

國立成功大學
NCKU
安全衛生工作守則
**Occupational Safety and Health
Code of Conduct**

環境保護暨安全衛生中心編訂
Prepared by the Center for Occupational Safety and
Health and Environmental Protection

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國立成功大學 安全衛生工作守則

NCKU Occupational Safety and Health Code of Conduct

本守則經行政院勞工委員會南區勞動檢查所 88.7.22(八八)南檢製字第 723 號函同意備查

This Code of Conduct has been approved by the Kaohsiung-Pingtung-Penghu-Taitung Regional Branch of the Ministry of Labor, Executive Branch to be filed for reference on July 22, 1999 through the (88) South Inspection No. 723 letter.

104 年 7 月 7 日環境保護暨安全衛生委員會修訂通過
Revised and approved by the Occupational Safety and Health and Environmental Protection Committee on July 7, 2015

104 年 7 月 23 日勞動部職業安全衛生署南區職業安全衛生中心 B104008121 號登錄備查
Registered with the Southern Occupational Safety and Health Center of the Occupational Safety and Health Administration, Ministry of Labor on July 23, 2015 (No. B104008121)

第一章 總則

Chapter 1 General Provisions

第一條 國立成功大學（下稱本校）為保障實驗(習)場所工作者、學生與其他人員安全及健康，防止職業災害發生，依據職業安全衛生法（下稱職安法）第 34 條及同法施行細則第 41 條規定，特訂定本守則。
Article 1 National Cheng Kung University (the “University”) establishes this Code of Conduct in compliance with Article 34 of the Occupational Safety and Health Act (the “Act”) and Article 41 of the Enforcement Rules of the Act for the sake of protecting the safety and health of the people, students, and other staff working at experimental and practical training sites.

第二條 本守則適用範圍：本校實驗(習)場所。
Article 2 Applicability: Experimental (practical training) site of the University.

第三條 本守則適用對象如下：
Article 3 This Code of Conduct shall apply to the following:
一、本校實驗(習)場所之工作者。

I. People working at the experimental (practical training) site of the University.

二、進入本校實驗(習)場所之學生及其他人員，準用本工作守則。

II. Students and other staff accessing the experimental (practical training) site of the University.

本守則適用對象均應確實遵行本守則所訂之各項規定

The applicable parties under this Code of Conduct shall follow the respective requirements of this Code precisely.

第四條

Article 4

本守則用詞如下：

The terminology used herein is as follows:

一、 雇主：指事業主或學校經營負責人。

I. An employer is the owner of a business or the person in charge of the operations of the University.

二、 工作場所負責人：指雇主或於該工作場所代表雇主管理、指揮或監督工作者之人員。如本校之各級單位主管、中心、系、所、科主管、實驗(習)場所負責人...等。

II. The person in charge of the workplace refers to the employer or staff involved in the management, direction, or supervision of workers on behalf of the employer at the workplace. Examples are supervisors at respective levels, heads of the center, department, graduate institute or division, or the person in charge of the experimental (practical training) site, among others.

三、 工作者：指學校所聘僱之勞工及受工作場所負責人指揮或監督從事勞動者，包含勞工及受指揮監督從事勞動者。

III. A worker is someone hired by the University and providing service under the direction or supervision of the person in charge of the workplace, such as a laborer or someone providing service under direction or supervision.

四、 勞工：指受僱從事工作獲致工資之本校教職員工，及與本校存有提供勞務獲取報酬之工作事實及勞動契約之助理等；本校編制內依法任用之職員，另依公務人員安全及衛生防護辦

法規定辦理。

- IV. A laborer is a faculty or staff member of the University receiving payment for the work they are hired to do or an assistant for whom there are facts and a labor contract supporting the service they provide and the compensation they receive by providing service. Staff within the system that are hired according to law shall also follow the requirements of the Regulations Governing Safety and Sanitary Protection of the Civil Service.
- 五、受指揮監督從事勞動者(非受僱勞工)：指與學校無僱傭關係或勞務契約，受指揮或監督而於學校工作場所從事勞動者，比照學校之勞工，適用職安法之規定(但體格檢查及在職勞工健康檢查不在此限)，如志工、勞務承攬派駐人員、派遣工或其他受雇主指派至學校工作場所工作之人員等。
- V. A person providing service under direction and supervision (not a laborer) is someone providing service in a workplace of the University under direction or supervision without an employer-employee relationship or labor contract with the University, to whom the requirements of the Act shall apply (excluding the physical exam and the health exam for in-service laborers), such as a volunteer, someone deployed by the labor undertaker to be based on site, a dispatched worker, or any other person assigned by an employer to work in a place of the University.
- 六、學生：指本校內除工作者以外之接受學校教育者，包括學生及以課程學習或服務學習等以學習為主要目的及範疇之兼任助理等。
- VI. A student is someone receiving education on the campus of the University, excluding workers but including students and a part-time assistants in curricular learning or service-oriented learning, among others, with learning as the primary goal and scope.

七、公務人員：指依公務人員保障法第 3 條所稱公務人員及同法第 102 條準用人員。

VII. A civil servant is someone indicated in Article 3 of the Civil Service Protection Act and applicable under Article 102 of the same act.

八、勞動場所：

VIII. A service location is:

(一) 於勞動契約存續中，由雇主所提示，使勞工履行契約提供勞務之場所。

(I) The place where a laborer provides service in honor of the contract as indicated by the employer while a labor contract is effective.

(二) 自營作業者實際從事勞動之場所。

(II) The place where a self-employed person actually provides service.

(三) 其他受工作場所負責人指揮或監督從事勞動之人員，實際從事勞動之場所。

(III) The place where those providing service under the direction or supervision of the person in charge of the workplace actually provide service.

(四) 如上下班或出差行經場所均屬勞動場所。

(IV) Places where one goes to and gets off of work or travels through on a business trip are all service locations.

九、工作場所：指勞動場所中，接受雇主或代理雇主指示處理有關勞工事務之人所能支配、管理之場所。如校區、處、室、院、中心、系、所、科、實驗(習)場所等。

IX. A workplace is a service location that someone handles affairs relating laborers as instructed by the employer or on behalf of the employer can allocate or manage. Examples include the campus, office, suite, college, center, department, graduate institute, division, and experimental

(practical training) site.

十、作業場所：指工作場所中，從事特定工作目的之場所。如粉塵作業場所、有機溶劑作業場所等。

X. An operating site is a workplace meant for performing specific tasks. Examples include a dust operating site or an organic solvent operating site.

十一、實驗(習)場所：指實驗室、試驗室、實習工廠及試驗工廠。

XI. An experimental (practical training) site is a laboratory, test room, practical training factory, or test factory.

十二、職業災害：指因勞動場所之建築物、機械、設備、原料、材料、化學品、氣體、蒸氣、粉塵等或作業活動及其他職業上原因引起之工作者疾病、傷害、失能或死亡。

XII. An occupational hazard refers to disease, injuries, incapacitation, or death suffered by a worker as a result of the building, machinery, equipment, raw materials, materials, chemicals, gas, steam, dust at a service location, operating activities, or other occupational causes.

十三、實驗(習)場所之環境保護暨安全衛生管理計畫應包含以下項目：

XIII. The Occupational Safety and Health and Environmental Protection Plan of an experimental (practical training) site shall cover the following:

(一) 工作環境或作業危害之辨識、評估及控制。

(I) Identification, evaluation, and control of hazards associated with the working environment or operation.

(二) 機械、設備或器具之管理。

(II) Management of machinery, equipment, or devices.

(三) 危害性化學品之分類、標示、通識及管理。

(III) Classification, labeling, common knowledge, and management of hazardous chemicals.

(四) 有害作業環境之採樣策略規劃及監測。

(IV) Strategic planning and monitoring of sampling in a

harmful operating environment.

(五) 危險性工作場所之製程或施工安全評估。

(V) Process or construction safety evaluation of a dangerous workplace.

(六) 採購管理、承攬管理及變更管理。

(VI) Procurement management, undertaking management, and change management.

(七) 安全衛生作業標準。

(VII) Safety and health operating standards.

(八) 定期檢查、重點檢查、作業檢點及現場巡視。

(VIII) Periodic inspections, prioritized inspections, operating inspections, and site tours.

(九) 安全衛生教育訓練。

(IX) Safety and health educational training.

(十) 個人防護具之管理。

(X) Management of personal protective equipment.

(十一) 健康檢查、管理及促進。

(XI) Health examination, management, and promotion.

(十二) 安全衛生資訊之蒐集、分享及運用。

(XII) Collection, sharing, and utilization of safety and health information.

(十三) 緊急應變措施。

(XIII) Emergency response measures.

(十四) 職業災害、虛驚事故、影響身心健康事件之調查處理及統計分析。

(XIV) Investigation, management, and statistical analysis of occupational hazards, false alarms, and events undermining physical and mental health.

(十五) 安全衛生管理紀錄及績效評估措施。

(XV) Measures taken to evaluate safety and health management records and performance.

(十六) 其他安全衛生管理措施。

(XVI) Other safety and health management measures.

十四、危險性機械：指適用於附表一所列容量之機械，需經勞動部指定的檢查機構檢驗合格才可使用，且需經訓練合格的操作人員才可操作。

XIV. Dangerous machinery refers to machinery with the capacity specified in Exhibit 1 that may only be used following qualification by a testing institution designated by the Ministry of Labor and may only be operated by trained and qualified operators.

十五、危險性設備：指適用於附表一所列容量之設備，需經勞動部指定的檢查機構檢驗合格才可使用，且需經訓練合格的操作人員才可操作。

XV. Dangerous equipment refers to equipment with the capacity specified in Exhibit 1 that may only be used following qualification by a testing institution designated by the Ministry of Labor and may only be operated by trained and qualified operators.

十六、型式驗證：指由驗證機構對經公告列入型式驗證之機械、設備或器具，審驗符合安全標準之程序，經驗證合格會張貼如下圖所示的「合格標章」，該標章由圖式及識別號碼(TC、指定代碼及發證機構代號)組成。

XVI. Type verification is the procedure by which the qualification institution checks and verifies that the machinery, equipment, or devices included in the type verification as announced meet the safety criteria and by which the qualification institution attaches the “Qualified” symbol as shown below once it is verified to be qualified. Such symbol consists of the graphic and the identification number (TC, designated code, and code of the institution issuing the certificate).



TC00000

十七、指定之機械、設備或器具：指下列經勞動部指定之機械、設備或器具，其構造、性能及防護需符合安全標準，並張貼下圖所示的「安全標示」，該標示由圖式及識別號碼(TD 及指定代碼)組成。但屬公告列入型式驗證之產品，依前款所述辦理：

XVII. Designated machinery, equipment, or device refers to those below as designated by the Ministry of Labor. The structure, performance, and protection need to meet the safety criteria and the “Safe” label as shown below shall be attached. Such label consists of the graphic and the identification number (TD and the designated code). For products that are included in the type verification as announced, however, the requirements in the preceding sub-paragraph shall be followed:



- (一) 動力衝剪機械。
(I) Powered press and shearing machines.
- (二) 手推刨床。
(II) Manually-operated planers.
- (三) 木材加工用圓盤鋸。
(III) Wood processing disk saw.
- (四) 動力堆高機。
(IV) Powered forklifts.
- (五) 研磨機。
(V) Grinders.
- (六) 研磨輪。
(VI) Grinding wheels.
- (七) 防爆電氣設備。
(VII) Anti-combustion electrical equipment.
- (八) 動力衝剪機械之光電式安全裝置。
(VIII) Semi-photoelectric safety devices of powered press and shearing machines.

(九) 手推刨床之刃部接觸預防裝置。

(IX) Preventive devices against contact with the knives of manually-operated planers.

(十) 木材加工用圓盤鋸之反撥預防裝置及鋸齒接觸預防裝置。

(X) Preventive devices against toggling and contact with the teeth of the wood processing disk saw.

十八、自動檢查：指附表二所列之機械、設備或器具，依職安法規定需訂定自動檢查計畫及自動檢查表，並確實實施自動檢查，分成下列三類。

XVIII. Spontaneous inspection is to be precisely implemented for the machinery, equipment, or devices specified in Exhibit 2 for which it is required by the Act to prepare a Spontaneous Inspection Plan and a Spontaneous Inspection Form, and can be divided into the following three kinds:

(一) 定期檢查：機械、設備之每日、每月或每年定期檢查及維護保養，檢查項目又分整體檢查及法定項目檢查。

(I) Periodic inspection is the daily, monthly, or yearly inspection and maintenance/care performed for machinery or equipment. The inspection consists of general items and statutory items.

(二) 重點檢查：機械、設備於初次使用或拆卸、改裝、修理後開始使用，應實施重點檢查。

(II) Prioritized inspection shall be carried out for machinery or equipment upon initial use or following removal, remodeling, and repairs.

(三) 作業檢點：每日(次)作業前或特殊狀況後，實施機械、設備作業檢點，以確定是否良好安全堪用。

(III) Operational inspection is performed for machinery or equipment before daily (each) operation or after a special condition in order to ensure soundness, safety, and usefulness.

第二章 事業之環境保護暨安全衛生管理及各級人員之權責

Chapter 2 Administration of the Enterprise and Staff Responsibilities Regarding Occupational Safety and Health and Environmental Protection

第五條 僱主之權責如下：

Article 5 The employer is entrusted with the following responsibilities:

- 一、 制定或修訂本校之環境保護與安全衛生政策。
 - I. To prepare or revise the occupational safety and health and environmental protection policy of the University.
- 二、 依職安法規定設置安全衛生組織及人員。
 - II. To set up the occupational safety and health organization and staff as required by the Occupational Safety and Health Act.
- 三、 對下列事項應有符合規定之必要安全衛生設備及措施：
 - III. There shall be necessary occupational safety and health equipment and measures meeting the requirements in place for the following matters:
 - (一) 防止機械、器具、設備等引起之危害。
 - (I) To prevent hazards caused by machinery, devices, and equipment.
 - (二) 防止爆炸性或發火性等物質引起之危害。
 - (II) To prevent hazards caused by explosive or combustive substances.
 - (三) 防止電、熱或其他之能引起之危害。
 - (III) To prevent hazards caused by electricity, heat, or other types of energy.
 - (四) 防止裝卸、搬運或堆積等作業中引起之危害。
 - (IV) To prevent hazards caused by operations such as loading/unloading, transport, or compilation.
 - (五) 防止有墜落、物體飛落或崩塌等之虞之作業場所引起之危害。
 - (V) To prevent hazards caused in workplaces where falling, flying objects, or collapsing is a concern.

- (六) 防止高壓氣體引起之危害。
(VI) To prevent hazards caused by high-pressure gases.
- (七) 防止原料、材料、氣體、蒸氣、粉塵、溶劑、化學品、含毒性物質或缺氧空氣等引起之危害。
(VII) To prevent hazards caused by raw materials, materials, gases, steam, dust, solvents, chemicals, toxic substances, or oxygen-deficient air.
- (八) 防止輻射、高溫、低溫、超音波、噪音、振動或異常氣壓等引起之危害。
(VIII) To prevent hazards caused by radiation, high temperatures, low temperatures, ultrasound, noises, vibration, or abnormal air pressure.
- (九) 防止監視儀表或精密作業等引起之危害。
(IX) To prevent hazards caused by surveillance instruments and gauges or precision processes.
- (十) 防止廢氣、廢液或殘渣等廢棄物引起之危害。
(X) To prevent hazards caused by waste gases, waste liquids, or debris.
- (十一)防止水患或火災等引起之危害。
(XI) To prevent hazards caused by floods or fires.
- (十二)防止動物、植物或微生物等引起之危害。
(XII) To prevent hazards caused by animals, plants, or microorganisms.
- (十三)防止通道、地板或階梯等引起之危害。
(XIII) To prevent hazards caused by passageways, floors, or ladders.
- (十四)防止未採取充足通風、採光、照明、保溫或防濕等引起之危害。
(XIV) To prevent hazards caused by insufficient ventilation, illumination, lighting, heating measures, or protection against humidity.

四、勞工身心健康保護措施：

IV. Protective Measures for the Physical and Mental Health of Laborers:

- (一) 僱用勞工時，應施行體格檢查；對在職勞工應施行健康檢查。
 - (I) Physical checkup for new hires and health examination for current laborers.
- (二) 重複性作業等促發肌肉骨骼疾病之預防。
 - (II) Prevention against musculoskeletal disorders triggered by repeated operations.
- (三) 輪班、夜間工作、長時間工作等異常工作負荷促發疾病之預防。
 - (III) Prevention against disorders triggered by abnormal workloads such as shift rotation, working at night, or working over an extended period of time.
- (四) 執行職務因他人行為遭受身體或精神不法侵害之預防。
 - (IV) Prevention against illegitimate infringement upon physical or mental health because of someone else's behavior while performing duties at work.
- (五) 避難、急救、休息或其他為保護勞工身心健康之事項。
 - (V) Evacuation in cases of disasters, first aid, rest, or other matters to protect the physical and mental health of laborers.
- (六) 對有母性健康危害之虞之工作，採取危害評估、控制及分級管理措施；對於妊娠中或分娩後未滿一年之女性勞工，應依醫師適性評估建議，採取工作調整或更換等健康保護措施，並留存紀錄。
 - (VI) Hazard assessment, control, and classified management of tasks where hazards for maternal health is a concern, adjustment or switching of job responsibilities for female laborers during pregnancy or within a year after child birth to protect their health according to the suitability assessment and advice

provided by physicians, with records on file.

五、責成環境保護暨安全衛生中心訂定實驗(習)場所之環境保護暨安全衛生管理計畫。

V. The Center for Occupational Safety and Health and Environmental Protection is empowered to prepare the Occupational Safety and Health and Environmental Protection Plan of an experimental (practical training) site.

六、責成工作場所負責人依職安法、職業安全衛生設施規則及其他相關規定，設置符合規定之必要安全衛生設備及措施，並實施安全衛生管理及自動檢查。

VI. The person in charge of a workplace is empowered to set up the necessary occupational safety and health equipment and measures as required and enforce the occupational safety and health management and spontaneous inspections according to the applicable requirements of the Occupational Safety and Health Act, the Rules for Occupational Safety and Health Facilities, and others.

第六條

環境保護暨安全衛生委員會之權責如下：

Article 6

The Occupational Safety and Health and Environmental Protection Committee is entrusted with the following responsibilities:

一、對雇主制定或修訂之環境保護與安全衛生政策提出建議。

I. To provide advice on the occupational safety and health and environmental protection policy prepared or revised by the employer.

二、審議、協調及建議環境保護與安全衛生相關事項。

II. To deliberate, coordinate, and provide advice on matters relating to occupational safety and health and environmental protection.

第七條

環境保護暨安全衛生中心之權責如下：

Article 7

The Center for Occupational Safety and Health and Environmental Protection is entrusted with the following

responsibilities:

- 一、擬訂、規劃、督導及推動實驗(習)場所環境保護與安全衛生管理事項，並指導相關單位實施。
 - I. To stipulate, plan, supervise, and promote the management of environmental protection and safety and health at the experimental (practical training) site and provide guidance to related units over its implementation.
- 二、依雇主指示訂定本校實驗(習)場所之環境保護暨安全衛生管理計畫(計 16 大項管理事項)。
 - II. To prepare the Occupational Safety and Health and Environmental Protection Plan (consisting of 16 major items) of an experimental (practical training) site on campus.
- 三、校園水、空氣、土壤、噪音污染防治之規劃、檢測與輔導改善。
 - III. To plan the protection against, detect, and help improve water, air, soil, and noise pollutions on campus.
- 四、實驗(習)場所危害性廢棄物、生物醫療廢棄物、輻射污染及輻射廢料處置之執行與督導。
 - IV. To enforce and provide guidance on the disposal of hazardous waste, biomedical waste, radiation pollution, and radioactive waste at the experimental (practical training) site.
- 五、輻射源之管制、追蹤、監督及其安全之管理。
 - V. To control, track, monitor radiation sources, and manage their safety.

第八條

工作場所負責人之權責如下：

Article 8

The person in charge of a workplace is entrusted with the following responsibilities:

- 一、指揮、監督所屬執行環境保護與安全衛生管理事項。
 - I. To direct and supervise the management of occupational safety and health and environmental protection.
- 二、協調及指導有關人員實施。

- II. To coordinate and provide guidance on the implementation.
- 三、各級單位得指派環境保護暨安全衛生承辦人員處理相關環境保護暨安全衛生業務。
- III. The authorities of each respective level may assign the person in charge of occupational safety and health and environmental protection to take care of related occupational safety and health and environmental protection affairs.
- 四、執行雇主責成之安全衛生管理業務。
- IV. To perform tasks empowered by the employer over occupational safety and health.

第九條

Article 9

環境保護暨安全衛生承辦人員之權責如下：

The person in charge of occupational safety and health and environmental protection is entrusted with the following responsibilities:

- 一、確實傳遞環境保護暨安全衛生相關資訊或要求。
- I. To precisely communicate the related information on or requirements for occupational safety and health and environmental protection.
- 二、彙整單位之環境保護暨安全衛生資料。
- II. To compile the occupational safety and health and environmental protection data that is available.

第十條

Article 10

辦理臨場健康服務之醫師及護理人員(以下簡稱醫護人員)之權責如下：

The physicians and nurses providing health services in the field (the “Healthcare Professionals”) are entrusted with the following responsibilities:

- 一、勞工之健康教育、健康促進與衛生指導之策劃及實施。督導其所屬單位執行環境保護與安全衛生管理事項。
- I. To plan and implement health education, health promotion, and health guidance among laborers To provide guidance on the management of occupational safety and health and

environmental protection.

- 二、工作相關傷病之防治、健康諮詢與急救及緊急處置。
 - II. To prevent and control work-related injuries and diseases, provide health consultations and first aid, and manage emergencies.
- 三、協助雇主選配勞工從事適當之工作。
 - III. To help the employer select laborers to carry out suitable tasks.
- 四、勞工體格、健康檢查紀錄之分析、評估、管理與保存及健康管理。
 - IV. To analyze, evaluate, manage, and store physical and health examination records of laborers and help them with health management.
- 五、職業衛生之研究報告及傷害、疾病紀錄之保存。
 - V. To keep occupational health research reports and records of injuries and diseases.
- 六、協助雇主與職業安全衛生人員實施工作相關疾病預防及工作環境之改善。
 - VI. To help the employer and the occupational safety and health staff enforce related disease prevention and improve the workplace.

第十一條
Article 11

本守則適用對象，應確實遵守下列事項：

The applicable parties under this Code of Conduct shall precisely follow the respective requirements hereunder:

- 一、本校安全衛生工作守則。
 - I. NCKU Occupational Safety and Health Code of Conduct.
- 二、本校實驗(習)場所之環境保護暨安全衛生管理計畫。
 - II. The Occupational Safety and Health and Environmental Protection Plan for the experimental (practical training) site on campus.
- 三、作業標準程序及各級工作場所負責人指示之安全作業規定。
 - III. Standard operating procedures and the safety operation

requirements as instructed by the person in charge of the respective workplace.

四、參加本校舉辦或指派之安全衛生教育訓練。

IV. To attend the occupational safety and health educational training organized or designated by the University.

五、實施一般(特殊)體格檢查，並定期接受一般(特殊)健康檢查。

V. To complete the general (special) physical checkup and periodically complete the general (special) health examination.

六、遇有緊急事故應依通報程序，立即通報各級工作場所負責人及相關單位。

VI. To report to the person in charge of the respective workplace and related authorities immediately in accordance with the reporting procedure in case of an emergency.

七、安全衛生法令規章及本校相關安全衛生規定。

VII. Laws and regulations on occupational safety and health and the applicable requirements of the University for occupational safety and health.

第三章 機械、設備或器具之維護及檢查

Chapter 3 Maintenance and Inspection of Machinery, Equipment, or Devices

第十二條

Article 12

採購或租賃工作場所之機械、設備或器具，其契約內容應有符合法令及實際需要之職業安全衛生具體規範，並於驗收、使用前確認其符合規定。

The contracts for the procurement or rental of machinery, equipment, or devices to be used in the workplace shall fulfill substantial occupational safety and health regulatory requirements, and those meeting the actual demands and such compliance shall be verified prior to acceptance and use.

第十三條
Article 13 設置之危險性機械或危險性設備，應經勞動部指定的檢查機構檢驗合格才可使用，且需經認可的訓練合格操作人員才可操作，檢查合格證應公告張貼於該設施明顯處。提供學生進行學習時，應由具資格之操作人員親自進行操作，並予以指導。

Dangerous machinery or equipment set-ups may only be used following qualification by a testing institution designated by the Ministry of Labor and may only be operated by trained and qualified operators. Such inspection qualified certification shall be put up in a visible area where the facilities are located. When provided to facilitate the learning of students, qualified operators shall demonstrate the operation and provide guidance in person.

第十四條
Article 14 對於勞動部公告列入型式驗證或經指定之機械、設備或器具，應具有合格標章或安全標示，並維持其安全防護性能。

For machinery, equipment, or devices that are announced to be included for type verification or designated by the Ministry of Labor, there shall be a qualified symbol or safety mark and their safety protection performance shall be maintained.

第十五條
Article 15 各單位應訂定自動檢查計畫及自動檢查表，並確實實施自動檢查。
Respective units shall prepare their own Spontaneous Inspection Plan and Spontaneous Inspection Form and perform spontaneous inspections precisely.

第十六條
Article 16 各單位自動檢查之紀錄應保存 3 年，其中定期檢查及重點檢查之紀錄應包含：

Records of spontaneous inspections performed by the respective units shall be kept for 3 years and the records of periodic inspections and spot checks shall include:

- 一、檢查年月日。
I. Date of inspection.
- 二、檢查方法。
II. Inspection method.
- 三、檢查部分。
III. Details of the inspection.

四、檢查結果。

IV. Inspection outcome.

五、實施檢查者姓名。

V. Name of the person performing the inspection.

六、依檢查結果應採取改善措施之內容。

VI. Details of the improvement measures that shall be adopted according to the inspection outcome.

第十七條
Article 17

應指定具專業知能(如合約保養廠商)或操作資格之適當人員實施自動檢查，並留下執行記錄。

Suitable staff with professional knowledge (such as a contract care service provider) or qualified operators shall perform the spontaneous inspections, with records kept.

第十八條
Article 18

實施自動檢查人員如發現機械、設備或器具異常現象或有危害之虞，應即關閉電源或其他控制開關，暫停使用，並通報工作場所負責人；異常或有危害之虞的機械、設備或器具，應即檢修及採取必要措施，經維修確認正常後始可開始作業。

In the event of any abnormal sign or concern of hazards found with machinery, equipment, or devices during a spontaneous inspection, the person performing the inspection shall shut down the power or other control switches immediately to suspend their use and report the finding to the person in charge of the workplace. The machinery, equipment, or devices with concern of abnormality or hazards shall be repaired immediately and all necessary measures shall be taken. Operations may only begin after they are confirmed to be functioning normally following service.

第十九條
Article 19

對於機械轉動部位之掃除、上油、檢查、修理或調整等作業，應於該機械設備完全停止運轉後，始得為之。為防止他人操作該機械之起動等裝置，應採上鎖或設置標示等措施。

Tasks such as cleaning, lubrication, inspection, repairing, or adjustment of turning components of the machinery may only be performed after the machinery is completely stopped. To prevent

others from operating the activation devices of the machinery, they shall be locked or there shall be a sign put up.

第二十條 輻射性物質及游離輻射設備之維護與檢查，另依原能法規相關規定
Article 20 辦理。

The maintenance and inspection of radioactive substances and equipment involving ionizing radiation are to be based on the applicable requirements of the atomic laws and regulations separately.

第四章 工作安全及衛生標準

Chapter 4 Occupational Safety and Health Standards

第一節 一般安全衛生注意事項

Section 1 General Occupational Safety and Health Precautions

第二十一條 進入工作場所時，應先了解場所環境，該工作場所負責人員或主管
Article 21 人員提示之事項應予注意。

When accessing a workplace, one shall first be familiar with the surroundings and pay attention to the reminders provided by the person or supervisor in charge of the workplace.

第二十二條 應保持工作場所的整潔、採光、照明、通風與換氣，對於場所之通
Article 22 道、地板、階梯，保持不致使人員跌倒、滑倒、踩傷等之安全狀態，並採取必要之預防措施。

The workplace shall be kept tidy and clean, well-lit, illuminated, ventilated, and with proper air exchange. The passageways, floors, and ladders in workplaces shall remain safe with necessary preventive measures taken so that the personnel will not fall, slip, or get hurt because of them.

第二十三條 實驗(習)場所作業時應穿著適當之防護衣物(如實驗衣或工作服)，
Article 23 並著適當工作鞋，除工作場所特殊需要外，禁著拖鞋。

One shall wear proper protective clothing (such as a lab coat or overalls) and proper shoes while working at an experimental (practical training) site. No slippers are allowed unless they are to meet special demands in the workplace.

第二十四條 實驗(習)場所內禁止抽煙、喝酒、飲食、打牌及喧鬧，且不得攜入
Article 24 任何上述物品。

Smoking, drinking, eating, playing cards, and making noises are prohibited at experimental (practical training) sites and none of the objects for any of the above-mentioned purposes is allowed.

第二十五條 應於明顯易見之處所設置警告標示牌，並禁止與從事作業無關之人
Article 25 員進入下列工作場所：

There shall be a warning sign in readily visible areas and no access is allowed to the the following workplaces for people who are not assigned to the task to be performed:

一、處置大量高熱物體或顯著濕熱之場所。

I. Where excessive high-temperature objects are handled or where humidity and heat are involved.

二、處置大量低溫物體或顯著寒冷之場所。

II. Where excessive low-temperature objects are handled or where it is significantly cold.

三、具有強烈微波、射頻波或雷射等非游離輻射之場所。

III. Where powerful microwaves, radiofrequency waves, or lasers, among other types of non-ionizing radiation, are involved.

四、氧氣濃度未達18%之場所。

IV. Where the concentration of oxygen is less than 18%.

五、有害物超過勞工作業場所容許暴露標準之場所。

V. Where the hazardous substances exceed the allowed exposure in a workplace.

六、處置特殊有害物之場所。

VI. Where special hazardous substances are processed.

七、遭受生物病原體顯著污染之場所。

VII. Where there is significant pollution by biological pathogens.

第二十六條 任何職業安全標示、標誌，不得任意塗改或拆除，特殊作業管制區
Article 26 非經許可不得擅自進入。

No arbitrary obliteration or removal of any occupational safety signs and symbols is allowed. Unauthorized access to special controlled workplaces is disallowed.

第二十七條
Article 27

對於人員有暴露於噪音、高溫、低溫、游離輻射、非游離輻射線、生物病原體、有害氣體、蒸氣、粉塵或其他有害物之虞者，應置備適當安全衛生防護具，如耳塞、耳罩、防塵口罩、呼吸防護具、防護眼鏡、防護衣物等，並規定其確實使用。

When exposure of the staff to noises, high temperatures, low temperatures, ionizing radiation, non-ionizing radiation, biological pathogens, harmful gases, steam, dust, or other hazardous substances is a concern, there shall be suitable occupational safety and health protective equipment in place, such as ear plugs, headsets, dust-proof masks, protective respiratory equipment, safety goggles, and protective clothing which are to be used precisely as required.

第二十八條
Article 28

對於具有顯著之濕熱、寒冷、多濕暨發散有害氣體、蒸氣、粉塵及其他有害人員健康之工作場所，應於各該工作場所外，設置供人員休息、飲食等設備。

For workplaces with significant humidity and heat, or that are cold, damp, and release harmful gases, steam, or dust, or that are harmful to the staff, there shall be facilities for the staff to take a rest and eat outside the said workplaces.

第二十九條
Article 29

於夏季期間從事戶外作業，為防範高氣溫環境引起之熱疾病，應視天候狀況採取危害預防。

Outdoor operations during summer shall be protected against hazards reflective of the weather conditions in order to prevent heat-related conditions triggered by such high-temperature environments.

第三十條
Article 30

在作業中所產生之廢料、廢品、垃圾及其他雜物，應分別放置於指定地點並依規定處理。

Waste materials, waste items, trash, and other foreign matters generated from the operation shall be placed in designated

locations separately and be handled as required.

第三十一條 任何廢棄物、垃圾應依規定處置，並經常保持完整清潔。
Article 31 Any waste and trash shall be handled as required and the workplace shall be kept intact and clean at all times.

第三十二條 物料之堆放，應依下列規定：

Article 32 When stacking materials and supplies, the following requirements shall apply:

一、不得超過堆放地最大安全負荷。

I. Do not stack them exceeding the maximum safety load.

二、不得影響照明。

II. Do not affect lighting.

三、不得妨礙機械設備之操作。

III. Do not interfere with the operation of mechanical equipment.

四、不得阻礙交通或出入口。

IV. Do not block traffic or the entrance/exit.

五、不得減少自動灑水器及火警警報器有效功用。

V. Do not reduce the functionality of an automatic sprinkler and the fire alarm.

六、不得妨礙消防器具之緊急使用。

VI. Do not reduce the functionality of an automatic sprinkler or a fire alarm.

七、以不倚靠牆壁或結構支柱堆放為原則，並不得超過其安全負荷。

VII. Basically do not stack against a wall or a structural pillar and also do not exceed the safety load.

第三十三條 工作場所應設置適當之消防設施，並依消防法等相關規定辦理。

Article 33 There shall be suitable fire prevention facilities available at the workplace and applicable requirements of the Fire Prevention Act, among others, shall be followed.

第三十四條 工作場所應設置消防安全設備，必要時簡要標明其使用方法。

Article 34 There shall be fire prevention safety equipment in the workplace, with the brief instructions for use provided, if necessary.

- 第三十五條 Article 35 工作場所內人員必須熟知各種消防設備之位置及熟練使用各類消防設備，以便災害發生時能及時搶救。
Staff inside the workplace must be familiar with where each piece of fire prevention equipment is located and how it is used in order to be capable of providing help in case of a disaster.
- 第三十六條 Article 36 滅火器等消防設備周圍禁止堆放物品，並應注意其是否符合堪用狀態。
No stacking of items in the surroundings of fire prevention equipment such as fire extinguishers is allowed and attention shall be paid to whether such equipment is usable.
- 第三十七條 Article 37 工作場所應設置之安全門及安全梯，並明顯標示，工作人員作業期間內不得上鎖，其通道不得堆置物品。
There shall be safety doors and safety ladders available in a workplace, with clear signs. They may not be locked and the passageways may not be stacked with items during an operation.
- 第三十八條 Article 38 不得使妊娠中之女性工作者從事下列危險性或有害性工作：
It is disallowed to have pregnant women engaged in any of the following dangerous or hazardous tasks:
- 一、鉛及其化合物散布場所之工作。
I. Work at a site where lead and its compounds are spread.
 - 二、處理或暴露於弓形蟲、德國麻疹等影響胎兒健康之工作。
II. Work involving the handling of or exposure to *Toxoplasma gondii* or German measles that will undermine fetal health.
 - 三、處理或暴露於二硫化碳、三氯乙烯、環氧乙烷、丙烯醯胺、次乙亞胺、砷及其化合物、汞及其無機化合物等經中央主管機關規定之危害性化學品之工作。
III. Work involving the handling of or exposure to hazardous chemicals specified by the central competent authority such as carbon disulfide, trichloroethylene, ethylene oxide, acrylamide, ethylenimine, arsenic and its compounds, mercury and its inorganic compounds.
 - 四、一定重量以上之重物處理工作。

IV. Work involving the handling of objects above a specific weight.

五、有害輻射散布場所之工作。

V. Work at a site where a harmful level of radiation is present.

六、動力捲揚機、動力運搬機及索道之運轉工作。

VI. Work involving the operation of a powered winch, powered carrier, or cableway.

七、處理或暴露於經勞動部規定具有致病或致死之微生物感染風險之工作。

VII. Work involving the handling of or exposure to disease or lethal microorganisms designated potentially infectious by the central competent authority.

第三十九條
Article 39 不得使分娩後未滿 1 年之女性工作者，從事下列危險性或有害性工作：

It is disallowed to have a female worker within a year after child birth engaged in any of the following dangerous or hazardous tasks:

一、鉛及其化合物散布場所之工作。

I. Work at a site where lead and its compounds are spread.

二、一定重量以上之重物處理工作。

II. Work involving the handling of objects above a specific weight.

第二節 物理性危害預防注意事項

Section 2 Precautions over Prevention against Physical Hazards

第四十條 墜落危害之防止，應注意下列事項：

Article 40 To prevent fall hazards, the following shall be paid attention to:

一、對於勞工有墜落危險之場所，應設置警告標示，並禁止與工作無關之人員進入。

I. For areas where falling is a hazard for the laborers, there shall be warning signs and access by irrelevant personnel shall be prohibited.

- 二、高差超過1.5公尺以上之場所工作時，應設置使人員安全上下之設備。
- II. Equipment ensuring safety for the staff in a workplace with a height difference over 1.5 meters shall be present for them to get on and off.
- 三、於高差2公尺以上之工作場所邊緣及開口部分，人員有墜落之虞者，應設置護欄或配掛安全帶等防墜設施。
- III. Fall-prevention measures such as rails or safety harnesses shall be available on the edges and openings of a workplace with a height difference over 2 meters where falling of the staff is a concern.
- 四、在高度2公尺以上之處所進行作業，人員有墜落之虞者，應以架設施工架或其他方法設置工作台；設置工作台有困難時，應採取張掛安全網、作業人員使用安全帶等防止因墜落而導致危險之措施。
- IV. For operations that take place at a height of 2 meters and above and where falling of the staff is a concern, there shall be scaffolds or working platforms in place. When it is difficult to set up a working platform, the safety net shall be put up or there shall be safety harnesses for the operators, among other measures, to prevent danger as a result of a fall.
- 五、使用之合梯，應符合下列規定：
- V. For the folding ladders used, the following requirements shall apply:
- (一) 具有堅固之構造。
- (I) The structure is robust.
- (二) 其材質不得有顯著之損傷、腐蝕等。
- (II) The material shall not show significant wear or corrosion.
- (三) 梯腳與地面之角度應在75度以內，且兩梯腳間有金屬等硬質繫材扣牢，腳部有防滑絕緣腳座套。
- (III) The angle formed by the legs of the ladder and the

ground must be within 75 degrees and there must be a rigid securing metal latch between the ladder legs with skid-proof covers.

(四) 有安全之防滑梯面。

(IV) There is a safety skid-proof surface.

(五) 合梯不得當作二工作面之上下設備使用，且禁止人員站立於頂板作業。

(V) It is disallowed to use a folding ladder on both sides for getting up and off equipment and it is prohibited for the staff to stand on the top plate while performing tasks.

第四十一條

電氣危害之防止，應注意下列事項：

Article 41

To prevent electrical hazards, the following shall be paid attention to:

一、使用之電氣器材及電線等，應符合國家標準規格。

I. Electric appliances and the electrical wires used shall meet the specifications provided in the national standards.

二、不得使用未知或不明規格之工業用電氣器具。

II. Industrial electrical appliances with unknown specifications may not be used.

三、600伏特以下之電氣設備前方，至少需有80公分以上之水平工作空間，且不得堆置物品。

III. There shall be a horizontal working space of at least 80 cm in front of electrical equipment of 600 volts and lower without stacking of items.

四、與電路無關之任何物件，不得懸掛或放置於電線或電氣器具。

IV. Items that are irrelevant to circuits may not be hung or placed on top of electrical wires or electrical appliances.

五、配電箱內應具中隔板、單線圖及開關標示。

V. The separator plates, line diagrams, and switches shall be marked inside the distribution box.

六、電氣機具之帶電部分，於作業進行中或通行時，有因接觸(含經由導電體而接觸者)或接近致發生感電之虞者，應設防止感

電之護圍或絕緣被覆；如發現護圍或絕緣被覆有損壞，應即修補。

VI. When electrical shocks as a result of contact (through a conductor) with or approaching charged parts of electrical machines and tools during operation or while passing by is a concern, there shall be fences or insulating envelopes in place. If damage to the fences or insulating envelopes is found, it shall be repaired immediately.

七、於人員作業中或通行時，有接觸絕緣被覆配線、移動電線或電氣機具、設備之虞者，應有防止絕緣被破壞或老化等致引起感電危害之設施(如電線保護壓條)；如發現絕緣被覆破裂或老化時，應即更換新品。

VII. When contact with insulated/enveloped wires, moving electrical wires, or electrical machines, tools, or equipment during operation or while passing by is a concern, there shall be facilities to prevent electric shocks caused by damaged or aging insulation (such as protective shields for electrical wires). As soon as a rupture or aging insulating envelopes are found, replacement shall be performed.

八、電氣設備外殼應接地，且不得任意拆除其接地線。

VIII. The enclosure of electrical equipment shall be grounded and the grounding line may not be removed freely.

九、使用對地電壓在150伏特以上移動式或攜帶式電動機具，或於潮濕、導電性良好場所使用移動式或攜帶式電動機具，應於各該電動機具之連接電路上設置防止感電用漏電斷路器。

IX. When using mobile or portable powered machines and tools with a voltage to ground of 150 volts and above or in a damp site or optimally conductive site, there should be anti-electric shock leak prevention circuit breakers set up on the connecting circuit of each of the said powered machines and tools.

十、依規定需加裝漏電斷路器之設備，不得任意將該漏電斷路器

拆除或短接。

X. Such leak prevention circuit breakers may not be freely removed or short connected for equipment required to have them.

十一、發電室、變電室或受電室，非工作人員不得任意進入。

XI. Power generation rooms, transformation rooms, or electricity receiving rooms may not be readily accessible by non-staff.

十二、發電室、變電室或受電室內之電路附近，不得堆放任何與電路無關之物件。

XII. No items irrelevant to circuits may be piled up in the surroundings of circuits inside power generation rooms, transformation rooms, or electricity receiving rooms.

十三、非職權範圍之人員，不得擅自操作各項電氣設備。

XIII. Unauthorized staff may not operate any electrical equipment.

十四、對於從事電氣工作之人員，應規定其確實配戴絕緣防護具及其他必要之防護器具。

XIV. Staff performing electrical tasks shall wear insulation-protective equipment or other necessary protective equipment.

十五、不得以濕手或濕操作棒操作開關。

XV. Operating switches with a wet hand or a wet operating rod is disallowed.

十六、電氣插頭應完全插入插座內；拔卸電氣插頭時，應確實自插頭處拉出。

XVI. Electrical plugs shall be completely inserted inside outlets. When removing electrical plugs, they shall be precisely pulled out of the outlets.

十七、應禁止超負載使用多項電氣器具，以防止電線過載發熱，引起火災。

XVII. Using multiple overloaded electrical appliances shall be prohibited in order to prevent overheating of overloaded

electrical wires that triggers fires.

十八、為調整電動機械而斷電，其開關切斷後，須立即上鎖或掛牌標示並簽章。復電時，應由原掛簽人取下鎖或掛牌後，始可復電，以確保安全。

XVIII. When the power is disconnected to facilitate adjustment of powered machinery, the switches shall be locked immediately or a sign shall be put up accompanied by a signature. To resume the power supply, the original person applying the lock or putting up the sign shall remove it to ensure safe restoration of the power supply.

十九、使用加熱設備或器具時，需有人員在場監視；使用完畢後，應隨手將插頭拔除。

XIX. Personal supervision in the field is required for the use of heating equipment or devices. Upon completion of use, the plugs shall be removed, too.

二十、作業時所使用之交流電焊機 (不含自動式焊接者)，應具自動電擊防止裝置；電焊作業使用之焊接柄，應具絕緣耐力及耐熱性。

XX. AC welding machines (excluding automatic welding ones) used during operation shall come with an automatic electrocution preventive mechanism. The welding handle used while performing a welding task shall be known for durable insulation and heat tolerance.

二十一、電氣設備或電路著火，應使用不導電滅火設備(如乾粉滅火器)。

XXI. Non-conductive fire extinguishing equipment (such as powder extinguishers) shall be used in case of electrical equipment or circuits catching fire.

第四十二條
Article 42

工作場所有物體飛落之虞者，應設置防止物體飛落之設備，並供給安全帽等防護具，使人員戴用。

When flying or falling objects are a concern in the workplace, there shall be equipment in place to prevent falling and flying

objects and protective equipment such as helmets shall be provided for the personnel to wear.

第四十三條

機械危害之防止，應注意下列事項：

Article 43

To prevent mechanical hazards, the following shall be paid attention to:

一、設置之危險性機械或設備，應遵守下列事項：

I. The following requirements apply to dangerous machinery or equipment set-up.

(一) 經勞動部指定的檢查機構檢驗合格且在有效期間內才可使用。

(I) Only those inspected and qualified by an inspection authority designated by the Ministry of Labor and within the effective period may be used.

(二) 操作人員需經勞動主管機關認可之訓練或經技能檢定合格，嚴禁非訓練合格者操作。

(II) The operators need to complete the training and obtain the technical certification approved by the competent authority for labor affairs. Operation by disqualified staff is strictly prohibited.

(三) 提供學生進行學習時，應有具資格之教師或教學助理親自進行操作，並予以指導。

(III) When provided to facilitate learning of students, qualified instructors or teaching assistants shall demonstrate the operation and provide guidance in person.

二、不得供應或設置構造、性能及防護不符合安全標準之指定機械、設備或器具。

II. Specific machinery, equipment, or devices whose structure, performance, and protection do not meet the safety criteria may not be supplied or set up.

三、具有顯著危險之原動機或動力傳動裝置，應於適當位置設置有明顯標誌之緊急制動裝置。

- III. For engines or power-driven devices known for significant danger, clearly labeled emergency actuation devices shall be available in suitable positions.
- 四、有發生危險之虞之機械設備，應訂定作業標準，並張貼於作業場所，作業人員應依該標準操作。
- IV. For machinery and equipment likely to give rise to danger, the operating criteria shall be prepared and put up in the workplace and the operators shall follow the said criteria.
- 五、機械之原動機、轉軸、齒輪、飛輪、帶輪、傳動輪、傳動帶等有危害人員之虞之部分，應設置護罩、護圍、套洞及跨橋等設備。
- V. The components of machinery, such as the engine, the rotary shaft, the gear, the spinning wheel, the belt, the transmission wheel and the transmission belt (which are potentially hazardous for the staff) shall be protected with shields, fences, sleeves, and bridges, etc.
- 六、對於衝剪機械、射出成型機、打模機等有危害人員之虞者，應設置安全門、雙手操作式起動裝置或其他安全裝置。
- VI. Punching and shearing machines, injection molding machines, and tapping machines that are potentially hazardous to the staff shall be equipped with a safety door, hoisting device operated with both hands, or any other safety device.
- 七、對於下列機械部分，其作業有危害人員之虞者，應設置護罩、護圍或具有連鎖性能之安全門等設備：
- VII. For the following mechanical components that are potentially hazardous to the staff, equipment such as shields, fences, or interlocked safety doors, among others, shall be in place:
- (一) 具有捲入點危險之捲洞作業機械。
- (I) Rolling operation machinery with hazardous roll-in points.
- (二) 帶鋸之鋸切所需鋸齒以外部分之鋸齒及帶輪(鋸床除外)。

- (II) Teeth and driving belts other than those required for sawing and cutting (excluding the sawing machine).
 - (三) 金屬、塑膠等加工用之圓盤鋸，應設置鋸齒接觸預防裝置。
 - (III) For the disk saws required for the processing of metals and plastics, devices preventing contact with the teeth shall be in place.
 - (四) 電腦數值控制或其他自動化機械具有危險之部分。
 - (IV) Computer data control or dangerous components of other automatic machinery.
 - (五) 機械之高速迴轉部分易發生危險者。
 - (V) The high-speed revolving components of machinery that tend to give rise to danger.
 - (六) 對於扇風機之葉片、研磨機之研磨輪迴轉等。
 - (VI) Revolving blades of fans and blowers and grinding wheels of grinders.
- 八、鑽孔機、截角機等旋轉刀具作業，人員手指有觸及之虞者，應明確告知並標示不得使用手套。
- VIII. For operations with rotating sharp items such as drilling machines and chamfering machines that are potentially hazardous for the staff in case of contact with fingers, there shall be clear information and labeling that no gloves may be used.
- 九、有接觸機械、器具或設備之高溫熱表面引起灼燙傷之虞者，應設置警示標誌、適當之隔熱等必要之安全設施。
- IX. When burns or scalds caused by contact with high-temp surfaces of machinery, devices, or equipment is a concern, there shall be necessary safety facilities such as warning signals and appropriate heat insulation.
- 十、禁止任意拆除或關閉原有之安全防護或警報裝置，如因維修必要，則應於修護後復原拆除之防護設施，並經測試無異常後才可使用。

X. Arbitrary removal or shutdown of existing safety protection or alarm devices is prohibited. If it is needed for service, the removed protective facilities shall be reinstated once service is completed and they may only be used once tested to be free of abnormalities.

十一、如發現機械、設備或器具異常現象或有危害之虞，應即關閉電源或其他控制開關，暫停使用，並通報場所負責人；異常或有危害之虞的機械、設備或器具，應即檢修及採取必要措施，經維修確認正常後始可開始作業。

XI. In the event of any abnormal sign or concern of hazards found with machinery, equipment, or devices, the power or other control switches shall be shut down immediately to suspend their use and it shall be reported to the person in charge of the workplace. The machinery, equipment, or devices with concern of abnormality or hazards shall be repaired immediately and necessary measures shall be taken. Operations may only begin after the items are confirmed to be functioning normally following service.

十二、對於機械之掃除、上油、檢查、修理或調整，應遵守下列規定：

XII. For the cleaning, lubrication, inspection, repairing, or adjustment of machinery, the following requirements shall apply:

(一) 有導致危害人員之虞者，應停止相關機械運轉及送料。

(I) Operation and feeding of related machinery shall be discontinued when it is potentially hazardous to the staff.

(二) 為防止他人操作該機械之起動等裝置或誤送料，應採上鎖或設置標示等措施。

(II) To prevent others from operating the activation devices of the machinery or feeding by accident, they shall be locked or there shall be a sign put up.

(三) 從事動力衝剪機械金屬模之安裝、拆模、調整及試模時，為防止滑塊等突降之危害應使勞工使用安全塊、安全插梢或安全開關鎖匙等之裝置。

(III) For the installation, demolding, adjustment, and mold trial of metal dies for powered punching and shearing machines, in order to prevent hazards associated with suddenly dropping sliding blocks, safety blocks, safety pins, or safety switch locks, among others, shall be provided for use by the laborers.

十三、研磨機之使用，應遵守下列規定：

XIII. The use of a grinder shall be based on the requirements below:

(一) 研磨輪應採用經速率試驗合格且有明確記載最高使用周速度者。

(I) The grinding wheel used shall be qualified through a speed test with a clear indication of the maximum circumferential speed available for use.

(二) 研磨機之使用不得超過規定最高使用周速度。

(II) A grinder may not be used exceeding the specified maximum circumferential speed available for use.

(三) 研磨輪使用，除該研磨輪為側用外，不得使用側面。

(III) A grinder, except for the grinding wheel that is used from the side, may not be used from the side.

(四) 研磨機使用，應於每日作業開始前試轉1分鐘以上，研磨輪更換時應先檢驗有無裂痕，並在防護罩下試轉3分鐘以上。

(IV) Prior to using a grinder each day, a trial run that lasts for at least 1 minute shall be performed. Prior to replacing with a grinding wheel, it shall be checked first for cracks, if any, and a trial run that last for at least 3 minutes shall be performed under a shield.

十四、離心機械之使用，應遵守下列規定：

XIV. The use of centrifugation machinery shall be based on the requirements below:

- (一) 應裝置覆蓋及連鎖裝置。
- (I) The cover and interlock shall be in place.
- (二) 不得超越離心機械之最高使用回轉數。
- (II) Do not exceed the maximum laps available for use of the centrifugation machinery.
- (三) 應先將離心機械完全停止運轉，才可自離心機械取出內裝物。
- (III) The centrifugation machinery shall be stopped completely prior to removing its interiors.

十五、起重升降機具之使用，應遵守下列規定：

XV. The use of a weight-lifting device shall be based on the requirements below:

- (一) 應規定一定之運轉指揮信號，並指派專人負責辦理。
- (I) Certain operating command signals shall be specified and someone shall be assigned to take charge.
- (二) 應標示最高負荷，且使用時不得超過該負荷。
- (II) The maximum load shall be indicated and such load may not be exceeded during use.
- (三) 吊鉤或吊具，應有防止吊舉中所吊物體脫落之裝置(如防滑舌片)。
- (III) The hooks or slings shall have a device available to prevent the object from being lifted from falling (such as an anti-slip tongue).
- (四) 應有過捲預防裝置，以防止吊鉤或吊具與吊架或捲揚胴接觸、碰撞。
- (IV) There shall be roll-over protection to prevent the hooks or suspension tools from touching or colliding with the winding mechanism.
- (五) 應於運轉時採取防止吊掛物通過人員上方及人員進入吊掛物下方之設備或措施。

(V) There shall be equipment or measures available to prevent the object being lifted from traveling above the personnel or the personnel from getting underneath the object being lifted.

(六) 所使用之吊掛構件，應具足夠強度；不得使用已變形或已龜裂之吊鉤、鉤環、鏈環，作為吊掛用具。

(VI) The structural elements for lifting that are used shall be of sufficient strength and deformed or cracked hooks, loops, or chains may not be used as the lifting tools.

(七) 不得以下列任何一種情況之吊鏈作為起重升降機具之吊掛用具：

(VII) Chains with any of the following conditions may not be used as the lifting tools of a crane or elevator:

1、延伸長度超過5%以上者。

The extended length exceeds 5%.

2、斷面直徑減少10%以上者。

The cross-sectional diameter is reduced by more than 10%.

3、有龜裂者。

There are cracks.

(八) 不得以下列任何一種情況之吊掛之鋼索作為起重升降機具之吊掛用具：

(VIII) Steel ropes with any of the following conditions may not be used as the lifting tools of a crane or elevator:

1、鋼索一撚間有10%以上素線截斷者。

More than 10% of the prime line is intercepted upon a lap.

2、直徑減少達公稱直徑7%以上者。

The diameter is reduced by more than 7% of the nominal diameter.

3、有顯著變形或腐蝕者。

There is significant deformation or corrosion.

4、已扭結者。

There is tangling.

十六、鍋爐之使用，應遵守下列規定：

XVI. The use of a boiler shall be based on the requirements below:

- (一) 鍋爐房或鍋爐設置場所，應禁止無關人員擅自進入，並在作業場所入口明顯處設置禁止進入之標示。
- (I) For the boiler room or the site where the boilers are, access shall be restricted to the relevant staff and there shall be a sign that says “Do not enter” in a readily visible area at the entrance to the workplace.
- (二) 禁止攜入與作業無關之危險物及易燃物品。
- (II) No hazardous items or inflammable items irrelevant to the operation may be brought into the workplace.
- (三) 應於鍋爐房設置二個以上之出入口；但無礙鍋爐操作人員緊急避難者，不在此限。
- (III) There shall be at least two entrances/exits available for a boiler room unless it does not interfere with evacuation in case of an emergency of the boiler operators.
- (四) 鍋爐之操作人員，需經相當等級以上之訓練合格或鍋爐操作技能檢定合格。
- (IV) Boiler operators shall complete training of a comparable level and be qualified as such or be certified as a boiler operator.
- (五) 應將鍋爐檢查合格證及鍋爐操作人員資格證件影本揭示於明顯處所。
- (V) Photocopies of the boiler inspection-qualified certificate and qualification supporting documents of boiler operators shall be disclosed in readily visible areas.
- (六) 鍋爐運轉中，不得使其操作人員從事與鍋爐操作無關之工作。

- (VI) Operators may not be engaged in tasks irrelevant to boiler operation while the boiler is running.
- (七) 同一作業場所中，設有2座以上鍋爐者，應指派鍋爐作業主管，負責指揮、監督鍋爐之操作、管理及異常處置等有關工作。
- (VII) When there are more than 2 boilers in one workplace, a supervisor for the boiler operations shall be assigned to take charge of giving directions and supervising the operation, managing, and addressing abnormalities of the boilers, among others.
- (八) 鍋爐應設有超壓時之自動減壓或洩壓裝置，且該安全閥應調整於最高使用壓力以下吹洩。
- (VIII) Boilers shall be equipped with automatic pressure reduction or relief devices in case of over-pressure and the safety valve shall be adjusted for release under the maximum use pressure.
- (九) 壓力表或水高計之刻度板上，應明顯標示最高使用壓力之位置。
- (IX) The maximum use pressure shall be clearly marked on the pressure gauge or the water meter.
- (十) 在玻璃水位計上或與其接近之位置，應適當標示蒸汽鍋爐之常用水位。
- (X) The frequently used water level in the steam boiler shall be adequately marked on the glass water meter or an adjacent location.
- (十一) 鍋爐之燃燒室、煙道等之砌磚發生裂縫時，或鍋爐與鄰接爐磚之間發生隙縫時，應儘速予以適當修補。
- (XI) When tiles of the combustion chambers and flues of a boiler experience cracks or a gap exists between the boiler and the adjacent bottom brick, adequate repairs shall be performed as soon as possible.

十七、壓力容器之使用，應遵守下列規定：

XVII. The use of a pressure vessel shall be based on the requirements below:

- (一) 第一種壓力容器之操作人員，需經第一種壓力容器操作人員訓練合格或壓力容器操作技能檢定合格。
- (I) Operators for Class 1 pressure vessels need to complete the training for Class 1 pressure vessel operators and be qualified as such or be certified as a pressure vessel operator.
- (二) 第一種壓力容器運轉中，不得使其操作人員從事與第一種壓力容器操作無關之工作。
- (II) Operators may not be engaged in tasks irrelevant to the operation of a Class 1 pressure vessel while a Class 1 pressure vessel is running.
- (三) 同一作業場所中，設有二座以上第一種壓力容器者，應指派具有第一種壓力容器操作人員資格及相當專業知識經驗者，擔任第一種壓力容器作業主管，負責指揮、監督第一種壓力容器之操作、管理及異常處置等有關工作。
- (III) When there are more than just Class 1 pressure vessels in one workplace, a supervisor for the operations of Class 1 pressure vessels qualified as a Class 1 pressure vessel operator and with comparable professional knowledge and experience shall be assigned to take charge of giving directions and supervising the operation, managing, and addressing the abnormalities of Class 1 pressure vessels, among others.
- (四) 壓力容器之安全閥應調整於最高使用壓力以下吹洩。
- (IV) The safety valve of a pressure vessel shall be adjusted for release under the maximum use pressure.
- (五) 壓力表之刻度板上，應明顯標示最高使用壓力之位置。
- (V) The maximum use pressure shall be clearly marked on the pressure gauge.

十八、堆高機之使用，應遵守下列規定：

XVIII. The use of a forklift shall be based on the requirements below:

- (一) 堆高機應具有制動裝置、左右方向指示器、警報裝置、前照燈、後照燈、頂篷及後扶架等裝置。
- (I) The forklift shall be equipped with an actuator, right/left indicator, alarm, headlight, rear light, canopy, and rear arm rest, among others.
- (二) 荷重在1公噸以上堆高機之操作人員，需經特殊作業安全衛生教育訓練合格。
- (II) Operators of a forklift with a weight capacity of 1 ton need to complete special occupational safety and health educational training and be qualified as such.
- (三) 堆高機之操作，不得超過該機械所能承受之最大荷重，且其載運之貨物應保持穩固狀態，防止翻倒。
- (III) A forklift, while in operation, may not exceed the maximum load it can withstand and the cargo it carries shall remain robust and steady and be protected against inversion.
- (四) 駕駛者離開堆高機時，應採將貨叉等放置於地面，並將原動機熄火、拉手煞車制動。
- (IV) When the driver is away from the forklift, the fork shall be placed on the ground, with the engine shut down and the manual brake actuated.

第四十四條 噪音作業危害之防止，應注意下列事項：

Article 44 To prevent operating noise hazards, the following shall be paid attention to:

- 一、工作場所因機械設備發出之聲音超過 90 分貝時，應採取工程控制、減少人員暴露於噪音環境之時間。
- I. When the noise produced by machinery and equipment in the workplace exceeds 90 dBA, project control shall apply in order to reduce the duration of exposure of the staff to a

noisy environment.

二、對於人員 8 小時日工作量時，其平均音壓超過 85 分貝時，應使人員戴用有效之耳塞、耳罩等防音護具，並採取聽力保護措施。

II. For staff that work 8 hours a day, when the mean sound pressure exceeds 85 dBA, they shall wear effective ear plugs, headsets, and other sound-insulating equipment and hearing protection measures shall be taken.

三、噪音超過 90 分貝之工作場所，應標示並公告噪音危害之預防事項，使人員周知。

III. For a workplace with a noise level exceeding 90 dBA, the protection against noise hazards shall be indicated and announced to be known to all staff.

第四十五條 Article 45 使用放射性物質與可發生游離輻射設備，其操作及防護設施，應依原子能法、游離輻射防護法及其相關規定辦理

The operation of and protective facilities against radioactive substances and ionizing radiation equipment used shall comply with applicable requirements of the Atomic Energy Law and the Ionizing Radiation Protection Act.

第三節 化學性危害預防注意事項

Section 3 Precautions for Prevention against Chemical Hazards

第四十六條 對於有害氣體、蒸氣、粉塵等作業場所，應遵守下列規定：

Article 46 For workplaces with harmful gases, steam, and dust, the following requirements shall apply:

一、工作場所內發散有害氣體、蒸氣、粉塵時，應視其性質，採取密閉設備、局部排氣裝置、整體換氣裝置或以其他方法導入新鮮空氣等適當措施，使其不超過作業場所容許暴露標準之規定。有發生中毒之虞者，應停止作業並採取緊急措施。

I. When workplaces involve the release of harmful gases, steam, and dust, depending on the nature, appropriate measures shall be taken, such as closed equipment, local

ventilation devices, overall air exchange devices, or other ways to introduce fresh air so as not to exceed the allowed exposure for the workplace. When poisoning is a concern, the operation shall be discontinued and emergency measures shall be taken.

二、空氣中濃度超過8小時日時量平均容許濃度、短時間時量平均容許濃度或最高容許濃度者，應改善其作業方法、縮短工作時間或採取其他保護措施。

II. In the event that the concentration in the air exceeds the mean level allowed over 8 hours a day, the mean level allowed over a short period of time, or the maximum level allowed, the operating approach shall be improved, the working hours shall be reduced, or other protective measures shall be taken.

三、有害物工作場所，應設置通風設備，並使其有效運轉。

III. Workplaces for harmful substances shall be equipped with ventilation that functions effectively.

四、排放之廢氣應加以妥善處理，其廢棄物之排放標準，依環境保護有關法令規定辦理。

IV. Emitted waste gases shall be properly treated as required by applicable laws and regulations governing environmental protection.

第四十七條

Article 47

設置之局部排氣裝置，應注意下列事項：

For the local venting devices set up, the following shall be paid attention to:

一、於有機溶劑作業時，不得停止運轉。

I. The operation may not be discontinued when organic solvents are used.

二、氣罩應設置於每一有機溶劑蒸氣發生源。

II. A gas hood shall be available at each source of steam from organic solvents.

三、外裝型氣罩應儘量接近有機溶劑蒸氣發生源。

III. An external gas hood shall be installed as close to the source of steam from organic solvents as possible.

四、儘量縮短導管長度、減少彎曲數目，於適當處所設置易於清掃之清潔口與測定孔。

IV. The length of conduits and the number of bends shall be reduced whenever possible and cleaning openings and measurement holes that are easy to clean shall be set up in appropriate locations.

第四十八條
Article 48

化學品危害通識管理，應遵守下列事項：

For the management of the general knowledge of hazards associated with chemicals, the following shall apply:

一、化學品於訂購前應先確認是否為「先驅化學品工業原料」、「毒性化學物質」、「具規定量之危害性化學品」及「甲類特定化學物質」等列管物質，若為上述四類本校列管物質請務必至環境保護暨安全衛生中心網站管理區填寫並列印該化學品新購買通知單。

I. Prior to ordering chemicals, whether they are industrial raw materials of precursor chemicals, toxic chemicals, hazardous chemicals with a specified quantity, and Class A specific chemicals that are controlled or not. If they are one of the above-mentioned four types of controlled chemicals, it is important that the purchase notification of the said chemicals in the "Administration Section" of the website of the Center for Occupational Safety and Health and Environmental Protection be completed and printed out.

二、欲使用本校未取得核可文件之毒性化學物質前，應先向環境保護暨安全衛生中心提出申請，並經環保局核准後取得該核准字號，再依規定提出購置需求。

II. Prior to using toxic chemicals for which approval documents are yet to be received by the University, an application shall be submitted to the Center for Occupational Safety and Health and Environmental Protection and the purchase

request may be submitted as required upon receipt of the said approval document number following approval by the Environmental Protection Bureau.

- 三、於室內從事有機溶劑作業時，應將注意事項，公告於作業場所明顯之處。
- III. For indoor operations involving organic solvents, the precautions shall be announced in readily visible areas of the workplace.
- 四、化學品應依其特性予以分類分區管理存放，並備置適當之消防設備。
- IV. Chemicals shall be classified and managed and stored according to their properties and appropriate fire prevention equipment shall be in place.
- 五、應將場所內之化學品建立危害性化學品清單，並適時更新。
- V. There shall be a list of hazardous chemicals prepared for the chemicals available on site and it shall be adequately updated.
- 六、應建立各種危害性化學品之安全資料表(SDS)，提供相關人員必要之安全衛生注意事項，並適時更新該資訊；安全資料表應放置明顯易取得處，以利取用。
- VI. The Safety Data Sheet (SDS) for various types of hazardous chemicals shall be prepared to provide related staff with necessary precautions for safety and health and such information shall be adequately updated. The SDS shall be placed in a readily visible and accessible area to facilitate retrieval.
- 七、裝有危害性化學品之容器，應有下列標示：
- VII. Containers of hazardous chemicals shall carry the following signs:
 - (一) 危害圖示。
 - (I) Hazardous illustration.
 - (二) 內容(包含名稱、危害成分、警示語、危害警告訊息、危

害防範措施、製造者輸入者或供應者之名稱、地址及電話)。

(II) Contents (including the name, hazardous ingredients, warnings, hazard warnings, hazard preventive measures, and the name, address, and telephone of the manufacturer/importer or supplier).

(三) 如該容器容積在100毫升以下者，得僅標示危害物質名稱、圖式及警示語。

(III) If the container has a volume of 100 ml and below, it is allowed to only show the name, illustration, and warnings of hazardous substances.

八、於室內儲藏有機溶劑或其混存物時，應使用備有栓蓋之堅固容器，並隨時加蓋，以免有機溶劑或其混存物之溢出、漏洩、滲洩或擴散。

VIII. When organic solvents or their mixtures are stored indoors, robust containers with stoppers shall be used and they shall be covered at all times in order to prevent overflowing, leakage, oozing, or dispersion of the organic solvents or their mixtures.

九、非經許可，不得在各作業場內使用正常作業以外之明火或其他可能引火之熱源。

IX. Without approval, use of open fires or other heat sources that might trigger fires outside normal operations is disallowed in any workplace.

十、作業時應佩戴個人必要之安全衛生防護具，並選擇安全的工作方法，以防止皮膚直接接觸有機溶劑。

X. One shall wear the necessary occupational safety and health protective equipment during operation and choose a safe working method in order to prevent direct exposure of the skin to organic solvents.

十一、對於有害物、有毒物或致癌物質之處理，須在排煙櫃中操作。

XI. Handling of harmful substances, toxic substances, or

carcinogens has to be done in a fume hood.

十二、毒性化學品不得隨意放置，應貯置於安全處所，非經許可，不得使用；其運作及釋放量紀錄，應依毒性化學物質管理法規定辦理。

XII. Toxic chemicals may not be placed freely. They shall be stored in a safe place and may not be used unless with prior permission. Recording of the operation and the amount released shall follow the requirements of the Toxic and Concerned Chemical Substances Control Act.

十三、實驗廢水(廢液)不可任意傾倒，應倒入指定之儲存容器中，並依規定處理。

XIII. It is disallowed to freely dump experimental waste water (waste liquids). They shall be poured into a designated storage container and be handled as required.

第四十九條
Article 49

高壓氣體設備及容器危害之防止，應遵守下列事項：

Prevention against hazards associated with high pressure gas equipment and containers shall be based on the following:

一、貯存時：

I. Storage:

(一)高壓氣體鋼瓶之標示應包含下列項目，顏色、危害特性、內存物名稱、容積、使用壓力及耐壓試驗日期；另應於明顯處標示危害圖式、內容及備置安全資料表。

(I) The label on the high pressure gas cylinder shall show the following: color, hazardous properties, name of the content, volume, use pressure, and date of pressure testing and the hazard illustration and content shall be provided in a readily visible area. The Safety Data Sheet shall be prepared.

(二)貯存場所應有適當之警戒標示，禁止煙火接近。

(II) There shall be appropriate warning signs at the storage site to ban the use of fireworks.

(三)周圍2公尺內不得放置有煙火及著火性、引火性物品。

- (III) No fireworks and inflammable or combustible items are allowed within a radius of 2 meters of the storage site.
- (四)盛裝容器和空容器應分區放置。
- (IV) Filled containers shall be placed separately from empty ones.
- (五)可燃性氣體、有毒性氣體及氧氣之鋼瓶，應分開貯存。
- (V) Cylinders for inflammable gases, toxic gases, and oxygen shall be stored separately.
- (六)應安穩置放並加固定及裝妥護蓋。
- (VI) They shall be placed securely, fixed, and properly covered.
- (七)貯存處應考慮於緊急時便於搬出。
- (VII) For the storage site, considerations shall be given to convenience in removing the cylinders in case of emergency.
- (八)通路面積以確保貯存處面積20%以上為原則。
- (VIII) The area of the passageway shall basically ensure that there is at least 20% of the area available for storage.
- (九)貯存處應維持乾燥，且其附近不得任意放置其他物品。
- (IX) The storage site shall remain dry and there may not be other items freely placed in the surroundings.
- (十)貯存氣體之場所，應注意通風並避免陽光直接照射，容器應保持在攝氏40度以下。
- (X) For the gas storage site, attention shall be paid to the ventilation and avoidance of direct exposure to sunlight and the container shall be kept below 40°C.
- (十一)貯存比空氣重之氣體，應注意低窪處之通風。
- (XI) For the storage of gases with a specific gravity larger than air, attention shall be paid to ventilation at the low-lying area.
- (十二)對於高壓可燃性氣體，電氣設備應採用防爆型，不得帶用防爆型攜帶式電筒以外之其他燈火，各種電氣設備

均應確實接地，並應有適當之滅火機具。

(XII) For high-temperature inflammable gases, the electrical equipment adopted shall be of the combustion-proof type. Lights other than combustion-proof portable flashlights are disallowed. The various types of electrical equipment shall be precisely grounded and there shall be appropriate fire extinguishing tools in place.

(十三) 毒性高壓氣體之貯存：

(XIII) Storage of toxic high pressure gases:

1、貯存處要置備吸收劑、中和劑及適用之防毒面罩或呼吸用防護具。

The storage site shall be equipped with absorbers, neutralizers, and appropriate protective masks or breathing protective equipment.

2、不得在腐蝕化學藥品附近貯藏。

Storage may not take place in the surroundings of corrosive chemicals.

3、具有腐蝕性之毒性氣體，應充分換氣，保持通風良好。

Sufficient air exchange and proper ventilation shall be guaranteed for corrosive toxic gases.

4、應於設施上增加除害措施、除毒裝置、防止於場所內積滯、或設置氣體洩漏檢知警報裝置。

Measures to remove hazards and devices to eliminate toxicity shall be added to existing facilities to prevent accumulation and retention on site or gas leak detection alarms shall be installed.

二、使用時：

II. Usage:

(一) 確知容器之用途無誤者，方得使用。

(I) A container may only be used after it is confirmed that

the purpose is correct.

(二) 容器應標明所裝氣體之品名，不得任意灌裝或轉裝。

(II) The container shall carry a label that shows the name of the gas contained. No arbitrary filling or transfer is allowed.

(三) 容器外表顏色，不得擅自變更或擦掉。

(III) It is disallowed to alter or erase the external color of the container.

(四) 容器使用時應加固定。

(IV) The container shall be fixed while in use.

(五) 對於毒性高壓氣體之使用：

(V) Usage of toxic high pressure gases:

1、非對該氣體有實地瞭解之人員，不准進入。

Access is restricted to staff with substantial knowledge of the specific gas.

2、工作場所空氣中之毒性氣體濃度不得超過容許濃度(應於設施上增加除害措施、除毒裝置、防止於場所內積滯、或設置氣體洩漏檢知警報裝置)。

The toxic gas concentration in the air of the workplace may not exceed the allowed level (measures to remove hazards and devices to eliminate toxicity shall be added to the existing facilities to prevent accumulation and retention at the site or gas leak detection alarms shall be installed).

3、工作場所置備充分及適用之防護具。

There shall be sufficient and suitable protective equipment available in the workplace.

4、使用毒性氣體場所，應保持通風良好。

The site where toxic gases are used shall be well ventilated.

三、搬運時：

III. Transport:

(一)溫度保持在攝氏40度以下。

(I) The temperature is to remain below 40°C.

(二)場內移動儘量使用專用手推車等，務求安穩直立，不得於地上拖拉或將鋼瓶倒臥地上滾動。

(II) To move around within the site, the exclusive carriage shall be used whenever possible. Steadiness and staying upright shall be ensured. Dragging on the floor or laying the cylinder on the ground is disallowed.

(三)以手移動容器，應確知護蓋旋緊後，方直立移動。

(III) Moving the container by hand and moving upright may only take place after it is confirmed that the cover has been fastened.

(四)容器吊起搬運不得直接用電磁鐵，吊鏈、繩子等直接吊運。

(IV) To suspend or transport a container, it is disallowed to use electromagnetic iron, suspension chains, or ropes directly.

第五十條 Article 50

粉塵作業危害之防止，應遵守下列事項：

To prevent dust hazards, the following shall apply:

一、從事粉塵作業應佩戴防塵口罩及其他必要之防護具，作業中不可任意脫除。

I. One shall wear a dust-proof mask and other necessary protective equipment that may not be removed freely during operation.

二、防護具應隨時保持清潔，以維護其性能。

II. The protective equipment shall be kept clean at all times to maintain its performance.

三、粉狀原料、半成品、成品均應放置於指定之儲存場所，並妥為包裝以防止粉塵逸散。

III. Raw materials in the form of powder, semi-finished products, and final products shall all be placed in a designated storage

site and be properly packaged to prevent dispersing dust.

四、 隨時保持工作場所之整潔，以防止積塵過多。

IV. The workplace shall be kept tidy and clean at all times to prevent excessive accumulation of dust.

五、 作業時間內，局部排氣裝置或整體換氣裝置不得停止運轉。

V. During operating hours, local venting devices or the overall air exchange device may not stop running.

六、 作業人員應知悉預防粉塵危害之必要注意事項。

VI. Operators shall be familiar with the necessary precautions in the prevention of dust hazards.

第四節 生物性危害預防注意事項

Section 4 Precautions for Prevention against Biological Hazards

第五十一條 生物病原體危害之防止，應採取下列措施：

Article 51 For the prevention of hazards associated with biological pathogens, the following measures shall be adopted:

一、 危害暴露範圍之確認。

I. Verification of the scope of hazardous exposure.

二、 相關機械、設備、器具等之管理及檢點。

II. Management and inspection of related machinery, equipment, or devices.

三、 應於實驗室入口處張貼生物安全等級標誌，標誌應註明實驗室負責人、管理人、緊急聯絡人之姓名及行動電話號碼與操作人員及操作病原體名稱。

III. A biosafety class sign shall be set up at the entrance to the laboratory and the sign shall clearly show the names of the person in charge, the manager, and the emergency contact person of the laboratory, as well as their mobile phone numbers, and names of the operators and the pathogens involved in the operation.

四、 健康管理。

IV. Health management

- 五、 感染預防作業標準。
- V. Operating criteria for the prevention of infections.
- 六、 感染預防教育訓練。
- VI. Educational training on the prevention of infections.
- 七、 扎傷事故之防治。
- VII. Prevention against and management of needle pricks.
- 八、 個人防護具之採購、管理及配戴演練。
- VIII. Purchase and management of personal protective equipment and training for proper wearing.
- 九、 緊急應變。
- IX. Emergency response.
- 十、 感染事故之報告、調查、評估、統計、追蹤、隱私權維護及紀錄。
- X. Reporting, investigation, evaluation, statistics, tracking, privacy protection, and recording of infection accidents.
- 十一、 感染預防之績效檢討及修正。
- XI. Discussion of accomplishments in the prevention of infections and correction.

第五十二條
Article 52

處置受生物病原體污染之物品，應遵守下列事項：

Handling of items contaminated by biological pathogens shall be based on the following:

- 一、 應予以消毒、殺菌等適當處理，以避免人員感染疾病。
 - I. They shall be adequately disinfected or sterilized in order to avoid contracting disease by the staff.
- 二、 應採用機械器具處理或提供適當防護具。
 - II. Machinery or devices shall be used for processing, or suitable protective equipment shall be provided.
- 三、 應使用防止洩漏或不易穿透材質之容器盛裝儲存，並加警告標示。
 - III. Containers that are leak-proof and which are difficult to penetrate shall be used to carry and store the items, and warning signs shall be added.

第五十三條
Article 53

對於作業中遭生物病原體污染之針具或尖銳物品扎傷之人員，應建立扎傷感染災害調查制度及採取下列措施：

For staff pricked by needles or sharps contaminated by biological pathogens during operation, there shall be a prick-associated infection hazard investigation system in place and the following measures shall be taken:

- 一、指定專人負責接受報告、調查、處理、追蹤及紀錄等事宜，相關紀錄應留存3年。
 - I. A specialist is assigned to take charge of reporting, investigation, management, tracking, and recording-related matters and the records shall be kept for 3 years.
- 二、調查扎傷勞工之針具或尖銳物品之危害性及感染源。但感染源之調查需進行個案之血液檢查者，應經當事人同意後始得為之。
 - II. The hazards and source of infection of the needles or sharps involved in the pricks suffered by laborers shall be investigated. If the investigation of sources of infection requires blood tests, however, prior consent from the person involved shall be obtained.
- 三、調查結果人員有感染之虞者，應使其接受特定項目之健康檢查，並依醫師建議，採取對扎傷勞工採血檢驗與保存、預防性投藥及其他必要之防治措施。
 - III. When results of the investigation show that infection is a concern for the staff, a health examination consisting of specific items shall be performed and as advised by the physician, collection of blood for the testing and blood storage, preventive medication, and other necessary preventive measures shall be done for the injured laborer.

第五節 人因工程危害預防注意事項

Section 5 Precautions for Prevention of Artificial Engineering Hazards

第五十四條 對於物料之搬運，應儘量利用機械以代替人力，凡 40 公斤以上物

- Article 54** 品，以人力車輛或工具搬運為原則，500 公斤以上物品，以機動車輛或其他機械搬運為宜；運輸路線，應妥善規劃，並作標示。
For the transport of materials, machinery instead of manpower shall be used whenever possible. For objects weighing over 40 kg, basic manually-operated vehicles or tools shall be used. For objects weighing over 500 kg, on the other hand, mobile vehicles or other machinery are advised. The transport routes shall be properly planned and labeled.
- 第五十五條** 操作電腦時，避免久坐於電腦螢幕前，作業人員應有適當休息。
Article 55 When operating a computer, sitting in front of the computer screen for an extended period of time shall be avoided. The operator shall take breaks adequately.
- 第五十六條** 對於連續站立作業之人員，應設置適當之坐具，以供休息時使用。
Article 56 For operators that need to work in a standing position continuously, there shall be suitable chairs available for them to use while taking a break.
- 第五十七條** 重複性之作業，為避免勞工因姿勢不良、過度施力及作業頻率過高等原因，促發肌肉骨骼疾病，應採取下列危害預防措施：
Article 57 For repeated operations, in order to prevent musculoskeletal disorders as a result of undesirable posture, over application of force, and highly frequent operations, the following hazard prevention measures shall be taken:
- 一、分析作業流程、內容及動作。
I. The workflow, contents, and action shall be analyzed.
 - 二、確認人因性危害因子。
II. The artificial hazardous factors shall be confirmed.
 - 三、評估、選定改善方法及執行。
III. The correction method shall be evaluated and selected and enforced.
 - 四、執行成效之評估及改善。
IV. The implementation efficacy shall be evaluated and improved.

五、其他有關安全衛生事項。

V. Other relevant occupational safety and health matters.

第五章 教育及訓練

Chapter 5 Training and Education

第五十八條 本校所屬工作者及學生對於有關職業安全衛生教育及預防災變之訓練，有接受之義務。

Article 58

People who work for the University and its students are obligated to receive related occupational safety and health education and training to prevent disasters.

第五十九條 對於新進人員或在職人員於變更工作前，應依實際需要排定時數，接受至少 3 小時之「一般安全衛生教育訓練」，課程如下：

Article 59

For new hires and current staff prior to changes of their work, at least 3 hours of training on general occupational Safety and Health that consists of the following shall be completed. The number of hours shall be arranged reflective of the actual demand.

一、作業安全衛生有關法規概要。

I. An overview of the applicable laws and regulations governing occupational safety and health.

二、職業安全衛生概念及安全衛生工作守則。

II. Ideas about occupational safety and health and the Occupational Safety and Health Code of Conduct.

三、作業前、中、後之自動檢查。

III. Spontaneous inspections before, during, and after operation.

四、標準作業程序。

IV. Standard operating procedure.

五、緊急事故應變處理。

V. Response to and management of emergency accidents.

六、消防及急救常識暨演練。

VI. Fire prevention and first aid common knowledge and rehearsal.

七、其他與作業有關之安全衛生知識。

VII. Other relevant occupational safety and health knowledge.

第六十條
Article 60

於實驗(習)場所處置或使用危險物、有害物之人員，需另接受至少 3 小時之「危害性化學品安全衛生教育訓練」。

Staff that handles or uses hazardous items or harmful items at the experimental (practical training) site shall complete an additional 3 hours, at minimum, of educational training on the occupational safety and health associated with hazardous chemicals.

第六十一條
Article 61

擔任危險性機械或危險性設備操作之人員，應於事前接受「危險性機械(或設備)操作人員安全衛生教育訓練」。

Operators of dangerous machinery or equipment shall complete the educational training associated with occupational safety and health for operators of dangerous machinery (or equipment) in advance.

第六十二條
Article 62

從事下列作業之勞工，應接受 18 小時之「特殊作業安全衛生教育訓練」：

Laborers performing the tasks below shall complete 18 hours of educational training on occupational safety and health associated with special operations.

一、小型鍋爐操作人員。

I. Small boiler operators.

二、荷重在 1 公噸以上之堆高機操作人員。

II. Operators of a forklift with a weight capacity of 1 ton and above.

三、吊升荷重在 0.5 公噸以上未滿 3 公噸之固定式起重機操作人員。

III. Operators of a fixed crane with a lifting capacity of 0.5 tons and above yet less than 3 tons.

四、使用起重機具從事吊掛操作人員。

IV. Operators of a crane for lifting operations.

第六十三條

工作場所急救人員，除醫護人員外，應接受 18 小時之「急救人員

- Article 63** 安全衛生教育訓練」。
- Article 63** First aid staff in the workplace, except for healthcare professionals, shall complete 18 hours of educational training on occupational safety and health for first aid staff.
- 第六十四條 前五條之人員，需每 3 年至少接受 3 小時的在職教育訓練。
- Article 64** The staff in the preceding five articles need to complete at least 3 hours of in-service educational training once every 3 years.
- 第六十五條 擔任下列作業主管之勞工，應於事前接受 18 小時之「有害作業主管安全衛生教育訓練」，並需每 3 年至少接受 6 小時的在職教育訓練：
- Article 65** Laborers who are supervisors of the operations below shall complete 18 hours of educational training on occupational safety and health for supervisors of harmful operations in advance and need to complete at least 6 hours of in-service educational training once every 3 years:
- 一、鉛作業主管。
 - I. Supervisors of operations involving lead.
 - 二、缺氧作業主管。
 - II. Supervisors of oxygen-deficient operations.
 - 三、有機溶劑作業主管。
 - III. Supervisors of operations involving organic solvents.
 - 四、特定化學物質作業主管。
 - IV. Supervisors of operations involving specific chemicals.
 - 五、粉塵作業主管。
 - V. Supervisors of operations involving dust.
- 第六十六條 擔任下列職務之人員，應於事前依法定課程及時數接受其職務相關之安全衛生教育訓練，並需每 2 年至少接受 6 小時的在職教育訓練：
- Article 66** Staff charged with the following duties shall complete educational training on occupational safety and health relevant to their duties in advance according to the statutory requirements over the courses and number of hours, and need to complete at least 6 hours of in-service educational training once every 2 years:

- 一、 職業安全衛生業務主管。
 - I. Occupational safety and health supervisors.
- 二、 職業安全衛生管理人員。
 - II. Occupational safety and health managers.
- 三、 勞工健康服務護理人員。
 - III. Laborer healthcare nurses.

第六十七條 Article 67 操作放射性物質與可發生游離輻射設備之人員，應於事前依「游離輻射防護法」及「放射性物質與可發生游離輻射設備操作人員管理辦法」，接受相關教育訓練，並取得證書或執照。

Operators of radioactive substances and equipment with the potential for generating ionizing radiation shall complete related educational training in advance according to the Ionizing Radiation Protection Act and the Administrative Regulations for Operators of Radioactive Material or Equipment Capable of Producing Ionizing Radiation and be certified or licensed accordingly.

第六十八條 Article 68 毒性化學物質專責人員，應於事前依「毒性化學物質管理法」接受教育訓練，並取得證書。

Persons in charge of toxic chemicals shall complete the related educational training in advance according to the Toxic and Concerned Chemical Substances Control Act and be certified accordingly.

第六十九條 Article 69 廢棄物清除或處理專責人員，應於事前依「廢棄物清理法」接受教育訓練，並取得證書。

Persons in charge of waste clearance or disposal shall complete the related educational training in advance according to the Waste Disposal Act and be certified accordingly.

第六章 健康指導及管理措施

Chapter 6 Health Guidance and Management Measures

第七十條 Article 70 本校所屬教職員工生，對於一般(特殊)體格或健康檢查，有接受之義務。

Staff, faculty, and students of the University are obligated to complete the general (special) physical checkup or health examination.

第七十一條 體格檢查與健康檢查應至勞動部會商衛生福利部認可之醫療機構
Article 71 實施檢查。

A physical checkup or health examination shall be completed at a medical institution approved by the Ministry of Labor jointly with the Ministry of Health and Welfare.

第七十二條 在職勞工應接受定期健康檢查之年限如下：

Article 72 Current laborers shall complete periodic health examinations as required below:

一、年滿 65 歲以上者，每年定期檢查一次。

I. One periodic exam a year for people aged 65 and above.

二、年滿 40 歲未滿 65 歲者，每 3 年定期檢查一次。

II. One periodic exam every 3 years for people aged 40 and above yet less than 65 years old.

三、年齡未滿 40 歲者，每 5 年定期檢查一次。

III. One periodic exam every 5 years for people less than 40years old.

第七十三條 新進人員應實施一般體格檢查，如前次檢查未逾前條之定期檢查期
Article 73 限，且提出檢查報告證明者，得免實施一般體格檢查。

New hires shall complete general physical checkups. If the previous checkup has not exceeded the validity of the periodic exam indicated in the preceding article and the report is provided as evidence, such general physical checkups may be waived.

第七十四條 從事下列特別危害健康作業之人員，應於受僱或變更作業時，實施
Article 74 各該特定項目之特殊體格檢查，並每年實施特殊健康檢查：

Staff involved in the following special operations hazardous to health shall complete a special physical checkup consisting of each of the said specific items upon employment or change of operation, and the special health exam shall be performed each year:

- 一、 高溫作業勞工作息時間標準所稱之高溫作業。
 - I. High-temp operations indicated in the criteria for high-temp operation laborers to have time off.
- 二、 勞工噪音暴露工作日 8 小時日時量平均音壓級在 85 分貝以上之噪音作業。
 - II. Operations with a daily mean sound pressure level of 85 dBA and above over 8 working hours a day.
- 三、 游離輻射作業。
 - III. Operations involving ionizing radiation.
- 四、 鉛中毒預防規則所稱之鉛作業。
 - IV. The so-called lead-associated operations in the Rules for the Prevention of Lead Poisoning.
- 五、 四烷基鉛中毒預防規則所稱之四烷基鉛作業。
 - V. The so-called lead alkyl compounds-associated operations in the Rules for the Prevention of Lead Alkyl Compound Poisoning.
- 六、 粉塵危害預防標準所稱之粉塵作業。
 - VI. The so-called dust-associated operations in the Criteria for the Prevention of Dust Hazards.
- 七、 有機溶劑中毒預防規則所稱之有機溶劑作業。
 - VII. The so-called organic solvents-associated operations in the Rules for the Prevention of Organic Solvent Poisoning.
- 八、 製造、處置或使用勞工健康保護規則所列特定化學物質或其重量比（苯為體積比）超過百分之一之混合物之作業。
 - VIII. Manufacturing, handling, or use of specific chemicals indicated in the Laborer Health Protection Rules or of mixtures containing more than a 1% weight ratio of the said specific chemicals.
- 九、 黃磷之製造、處置或使用作業。
 - IX. Manufacturing, handling, or use of yellow phosphorus.
- 十、 聯吡啶或巴拉刈之製造作業。
 - X. Manufacturing of Bipyridine or Paraquat.

十一、其他經勞動部指定之作業。

XI. Other operations designated by the Ministry of Labor.

第七十五條
Article 75

本校應依職安法規定之人力配置及臨廠服務頻率，僱用或特約從事勞工健康服務之醫師及僱用從事勞工健康服務之護理人員，辦理臨廠健康服務。

The University shall hire or contract physicians to provide health service for the laborers and hire nurses to provide health services for the laborers and shall organize on-site health services according to the manpower size and on-site service frequency required by the Occupational Safety and Health Act.

第七十六條
Article 76

體格及健康檢查資料之處理：

Management of physical checkup and health examination data:

一、體格及健康檢查紀錄，依勞工健康保護規則規定保存。

I. Physical checkups and health examination records are to be kept as required by the Laborer Health Protection Rules.

二、將受檢勞工之健康檢查結果彙整成健康檢查手冊，發給受檢勞工。

II. Results of the health examinations of laborers are compiled in the health examination handbook and provided to the specific laborer.

三、勞工體格及健康檢查紀錄之處理，應保障個人隱私權，不可隨意傳閱、談論或散播。

III. Laborer physical checkups and health examination records shall be managed in a way where personal privacy is protected. They may not be freely passed along, discussed, or disseminated.

四、醫師應依檢查結果，給予罹病人員應避免之作業建議，並適當配置勞工於工作場所作業。

IV. The physician shall provide the affected patient with advice on operations that should be avoided according to the results and adequately arrange for the laborers to perform proper tasks in the workplace.

- 五、離職勞工要求提供健康檢查相關資料時，校方不得拒絕。但超過保存期限者，不在此限。
- V. When laborers who have resigned request that related health examination data be provided, the University may not refuse to do as requested. This does not apply, however, if the duration of storage has expired.
- 六、一般健康檢查之報告整理存檔外，從事特別危害健康作業應依規定實施資料分級健康管理。
- VI. Besides sorting out and archiving general health examination reports, special operations that are hazardous to health shall be subject to hierarchical health data management.

第七十七條
Article 77

針對工作者或學生從事特別危害健康作業時，應建立健康管理資料，並依下列規定分級實施健康管理：

For staff or students engaged in special operations that are hazardous to health, health management data shall be created and hierarchical health management as required below shall be enforced:

- 一、第一級管理：特殊健康檢查或健康追蹤檢查結果，全部項目正常，或部分項目異常，而經醫師綜合判定為無異常者。
 - I. Class 1 management: All items shown in the special health examination or health follow-up examination results are normal or only some items are abnormal and it is determined by the physician as a whole to be free of abnormalities.
- 二、第二級管理：特殊健康檢查或健康追蹤檢查結果，部分或全部項目異常，經醫師綜合判定為異常，而與工作無關者。
 - II. Class 2 management: Some or all items shown in the special health examination or health follow-up examination results are abnormal and it is determined by the physician as a whole to be abnormal yet the abnormality has nothing to do with work.

- 三、第三級管理：特殊健康檢查或健康追蹤檢查結果，部分或全部項目異常，經醫師綜合判定為異常，而無法確定此異常與工作之相關性，應進一步請職業醫學科專科醫師評估者。
- III. Class 3 management: Some or all items shown in the special health examination or health follow-up examination results are normal are abnormal and it is determined by the physician as a whole to be abnormal yet it is uncertain if the abnormality has to do with work and an occupational medicine specialist shall be asked further to perform an evaluation.
- 四、第四級管理：特殊健康檢查或健康追蹤檢查結果，部分或全部項目異常，經醫師綜合判定為異常，且與工作有關者。
- IV. Class 4 management: Some or all items shown in the special health examination or health follow-up examination results are normal are abnormal and it is determined by the physician as a whole to be abnormal and such abnormality has to do with work.

第七十八條
Article 78

檢查異常結果管理：

Management of abnormal examination results:

- 一、體格檢查結果發現勞工不適於從事某種職務或作業時，不得使其從事該項工作。
- I. When it is found through physical checkup results that a laborer is unfit for a certain task or operation, such laborer may not be assigned to perform such task.
- 二、健康檢查結果發現勞工因職業原因致不能適應原有工作時，除予醫療外，並應變更其作業場所，更換其工作，縮短其工作時間及為其提供適當措施。
- II. When it is found through health examination results that a laborer cannot get accustomed to his/her original work due to occupational reasons, besides medical care, the workplace shall also be changed and the work shall be switched in order to reduce the working hours or appropriate

measures shall be provided.

三、屬於第二級管理者，校方提供勞工個人健康指導；第三級管理以上者，應請職業醫學科專科醫師實施健康追蹤檢查，必要時應實施疑似工作相關疾病之現場評估，且應依評估結果重新分級，並將分級結果及採行措施依中央主管機關公告之方式通報；屬於第四級管理者，經醫師評估現場仍有工作危害因子之暴露者，應採取危害控制及相關管理措施。

III. As part of Class 2 management, the University will provide the laborer with personalized health guidance. For Class 3 and above management, an occupational medicine specialist shall be asked to perform the health follow-up exam. If necessary, on-site assessments of related diseases suspected to have to do with work shall be performed and re-classification shall be done according to the assessment findings. The classification outcome and measures taken are to be reported in ways announced by the central competent authority, too. For Class 4 management, if it is determined by the physician that exposure to hazardous factors is still present in the field, hazard control and related management measures shall be taken.

四、前條健康管理等級區分，屬於第二級管理以上者，應由醫師註明其不適宜從事之作業與其他應處理及注意事項。

IV. For the classification of health management as indicated in the preceding article, if it is Class 2 management and above, the physician shall specify the operations not recommended and other matters to be addressed and paid attention to.

五、前條健康管理等級區分，屬於第三級管理或第四級管理者，並應由醫師註明臨床診斷。

V. For the classification of health management as indicated in the preceding article, if it is Class 3 or Class 4 management, the physician shall specify the clinical diagnosis.

六、健康檢查異常者，由校方依醫師建議通知該單位主管，單位

主管應視狀況採行下列措施：

VI. For those with abnormal health examination results, the University will, as advised by the physician, notify the unit supervisor and the unit supervisor shall take the following measures depending on the circumstances:

(一) 職業病產生來源並設法改善，例如尋找低濃度低危害之取代物，加強局部排氣，加強整體通風換氣。

(I) Find out the sources of the occupational hazards and seek improvements, such as looking for low-concentration and low-hazard alternatives, reinforcing local venting, and enhancing overall ventilation and air exchange.

(二) 加強該工作區及個人之安全衛生防護措施。

(II) Strengthen occupational safety and health protective measures for the said workplace and the specific individual.

(三) 建議必要之職務異動或強制性之休養如調換工作或工作輪替措施。

(III) Recommend necessary changes in duties or compulsory rest, such as switching or rotation of work.

第七十九條
Article 79

工作場所負責人應依下列危害預防計畫推動與執行，以保護工作者之身心健康：

The person in charge of the workplace shall promote and enforce the following hazard prevention plans in order to protect the physical and mental health of the staff:

一、 人因性危害預防計畫。

I. Artificial hazard prevention plan

二、 異常工作負荷促發疾病預防計畫。

II. Prevention plan against disorders triggered by abnormal workloads

三、 執行職務遭受不法侵害預防計畫。

III. Prevention plan against illegitimate infringement while

performing duties at work.

四、母性健康保護計畫。

IV. Maternal health protection plan.

第八十條
Article 80

通報主管機關：

Notify the competent authority:

一、對從事特別危害健康之作業勞工，實施特殊健康檢查並填寫勞工特殊健康檢查結果報告書，報請臺南市政府勞工局、臺南市衛生局並將副本抄送勞動部職業安全衛生署南區職業安全衛生中心備查。

I. For laborers engaged in special operations that are hazardous to health, a special health exam shall be performed and the report on the special health examination results shall be completed and submitted to the Labor Affairs Bureau and Public Health Bureau of Tainan City Government, with a copy sent to the Southern Occupational Safety and Health Center of the Occupational Safety and Health Administration, Ministry of Labor to be filed for reference.

二、勞工之健康管理屬於第三級管理以上者，或屬於管理二以上者，應於檢查分級後，於 30 日內依規定，報請臺南市勞工局、臺南市衛生局並將副本抄送勞動部職業安全衛生署南區職業安全衛生中心備查。

II. When laborer health management falls in Class 3 management and above or is Class 2 management in nature, after classification, it shall be reported, within 30 days as required, to the Labor Affairs Bureau and the Public Health Bureau of Tainan City Government, with a copy sent to the Southern Occupational Safety and Health Center of the Occupational Safety and Health Administration, Ministry of Labor to be filed for reference.

三、實施勞工特殊健康檢查及健康追蹤檢查，應填具「勞工特殊健康檢查結果報告書」，報請台南市勞工局及衛生局備查，並

副知勞動部職業安全衛生署南區職業安全衛生中心。

- III. Upon implementation of the special health exam and health follow-up exam, the report on special health examination results shall be completed and submitted to the Labor Affairs Bureau and Public Health Bureau of Tainan City Government, with the copy sent to the Southern Occupational Safety and Health Center of the Occupational Safety and Health Administration, Ministry of Labor.

第七章 急救及搶救

Chapter 7 First Aid and Rescue

第八十一條 各單位應置急救人員，並注意下列事項：

Article 81 First aid staff shall be available at each unit and attention shall be paid to the following:

- 一、各單位之急救人員應至少置1人，勞工人數超過50者，每增加50人，應再置1人。
 - I. At least 1 first aid staffer shall be available at each unit. When there are more than 50 laborers, for each additional 50 laborers, one more staffer shall be added.
- 二、急救人員不得有失聰、色盲、心臟病、兩眼裸視或矯正視力後均在0.6以下與失能等體能及健康不良，足以妨礙急救事宜者。
 - II. First aid staff may not be inferior in physical performance and health, such as loss of hearing, color-blindness, heart disease, naked vision or corrected visual acuity of both eyes below 0.6, or any disability that is sufficient to interfere with first aid.
- 三、急救人員因故未能執行職務時，單位主管應即指定合格之人員，代理其職務。
 - III. If a first aid staffer is unable to perform duties for some reason, the unit supervisor shall assign a qualified person to act on his/her behalf.

四、擔任急救人員者，除醫護人員外，應接受急救人員之安全衛生教育訓練；且每3年接受至少3小時之急救人員在職教育訓練。

IV. First aid staff, except for healthcare professionals, shall complete educational training on occupational safety and health for first aid staff and at least 3 hours of in-service educational training once every 3 years.

第八十二條
Article 82

各單位應備置急救藥品及器材，並注意下列事項：

First aid medication and devices shall be available at each unit and attention shall be paid to the following:

一、應依工作場所大小、分布、危險狀況及勞工人數，備置足夠之急救藥品及器材。

I. Sufficient first aid medication and devices shall be available reflective of the size and distribution, danger condition, and number of laborers in the workplace.

二、備置之急救藥品及器材，應置於適當固定處所。

II. The prepared first aid medication and devices shall be in an appropriate fixed location.

三、至少每6個月定期檢查並保持清潔；對於被污染或失效之物品，應隨時予以更換及補充。

III. Periodic inspections shall be carried out at least once every 6 months and the workplace shall be kept clean. For contaminated or expired items, they shall be replaced and replenished from time to time.

第八十三條
Article 83

各單位應考慮各種緊急狀況之特性，制訂緊急應變計畫，並定期實施演練，期能在發生緊急事故時，能採取即時之應變措施，防止災害的擴大。

Properties of respective emergency situations shall be taken into consideration while respective units prepare their emergency response plan and rehearsals shall be enforced periodically to hopefully be capable of taking response measures in real time to prevent spreading of the harm done in case of an emergency.

第八十四條

急救及搶救原則，應注意下列事項：

Article 84

For first aid and rescue principles, attention shall be paid to the following:

- 一、急救及搶救人員進行急救搶救前應先考量自己之安全，勿貿然進行；搶救應以人員安全為第一優先，勿因搶救財物而錯過黃金搶救時間。
 - I. While providing first aid and rescue, the staff shall first consider their own safety - do not embark on the operation brashly. Top priority shall be placed on the safety of the staff during rescue. Do not miss out on the golden time for rescue because of trying to secure the properties.
- 二、如屬毒性氣體洩漏之搶救，應先配戴適用之防毒面具，否則不可冒然進入施行搶救，以免自己跟著中毒。
 - II. To begin the rescue operation in the leakage of toxic gases, for example, one shall first wear a suitable gas mask, otherwise it is disallowed to begin the rescue operation brashly in order to prevent poisoning of the staff, too.
- 三、如屬可燃性氣體洩漏，不可任意開啟電源燈源。
 - III. If leakage of inflammable gases is involved, for example, power or lights may not be turned on at will.
- 四、應儘速將罹災者自高危險區移至安全區。
 - IV. The victims shall be relocated from highly dangerous areas to safety zones as soon as possible.
- 五、任何急救之處理僅在維持傷者之生命或避免傷害擴大，對於重大傷患應緊急送往醫院處理。
 - V. Any first aid is provided only to keep the injured alive or to avoid spreading of harm. Severely injured patients shall be sent to hospitals quickly.
- 六、在醫護人員抵達前，可由受過急救訓練之員工立刻對傷患作適當處理，避免導致更嚴重的後果。
 - VI. Before healthcare professionals arrive, employees having received first aid training may provide adequate assistance to the injured immediately to avoid more severe

consequences.

七、急救者的責任在於救命、防止傷勢或病情惡化、保持傷患安靜及舒適，以靜候醫護人員到來。

VII. First aid staff is responsible for saving lives, preventing injuries or conditions from getting worse, and keeping the injured calm and comfortable while waiting for the arrival of healthcare professionals.

八、在場急救者，應協助傷患述說病情原因等，以幫助醫護人員治療及診斷。

VIII. When providing first aid in the field, assistance shall be provided to the injured in describing what has happened in order to help with treatment and diagnosis by healthcare professionals.

九、外傷急救

IX. First aid for traumas

(一) 就醫前應注意止血及防止細菌進入傷口。

(I) Prior to medical care, attention shall be paid to stop bleeding and prevent bacterial invasion of the wound.

(二) 抬高出血部位，使之高過心臟，勿除去傷口處之凝血，以防持續出血。

(II) The bleeding site shall be elevated above where the heart is. Do not remove the coagulation at the wound in order to prevent persistent bleeding.

(三) 以消毒之紗布敷蓋於傷口處，以手加壓至少 5 分鐘。

(III) Use sterile gauze to cover the wound and pressurize by hand for at least 5 minutes.

(四) 傷患大量出血且無法以直接或間接止血法止血時，應使用止血帶止血法。止血帶要綁在傷口較近心臟部位，且要標明包紮時間。

(IV) If the patient bleeds extensively and it is impossible to stop bleeding applying hemostasis directly or indirectly, a tourniquet shall be used to stop the bleeding. The

tourniquet has to be tied closer to where the heart is and when it is tied shall be indicated.

(五) 鼻子出血時，應使患者半坐臥且頭部稍向前，壓迫鼻子兩側止血，10 分鐘後鬆開，若仍未止血應再壓 10 分鐘。

(V) In case of nose bleeding, the patient shall be in the semi-Fowler's position and both sides of the nose shall be suppressed to stop bleeding. It will be released in 10 minutes. If bleeding is not stopped yet, suppress it for another 10 minutes.

(六) 任何止血法均需每隔 10-15 分鐘放開 15 秒，以防組織壞死。

(VI) With any hemostasis approach, there has to be a break of 15 seconds every 10-15 minutes in order to prevent necrosis.

(七) 若四肢有斷裂情形，需將斷肢立即以清潔塑膠袋隔離，並用冰塊冷藏之，與病人一同送醫縫合。

(VII) In case of breakage of limbs, the broken limb has to be isolated in a clean plastic bag and refrigerated in ice cubes and sent together with the patient for medical attention and to be sutured up.

十、燒燙傷急救

X. First aid for scalds and burns

(一) 沖：用水沖洗至少 15 分鐘。若眼部受傷，撐開眼皮自內而外緩慢沖水。

(I) Rinse: Rinse with water for at least 15 minutes. If the eyes are hurt, push open the eyelids and slowly rinse with water from the inside out.

(二) 脫：傷處皮膚若有衣著，一面沖水，一面剪開衣服，避免皮膚組織持續受損或擴大傷處面積。

(II) Remove: If there is clothing on the wound, rinse with water on the one hand and cut open the clothing on the other hand. Avoid persistent damage of skin tissue or

spreading of the wounded area.

(三) 泡：傷處泡於水中，其水泡不可壓破。

(III) Soak: Soak the wounded portion in water. Do not break the blisters.

(四) 蓋：使用乾淨潮濕紗布輕輕覆蓋，避免感染。

(IV) Cover: Use clean damp gauze to gently cover the wound to prevent infection.

(五) 送：儘速送醫。

(V) Send: Send for medical attention as soon as possible.

十一、心跳停止急救

XI. First aid in case of cardiac arrest

(一) 食、中指輕置於傷者頸動脈處，確認其脈搏是否消失。

(I) Gently place the index finger and the middle finger on the carotid artery of the wounded patient and confirm if the pulse is still present.

(二) 將傷者置於堅硬平坦之地面或長桌面上，儘速施以胸外心臟按摩術。

(II) Place the wounded patient on a robust flat floor or a long table and quickly apply chest cardiac massage.

(三) 使用自動體外心臟除顫器(AED)急救。

(III) Use the automated external defibrillator (AED) to apply first aid.

十二、感電災害搶救

XII. Rescue in cases of electric shocks

(一) 關掉電源，先確認自己無感電之虞。

(I) Shut down the power and confirm first if there is a risk of electric shock.

(二) 用乾燥的木棒、繩索將患者與觸電物撥離。

(II) Use a dry wooden stick or rope to separate the patient and the source of the electric shock.

(三) 依患者之意識，進行急救處理。

(III) Apply first aid reflective of the consciousness of the

patient.

十三、火災搶救

XIII. Rescue in case of fire

- (一) 先確認屬哪類(一般、電線、化學物質或氣體洩漏等)引起之火災。
- (I) First, confirm the type of fire triggered (a general one or one associated with electrical wires, chemicals, or gas leaks, etc.)
- (二) 斷除可能造成更大災害之火源(如關閉電源、停止化學物質或氣體供應)。
- (II) Extinguish the source of fire that is likely to result in even greater disasters (such as shutting down power, stopping chemical, or gas supply).
- (三) 如屬小火，能直接撲滅者，即以適用之滅火設備滅火。
- (III) For a small fire that can be put out directly, use adequate fire extinguishing equipment to put out the fire.
- (四) 如火勢已猛烈，應立即通報及通知消防隊，並通知附近人員立即疏散。
- (IV) If the fire is already too powerful, it shall be reported and made known to the firefighting squad immediately and staff in the surroundings shall be evacuated.
- (五) 緊急應變小組成立後，展開確認是何種原因引起、該場所是否有其他化學物質，評估其危害性，以決定救災及控制災害擴大之方式。
- (V) Once the emergency response group is formed, confirm the cause, whether there are other chemicals at the site or not, and evaluate the hazards in order to determine which approach is to be adopted to help with the rescue and control against spreading of the damages.
- (六) 當消防隊抵達火災現場時，本校相關人員須協助消防員

瞭解現場狀況，以滅火救災。

(VI) When the firefighting squad arrives at the site, related staff of the University must help the firefighters understand what is going on in order to put out the fire and complete the rescue operation.

十四、化學物質/氣體危害

XIV. Chemicals/gas hazards

(一) 洩漏搶救

(I) Rescue in case of leakage

1、如屬小洩漏，應儘速利用現場防護設備將洩漏源關閉。

For leakage of a small scale, protective equipment in the field shall be utilized as soon as possible to shut down the source of the leakage.

2、如屬大洩漏，應於安全無虞下速利用現場防護設備將洩漏源關閉，立即通報及通知消防隊，並通知附近人員立即疏散。

In case of leakage of a large scale, protective equipment in the field shall be utilized quickly to shut down the source of the leakage under the premise that there is no safety concern and it shall be reported and made known to the firefighting squad immediately, and staff in the surroundings shall be evacuated.

3、緊急應變小組成立後，展開確認是何種物質洩漏，評估其危害性，以決定救災及控制災害擴大之方式。Once the emergency response group is formed, confirm the type of substance that resulted in the leakage and evaluate the hazards in order to determine which approach is to be adopted to help with the rescue and control against spreading of the damages.

- 4、洩漏之化學物質及除污物料(沾有化學物質者)，應統一收集處理。

The chemicals and decontamination materials (stained with chemicals) that caused the leakage shall be collected for centralized processing.

(二) 吸入性中毒

(II) Inhaled poisoning

- 1、搶救者應穿戴適當的呼吸防護具才可進入災害現場，先打開通風口。

Rescuers shall wear suitable respiratory protective equipment before accessing the scene and the vents shall be opened first.

- 2、若毒性氣體屬可燃性氣體不可任意開啟電源燈源。
If toxic gases are inflammable, do not turn on power or lights at will.

- 3、搬移患者至新鮮空氣流通處，鬆開衣服，使其呼吸道暢通。

Relocate the patient to where there is fresh air and loosen their clothing so that he/she can breathe smoothly.

- 4、意識不清，呼吸困難者，應給與氧氣。

For someone that is unconscious and has breathing difficulties, oxygen shall be provided.

- 5、呼吸停止者應施予人工呼吸，維持呼吸系統運作。

Artificial respiration shall be provided to those who have had a cardiac arrest in order to keep their respiratory system functioning.

- 6、心跳停止者應施予心臟按摩或自動體外心臟除顫器(AED)急救，維持循環系統運作。

For those who have had a cardiac arrest, heart massage or automated external defibrillator (AED) first aid shall be given to keep the circulation

system functioning.

7、送醫急救，注意保暖以免身體失溫。

Pay attention to keep warm in order to avoid hypothermia while sending the patient for medical care.

(三) 身體接觸灼傷(腐蝕)急救

(III) First aid for those with physical exposure-resultant burns (corrosions)

1、如噴濺至眼精，至緊急沖淋洗眼器，將眼翻開用清水輕輕沖洗(裝隱形眼鏡者需先行取出)，至少 15 分鐘以後，速將患者送醫診治。

In case of splashing into the eyes, use the emergency shower or rinse device. Open the eyes and slowly rinse them with clean water (contact lenses need to be removed first) for at least 15 minutes before sending the patient for medical attention.

2、如為其他部位，則立即用大量水沖洗，如傷口有衣物遮蔽應去除，儘速沖洗是減少傷害的重要步驟。

For the other body parts, rinse with extensive water immediately. If the wound is covered by clothing, the clothing shall be removed. Rinsing as quickly as possible is an important step to reduce harm.

3、使用乾淨的紗布將灼傷部覆蓋。

Use clean gauze to cover burnt areas.

4、除只有小塊皮膚發紅的輕度灼傷外，所有灼傷均應送醫診治。

All burns need to be sent for medical attention except for mild ones that involve only redness in a small area of skin.

(四) 誤食急救

(IV) First aid in case of accidental swallowing

1、若食入非腐蝕性毒物，先行催吐。

If non-corrosive toxins are swallowed, induce vomiting first.

2、若食入腐蝕性毒物，不可催吐；患者若尚能吞嚥，則可給予少量飲水。

If corrosive toxins are swallowed, do not induce vomiting. If the patient can still swallow, give minimal drinking water.

3、若昏迷抽搐，禁止催吐，先依其心肺狀況，施以一般急救。

If the patient is in a coma and experiences seizures, induced vomiting is prohibited. Apply general first aid first depending on the cardiopulmonary condition.

4、保留中毒物，與病人一起送醫檢驗。

Keep the toxins causing the accident and send them together with the patient for a laboratory test.

第八章 防護設備之準備、維持及使用

Chapter 8 Preparation, Maintenance, and Use of Protective Equipment

第八十五條 工作場所負責人應督促所屬人員，對於場所提供之防護具或器具，
Article 85 依下列規定加以維護：

The person in charge of the workplace shall urge his/her subordinates to maintain the protective equipment or devices available at site as required below:

一、保持清潔，必要時予以消毒。

I. Keep them clean and disinfect them if necessary.

二、經常檢查，保持其性能，不用時並妥予保存。

II. Inspect them frequently to retain their performance. If they are not in use, store them properly, too.

三、個人使用之防護具或防護器具應置備足夠之數量，數量不足或

有損壞，應即報告。

III. A sufficient quantity of personal protective equipment or devices shall be available. In case of a shortage or damage, it shall be reported immediately.

四、防護器具應置於固定位置，不得任意移動。

IV. Protective devices shall be placed in a fixed location and may not be relocated freely.

五、人員有感染疾病之虞時，應個別使用專用防護具。

V. In case infectious diseases are a concern for the staff, separate exclusive protective equipment shall be used.

第八十六條
Article 86

應依工作場所之危害性，設置必要之災害搶救器材，如各級防護衣、供氣式呼吸防護具。

Necessary rescue devices which reflect the hazardous nature of a workplace shall be available, such as various types of protective clothing and air-supply respiratory protective equipment.

第八十七條
Article 87

搬運腐蝕物或有毒物品時，應確實佩戴防護手套、圍裙、安全帽、安全眼鏡、口罩、面罩等。

One shall precisely wear the protective gloves, apron, helmet, safety goggles, mask, and facial shield when transporting corrosive or toxic items.

第八十八條
Article 88

對於人員有暴露於強光高溫、低溫、異常氣壓、缺氧作業、非游離輻射線、生物病原體、有害氣體、蒸氣、粉塵或其他有害物之虞者，應置備安全衛生防護具，如安全面罩、防塵口罩、防毒面具、防護眼鏡、防護衣、減壓裝置、輸氣面罩等適當之防護具，並使人員使用。

If exposure of the staff to powerful lighting, high temperatures, low temperatures, abnormal air pressure, oxygen-deficient operations, non-ionizing radiation, biological pathogens, harmful gases, steam, dust, or other hazardous substances is a concern, there shall be suitable occupational safety and health protective equipment, such as safety facial shields, dust-proof masks, gas

masks, safety goggles, protective clothing, pressure-reducing devices, air-transmission facial shields, among other suitable protective equipment available for use by the staff.

第八十九條
Article 89

對於在作業中使用之物質，有因接觸而傷害皮膚、感染或經由皮膚滲透吸收而發生中毒之虞時，應備置不滲透性防護衣、防護手套、防護靴、防護鞋等適當防護具，或提供必要之防護膏，並使人員使用。

For substances used during operation that give rise to a concern for contact with and injuries to the skin, infections, or poisoning as a result of penetration and absorption through the skin, there shall be non-permeable protective clothing, protective gloves, protective boots, and protective shoes, among other suitable protective equipment available, or necessary protective ointment shall be provided for use by the staff.

第九十條
Article 90

對於搬運、置放、使用有刺角物、凸出物、腐蝕性物質、毒性物質或劇毒物質時，應使用適當之手套、圍裙、裹腿、安全鞋、安全帽、防護眼鏡、防毒口罩、安全面罩等防護器具。

When transporting, placing, or using sharps, protrusions, corrosive substances, toxic substances, or lethal substances, one shall wear suitable gloves, aprons, leg wraps, safety shoes, helmets, protective goggles, gas masks, and safety facial shields, among other protective devices.

第九十一條
Article 91

操作或接近運轉中之原動機、動力傳動裝置、動力滾捲裝置，或動力運轉之機械，工作者之頭髮或衣服有被捲入危險之虞時，應確實著用適當之衣帽。

When operating or approaching active engines, power transmission devices, powered rolling devices, or power-driven machinery and there is a concern for the workers' hair or clothing to be taken in, one shall put on suitable clothing and hats.

第九十二條
Article 92

作業中有物體飛落或飛散之虞時，應使用適當之安全帽、安全護鏡及其他防護。

When there is a concern for flying or falling objects during operation, one shall wear a suitable helmet, safety goggles, and other protective equipment.

第九十三條
Article 93

在高度 2 公尺以上之高處作業，有墜落之虞者，應確實使用安全帶、安全帽及其他必要之防護具。

For operations that take place at a height of 2 meters or above where falling is a concern, one shall precisely wear a safety harness, helmet, and other necessary protective equipment.

第九十四條
Article 94

於強烈噪音之工作場所，應確實戴用耳塞、耳罩等防護具。
In a workplace with powerful noises, one shall precisely wear protective equipment such as ear plugs and headsets.

第九十五條
Article 95

從事電氣工作之工作者，應使用電工安全帽、絕緣防護具及其他必要之防護器具。

People engaged in electrical tasks shall wear an electrician's helmet, insulated protective equipment, and other necessary protective devices.

第九章 事故通報及報告

Chapter 9 Reporting of Accidents

第九十六條
Article 96

各工作場所應於門上張貼本校最新修訂通過之「校園事件通報系統暨處理流程」，並於適當處(電話機或門口)張貼該場所負責人聯絡電話(校內分機、手機)，以緊急通報相關單位及人員。

For each workplace, the latest revised and approved “Reporting and Handling Procedure of Events on Campus” of the University shall be posted on the door and the telephone number (extension number on campus and mobile phone numbers) of the person in charge of the workplace shall be posted in an appropriate area (by the telephone set or at the door) so that related units and staff may be notified in case of emergency.

第九十七條
Article 97

實驗(習)場所如發生意外事故，應遵守下列事項：

For accidents that occur at the experimental (practical training) site, the following shall apply:

一、 相關人員應採取必要之急救、搶救措施。

I. Related staff shall take necessary first aid and rescue measures.

二、 不論意外事故大小，均應依本校通報系統暨處理流程通報，並通知發生事故之工作場所負責人，不得隱匿不報；事故發生單位需填寫「意外事故通報單」，傳真或送交本校環境保護暨安

全衛生中心。

- II. Regardless of the scale of the accident involved, it shall be reported in compliance with the University's reporting system and handling procedure and the person in charge of the workplace where the accident occurred shall be notified. Concealment is not allowed. The unit affected by the accident needs to complete the Accident Report Form and fax or send it to the Center for Occupational Safety and Health and Environmental Protection of the University.

三、如屬下列重大事故，除必要之急救、搶救外，非經司法機關或勞動檢查機構許可，不得移動或破壞現場，並應立即通報本校環境保護暨安全衛生中心，以利該中心於 8 小時內通報勞動檢查機構。

- III. In case of any of the following accidents, except for necessary first aid and rescue, without prior permission from the judicial authority or the labor inspection authority, the scene may not be altered or tampered with and it shall be reported to the University's Center for Occupational Safety and Health and Environmental Protection immediately to facilitate reporting by the Center within 8 hours to the labor inspection authority.

(一)發生死亡災害者。

(I) Where deaths have occurred.

(二)發生災害之罹災人數在 3 人以上者。

(II) Where the number of victims is more than 3.

(三)發生災害之罹災人數在 1 人以上，且需住院治療者。

(III) Where the number of victims is more than 1 and hospitalized treatment is required.

四、事故發生單位應進行事故現場調查，分析災害發生原因、擬定防止再發生對策，填寫「災害調查表」呈請主管簽章後，傳真或送交本校環境保護暨安全衛生中心；另需於完成改善後，將相關資料送交該中心確認。

- IV. The unit affected by the accident shall investigate the scene, analyze the cause of the accident, stipulate the countermeasure to prevent recurrence, and complete the Disaster Investigation Form and fax or send it to the University's Center for Occupational Safety and Health and Environmental Protection. In addition, upon completion of improvement, related materials shall be sent to the Center to be verified.

第十章 其他有關安全衛生事項

Chapter 10 Other Relevant Occupational Safety and Health Matters

第九十八條 本校環境保護暨安全衛生管理計畫之相關資料(手冊及程序書)，置
Article 98 於環境保護暨安全衛生中心資訊網「環安衛管理系統文件」，各單位應依程序執行並留存紀錄。

Related materials of the University on environmental protection and occupational safety and health management plans (manuals and procedures) are available in the “Occupational Safety and Health and Environmental Protection System Documentation” of the information website of the Center for Occupational Safety and Health and Environmental Protection. Respective units shall enforce respective procedures and keep records.

第九十九條 勞動檢查機構派勞動檢查員至場所執行檢查職務時，各單位應注意
Article 99 下列事項：

When the labor inspection authority sends labor inspectors to the site for an inspection, the respective units shall pay attention to the following:

一、 檢查員於出示證件後得隨時讓其進入，並應立即通知單位環安衛人員、場所負責人及環境保護暨安全衛生中心。

I. The inspectors may be given access at any time as long as they present their ID and the occupational safety and health and environmental protection staff at the specific unit, the person in charge of the site, and Center for Occupational

Safety and Health and Environmental Protection shall be notified immediately.

二、檢查員依法得就勞動檢查範圍行以下之行為，有關人員應配合不得拒絕、規避或妨礙：

II. The inspectors may engage in the following tasks within the scope of labor inspection and related staff shall cooperate and may not turn down, circumvent, or obstruct them:

(一) 詢問有關人員，必要時並得製作談話紀錄或錄音。

(I) Interview related staff and produce records of the conversation or record the conversation if necessary.

(二) 通知有關人員提出必要報告、紀錄、工資清冊及有關文件或作必要之說明。

(II) Notify related staff to submit the necessary reports, records, wage roster, and applicable documents, or provide necessary clarifications.

(三) 檢查事業單位依法應備置之文件資料、物品等，必要時並影印資料、拍攝照片、錄影或測量等。

(III) Check the documentation or items that shall be prepared at the unit as required by law and copy the materials, take photos, videotape, or measure the materials if necessary.

(四) 封存或於掣給收據後抽物料、樣品、器材、工具，以憑檢驗。

(IV) Randomly select materials, samples, devices, or tools after they are sealed and the receipt is produced to facilitate laboratory testing.

第十一章 附則

Chapter 11 Addendum

第一〇〇條 實驗(習)場所人員除需遵守本守則外，並應遵守公務員服務法及相關法規之規定，對於各項研究計畫之實(試)驗，需遵照其標準作業程序以確保安全。

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Staff at the experimental (practical training) site, besides the need to follow this Code of Conduct, must also follow the requirements of the Civil Servant Service Act and applicable laws and regulations. For experiments (trials) involved in each research project, the standard operating procedure needs to be followed to ensure safety.

第一〇一條 本守則未盡事宜，依職業安全衛生相關法令辦理。

Article 101 For matters not covered herein, the requirements of applicable laws and regulations governing occupational safety and health shall be followed.

第一〇二條 本守則經環境保護暨安全衛生委員會審議通過，經校長核定後，報經勞動部職業安全衛生署南區職業安全衛生中心備查後公告實施；修訂時亦同。

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This Code of Conduct has been reviewed and approved by the Occupational Safety and Health and Environmental Protection Committee and is to be announced and implemented after it has been filed for reference with the Southern Occupational Safety and Health Center of the Occupational Safety and Health Administration, Ministry of Labor.

國立成功大學 危險性機械、設備列管檢查實施週期及參考法條一覽表
 Overview of NCKU regulatory inspections implementation cycles and reference regulatory articles for dangerous machinery and equipment

分類 及 容量說明 Classification and Capacity Information		週期 Cycle	列管檢查 (由代檢機構檢查) Controlled Inspection (to be inspected by the contract service provider)		
			竣工(使用)檢查 Inspection upon completion of work (use)	定期檢查 Periodic inspection	
		[法條] [Regulatory Article]			
危險性機械 Dangerous machinery	固定式起重機 Fixed crane	吊升荷重在 3 公噸以上者 When the weight capacity is 3 tons and above	[12]	二年[16、18] Two years [16, 18]	
	斯達卡式起重機 Stacking crane	吊升荷重在 1 公噸以上者 When the weight capacity is 1 ton and above	[12]	二年[16、18] Two years [16, 18]	
	移動式起重機 Mobile crane	吊升荷重在 3 公噸以上者 When the weight capacity is 3 tons and above	[23]	二年[26、28] Two years [26, 28]	
	人字臂起重桿 Herringbone arm lifting rod	吊升荷重在 3 公噸以上者 When the weight capacity is 3 tons and above	[33]	二年[36、38] Two years [36, 38]	
	營建用升降機 Construction elevator	設置於營建工地，供營造施工使用者 Set up at a construction site to facilitate use during construction	[43]	每年[46、48] Every year [46, 48]	
	營建用提升機 Construction lift	導軌或升降路高度在 20 公尺以上者 When the guide rail or escalation height is 20 meters and above	[53]	二年[56、58] Two years [56, 58]	
	吊籠 Cage	載人用者 For carrying people	[63]	每年[66、68] Every year [66, 68]	
危險性設備 Dangerous equipment	鍋爐 Boiler	*最高使用壓力（表壓力，以下同）超過 1kg/cm ² 者 * When the maximum use pressure (as shown in the meter, same as follows) exceeds 1 kg/cm ² *或傳熱面積超過 1m ² （裝有內徑 25mm 以上開放於大氣中之蒸汽管者） * Or when the heat transmission area exceeds 1 m ² (installed with a steam pipe that has an OD of 25 mm and above in the open air) *或傳熱面積超過 3.5m ² （蒸汽部裝有內徑 25mm 以上之 U 字形豎立管，其水頭壓力超過 5m 者） * Or when the heat transmission area exceeds 3.5 m ² (installed with the U-shaped standing pipe that has an OD of 25 mm and above inside the steam component whose water head pressure exceeds 5 m) *或胴體內徑超過 300mm，長度超過 600mm 者 * Or when the OD of the copper part exceeds 300 mm or the length exceeds 600 mm	[81]	外部每年[84] 內部依規定[84、87] Externally every year [84] Internally as required [84, 87]	
	熱水鍋爐 Hot water boiler	液體使用溫度超過其在一大氣壓之沸點，且 The liquid use temperature exceeds the boiling point in the atmosphere and *水頭壓力超過 10m 者 * The water head pressure exceeds 10 m *或傳熱面積超過 8m ² 者			

		* Or the heat transmission area exceeds 8 m ²		
	熱媒鍋爐 Heat agent boiler	*水頭壓力超過 10m 者 * The water head pressure exceeds 10 m *或傳熱面積超過 8m ² 者 * Or the heat transmission area exceeds 8 m ²		
	貫流式鍋爐 Pass-through boiler	*最高使用壓力超過 10kg/cm ² (包括具有內徑超過 150mm 之圓筒形集管器, 或剖面積超過 177cm ² 之方形集管器之多管式者) * When the maximum use pressure exceeds 10 kg/cm ² (including the cylindrical collector with an OD exceeding 150 mm or the square collector with a cross-sectional area exceeding 177 cm ²) *或其傳熱面積超過 10m ² (包括具有汽水分離器者, 其汽水分離器之內徑超過 300mm, 或其內容積超過 0.7m ³ 者) * Or when the heat transmission area exceeds 10 m ² (including a steam separator that has an OD exceeding 300 mm or an internal volume exceeding 0.7 m ³ , if there is one)		
	第一種壓力容器 Class 1 Pressure Vessel	*最高使用壓力超過 1kg/cm ² 且內容積超過 0.2m ³ 者 * When the maximum use pressure exceeds 1 kg/cm ² and the internal volume exceeds 0.2 m ³ *最高使用壓力超過 1kg/cm ² , 且銅體內徑超過 500mm, 長度超過 1000mm 者 * When the maximum use pressure exceeds 1 kg/cm ² and the OD of the copper component exceeds 500 mm and the length exceeds 1000 mm *最高使用壓力(kg/cm ²) × 內容積(m ³) > 0.2 者 * Maximum use pressure (kg/cm ²) × Internal volume (m ³) > 0.2	[105]	外部每年[108] 內部依規定[109、112] Externally every year [108] Internally as required [109, 112]
	高壓氣體特定設備 High pressure gas specific equipment	指供高壓氣體之製造 (含與製造相關之儲存) 設備及其支持構造物 (供進行反應、分離、精鍊、蒸餾等製程之塔槽類者, 或以其最高位正切線至最低位正切線間之長度在 5m 以上之塔或儲存能力在 300m ³ 或 3 公噸以上之儲槽為一體之部分為限), 其容器以 Refers to the equipment for the manufacturing of high pressure gases (including manufacturing-related storage) and the supporting structures (towers or tanks for processes such as reaction, separation, refining, and distilling or towers with the length from the tangent line in the highest position to that in the lowest position of at least 5 m or storage tanks with a storing capacity of 300 m ³ or 3 tons and above). The container uses 最高使用壓力(kg/cm ²) × 內容積(m ³) > 0.04 者 Maximum use pressure (kg/cm ²) × Internal volume (m ³) > 0.04 但下列各款容器, 不在此限: The following containers, however, are exceptions: 1. 泵、壓縮機、蓄壓機等相關之容器 Pumps, compressors, and accumulators, among other relevant containers 2. 緩衝器及其他緩衝裝置相關之容器 Buffers and other buffering-related containers 3. 流量計、液面計及其他計測機器、濾器相關之容器 Flow meters, liquid level meters, and other measuring machines, filters-related containers 4. 使用於空調設備之容器	[129]	外部每年/內部依規定[132] Externally every year/Internally as required [132]

	<p>Containers used in air-conditioning equipment</p> <p>5.溫度在 35°C時，表壓力在 50kg/cm² 以下之空氣壓縮裝置之容器</p> <p>When the temperature is 35°C, containers of air compressors with a meter pressure below 50 kg/cm²</p> <p>6.高壓氣體容器</p> <p>High pressure gas containers</p> <p>7.其他經中央主管機關指定者</p> <p>Others specified by the central competent authority</p>		
高壓氣體容器 High pressure gas containers	<p>指供灌裝高壓氣體之容器中，相對於地面可移動，其內容積在 500 公升以上者</p> <p>Containers filled with high pressure gases movable to ground with an internal value of 500 liters and above</p> <p>但下列各款容器，不在此限：</p> <p>The following containers, however, are exceptions:</p> <p>1.於未密閉狀態下使用之容器</p> <p>Containers used in an un-sealed state</p> <p>2.溫度在 35°C時，表壓力在 50kg/cm² 以下之空氣壓縮裝置之容器</p> <p>When the temperature is 35°C, containers of air compressors with a meter pressure below 50 kg/cm²</p> <p>3.其他經中央主管機關指定者</p> <p>Others specified by the central competent authority</p>	[150]	[155]

備註： 1. 依「職業安全衛生法」第 16 條規定，危險性機械、設備非經勞動檢查機構或中央主管機關指定之代檢機檢查合格，不得使用；其使用超過規定期間者，非經再檢查合格，不得繼續使用。

- Remarks: 1. As is required by Article 16 of the Occupational Safety and Health Act, dangerous machinery and equipment, prior to qualification through inspections performed by the labor inspection authority or a contract service provider designated by the central competent authority may not be used. When the use exceeds the specified duration, without qualification through an re-inspection, they may not continue to be used.
2. 依「職業安全衛生法」第 24 條規定，危險性機械、設備之操作人員，需經中央主管機關認可之訓練或經技能檢定合格。
- As is required by Article 24 of the Occupational Safety and Health Act, operators of dangerous machinery and equipment need to complete training approved by the central competent authority or be qualified through technical certification.
3. 列管檢查依據「危險性機械及設備安全檢查規則(103.06.27)」
- The regulatory inspections are based on the Regulations for Safety Inspection of Hazardous Machines and Equipment (6/27/2014).

附表二

Exhibit 2

國立成功大學 自動檢查(機械、設備及作業)實施週期及參考法條一覽表
 Overview of NCKU spontaneous inspections (of machinery, equipment, and operations)

implementation cycles and reference regulatory articles

項目 Item	週期 Cycle	自動檢查 Spontaneous Inspection								
		定期檢查 Periodic inspection						重點 檢查 Spot check	作業檢點 Operating highlight	
		整體 Overall		法定部分 Regulatory						
		Once every 3 years 每三年	Annually 每年	Once every 2 years 每二年	Annual 每年	Once every 3 months 每三月	Monthly 每月	Initial use or after remodeling and repairs 初使用或改裝修理後	Prior to operation every day 每日作業前	After special condition 特殊狀況後
機械 Machinery	固定式起重機 Fixed crane		[19]				[19]		[52/58]	[52]
	移動式起重機 Mobile crane		[20]				[20]		[53/58]	
	人字臂起重桿 Herringbone arm lifting rod		[21]				[21]		[54/58]	[54]
	升降機 Elevator		[22]				[22]			
	營建用提升機 Construction lift						[23]		[55]	
	吊籠 Cage						[24]		[56]	[56]
	簡易提升機 Makeshift lift				[25]		[25]		[57]	
	電氣機車 Electrical motor vehicle	[13]			[13]		[13]		[50]	
	一般車輛 General vehicle					[14]			[50]	
	車輛頂高機 Vehicle hoist					[15]				
	高空工作車 Aerial work vehicle				[15-1]		[15-2]		[50-1]	
	車輛系營建機械 Vehicle-like construction machinery		[16]				[16]		[58]	
	堆高機 Forklift		[17]				[17]		[50]	
	動力驅動之離心機械 Powered centrifugation machinery				[18]					
	動力驅動之衝剪機械 Powered punching and shearing machinery				[26]				[59]	
	工業用機器人 Industrial robotic arms								[60/66]	
	捲揚裝置 Hoisting device							[46]	[51]	

項目 Item	週期 Cycle	自動檢查 Spontaneous Inspection										
		定期檢查 Periodic inspection						重點 檢查 Spot check	作業檢點 Operating highlight			
		整體 Overall		法定部分 Regulatory					Initial use or after remodeling and repairs 初使用或改裝修理後	Prior to operation every day 每日作業前	After special condition 特殊狀況後	
		Once every 3 years 每三年	Annually 每年	Once every 2 years 每二年	Annual 每年	Once every 3 months 每三月	Monthly 每月					
設備 Equipment	鍋爐 Boiler							[32]				
	第一種壓力容器 Class 1 Pressure Vessel (如高壓滅菌鍋) (E.g. autoclave)							[33]		[64]		
	高壓氣體特定設備 High pressure gas specific equipment (高壓氣體作業) (High pressure gas operation)				[37] 沉陷 Subsidence			[33]		[64/65]		
	高壓氣體容器 High pressure gas containers							[33]		[64/65]		
	乾燥設備及其附屬設備 Drying equipment and its accessories				[27]							
	乙炔熔接裝置 Acetylene fusion device				[28]					[71]		
	氣體集合熔接裝置 Gas aggregate fusion device				[29]					[71]		
	高壓電氣設備 High voltage electrical equipment				[30]							
	低壓電氣設備 Low voltage electrical equipment				[31]							
	小型鍋爐 Small boiler				[34]							
	第二種壓力容器(如空壓機) Class 2 Pressure Vessel (e.g. air compressor)				[35]					[45]		
	小型壓力容器 Small pressure vessel				[36]							
	特定化學設備或其附屬設備 Specific chemical equipment and accessories			[38]						[49]		
	化學設備及其附屬設備 Chemical equipment and accessories			[39]								
	局部排氣裝置 Local venting device				[40]					[47]		
	吸吹型換氣裝置 Inhalation/blowing air exchange device				[40]							
	空氣清淨裝置 Air cleansing device				[40/41]							
	高壓氣體消費設備 High pressure gas consumption equipment			[62] (使用開始前、終了後及 1 日 1 次以上就其動作狀況實施檢點) [62] (The working condition is checked prior to use, after use, and at least once a day)								

項目 Item	週期 Cycle	自動檢查 Spontaneous Inspection										
		定期檢查 Periodic inspection							重點 檢查 Spot check	作業檢點 Operating highlight		
		整體 Overall		法定部分 Regulatory						初使用或改裝修理後 Initial use or after remodeling and repairs	Prior to operation every day	特殊狀況後 After special condition
		Once every 3 years 每三年	Annually 每年	Once every 2 years 每二年	Annual 每年	Once every 3 months 每三月	Monthly 每月					
Operation 作業	危害性化學品製造處置作業 Procedure for manufacturing and handling hazardous chemicals											
	高壓氣體作業 High pressure gas operation										[65]	
	缺氧危險或局限空間作業 Oxygen-deficient dangerous or limited space operation										[68]	
	有機溶劑、特定化學物質、粉 塵、鉛、四烷基鉛作業 Operations involving organic solvents, specific chemicals, dust, lead, and lead alkyl compounds										[69]	
	纖維纜索、乾燥室、防護用具、 電氣機械器具及自設道路 Fiber ropes, drying room, protective equipment, electrical machinery and devices, and self-set roads										[77]	

備註：自動檢查依據「職業安全衛生管理辦法(103.06.26)」

Remarks: Spontaneous inspections are based on the Occupational Safety and Health Act (06/26/2014).

國立成功大學 安全衛生工作守則勞工代表同意書

Laborer Representative Letter of Approval of the NCKU Occupational Safety and Health Code of Conduct

依據職業安全衛生法第 34 條規定會同勞工代表訂定本工作守則，參酌職業安全衛生法施行細則第 42 條規定事項，報經勞動部職業安全衛生署南區職業安全衛生中心備查後公告實施，供所有工作者切實遵行。

This Code of Conduct is prepared together with the laborer representative as required by Article 34 of the Occupational Safety and Health Act, with reference to the requirements in Article 42 of the Enforcement Rules of the Occupational Safety and Health Act. It is to be announced and enforced after it has been filed for reference with the Southern Occupational Safety and Health Center of the Occupational Safety and Health Administration, Ministry of Labor.

單位 UNIT	職稱 TITLE	簽名 SIGNATURE	單位 UNIT	職稱 TITLE	簽名 SIGNATURE

年 月 日
MM/DD/YYYY