评估时应考虑但不限于以下主要因素：

- Selection of the most appropriate type of working platform.  
选择最合适的工作平台。
- Platforms designed and constructed for the working loads involved (including climatic conditions such as wind loadings, where necessary)  
根据有关的工作负荷(若需要应考虑气候条件，如风载)设计和建造工作平台。
- Protection for personnel gaining access to platforms at height.  
保护人员安全到达高处平台。
- Protection for personnel in the course of carrying out tasks and operations at height.  
Workers at heights over 8 meters should be equipped with radios or defined other ways for communication in case of emergency to be noticed for quit or retreat from the site.  
保护在高处执行任务和进行作业的人员，凡超过8米的高处作业，应对作业人员配备对讲机或规定其他可靠的联络方式，以便在紧急情况时能够通知作业人员停止作业并撤离现场。
- Protection against accidental dislodgement of tools, materials and equipment from working platforms.  
防止工具、材料和设备从工作平台上意外坠落。
- Correct use of stabilizing mechanisms for attachments to permanent structures.  
正确使用稳定机械装置，将附件连接到永久结构上。
- Protection of personnel equipment from dropped objects from working platforms.  
保护人员、设备不受工作平台上坠落物的伤害。
- Platforms built and dismantled in the sequence determined by the design.  
根据设计顺序安装和拆卸工作平台。
- Platforms loaded within the design limitations.  
工作平台的承重限制在设计范围内。
- Platforms protected against physical impact by vehicles, construction plant or equipment.  
保护工作平台免受车辆、施工机器或设备的碰撞而损坏。



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- Set site barricaded area and have special person to supervise according to practical conditions.

根据实际情况，设置现场警戒区域，根据实际情况设专人监护。

## 5.2. Working plan for working at height 制定高空作业方案

For work height above 8m (exceed the upper limit of elevator platform), or required by the result of risk assessment, the responsibility area has this situation, **it must** develop the corresponding **working plan**.

对于高度8米以上情况(超过场内升降平台的上限高度作业)或依据风险评估结果的要求，**必须**制定对应的作业方案。

For work over 8m, it must have detailed safety measures, emergency response plan and the nominated special site supervisor in the work procedure.

对8米以上的高处作业，其作业方案必须有详细的安全措施，应急救援方案，明确现场专职监护人。

## 5.3. Work permit 许可证

Work permit regarding to working at height must be applied for in the following conditions in GTIIT:

在GTIIT现场，符合以下情况的高处作业必须申请高空作业许可证：

- At an elevated location of 2.0m or greater in height where the hazard of a fall exists and no physical protection, i.e., handrails, is available.

距离基准面2米或以上高度进行的、存在坠落风险且无物理防护(如围栏等)工作平面上的作业。

**Note:** When working from a properly erected scaffold, fall protection is required to be on the scaffold in the event it should become necessary to work outside the handrails.

**注：**如果是在已经按照要求搭建好的脚手架上进行作业，只有在位于栏杆外侧区域进行作业时，才需要考虑坠落防护。

After risk assessment finished and fulfilled on site, the permit approver (together with other professional staff on working at height if necessary) who approves and issues the permit must go to the work site to check and make sure all the preparation and precautionary measures have been in place prior to work permit issue.

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当风险评估完成并现场落实后，负责批准和签发作业许可证的检查人员(如果有必要，应有其他专业的高空作业人员)必须前往现场进行检查并确认所有准备和预防措施到位，方可签发许可证。

#### 5.4. Basic requirements of working at height and protective measures 作业及防护基本要求

All working platforms below 2 meters and higher than 60 cm in height are to be fitted with solid edge protection / handrails as a minimum.

所有高度低于2米，但高于60厘米的作业平台至少要有牢固的临边保护或扶手。

All pits, trenches, excavations and foundations that pose a risk to workers falling in or from are to be provided with solid edge protection.

对工人存在坠落风险的所有孔洞、电缆沟、坑体和基础必须要有牢固的临边保护措施。

In case of dense fog, typhoons and more than six strong winds and other bad weather shall not be outdoor work at height.

遇有浓雾、台风和六级以上强风等恶劣气候不得进行户外高处作业。

The worker must be trained and be familiar with the working environment and safety requirements. All those with hypertension, cardiopathy, anemias, falling sickness, lunacy and those not suitable to work at height can't do the work at height.

高处作业人员必须经过培训并且熟悉现场环境 and 安全要求。凡患有高血压、心脏病、贫血病、癫痫病、精神病及其它不适合于高处作业的人员，不得从事高处作业。

#### 5.5. The requirements for workers implementing works at height listed as follows 对高处作业人员的要求如下：

- Workers must use properly fall protection device during whole course of work at height and report any defects.

高处作业人员在整个作业过程中必须正确使用坠落防护装备，并报告防护设备存在的任何缺陷。

- All the tools, materials, devices, spare parts used during the work at height should be kept in order. It's forbidden to hold stuff in hands when they climb up and down. It's not allowed to throw tools, materials, and other objects. For rolling or slippery tools or materials, fall protection measures should be applied to.

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高处作业过程中使用到的所有工具、材料、设备和备件需有序放置;禁止手持工具进行攀爬;禁止乱扔工具,材料和其它物件;对于转动或光滑的工具或材料,需要使用防掉落措施。

- Workers has right to stop work and inform area related person or a safety guard in case they discover a safety risk. They only shall leave the work site after proper potential risk prevention is taken.

当作业人员发现紧急情况时,有权停止作业并及时通知作业区域的相关人员或安全监护人员,在采取可能的预防措施后撤离现场。

The safety guard assigned standby duty must be positioned and equipped to immediately communicate with others in emergency and shall not leave the standby position until the workers at height complete the work and come down.

在高处作业完成且作业人员离开工作面之前,安全监护人员必须坚守岗位,确保紧急状况下及时的信息沟通。

## 5.6. PFAS Use 个人防坠落装备的使用

GTIIT requires suitable and sufficient steps to be taken to prevent persons from falling.

GTIIT要求采取适当而充分的措施,防止人员坠落。

Any time a worker's work at height is 2 meter or greater, a means of fall protection is required. In addition, whenever fall protection measures required for working below 2 meters based on risk assessment, the rules mentioned below this section need to be considered as well.

任何时候作业人员在2米或以上高处作业时,都需要有坠落防护措施。

另外在2米以下的作业,经风险评估需要进行坠落防护的控制时,也可考虑本节以下相应的规定。

Acceptable fall protection for preventing injuries can be provided by permanent and/or temporary guard rail systems or PFAS.

为防止人员伤害,永久或临时的护栏或个人防坠落装备能够提供一种可接受的坠落防护措施。

Every employee and contractor, working on an elevated surface at a height greater than 2m shall be securely fastened to appropriate anchor point or tie-off point by a PFAS at all times.

在2米以上高处作业的每个员工和承包商,则必须使用个人防坠落装备,使该雇员一直安全地系在合适的锚定点或系挂点上。

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Workers required to wear a Body Harness shall wear a five-point harness (full body harness), and if they use the lanyard, workers shall use two lanyards or two hooks with shock absorber.

需要使用保险带的作业人员要穿戴5点式安全带衣(全身式安全带护具)。如果使用系带应使用配有减震器的双系带或双钩安全绳。

For Examples where PFAS is required include, but is not limited to the following:

需要个人防坠落装备的实例包括，但不仅限于下列作业场合：

- Working in man-baskets.  
在吊篮内作业
- Working on ladders when used as working platforms.  
在作为作业平台上的梯子上作业。
- Working on roof without standard guardrail system.  
在没有标准护栏系统的设施上作业。
- Working on building roofs or similar situation without a continuous handrail.  
在没有连续栏杆的房顶上或类似环境下作业。
- Working on open access ways for hoist area.  
在吊装区域开放通道上作业。
- Working over the side of the platform / outside of the handrail.  
在平台边的上方/护栏外面作业。

PFAS is not required when working in these conditions:

当在下列条件下作业时不需要配戴个人防坠落装备：

- A fixed platform meeting standards. (fully boarded with handrails & mid rails, toe board).  
满足标准要求的固定平台(有护栏&中间栏杆,铺满平台板,踢脚板)。
- Qualified scaffolds. (Inspected and tagged by the site qualified scaffold inspector).  
经验证合格的脚手架平台上工作(经有资格的脚手架检查员检查并挂牌)。
- Completed stairways with standard railings.  
有标准扶手的已完成的并批准投入使用的楼梯。
- Caged ladders (used for access only but not for work).  
有护笼的爬梯(仅作为通道使用，不能用于作业)。
- Portable or scaffold ladders (used for access but not for work).

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便携式或脚手架梯子(仅用于通行,不能用于作业)。

- Elevated walkways protected by guardrails.

有防护栏的升降平台。

## 5.7. Anchor Point Selection 锚定点的选择

Anchor point is a secure point of attachment of lifelines, lanyards or deceleration device. The supporting load capacity and effective safe height shall be considered when selecting anchor points.

锚定点是救生索、系索或带减速设施的安全索的连接点，在选择锚定点时，应考虑其承载和有效保护安全高度。

When selecting anchor point, it must be capable of supporting a minimum of 2268kg shock loading per person attached. Installation of special anchor point must strictly follow the usage instruction provided by supplier.

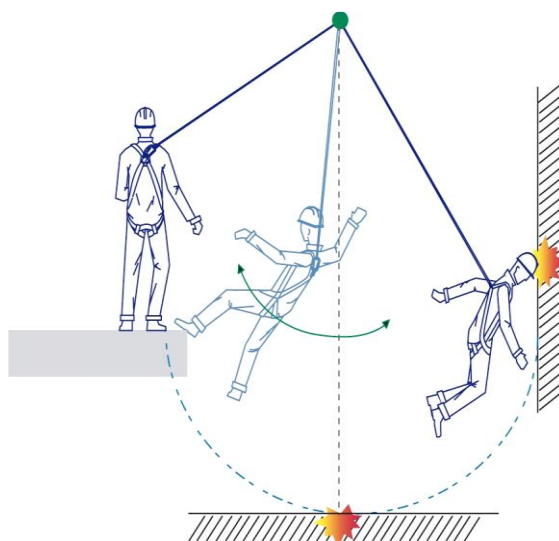
现场选择锚定点，必须确认其至少能够支撑2268公斤/人的冲击载荷；专用锚定点的安装必须严格遵照供应商提供的使用说明。

Select proper anchor point to avoid the pendulum effect.

选择符合要求的锚定点，防止钟摆效应。

The appropriate anchor point or tie-off point should be above your head to avoid hitting on other materials in a fall with pendulum effect. See the picture below:

锚定点及系挂点应尽可能选择在头部的上方，避免在发生坠落时发生钟摆效应而撞到其它物体导致伤害。见附图：



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Protect rope free of sharp edge to avoid damage, tying or on the “H” or “I” shape beam shall be prohibited.

保护绳索应避免受到锋利边缘损坏,禁止将系索卷在“H”或“I”形梁上。

Self-locking double-hooks shall be used for tying lanyard onto life line or anchor point.

应使用双扣自锁弹簧钩，将安全索连结到生命线或锚定点上。

Never hook two snap hooks with each other.

禁止将两个弹簧挂钩互扣后使用。

Never use self-locking snap hook for any other purpose (e.g. manual handling etc.)

禁止将自锁弹簧钩挪作他用(如搬运物件的挂钩等)。

Lanyard shall not be used with knots or loops.

使用系索不宜打结或打环。

It is not recommended to connect life line onto anchor point by knots generally.

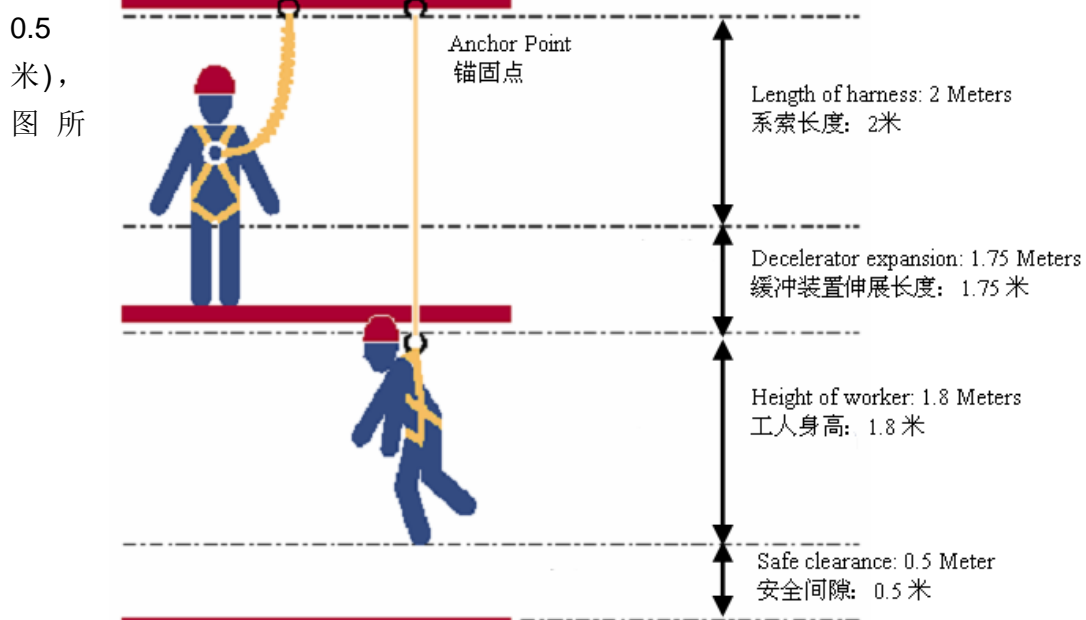
生命线在锚定点上固定时，禁止只通过打结进行连接。

Anchor point selection shall follow the “Never work above anchor point” rule.

锚定点的选择应确保安全带的“高挂低用”原则。

To proper locate the effective safe height of anchor point, the length of safety lanyard, maximum expansion of decelerator (e.g. shock absorber etc.), worker’s height and additional safe clearance (normally recommended for 0.5 meter) shall be considered as well as potential fall distance, which can be referred to the drawing below.

确定锚定点的有效保护安全高度,除了参考坠落基准面距离,还应考虑相应的安全系索的长度,缓冲装置(如减速带等)的最大作用距离，工作人员的自身高度以及额外的安全保护高度(建议一般取



如下  
示。

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Additional fall protection device shall be adopted (e.g. fall arrest system) in case that the distance between anchor point and plat attachment could be falling onto is less than 6 meters.

当锚定点距离可能的坠落基准面小于6米时，不应使用系索连接件，应使用额外的防坠落保护装置(如坠落制动器)。

Process pipe lines, instrument and cable bridge stand can't be chosen as anchor points.  
禁止将工艺管线、仪表及电缆桥架做为锚定点。

#### 5.8. Transferring to Another anchor point or tie-off point 转移到另外一个锚定点或系挂点

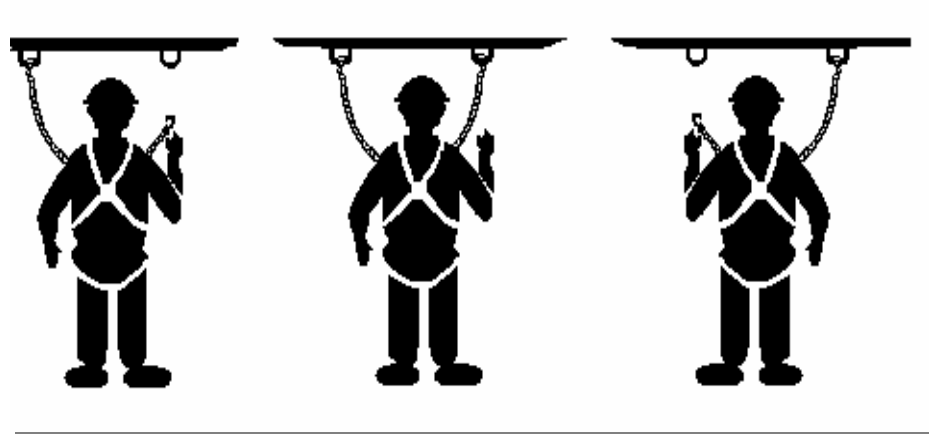
A safety lanyard shall be connected to an appropriate anchor point or tie-off point at all times when transferring the PFAS to another anchor point or field tie-off point. Two safety lanyards are required to complete this process in the prescribed manner unless special devices specifically engineered for 100% tie-off are in place.

如果要将个人防坠落装备转移到另外的锚定点或系挂点，安全系索必须始终有一个连接到恰当的锚定点或系挂点上。除非有专门设计的用于100%系挂的特殊设备，否则完成上述过程需要两根安全系索。

Where two lanyards are required, one safety lanyard shall stay attached to the original anchor point or tie-off point; a second lanyard shall be attached to the next anchor point or tie-off point. Having completed the attachment of the PFAS to the new anchor point or tie-off point, the first lanyard may be removed from the original anchor point or tie-off point. 需要两根系索时,其中一根安全系索仍然连接到原来的锚定点或系挂点;另外一根连接到下一个锚定点或系挂点。PFAS连接到新的锚定点或系挂点后，第一根吊绳可从原来的锚定点或系挂点移开。



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### 5.9. Pre-use inspection 使用前检查

**Pre-use inspection** should be performed by the owner of the equipment covering all safety harnesses, lifelines, lanyards, and accessories, while the flexing of the part should also be inspected to reveal hidden defects.

坠落防护设备的所有者会对其持有的所有安全带、救生索、系索及其它附件进行**使用前**检查，同时检查设备的可挠性以发现设备的潜在缺陷。

Equipment failing an inspection will be tagged with "Do Not Use" tag and removed from service.

不合格的设备将会被贴示“禁止使用”标签并被移出现场。

Each employee shall, prior to the commencement of the work, inspect all parts of his or her PFAS.

每名员工在工作开始前应对其个人防坠落装备的所有部件进行检查。

The employee shall inspect all snaps, eyelets, fasteners, webbing, connectors, stitching, and fabric for flaws, damage and wear.

应检查每个弹簧扣、线环、紧固件、背带、连结器、榫头以及织物等，确认是否受损/磨损。

Please refer to attachment for detailed information.

具体的检查内容可参考附件。

### 5.10. In-service Loading or Shocking 工作中的荷载或冲击

PFAS equipment shall be used for people safeguarding only.



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When any part of the PFAS is subject to loading or shocking (the result of using the system to arrest a fall or bear the weight of the wearer) the system shall be tagged “Do Not Use” and removed from the site.

个人防坠落装备只能用于人员的防坠落安全保护。

当个人防坠落装备的任一部件承载受过冲击(该系统工具因发生过坠落承受过冲击和重荷)，此系统/设备必须被贴示“禁止使用”的标签，并被移出工作现场。

## 6. REFERENCE 参考资料

GB 30871-2019 Safety Code of special work in chemical manufactory

化学品生产单位特殊作业安全规范GB 30871-2019

## 7. ATTACHMENT & APPENDIX 附件

None 无