

NC-08-07

Safety & Health

Management Regulations



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Chapter 1. General Provisions

Article 1 [Purpose]

These Regulations stipulate matters relating to industrial safety and health of Nextchip Co., Ltd. (hereinafter, the "Company"), and aim to maintain and promote the safety and health of the employees, to preserve the corporate property, and to improve the production efficiency by creating a safe and healthy working environment for all members of the Company.

Article 2 [Definitions]

- ① The following terms used herein shall have the meanings assigned to them as follows.
1. "Industrial accident" means any death, injury, or disease of a person who provides labor caused by structures, equipment, raw materials, gas, vapor, powder, dust, etc., related to the duties, or by work or other duties.
 2. "Employee" means an employee prescribed in Article 2 (1) 1 of the Labor Standards Act.
 3. "Business owner" means a person who operates business by employing employees.
 4. "Representative of employees" means a person that represents a labor union organized by more than half of employees, if any, or that represents more than half of employees in the absence of a labor union organized by more than half of employees.
 5. "Contract" means, regardless of how it is referred to, assigning another person the manufacturing, building, or repair of articles, the provision of services, or other duties.
 6. "Contractee" means a business owner who awards a contract for the manufacturing, building, or repair of articles, the provision of services, or other duties. Provided, however, that a person placing an order for construction works shall be excluded from there.
 7. "Contractor" means a business owner who is awarded a contract by a contractee for the manufacturing, building, or repair of articles, the provision of services, or other duties.
 8. "Relevant contractor" means, where a contract is executed in several stages, any contractor who is awarded a contract for any stage of such contract.
 9. "Working environment monitoring" means collecting, analyzing, and evaluating samples after a business owner formulates a plan to measure hazardous factors regarding his or her employees or workplace to ascertain the actual status of the working environment.
 10. "Safety and health checkup" means conducting investigation and evaluation by a person designated by the Minister of Employment and Labor for the purpose of identifying potential risks and establishing countermeasures for improvement to prevent industrial accidents.
 11. "Serious accident" means an industrial accident, resulting in death or other severe damage that falls in any of the following categories.
 - A. At least one person has died
 - B. At least two people have been injured simultaneously due to the same accident, requiring medical treatment for at least three months
 - C. At least ten people have been injured or developed occupational diseases
- ② The meaning of the terms used herein shall follow the definitions prescribed by Occupational Safety and

Health Act (hereinafter, the "Act"), the Enforcement Decree (hereinafter, the "Decree") and the Enforcement Rule (hereinafter, the "Rule") of the same Act, and the Rules on Occupational Safety and Health Standards (hereinafter, the "Safety and Health Rules").

Article 3 [Scope of Application]

These Regulations shall be applied to all members of the Company, executives and staff members alike, as well as all people visiting the Company.

Article 4 [Priority of Safety and Health Task]

The Company shall prioritize safety in all types of work and management, and take safety and health measures first in budgeting, human resources, and management system to prevent workplace accidents.

Article 5 [Responsibility for Accident Prevention]

Both the business owner and all employees shall have joint responsibility for preventing industrial accidents, and the details of their tasks are as follows.

1. The business owner shall comply with the occupational accident prevention standards prescribed by laws and improve the working conditions and create proper working environments in order to ensure that the matters prescribed herein shall be implemented with due diligence and that the life, safety, and health of the employees shall be preserved and improved.
2. The safety management supervisors shall perform their safety and health related tasks with due diligence and take responsibility for preventing accidents in the workplace.
3. The safety and health manager shall assist the safety and health management director, and guide and advise the management supervisors to guarantee smooth process of safety and health activities and to prevent accidents in the workplace.
4. All members of the Company shall comply with every standard prescribed by laws and in these Regulations strictly, and follow various measures implemented by the business owner and safety and health-related personnel concerning the prevention of occupational accidents, actively.

Article 6 [Safety and Health Management at Subcontractor's Place of Business]

① Where employees of a relevant contractor work at the place of business of the Company (as a Contractee), the Company shall carry out each of the following works.

1. Organizing and operating a consultative body consisting of the contractee and the contractor for safety and health issues;
2. A routine inspection of the workplace;
3. Supporting safety and health education that a relevant contractor provides to his or her employees pursuant to Article 29 (1) through (3) of the Act, including providing the place and materials for such education;
4. Verifying the conduct of safety and health education that a relevant contractor provides to his or her employees pursuant to Article 29 (3);
5. Operating a warning system, conducting evacuation drills, etc. in preparation for any of the following cases:
 - A. Where explosives are set for blasting at a work site;

- B. Where fire, explosion, collapse of soil, structures, etc., an earthquake, or any other accident occurs at a work site;
6. Providing places necessary to install facilities, etc. prescribed by Ordinance of the Ministry of Employment and Labor, such as sanitary facilities, or cooperating in the use of sanitary facilities installed by the contractee.
- ② The Company (contractee) shall provide information on safety and health in writing to a contractor before such work commences to prevent industrial accidents involving employees of the contractor who performs such work, as prescribed by Ordinance of the Ministry of Employment and Labor.
- ③ The contractor's business place shall follow the safety and health measures taken by the Company.
- ④ If the Company requests the contractor to perform a work without a safety and health measure in place, the contractor shall either refuse the request or demand the Company to take a proper measure.
- ⑤ The Company shall discontinue or limit the contractor's work if the contractor engages in the work without a proper safety and health measure or fails to comply with the rules prescribed by relevant laws and regulations.

Chapter 2. Safety and Health Management Organization and Duties

Article 7 [Division of the Organization]

- ① The Company shall divide the safety and health management organization into an executive division, a staff division and various other working groups, of which the structure is presented in Annex 1.
- ② The executive division has a safety and health manager and supervisor.
- ③ The staff division has a safety manager and health manager, respectively, and can have an occupational health doctor if necessary.
- ④ Under other working groups, the Company may establish and operate an industrial safety and health committee, a fire brigade, and other necessary teams.

Article 8 [Appointment of Safety and Health Related-Personnel, Etc.]

- ① The Company shall appoint its business owner or representing director who is leading and taking charge of the business in practice as the safety and health management director in the executive division, and shall fill out and keep the Annex Form 1: Election and Appointment of the Safety and Health Management Director, and the Safety and Health Management Head Officer.
- ② The manager of the staff division shall be appointed among the heads or persons acting for the heads of production-related departments. Annex Form 2: Certificate of Appointment shall be provided to the appointee.
- ③ The safety managers, health managers, and occupational health doctors shall be appointed among the persons qualified as specified by laws. Evidentiary documents shall be submitted to an applicable Regional Employment and Labor Office within 14 days from the date of appointment.
- ④ The Company shall assign the safety and health related managers from Paragraph 1 through 3 the power and authority necessary to perform their duties with due diligence, and support them with facility, equipment, budget and other matters necessary to the successful performance of their job.

Article 9 [Safety and Health Management Director]

- ① Safety and Health Management Director shall be in charge of the safety and health affairs of the Company and perform each of the following duties:
 1. Matters related to establishing a plan to prevent occupational accidents;
 2. Matters related to drafting and changing the Safety and Health Management Regulations;
 3. Matters related to safety and health education for the employees;
 4. Matters related to checking and improvement of working environment, including inspection of working environment;
 5. Matters related to health management of the employees, such as medical checkups;
 6. Matters related to investigating the cause of occupational accidents and establishing recurrence prevention measures;
 7. Matters related to recording and preserving occupational accident statistics;
 8. Matters related to checking the qualified safety device and protective equipment when purchasing such items;
 9. Any other matters related to the prevention of harmful, hazardous and dangerous matters to the

employees;

10. Matters related to key projects of safety management and setting up the goals thereof;
11. Matters related to budgeting and budget execution of safety and health management;
12. Matters related to work allotment of safety and health related personnel;
13. Matters related to establishing and supplementing safety standard guidelines; and
14. Any other matters related to safety and health.

② Safety and health management director shall direct and supervise safety and health managers.

Article 10 [Safety and Health Supervisors]

Safety and health supervisors shall direct and supervise workplace safety and health issues, and perform each of the following duties:

1. Checking and examining any irregularities and safety issue in the machine, apparatus or equipment and facility relating to the work under its direction and supervision (in this article, "their work");
2. Cooperating on the guidance and advice of occupational health doctors, safety and health managers;
3. Identifying hazardous and dangerous factors in the work and implementing improvement measures based on the findings for risk assessment;
4. Delivering safety goals and policy to the employees;
5. Improving unsafe work methods;
6. Correcting and guiding unsafe activities;
7. Guiding employees to comply with safety regulations of the Company; and
8. Any other matters concerning the safety and health of their work.
9. Correcting and guiding unsafe activities
10. Guiding to comply with the internal safety regulations
11. Other matters relating to the safety and health of relevant work

Article 11 [Safety Managers]

① Safety managers shall perform each of the following duties:

1. Works deliberated and resolved by the Industrial Safety and Health Committee, and the works prescribed by the Safety and Health Management Regulations and the Rules of Employment;
2. Selection of qualified and proper articles when purchasing safety-certified machinery and apparatus, and products subject to Safety Self-Assurance, etc.;
3. Assistance, advice and guidance for risk assessment;
4. Establishment and implementation of safety education plan;
5. Suggesting routine inspection of the workplace, and directions and actions for the workplace;
6. Providing technical guidance and advice to investigate the cause of occupational accidents and to prevent the recurrence of the accidents;
7. Providing guidance and advice for maintaining and managing occupational accident statistics (Limiting to safety area);
8. Suggesting a dispositional action toward an employee who violates the safety rules prescribed by relevant laws, the Safety and Health Management Regulations, and the Rules of Employment; and

9. Any other matters relating to safety.
- ② The Company can entrust the duties of safety manager in Paragraph 1 above to a professional safety management institution (the "Korea Industrial Safety Association"), in which case it shall appoint a safety officer who will assist the Company-liaison of the Korea Industrial Safety Association.

Article 12 [Health Manager]

- ① Health managers shall perform each of the following duties:
 1. Works deliberated and resolved by the Industrial Safety and Health Committee, and the works prescribed by the Safety and Health Management Regulations and the Rules of Employment;
 2. Work management to prevent health problems;
 3. Selection of proper and qualified products, when purchasing health-related equipment, such as safety-certified machinery and apparatus, and products subject to Safety Self-Assurance, etc.;
 4. Posting the Material Safety Data Sheet (MSDS);
 5. Providing assistance, advice, and guidance concerning risk assessment;
 6. General duties of occupational health doctors (Limiting to the cases where the doctor is a physician under the Medical Service Act);
 7. Health management, education, and health improvement guidance for the employees;
 8. Medical treatment to protect the employees, which falls in each of the following categories (Limiting to the cases where the health manager is a physical or nurse under the Medical Service Act);
 - A. Treatment of person who suffers from external injuries or other common disease
 - B. Treatment of a person who requires emergency care
 - C. Treatment to prevent injury or disease from worsening
 - D. Guidance and management of long-term care for those who are found through medical examination to have an illness
 - E. Administration of medicine under the medical activity from Subparagraph a through d above
 9. Checking up of the general ventilation system and local exhaust system used in the workplace, and improvement and guidance of working methods from engineering point of view;
 10. Directing and suggesting necessary action for routine inspection of the workplace;
 11. Investigating the cause of occupational disease occurrence and establishing countermeasures;
 12. Providing guidance and advice to maintain and manage occupational accident statistics (Limiting to health area);
 13. Suggesting a dispositional action towards an employee who violates the health rules under relevant laws, the Safety and Health Management Regulations, and the Rules of Employment; and
 14. Any other matters relating to work management and working environment management.
- ② The Company can entrust the duties of health manager in Paragraph 1 above to a professional health management institution, in which case it shall appoint a health officer who will assist the Company-liaison of the professional institution.

Article 13 [Occupational Health Doctors]

- ① Occupational health doctors shall perform each of the following duties (Limiting to the cases where they are appointed or commissioned):

1. Reviewing the employee's medical examination results and the work assignment, work change or reduction of working hours, etc. based on the result to protect their health;
 2. Investigating the cause of health issues of the employees and taking proper medical actions to prevent the recurrence of the issues;
 3. Guiding the work of health managers; and
 4. Any other matters related to maintenance and improvement of the employees' health.
- ② If the Company entrusts the work of health manager to a professional health management institution, the works of occupational health doctor prescribed in Paragraph1 shall be deemed to be entrusted, as well.

Article 14 [Installation and Operation of the Industrial Safety and Health Committee]

The Company shall establish and operate an Industrial Safety and Health Committee which consists of the same numbers of the employees and the management, to deliberate and resolve each of the following matters:

1. Matters related to establishing a plan to prevent occupational accidents;
2. Matters related to drafting and changing the Safety and Health Management Regulations;
3. Matters related to safety and health education for the employees;
4. Matters related to checking and improvement of working environment, including inspection of working environment;
5. Matters related to health management of the employees, such as medical checkups;
6. Matters related to investigating the cause of occupational accidents, especially for serious accidents, and establishing recurrence prevention measures;
7. Matters related to recording and preserving occupational accident statistics;
8. Matters related to safety and health measures in case of introducing hazardous or dangerous machinery, apparatus, and other equipment;
9. Matters related to making a process safety report;
10. Matters related to establishing a safety and health improvement plan;
11. Matters related to the key projects of safety and health management and the goal achievement;
12. Matters related to safety and health management referred to by safety and health personnel and employees;
13. Matters related to the maintenance and repair of the machinery apparatus, equipment, and facility;
14. Matters related to the enactment and changes of various safety and health regulations, procedures, guidelines, standards, and rules;
15. Matters related to the budgeting and execution of safety and health management costs; and
16. Any other important matters related to safety and health issues.

Article 15 [Composition of the Industrial Safety and Health Committee]

- ① Employee members shall consist of the following people:
1. An employee representative
 2. An honorary occupational safety supervisor (hereinafter, the "Honorary Supervisor")(Limiting to the cases where such supervisor is commissioned)
 3. Not more than 9 employees appointed by the employee representative.
- ② Management members shall consist of the following people:

1. Safety and health management director
2. Safety manager (the Company-liaison of the Korea Industrial Safety Association)
3. Health manager (the Company-liaison of the professional health management institution)
4. Occupational health doctor (the Company-liaison doctor of the professional health management institution)
5. Not more than 9 heads of business departments appointed by the safety and health management director.

Article 16 [Meetings, Etc.]

The Industrial Safety and Health Committee's meetings are divided into regular and special meetings. Regular meetings shall be convened by the chair of the Committee in each quarter, and the special meetings shall be convened by the chair if the chair deems it to be necessary.

Article 17 [Making and Preserving the Minutes]

When holding a meeting under Article 16, the Company shall make minutes that record each of the following items and preserve it for two years:

1. Date and location of the meeting
2. Attending committee members
3. Issues subject to deliberation, resolution, and decision
4. Other matters discussed therein.

Article 18 [Notification of the Meeting Results, Etc.]

The Industrial Safety and Health Committee shall notify the employees of the results of the meeting, such as issues deliberated and resolved, through any of the following methods, promptly.

1. In-house broadcasting;
2. Company newsletter;
3. Posting on the bulletin board;
4. Regular meeting of the Company; or
5. Any other proper method.

Article 19 [Work Leader]

① The Company shall appoint employees who have extensive experience in each of the following areas as a work leader, and have him or her direct and control the work:

1. Work to be performed by using a cargo vehicle, etc.
2. Uploading or offloading cargo weighed not less than 100kg.

② The work leaders in Paragraph 1 shall prepare a written work plan which set up safety measures to prevent dangers during the work, such as fall, drop, reversal, narrowness, or collapse, and shall direct the work in accordance with the work plan.

③ Once the work plan is created as in Paragraph 2 above, the work leaders shall education relevant employees about the content of the plan.

Chapter 3. Safety and Health Education

Article 20 [Types of Education]

- ① Safety and health education is divided into safety and health education, and education for safety and health managers depending on the target and responsibility.
- ② The corporate safety and health education in Paragraph 1 is an education offered under the responsibility of the Company. The education is divided into regular education, manager and supervisor education, education for new employees, education when the work details change, special safety and health education, and safety and health education for employees in special types of employment.
- ③ The education for managers and supervisors in Paragraph 1 is an occupational education mandatory to the people appointed as safety and health management director, safety manager, and health manager, respectively. It is further divided into new education and supplementary education.

Article 21 [Instruction Officer]

The instruction officers of the Company's safety and health education (hereinafter, the "Instructor") shall be appointed among the personnel engaged in safety or health affairs at the Company.

Article 22 [Responsibility]

- ① All employees have the right and duty to receive the safety and health education that fits to their category.
- ② The heads of each department and offices shall give a fair opportunity to the employees who fit to the category.
- ③ Where an employee cannot attend a scheduled education for a reason, he or she shall report the reason to relevant safety or health management director via the head of his or her department and then obtain the approval of the director. The education instructor shall give an additional education to such an employee, so that no employee will miss the education.
- ④ Where an employee fails to attend the safety and health education twice or more without a justifiable reason, the Company can apply a disciplinary measure to the employee in accordance with Article 76 Paragraph 1.

Article 23 [Regular Education]

- ① The Company shall provide all employees with safety and health education on a regular basis, of which the hours and contents are as follows:
 1. Hours of education
 - A. Office workers : Not less than three (3) hours in each quarter
 - B. All workers other than office workers : Not less than six (6) hours in each quarter (Three hours or more in each quarter for employees in the sales section)
 2. Content of education (Regular education for the employees)
 - A. Matters related to occupational safety and accident prevention;
 - B. Matters related to the prevention of occupational health and occupational disease;
 - C. Matters related to health improvement and disease prevention;

- D. Matters related to the management of dangerous working environments;
 - E. Matters related to the Occupational Safety and Health Act and related regulations, as well as general management rules; and
 - F. Matters related to the industrial accident compensation insurance system.
3. Safety and health education for employees in special types of employment (Not less than two hours in case of new employment).

- A. Matters related to traffic and driving safety;
- B. Matters related to personal protective equipment;
- C. Matters related to occupational safety and accident prevention;
- D. Matters related to health improvement and disease prevention;
- E. Matters related to the management of dangerous working environments;
- F. Matters related to the danger of machinery and equipment, working order and human traffic flow;
- G. Matters related to pre-inspection before starting work;
- H. Matters related to keeping the working environment neat and cleaning up;
- I. Matters related to emergency measures in case of an accident;
- J. Matters related to the Material Safety Data Sheet (MSDS);
- K. Matters related to the prevention and management of work stress; and
- L. Matters related to the Occupational Safety and Health Act, and the industrial accident compensation insurance system.

② The safety and health education in Paragraph 1 can be offered daily, weekly, or every other week.

Article 24 [Education for Management Director]

The Company shall provide management directors appointed in accordance with Article 8 Paragraph 2 with an additional safety and health education, other than the regular education session, for not less than 16 hours a year on a regular basis. The contents of the education are as follows.

- A. Matters related to the harmfulness and danger of the various processing, and preventive measures thereabout;
- B. Matters related to standard method of safe work and guiding tips;
- C. Matters related to the roles and duties of management director;
- D. Matters related to occupational safety and the prevention of occupational disease;
- E. Matters related to the management of harmful and dangerous working environments;
- F. Matters related to the Occupational Safety and Health Act and other regulations, and general management;
- G. Matters related to the prevention and management of work stress;
- H. Matters related to the industrial accident compensation insurance system; and
- I. Matters related to the cultivation of safety and health education ability.
 - Matters related to the improvement of the ability to communicate with the field workers and to teach and lead education session, and other safety and health education abilities

(※ The content of cultivation of safety and health education ability shall not exceed 1/3 of the education hours for the entire management directors).

Article 25 [Education at the Time of New Employment and Change of Existing Work Details]

When recruiting employees or changing the existing work details, the Company shall give safety and health education concerning related work or duties before allotting the work or duties to the employees. The hours and content of the education are as follows:

1. Hours of education
 - A. Education at new employment : Not less than eight (8) hours (At least one (1) hour for day-to-day workers)
 - B. Education at the change of existing work details : Not less than two (2) hours (At least one (1) hour for day-to-day workers)
2. Content of education
 - A. Matters related to the danger of machinery and equipment, working order and human traffic flow;
 - B. Matters related to pre-inspection before starting work;
 - C. Matters related to keeping the working environment neat and cleaning up;
 - D. Matters related to emergency measures in case of an accident;
 - E. Matters related to occupational safety and occupational disease prevention;
 - F. Matters related to the Material Safety Data Sheet (MSDS);
 - G. Matters related to the prevention and management of work stress; and
 - H. Matters related to the Occupational Safety and Health Act and general management.

Article 26 [Special Safety and Health Education]

- ① When using the employees in dangerous or harmful work, it shall provide them with a special education of not less than 16 hours concerning relevant work before assigning the work to them (Two hours for day-to-day workers). Provided, however, that the work is a short-term or sporadic type, the Company can reduce the hours of education to two at the minimum.
- ② The content of the education designed for employees engaging in special work shall be provided in Annex 5 of these Regulations.
- ③ Notwithstanding Paragraph 1, the special education in this Article can be given at least four hours before the initial work starts and the remaining 12 hours of education can be split in three months afterward.

Article 27 [Instructor]

The corporate safety and health education shall be taught by any of the following people:

1. Safety and health management director
2. Safety manager (the Company-liaison of the Korea Industrial Safety Association)
3. Health manager (the Company-liaison of the professional health management institution)
4. Occupational health doctor (the Company-liaison doctor of the professional health management institution)
5. Management director who has completed the education in Article 24
6. People who have completed the education course of instructors in relevant areas provided by the Korea Occupational Safety & Health Agency
7. Industrial safety consultant or industrial hygiene consultant
8. People who have knowledge and experience in the industrial safety and health area, and who have been employed at related job or position for at least three years.

Article 28 [Education Method]

When giving safety and health education, the Company shall prepare proper teaching materials and

equipment for each category of the employees, and conduct the education by any of the following methods:

1. Collective training : Education and training given in a facility designed exclusively for education or other facility suitable to provide education and training (Excluding production facility or place of work)
2. On-site education : Education and training given at the production facility or place of work of the Company (Including short safety and health education provided before and after work, such as hazard anticipation training)
3. Internet online or remote education : Education given by using information and communication device. Management of trainees is carried out online through internet.
4. Professional education : Education developed and operated for each business type and area by a professional institution which is entrusted with the job training by the Company.

Article 29 [Education of Management Director, Etc.]

The people who are appointed by the Company as any of the following positions shall receive safety and health education necessary to their job from a professional job training institution through the consignment of the Company.

1. Safety and health management director
2. Safety manager (Limiting to the case of internal appointment)
3. Health manager (Limiting to the case of internal appointment)

Article 30 [Education Cycles, Etc.]

The occupational education in Article 29 shall be given to the employees who are newly appointed to applicable position within three months after the appointment (One year if the health manager is a doctor). Thereafter, a follow-up or supplementary education of safety and health shall be given at around three months before or after every second year from the date when the initial education was provided.

Article 31 [Establishment of an Educational Plan]

In every December, the education officer of the Company shall establish a safety and health education plan for the following year and submit it to the safety and health management director for approval and implementation.

Article 32 [Preservation of Education Documents]

The education officer shall make a daily education report recording each of the following matters (or Certificate of Education Performance, in the case where the education is entrusted to an external institution), and preserve it for three years:

1. Date and location of the education
2. Instructor
3. Education course or program
4. Number of attendees
5. Content of education
6. Other matters that can prove the performance of education

Chapter 4. Workplace Safety Management

Article 33 [Establishment of Safety and Health Management Plan]

- ① In every December, the safety and health officer shall establish a safety and health management plan for the following year, and submit it to the safety and health management director for approval and implementation.
- ② The safety and health officer shall notify and post the safety and health management plan to all departments so that all employees can be aware of the status of safety and health management work.

Article 34 [Safety and Health Diagnosis]

- ① If the Company receives an order of safety and health diagnosis from a Regional Employment and Labor Office, it shall request a professional diagnosis institution to conduct the diagnosis.
- ② The Company shall cooperate with the diagnosis institution in Paragraph 1 fully, and shall not interfere with, interrupt, or avoid the performance of the institution.

Article 35 [Protective Measure for Machine, Equipment, and Facility, Etc.]

- ① The Company shall make a list concerning its machinery, equipment and facility, etc. in use in accordance with the following and manage the list. Furthermore, the Company shall not install or use the machinery, etc. without applying a protective measure against the risks or danger factors therein:
 1. Machine and equipment that require a protective measure
 2. Machine and equipment subject to safety certification
 3. Machine and equipment subject to self-safety assurance
 4. Machine and equipment subject to safety inspection
 5. Machine, equipment and facility excluding Subparagraphs 1 through 4 above.
- ② The types and protective measures of machine and equipment in accordance with Paragraph 1 Subparagraph 1 are as follows:
 1. Blade touch-free system for grass cutter
 2. Rotor touch-free system for centrifuge
 3. Pressure release device for air compressor
 4. Blade touch-free system for metal cutter and cutting machine
 5. Head guard, backrest, headlights, rear lamp, and safety belt for forklift
 6. Safety interlocking device for wrapping and packaging machine
- ③ The types and protective system for machine and equipment, etc. in Paragraphs 1 and 2 shall following the standards announced by relevant laws and the Minister of Employment and Labor.

Article 36 [Performance Maintenance]

The safety and health management director shall designate a managing supervisor to conduct routine checks and repair on the protective measures under Article 35 above, so that the Company can ensure that the machinery will function properly.

Article 37 [Compliance by the Employees and Action of the Safety and Health Management Director]

① The employees shall comply with each of the following with respect to the protective measures under Article 35:

1. Where they intend to dismantle the protective measure, they shall obtain the approval of relevant supervisor and the safety and health management director
 2. Where the reason to dismantle the protective measure ceases after they dismantled the measure, they shall restore the protective measure to the original state
 3. Where they find the protective measure has lost its intended use or function, they shall report it to the supervisor and the safety and health management director, without delay.
- ② Upon receipt of the report in accordance with Paragraph 1 Subparagraph 3 above, the safety and health management director shall take a proper action, such as repair, maintenance, or suspension of work.

Article 38 [Safety Certification]

① When the Company installs or uses hazardous or dangerous machine, equipment, facility, protective system and personal protective equipment that are subject to safety certification, such as the following, it shall make sure that the machine, equipment, and facility etc., is or has been certified of safety.

1. Machine, equipment and facility in the category of:
 - A. Press machine
 - B. Shearing or cutting machine
 - C. Crane
 - D. Lift
 - E. Pressure vessel
 - F. Roller or rolling machine
 - G. Injection molding machine
 - H. Table lift
 - I. Suspended access equipment or gondola
2. Protective system in the category of:
 - A. Protective system for press machine and shearing machine
 - B. Overload protection system for lifting machine
 - C. Pressure safety value for boiler
 - D. Pressure safety value for pressure vessel
 - E. Rupture disk for pressure vessel and pressure safety value
 - F. Personal protective equipment for insulation and protective tools for life-wire work
 - G. Electric machinery, equipment and parts with explosion-proof structure
 - H. Temporary equipment and materials for protection, that are designated and announced by the Minister of Employment and Labor as necessary to prevent accidents, such as fall, drop, and collapse
 - I. Industrial robot protective system necessary to prevent dangers, such as collision and narrowness as designated and announced by the Minister of Employment and Labor
3. Personal protective equipment such as :
 - A. Hard hat to prevent fall and electric shock
 - B. Safety shoes
 - C. Safety gloves
 - D. Dust mask

- E. Gas mask
- F. Air-supplied respirator
- G. Powered Air Purifying Respirator
- H. Protective clothing
- I. Safety harness and straps
- J. Protective and ballistic goggles that protect from light, small projectiles and fragments
- K. Face shield for welding
- L. Earplugs or earmuffs against excessive noise or for soundproofing

② Of the machinery and equipment subject to the safety certification in accordance with Subparagraph 1, the Company shall not use the machine or equipment that falls in any of the following categories:

- 1. Machine or equipment that has not received the safety certification
- 2. Machine or equipment that has been remodeled, inconsistently with the safety certifications standard
- 3. Machine or equipment of which the safety certification is cancelled, or which is subject to an order to prohibit the use of safety certification mark.

Article 39 [Safety Inspection]

① For hazardous and dangerous machinery that are subject to safety inspection as follows (hereinafter, "Machine and Equipment, etc. subject to Safety Inspection"), the Company shall request a safety inspection institution to conduct inspection at least 30 days prior to the expiry of the inspection cycle.

- 1. Press machine
- 2. Shearing machine
- 3. Crane (Excluding mobile crane and hoist of less than two ton-rated load)
- 4. Lifting machine
- 5. Pressure vessel
- 6. Suspended access equipment or gondola
- 7. Exhaust system for limited space (Excluding the mobile system)
- 8. Centrifuge (Only industrial ones)
- 9. Rolling machine or roller (Excluding sealed types)
- 10. Injection molding machine (Excluding machines with less than 294 KN-clamping force)
- 11. Table lift (Limiting to the table lifts installed in cargo trucks or special vehicle under Article 3 Paragraphs 3 or 4 of the Motor Vehicle Management Act)
- 12. Conveyor
- 13. Industrial robot

② As for the machine and equipment that have been successfully inspected as prescribed in Paragraph 1, the Company shall attach the safety inspection certificate issued by the testing institution to the machine, etc. and show that the machine, etc. has been inspected and deemed safe to operate according to relevant safety standards.

③ Concerning the machine and equipment, etc. subject to safety inspection as prescribed in paragraph 1, the Company shall not use any of the following item:

- 1. A dangerous or hazardous machine, etc. that has not been inspected, or
- 2. A dangerous or hazardous machine, etc. that has not passed the safety inspection.

Article 40 [Safety Inspection Cycle]

The machine and equipment, etc. subject to safety inspection under Article 39 Paragraph 1 must be inspected on a regular basis as follows:

1. Crane, lift, and gondola : First safety inspection within three years from the date of installation in the place of business, and every two years thereafter.
2. Mobile crane, lift for moving, and table lift : First safety inspection within three years from the initial registration under Article 8 of the Motor Vehicle Management Act, and every two years thereafter.
3. Press, shearing machine, pressure vessel, local exhaust system, centrifuge, roller, injection molding machine, conveyor and industrial robot : First safety inspection within three years from the date of installation in the place of business, and every two years thereafter (Every four years for pressure vessels which have been verified by submitting a processing safety report).

Article 41 [Follow-up of the Inspection Result]

For the machine or equipment that has failed to pass the safety inspection, the safety officer shall attach a No-Use sign to the article, report the matter to the safety and health management director, and correct the issue. Once the corrective measure is completed, the safety officer shall request the inspection institution to conduct the safety inspection again and make sure that the machine, etc. will be used only if it passes the inspection.

Article 42 [Responsibility of Safety Check and Patrol]

The safety and health management directors, safety managers, health managers, supervisors and workers shall be able to detect potential risks and defect factors in their duties and working areas in early stage and rectify the problem to prevent accidents. For this purpose, they are responsible to establish a safety inspection and routine check plan, and execute the plan.

Article 43 [Types and Time of Safety Check and Patrol]

- ① The safety and health management directors, safety managers, and health managers shall conduct safety patrol to check the actual workplace concerning safety and hygiene state. The management director shall conduct the safety check at least once a day, and the safety and health managers shall do so at least twice a day, respectively.
- ② The management director shall check the overall state of the workplace before the employees start to work.
- ③ All workers shall conduct the safety routine check before starting their tasks and make their working space neat and tidy after finishing the work.
- ④ The safety and health management directors shall organize a safety task force (TF) when a new machine, equipment, facility or working method is introduced and after the machine, equipment, or facility, etc. is repaired, to conduct a risk assessment and special inspection thereon.

Article 44 [Checking Method]

The person who checks the safety state of the workplace shall make a checklist containing the following points, and check the workplace in accordance with the list. The results shall be recorded and maintained.

1. Cleaning state and installation of a safety device on the machinery
2. Any irregularities in the switch, lighting, or wire of the electrical installation
3. Any irregularities in the treatment, stacking, and storage state of hazardous and harmful articles and

production materials, etc.

4. Workers' working state and compliance with the working rules
5. Worker's wearing of personal protection equipment and compliance with the safety rules
6. Organizing state of the working space, cleaning state, dressing, and other daily routine check
7. Any other matters requiring action to ensure workplace safety

Article 45 [Effects of the Check Result]

① The safety check results shall be reported to the safety and health management director through the safety and health managers. If unsatisfactory results are reported, a correction order will be issued to the head of a relevant department so that the department will find a solution and correct the problem as soon as possible. Once the problem is rectified, the head of the department shall notify the safety officer, immediately.

② The safety inspection report created by a Company-liaison of the safety and/or health management institution shall be submitted to the safety manager and then be referred to the management director (in case of a significant issue, to be submitted to the management director, directly) to be processed in the method prescribed in Paragraph 1 above. The final results shall be notified to the Company-liaison of the safety and/or health management institution.

③ To any unsatisfactory actions of the workers found in the inspection, an order to correction shall be given to the worker(s) responsible for such actions for prompt correction. When and if the inspector finds an emergency situation which can lead to occupational accidents, he or she may either suspend the work on the spot, or direct to change the working method, or order to evacuate the place.

Article 46 [Safety Standards]

To ensure the workplace safety, the Company shall establish and implement various safety standards, such as standards for machine, equipment and facility, electrical installation, hazardous materials, and transport tasks, individually.

Article 47 [Standard Safety Work Guidelines]

① The Company shall make standard safety work guidelines for the machine, equipment, and facility that are used in each type of work, and post it to a location where the workers in relevant work can easily see it.

② Workers shall comply with the standard safety work guideline. In any of the following cases, the guidelines shall be revised or supplemented, and the updated version shall be informed to relevant workers to the fullest extent.

1. When a new machine or equipment is introduced, or the working facility is being changed.
2. When a safety accident occurs continuously in the same work.
3. When repair or remodeling is required due to an irregularity detected in the machine, etc.

Article 48 [Safety Rules]

① The safety rules to be observed by the workers for the safety and health purposes during the work are divided in to general and special rules.

② General rules are the safety rules applied to the entire workplace in common, and shall be drafted by safety officers.

③ Special rules are the safety rules applied to welding floor, boiler room, inflammable material storage

space, or other hazardous and dangerous work sites or tasks, and shall be drafted by relevant safety supervisors who actually engage in the hazardous tasks or work in dangerous site.

④ The safety rules shall be posted at relevant worksite so that related workers and personnel can see it easily. Furthermore, all employees shall be fully aware of the rules and comply with them.

Article 49 [Storage of Dangerous Materials and Access Control]

① Where a dangerous material listed in Annex 1 of these Regulation is treated inside the Company, the Company shall limit its daily amount of usage and make sure that the material is stored in a designated and authorized place in accordance with the direction of the manager. The material shall not be placed near fire or actual or potential ignition source, and injecting any ignition source to the material, heating or evaporating the material are prohibited.

② No persons other than relevant workers and other related personnel shall be permitted to access the place where dangerous materials are stored, and no inflammable articles shall be allowed in the place.

Article 50 [Suspension of Work]

① When there is an imminent danger of occupational accident or a serious accident occurs, the safety and health management director shall take a necessary safety and health measure, such as suspending the work in issue instantly and evacuating the floor.

② As a rule, the suspension of work in Paragraph 1 shall be executed in accordance with the direction of the safety and health management director. However, in case of an urgent situation under time pressure, a relevant manager or supervisor may suspend the work.

③ All workers shall follow the work suspension order in Paragraphs 1 and 2 immediately, and shall cooperate with the management to prevent occurrence and spread of accidents.

Article 51 [Safety and Health Signs]

① The Company shall install or attach safety and health signs to hazardous and dangerous places or facilities to warn the workers, to inform them about emergency measure, and to promote the safety awareness.

② The type, shape, and location of the safety and health signs to be installed or attached in accordance with Paragraph 1 above shall be determined by each place of work in accordance with relevant laws and regulations.

Chapter 5. Workplace Health Management

Article 52 [Division of Medical Examinations]

① The Company shall provide the employees with medical examinations on a regular basis. The employee who is directed to take the examination shall not refuse it.

② The types of medical examination under Paragraph 1 are as follows:

1. General medical examination
2. Special medical examination
3. Medical examination prior to assignment to a specific task or position, or "in-advance medical examination"

4. Medical examination on need basis
5. Temporary medical examination

Article 53 [Time and Frequency of Medical Examination, Etc.]

- ① The Company shall provide general medical examination at least once in every two years to full-time office employees, and at least once a year to all the other employees.
- ② Concerning the employees who engage in the types of work subject to special medical examination, the Company shall provide the special medical examination in accordance with the specific time and cycle prescribed by the hazardous factor in Annex 23 of these Regulations.
- ③ Concerning the employees listed under Article 130 Paragraph 1(2) of the Act, the Company shall provide them with a special medical examination to eliminate the harmful medical factor which has become the cause of occupational disease of the employees. The time of examination in this case shall be the time that the diagnosing doctor suggests or approves.
- ④ Where the Company intends to place an employee to a task or workshop subject to special medical examination, the Company shall provide the employee with an in-advance medical examination before the placement, and advise the employee about the task or the workshop's harmful medical factors subject to special medical examination. Provided, however, in any of the following cases, in-advance medical examination may be omitted.
 1. If the employee received any of the following medical examinations concerning relevant harmful factor at a different workshop in the last six months and submitted the document describing the results of medical examination ("Personal Medical Check-up Report) or the copy of the document to the Company.
 - A. In-advance medical examination
 - B. Special medical examination, medical examination on need basis, or temporary medical examination which includes the first checkup item in the in-advance medical examination.
 - C. Medical examination that includes the first or second checkup item in the in-advance examination.
 2. Within the last six month-period, if the employee received any of the three examinations listed above concerning relevant harmful factors in the workshop in issue.
- ⑤ In the case where an employee who engages in a task subject to special medical examination displays a symptom of occupational asthma, skin trouble, or other health disorder, or is given a medical opinion by a doctor, the Company shall provide the employee with a medical examination on need basis as prescribed by the ordinances of the Minister of Employment and Labor for prompt health management of the employee.
- ⑥ Where a medical examination is conducted for the same items under Subparagraphs 1 and 2 or in accordance with other laws and regulations, the medical examination prescribed in this Article can be omitted exclusively for relevant items.

Article 54 [Effect of the Diagnosis Result]

- ① When providing a medical examination, the Company shall deliver to relevant employee the Personal Medical Checkup Report issued by the medical institution that examined the employee within 30 days from the date of medical examination.
- ② The Company shall receive the personal medical check-up report that falls in any of the following categories within 30 days from the date of medical examination.
 1. In case of general medical examination : General medical checkup report
 2. In case of special medical examination, in-advance medical examination, and temporary medical

examination : Special, in-advance, or temporary medical checkup report, as the case may be.

③ To maintain the health of employees based on the personal medical checkup reports in Paragraph 2 above, the Company shall take necessary measures, such as changing the working place, changing the shift, reducing the working hours, measuring the working environment, and/or installing or improving a facility and equipment.

④ In case of providing special, on need basis, or temporary medical examination, the Company shall arrange that the medical checkup report will be submitted to a relevant local Employment and Labor Office by the medical institution which performed the examination within 30 days from the date of examination.

⑤ The Company shall preserve the personal medical checkup reports received under Subparagraph 2 and other equivalent medical reports that the employees received from different medical institutions (if the information is recorded electronically in computer, the electronic data) for five (5) years. Notwithstanding, the medical checkup reports and electronic data about the employees who have handled the carcinogenic substances confirmed and announced by the Minister of Employment and Lanor shall be preserved for 30 years.

Article 55 [Working Environment Measurement]

① If there is an employee being exposed to a harmful factor subject to working environment measurement provided in Annex 20 of the Regulations, the Company shall entrust a measuring institution designated by the Minister of Employment and Labor (the "designated measuring institution") with the measurement of the working environment and the analysis of the specimen acquired from the measurement.

② In case of the working environment measurement under Paragraph 1, the Company shall allow the employee representative to attend the measurement process, if requested.

Article 56 [Effect of the Measurement Result]

① If the result of working environment measurement exceeds the acceptable level, the Company shall furnish relevant workers personal protection equipment immediately, and take a necessary measure to improve the working environment, such as installation of specific facilities or update the equipment.

② In the case where the working environment is measured in accordance with Article 55, the Company shall obtain the result report from the measuring institution and preserve it for five (5) years. Notwithstanding, if the report contains the record about carcinogenic substances announced by the Minister of Employment and Labor, the document shall be preserved for 30 years.

③ In case of conducting working environment measurement, the Company shall arrange that the measurement report will be submitted to a relevant local Employment and Labor Office by the designated measuring institution within 30 days from the day when the institution completed to collect the specimen.

Article 57 [Department Handling Harmful Substances]

① In case of handing harmful substance subject to safety management as listed in Annex 12 of the Regulations, the Company shall designate relevant workshop as a harmful substance handling workshop, and have the management director of the workshop supervise the work in the manner that no health problem will occur. In this regard, the management director shall monitor the working state of ventilation facilities and the employees' compliance with the personal protection equipment.

② The access to the workshop designated as a harmful substance handling workshop under Paragraph 1 shall be limited only to authorized workers, and a sign indicating the limited access shall be posted on a

location easily seen by workers.

Article 58 [Marking of Harmful Substances]

The health officers shall post each of the following information at the worksite where harmful substances subject to safety management are handled, or prepare and post the Material Safety Data Sheet (MSDS) concerning the harmful substance treated at the worksite.

1. Name of the substance
2. Effect on the human body
3. Caution while handling the substance
4. Required personal protection equipment
5. First aid and emergency disaster prevention tips

Article 59 [Working in Personal Protection Equipment, Etc.]

① The Company shall provide the employees with proper personal protection equipment when placing them at any of the following works:

1. A work that has a risk of falling object or falling of employees : Safety helmet
2. A work performed at a location where a risk of falling from a height of more than 2 meters : Safety harness and straps
3. A work that has a risk of falling object, trapping or jamming, electric shock or static electrification : Safety shoes
4. A work that has a risk of small projectiles and fragments in the air : Safety goggles
5. A work that has a risk of flying sparks during welding, molten metal splatter, and other debris generated during the process ; Face shield
6. A work that has a risk of electric shock : Protection equipment for insulation
7. A work that has a risk of thermal burns by excessive temperature : Heat-proof clothes
8. Loading work at a wharf which may generate excessive dusts and particles : Dust mask
9. Loading work at a fast-freezing fish hold under -18°C : Winter cap, winter clothes, winter boots and gloves
10. Driving two-wheeled motor vehicles defined by Article 3 Paragraph 1(5) of the Motor Vehicle Management Act, in order to transport, retrieve, or deliver objects : Safety hat for car driving which meets each of the criteria given in Article 32 Paragraph 1 of the Enforcement Rule of the Road Traffic Act
11. A work that handles organic solvent, acidic or alkalic materials, gases and small projectiles : Respiratory protection equipment, such as gas mask and dust mask
12. A work performed in closed space : Air-supplied respirator or mask
13. Work with excessive, impulsive and shock noise : Hearing protectors, such as earplugs and earmuffs
11. Vibration work : Anti-vibration equipment, such as vibration reduction gloves
12. Other proper protection equipment that relevant manager approves the necessity.

② The criteria and the term to furnish personal protection equipment shall be determined in consideration of the history of the equipment consumption and the intensity of relevant work. The Company shall make sure that the amount of equipment to be purchased will be not less than the number of workers on the task in each department, and that the equipment will be the types which have received the safety certification

provided by the Minister of Employment and Labor.

- ③ All workers shall put on a proper personal protection equipment furnished to them for relevant work and shall not use it for any other purpose than the purpose designated by the Company.
- ④ When providing the personal protection equipment, the manager shall create a protection equipment provision register which records the name of the equipment, date of provision, safety certificate number, quantity of the equipment, name of the person handing out the equipment, and name of the receiving worker, place it at each department, and have it managed under the responsibility of the head of the department.
- ⑤ The head of the department shall check the personal protection equipment furnished to the department's employees, and repair or exchange it if any irregularities are noticed in it.
- ⑥ The personal protection equipment shall not be shared among several workers to prevent contracting a disease. Rather, the Company must take action to prevent contamination, such as providing individual lockers or containers to store the protection equipment.
- ⑦ The personal protection equipment furnished by the Company shall not be disassembled, dismantled, or altered without the approval of the head of relevant department.

Article 60 [Workwear]

- ① The Company shall provide the workers proper workwear and work caps suitable to individual work in consideration of the working environments and characteristics, and makes sure that they will wear them during the work process.
- ② All workers shall not wear any clothes other than designated workwear.
- ③ The workwear provided under Paragraph 1 shall be antistatic.

Article 61 [Prohibition of Work by a Person with Disease]

- ① The Company shall prohibit individuals who fall in any of the following categories from working:
 1. A person who has an infectious disease, unless the person takes a preventive measure against infection;
 2. A person who suffers from schizophrenia, dementia paralytica, or other mental disorder;
 3. A person who has a heart, kidney, or lung-related disease and whose illness may be worsened due to the work; or
 4. A person who suffers from a disease equivalent to the one from Paragraph 1 through 3 and prescribed by the Minister of Employment and Labor.
- ② Where the Company prohibits a worker from engaging in the work under Paragraph 1 or allows the worker to return to the work, the Company shall refer to the opinions of the health manager (or the Company liaison of the professional medical institution), the occupational health doctor, or the doctor who has examined the worker.

Article 62 [Illness due to Customer's Abusive Languages, Etc.]

- ① For the employees who communicate with the customers face-to-face, or sell the products or provide services through the information and communication network prescribed in Article 2 Paragraph 1(1) of the Act on Promotion of Information and Communications Network Utilization and Information Protection, Etc. the Company shall take each of the following measures to protect the employees' health against the customers' abusive languages, physical attack, or other action that causes mental or physical pain beyond

the reasonable range (hereinafter, the "Abusive Languages, etc.):

1. Posting words or giving audio guidance not to use abusive languages
 2. Preparing a customer service manual including responsive measures in case of a problem situation with customer
 3. Providing education and training concerning the customer service manual and against health hazards
 4. Necessary measures to prevent health hazards for the employees in the customer service sector.
- ② Where an employee falls sick or is facing the imminent risk of falling sick due to the abusive language of customers, the Company shall take a necessary measure to protect the employee, such as suspending the employee's work or transferring the employee to another post.
- ③ The employees in the customer service sector can demand the measures in Paragraph 2 from the Company. In such cases, the Company shall not dismiss or treat unfavorably the employee just because of the demand of the employee.

Article 63 [Health Standards]

The Company shall establish separate health standards concerning the lighting, organizing state, cleaning state, dust and particles, temperature and humidity, ventilation, treatment of hazardous materials based on the Safety and Health Regulations, and implement the standards.

Article 64 [Health Regulations]

With respect to the health regulations, the rules in Article 49 shall be applied. In this case, the "Safety Rules" shall be taken as "Health Rules", and the "Safety supervisor/manager" shall be taken as "health supervisor/manager".

Chapter 6. Accident Investigation and Establishment of Countermeasure

Article 65 [Accident Treatment Procedure]

- ① When an occupational accident occurs, the supervisor and the witness of relevant work shall notify the safety and health officer and administer the emergency care, immediately.
- ② Upon receipt of the notification about the accident in Paragraph 1, the safety and health officer shall report it to the safety and health management director, and take necessary measures to treat the accident, including contracting a designated hospital.

Article 65 [Emergency Measures]

- ① When an employee suffers an accident at work, related people such as the colleagues, shall take necessary measures on the spot, such as performing CPR (cardiopulmonary resuscitation) or transferring the employee to a designated hospital or general hospital depending on the degree of injury.
- ② In the emergency room, first aid kit (pouch kit and stretcher, etc.) must be prepared, along with the user manual.
- ③ Where there is an urgent risk of serial occurrence of accident, the supervisor/manager shall take necessary measures, such as suspending the work immediately and evacuating the floor.

Article 66 [Emergency Contacts]

In case of an occurrence of accident, the Company shall establish an emergency communication network and operate it to minimize personal and property loss resulting from the accident.

Article 67 [Investigation and Report of an Accident]

① The site of accident shall be preserved as it is and shall not be compromised without the order of safety and health manager.

② In case of a worker's death, or an injury or disease so severe that the employees are unable to perform their normal work duties for a period exceeding three consecutive days, the safety and health manager shall fill out the industrial accident investigation table in Annex Form 30 within one month from the occurrence of relevant accident, and submit it to the head of the local Employment and Labor Office (including electronic file submission).

③ In case of a serious accident, the safety and health manager shall report each of the following information to the local Employment and Labor Office through telephone, fax or other proper method, without delay, as soon as the manager is aware of the accident. However, in case of an unavoidable reason, such as natural disaster, the report shall be made once the reason is removed.

1. Brief description of the occurrence and damage
2. Responsive measure applied to the accident and the prospect
3. Other important matters

④ The safety manager (the Company-liaison of the Korea Industrial Safety Association) and the health manager (the Company-liaison of the professional health or medical institution) shall visit the accident site, investigate the exact cause of the accident. Then, they shall set up a countermeasure to prevent the recurrence of the accident, and instruct the relevant workers and supervisors to execute the measure.

⑤ The Company shall take a necessary action to award the victim accident compensation as soon as possible as prescribed by applicable laws.

⑥ The safety officer (health office in case of an occurrence of occupational disease) shall prepare an accident report describing each of the following information and statistics based on the accident analysis. The officer shall preserve such materials for three years, or attach a recurrence prevention plan to the copy of industrial accident investigation sheet or the application of recuperation and preserve the materials for three years.

1. Brief description of the place of business and the personal data of the employee(s)
2. Date and place of the accident
3. Cause of the accident and process of development
4. Recurrence prevention plan

Article 68 [Accident Analysis]

① In every quarter, the safety and health officers/managers shall analyze the accident(s) which occurred in the quarter, establish a responsive measure, report it to the safety and health management director and implement it.

② In every January, the safety and health officers/managers shall analyze the cause of accident, department and task where the accident occurred. Then the officers/managers establish a responsive measure and report it to the safety and health management director and implement it.

③ The results of quarterly or annual accident analysis shall be notified to each department and posted in the bulletin board to request cooperation from all employees and each and every department.

Chapter 7. Prevention of Musculoskeletal Disorders

Article 69 [Prevention of Musculoskeletal Disorders]

- ① Where there is a risk or possibility of an occurrence of musculoskeletal disorders due to works that strain the musculoskeletal system (such as repetitive motions, awkward position during work, forceful movements), the Company shall establish management guidelines to prevent the disorders and educate the employees about the subject.
- ② The employees prone to musculoskeletal disorders shall participate in the musculoskeletal disorder prevention program provided by the Company fully, and practice stretching during work to prevent the disorder by themselves.
- ③ Where an employee is diagnosed with musculoskeletal disorders, the Company shall arrange that the employee can receive a proper treatment. Once the employee returns to the post after treatment, the Company shall, if possible, assign a different task to the employee task based on consultation with the employee. Task shift is difficult due to the nature of the work, the Company shall take necessary measures, such as encouraging the employee to correct the working posture or improving the working environment.
- ④ In case of multiple occurrences of musculoskeletal disorders among the employees, the Company shall investigate the harmful factors, and hold a meeting of the Industrial Safety and Health Committee to establish proper responsive measures and improve the facility.

Article 70 [Investigation of Harmful Factors]

- ① If some tasks involve the risk of musculoskeletal disorders, the Company shall conduct a harmful factor investigation concerning each of the following items in every three years. In the case of a new business place, however, the first investigation shall be conducted within one (1) year from the day when the place of business is opened.
 1. Situation of the workplace, such as facility, processing, work amount and speed, etc.
 2. Working conditions, such as working hours, posture, and method
 3. Signs and symptoms of musculoskeletal disorders that are related to the tasks, etc.
- ② Notwithstanding Paragraph 1, if any of the following cases occurs, the Company shall conduct a harmful factor investigation, immediately. However, the cases under Subparagraph 1 shall include the cases occurring in other types of work than the work prone to musculoskeletal disorders.
 1. In the cases where a worker is diagnosed with musculoskeletal disorders through temporary medical examination, etc. or a worker's symptoms are approved as musculoskeletal disorder or an occupational disease, under Annex 3 Paragraph 2- (a) and (e) and Paragraph 12 (d) of the Enforcement Decree of the Industrial Accident Compensation Insurance Act.
 2. In the cases where new work or facility is introduced which is likely to cause musculoskeletal disorder
 3. In the cases where the working environments are changed, including the changes of the amount and processing method of work prone to musculoskeletal disorders
- ③ The Company shall include in the harmful factor investigation the employee representative or the workers who actually engaged in the tasks.

Article 71 [Harmful Factor Investigation Method]

In conducting a harmful factor investigation, the Company shall take a proper method, such as workers' interview, questionnaire about the symptoms, or ergonomic approach.

Chapter 8. Risk Assessment

Article 72 [Planning of Risk Assessment]

- ① To conduct risk assessment concerning harmful factors efficiently, the Company shall establish and implement an annual risk assessment plan including the assessment's purpose, method, roles of assessing personnel, the officer in charge, and the target (or scope of application), awareness method, and caution.
- ② The Company shall establish a set of regulations concerning the performance of risk assessment, separately.

Article 73 [Risk Assessment Education]

The Company shall have the risk assessment manager or other related personnel take relevant programs provided by an external institution or provide them, internally, an educational session concerning the method of risk assessment, so that they can have sufficient knowledge and experience required to risk assessment.

Article 74 [Practice and Performance of Risk Assessment]

- ① The Company shall select a proper method to assess the risks in the work processing and the details of work to detect harmful and dangerous factors. Thereby, the Company shall assess whether the size or degree of the risk that can lead to an injury or illness is in the acceptable range or beyond the range, and shall take action based on the assessment results in accordance with applicable laws. Furthermore, the Company shall take additional action if it is deemed necessary to prevent danger or medical disorder.
- ② The Company shall include the workers of the workshop in issue, in the risk assessment process.
- ③ The Company may obtain consultation from industrial safety and health experts or professional institutions.
- ④ The Company shall notify the employees of the remaining harmful and dangerous factors, if any, by way of posting the information on the bulletin board or personal notification, etc.
- ⑤ The Company shall preserve the records and documents describing the assessment details and the results in reference to Article 76 of these Regulations.

Article 75 [Term of Risk Assessment]

- ① Risk assessments are divided into initial assessment, needs-based assessment, and regular assessment. The initial and the regular assessments are applied to all workshops and workplaces.
- ② Needs-based assessments shall be conducted before executing each of the following action, except Subparagraph 5, which shall be conducted before the work that has caused accidents is resumed.
 1. Installation, relocation, change or dissemble of a structure in the place of business
 2. Introduction or change of machine, equipment, facility, or raw materials
 3. Maintenance or repair of structure, machine, equipment, or facility
 4. Introduction or change of working method or working procedure

5. Occurrence of occupational accident
 6. Any other cases that the business owner deems necessary
- ③ Regular assessments shall be conducted annually after the initial assessment, in consideration of the following points.
1. Performance degradation of the machine, equipment and facility due to the long-term operation
 2. Change of knowledge or experience relating to safety and health issues accompanied with the change of workers
 3. Acquisition of new knowledge relating to safety and health
 4. Effectiveness of the current risk reduction measure, etc.

Article 76 [Documentation of Risk Assessment]

- ① The Company shall record the performance details of risk assessment and the results thereof and preserve the documents. The record shall include the following information:
1. Harmful and dangerous factors subject to the risk assessment;
 2. Details of the determined risk;
 3. Countermeasure based on the determined risk;
 4. Safety and health information studied in advance for the risk assessment; and
 5. Any other matters deemed necessary to the place of business.
- ② The risk assessment documents shall be preserved for not less than three years, and the initial assessment record shall be preserved, permanently.

Chapter 9. Supplementary Provisions

Article 77 [Zero-Accident Campaign]

The Company shall run a Zero-Accident campaign in accordance with the Enforcement Rule of the Zero-Accident Campaign in Workplace (Ministry of Employment and Labor, Announcement No. 2003-16), to attain no accidents in the workplace and accident-free working environments through united efforts of all employees, companywide.

Article 78 [Steering Committee]

To run the zero-accident campaign effectively, the Company shall designate the Industrial Safety and Health Committee as the steering committee of zero-accident campaign, and have the steering committee lead and supervise the campaign. Furthermore, the Company shall set up a zero-accident campaign team in each department and have it operated under the responsibility of the head of each department.

Article 79 [Promotion Method]

- ① While, basically, 5C exercise or hazard prediction training method shall be applied to the promotion of the zero-accident campaign, each department shall develop and implement its own method suitable to the unique situations of the department.
- ② The safety and health manager shall install the zero-accident board in a place easily visible to all

employees and hang a zero-accident flag.

Article 80 [Target Date of Zero-Accident]

The Company's target number of accident-free days shall be 365 days pursuant to the Promotion and Operation Rules of Zero-Accident in Workplace Campaign (Korea Occupational Safety & Health Agency, Rule No. 595).

Article 81 [Zero-Accident Campaign Reward]

- ① The Company shall reward the employees by the unit of campaign promotion team in accordance with the zero-accident reward criteria of the Korea Occupational Safety & Health Agency
- ② In addition to the reward in Paragraph 1, the Company award individual prize to the employees of merit.

Article 82 [Safety and Health Suggestion]

- ① The Company shall study matters necessary to managing the safety and health of all employees at all times, and create an atmosphere where the employees can seek and suggest such matters voluntarily and freely. The heads of each department shall collect the suggestions at least once every month and report them to the safety and health management director.
- ② The Company shall take necessary measures to encourage the employees to make suggestions concerning safety and health issues as frequently as possible, such as installing a suggestion box in each department.

Article 83 [Commendation]

- ① The Company shall commend departments or employees which achieve excellent safety and health performance, at any times or during the focus period, and award them with prize so that it can motivate the employees in this aspect.
- ② The employees or department eligible for commendation are as follows:
 - 1. An employee whose safety and health related suggestion is adopted by the Company;
 - 2. A department or employee that has achieved excellent record in the zero-accident campaign; and
 - 3. An employee who has achieved a marked performance in the processing of safety and health work.

Article 84 [Disciplinary Action]

- ① The Company can refer the employees who violate the rules in relevant laws or these Regulations and thus causes damage to the Disciplinary Committee for punishment.
- ② The employees subject to the disciplinary action are as follows:
 - 1. An employee who violates or refuses to obey the safety or health related-order or instruction of his or her supervisor or superiors without a justifiable reason;
 - 2. An employee who conceals or makes a false report about various accidents or disasters, or delays the post processing of a safety accident due to gross negligence; or
 - 3. Any other managers, officers, or employees who cause an accident by his or her willful misconduct or gross mistake, and cause damage to the Company, as a result.

Article 85 [Criteria of Reward and Punishment Determination]

- ① The criteria of determining reward or punishment are as follows:

1. Accident rate, frequency rate, severity rate and damage account (monetary);
 2. Safety diagnosis sheet and correction record
 3. Zero-accident goal achievement level
 4. Compliance with the safety rules, education and safety activities that have been taken
 5. Participation level and degree of practice and execution
 6. Other safety and health management-related matters
- ② The types and procedure of disciplinary actions shall follows the reward and punishment regulation of the Company.

Article 86 [Document Preservation]

The preservation of all other documents and records than the documents and records prescribed herein shall be in accordance with applicable laws and regulations, and the mandatory preservation period can be if necessary.

Article 87 [Enactment of Other Safety-Related Rules]

Fire Safety Control Regulations and Electric Safety Regulations provided by other safety laws and regulations shall be enacted and implemented by the Company, separately.

Article 88 [Enactment and Revision of the Regulations, Etc.]

When the Company intends to enact or revise these Regulations, it shall submit the proposal to the Industrial Safety and Health Committee in accordance with Article 16 for deliberation and resolution. Provided, however, that the Committee is not set up, it shall acquire the consent of the employee representative.

Article 89 [Compliance, Etc.]

- ① Both the safety and health management director and all members of the Company, executive and staff members alike, shall comply with these Regulations.
- ② The Company shall post or place these Regulations in a place visible to all members of the Company.
- ③ These Regulations shall not contradict any collective agreement or the Rule of Employment applicable to the Company. For any conflicting points or provisions, the collective agreement or the Rule of Employment shall have priority.
- ④ Matters not prescribed herein shall be in compliance with relevant laws and regulations. If necessary, the Company may establish and operate a separate set of rules or guidelines.

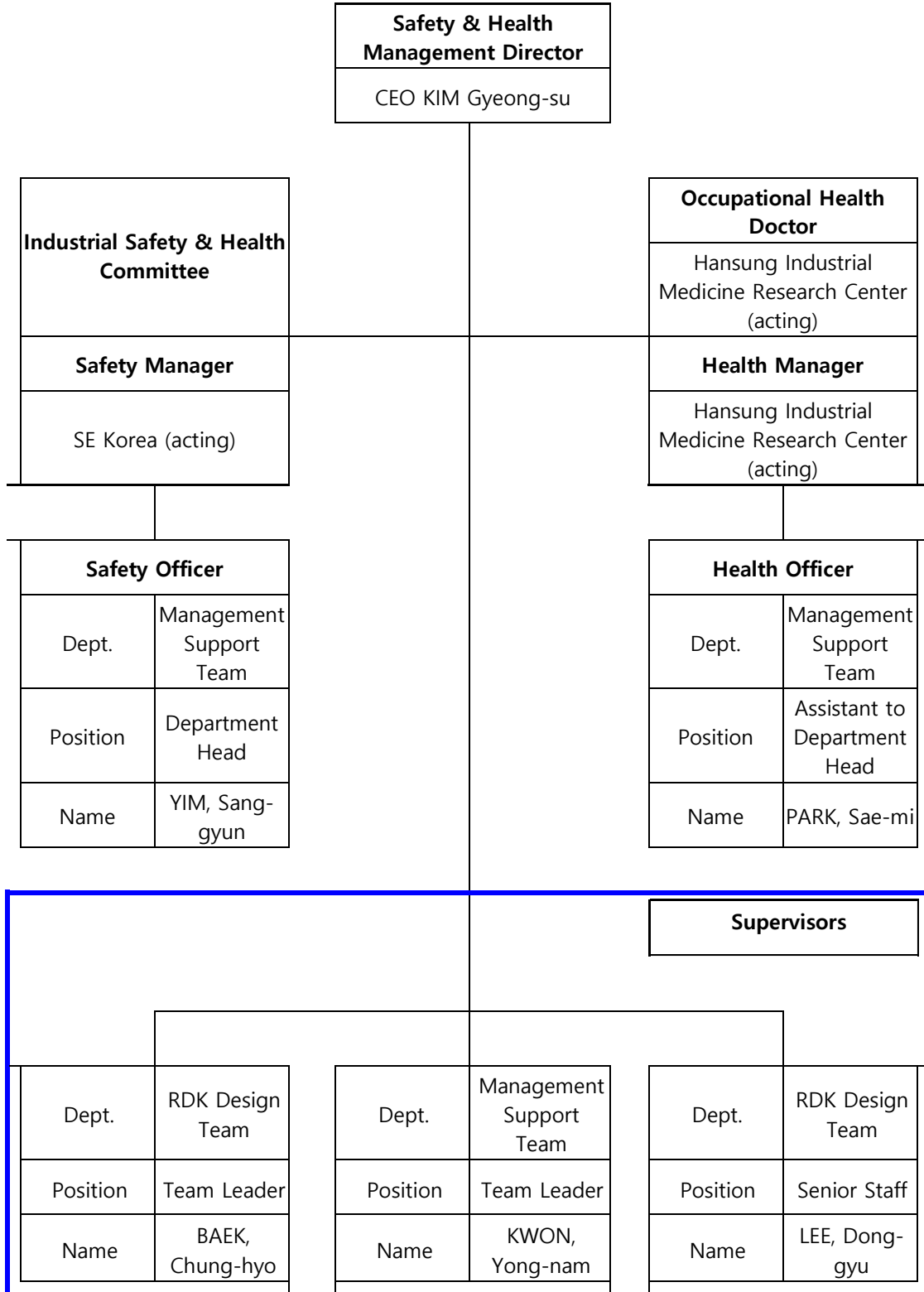
Chapter 10. Addendum

Article 1 [Effective Date]

These Regulations shall take effect on September 14, 2022.

[Annex 1]

Safety and Health Management System



History of Enactment and Revision

Enactment	Category	Regulation	Ref. No.	NC-08-07
	Document Title	Safety & Health Management Regulations	Date	2022-09-01
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