

高雄醫學大學個人安全衛生防護器具管理計畫

Kaohsiung Medical University

Personal Safety and Health Protective Equipment Management Plan

110 年 02 月 09 日 109 學年度第 2 次環保暨職業安全衛生委員會會議通過

February 9, 2021 Passed by the 2nd Environmental Protection, Occupational Safety and Health Committee meeting in
Academic Year 2020-2021

一、法源依據：

Article 1 Legal Basis:

(一)職業安全衛生設施規則第 277 條至 290 條。

1. Articles 277 through 290 of the Regulations for the Occupational Safety and Health Equipment and Measures.

(二)本校職業安全衛生管理規章第 16 條。

2. Article 16 of the KMU Occupational Safety and Health Regulations.

二、目的：

Article 2 Purpose:

為保障校內工作者(如：教職、員工與學生等)於工作中，不受機械設備及危害物之危害，並有效管理個人防護具，特依據職業安全衛生設施規則與缺氧症預防規則與營造安全衛生設施標準及有害作業相關職業安全衛生附屬法規訂定本校個人防護具使用管理計畫(以下簡稱本計畫)。

Kaohsiung Medical University (KMU) formulates the KMU Personal Safety and Health Protective Equipment Management Plan ("this Plan") in accordance with the Regulations for the Occupational Safety and Health Equipment and Measures, Regulations for the Prevention of Hypoxia, Construction Safety and Health Standards, and the ancillary occupational safety and health regulations relating to harmful operations to protect the KMU workers (e.g., faculty, staff, and students) in their work from being harmed by the machinery, equipment, and hazards, and to ensure effective management of personal protective equipment.

三、適用範圍：

Article 3 Applicability:

本計畫適用於本校各工作場所之個人防護具之管理。在校工作場所作業之自營作業者與其他另有雇主之工作者應戴用之個人安全衛生防護器具管理應於承攬契約中以書面與自營作業者或承攬人另為約定。

This Plan is applicable to the management of personal protective equipment in all workplaces of KMU. For the management of personal protective equipment worn by the self-employed workers and workers employed by any other employers who work in the KMU workplaces, a separate agreement shall be entered into with the self-employed worker or the contractor in writing as a part of the contractor agreement.

4、權責：

Article 4 Authority and Responsibilities:

(一)環保暨安全衛生室(以下簡稱環安室)：依各實驗場所提出工作場所危害的特性，評估或建議適當的防護具供作業場所請購種類，並協助作業場所負責人相關防護具使用教育訓練。

1. Office of Environmental Protection, Occupational Safety and Health (EHS): Identify the characteristics of workplace hazards for the respective experimental sites, assess or recommend the appropriate protective equipment that should be purchased by the workplaces, and assist the workplace directors in the education and training on the use of protective equipment.

(二)作業場所負責人：依據作業場所之現場環境、人員安全及參考化學品 **SDS**，向環安室提出實驗室之危害種類，由環安室評估應採買之個人防護具。並指定防護具管理人，且負責監督人員正確使用個人防護具。

2. Workplace director: Propose the types of hazards in the laboratory to the EHS based on the workplace environment, personnel safety and with reference to the chemical SDSs, so that the EHS will assess what kinds of personal protective equipment to purchase. Designate a protective equipment manager to be responsible for overseeing the proper use of the personal protective equipment.

(三)防護具管理人：負責管理防護具之採購、存放、標示、及記錄相關事宜。

3. Protective equipment manager: Responsible for managing the procurement, storage, labeling, and records of protective equipment.

五、適用時機(附表一)：

Article 5 Appropriate Timing (Table 1):

(一)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，應置備適當之手套、圍裙、褰腿、安全鞋、安全帽、防護眼鏡、防毒口罩、安全面罩等。

1. When handling, placing, or using sharp-edged objects, protruding items, corrosive substances, toxic substances, or highly toxic substances, appropriate protective equipment shall be provided, including gloves, aprons, leg covers, safety shoes, safety helmets, protective goggles, respirators, and face shields, etc.

(二)對於高架作業，或作業中有物體飛落或飛散之情形時，應置備有適當之安全帽及其他防護具。

2. For elevated work or situations where objects may fall or scatter during operations, appropriate safety helmets and other protective equipment shall be provided.

(三)噪音之 $\geq 85\text{dBA}$ 工作場所，應置備耳塞、耳罩等防護具。

3. In workplaces with a noise level $\geq 85\text{dBA}$, protective equipment such as earplugs and earmuffs, etc. shall be provided.

(四)暴露於高溫、低溫、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作業人員，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、防護衣等適當之防護具。

4. Operators exposed to high temperatures, low temperatures, non-ionizing radiation, biological pathogens, harmful gases, vapors, dust, or other hazardous substances shall be provided with appropriate safety and health protective equipment, such as face shields, dust masks, respirators, protective goggles, and protective clothing, etc.

(五)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等之情形時，應置備不浸透性防護衣、防護手套、防護靴、防護鞋等適當防護具。

5. For substances used during operations that may cause skin damage, infection, or poisoning through skin absorption, appropriate protective equipment such as impermeable protective clothing, protective gloves, protective boots, and protective shoes shall be provided.

(六)對於從事輸送腐蝕性物質者，為防止腐蝕性物質之飛濺、漏洩或溢流，應使用適當之防護具。

6. For those engaged in the transportation of corrosive substances, appropriate protective equipment shall be used to prevent splashes, leaks, or spills of corrosive substances.

(七)本計畫未規範者，應依職業安全衛生法及其附屬法規辦理。

7. Matters not specified in this Plan shall be handled in accordance with the Occupational Safety and Health Act and its ancillary regulations.

六、檢查：

Article 6 Inspections:

各相關單位對防護具應定期實施自動檢查(附表二)，並填寫定期檢查表，記錄存檔保存三年備查。

Relevant units shall carry out regular autonomous inspections of protective equipment (Table 2) and complete the inspection forms regularly. Records shall be filed and kept for 3 years for reference.

七、各作業場所提供個人防護具，應依下列規定辦理：

Article 7 Personal protective equipment provided by all workplaces shall be handled according to the following rules:

(一)保持清潔，並予必要之消毒。

1. It shall be kept clean and given necessary disinfection.

(二)經常檢查，保持其性能，不用時並妥予保存。

2. It shall be regularly checked to maintain performance, and stored properly when not in use.

(三)防護具或防護器具應準備足夠使用之數量，個人使用之防護具應置備與該場所校內工作者之人數相同或以上之數量，並以個人專用為原則。

3. Protective equipment or protective devices shall be available in sufficient quantities. Quantities of personal protective equipment shall be equivalent to or more than the number of workers in that location, and equipment shall be, in principle, assigned for exclusive individual use.

(四)如對校內工作者有感染疾病之虞時，應置備個人專用防護器具，或作預防感染疾病之

措施。

4. If there is a risk of infection for workers in the campus, personal protective equipment shall be provided for exclusive individual use, or preventive measures shall be implemented to avoid infection.

八、本計畫經環保暨職業安全衛生委員會審議通過後，自公布日起實施，修正時亦同。

Article 8 This Plan shall be reviewed and passed by the Environmental Protection, Occupational Safety and Health Committee and implemented on the date of promulgation and shall apply to subsequent amendments.

表一、防護具種類及使用時機(參考)

Table 1 Types of Protective Equipment and Timing of Use (for reference)

防護器具種類 Types of protective equipment	使用時 Timing of use
安全帽 Safety helmets	於校區施工之作業場所 Workplaces for operations in the campus
安全眼鏡 Safety goggles	指定應配戴區域 Areas where wearing goggles is required
有機氣體用口罩(或配戴有機氣體濾毒罐) Organic vapor respirators (or those with an organic vapor filter canister)	有機溶劑操作之作業場所 Workplaces for operations involving organic solvents
酸鹼氣體用口罩(或配戴酸鹼氣體濾毒罐) Acid and alkaline gas respirator (or those with an acid and alkaline gas filter canister)	酸鹼液體操作之作業場所 Workplaces for operations involving acid and alkaline liquids
防酸鹼安全鞋或防撞安全鞋 Acid and alkaline resistant safety shoes or impact-resistant safety shoes	作業場所所有會透過皮膚進入人體或對皮膚有立即嚴重傷害之有害物或撞擊之意外之虞 Workplaces where harmful substances can enter the body through the skin or cause immediate severe skin injury, or where there is a risk of impact accidents
耐高溫(低溫)手套 Heat-resistant (or cold-resistant) gloves	耐高溫須至攝氏：200℃以上，低溫：負80℃ Heat resistance up to 200°C or higher; cold resistance down to -80°C
防酸鹼長袍 Acid and alkaline resistant lab coats	操作與皮膚直接接觸會產生傷害之腐蝕性化學物 Operations involving corrosive chemicals that cause harm upon direct contact with the skin
耳塞及耳罩 Earplugs and earmuffs	噪音超過 85dBA 之工作場所 Workplaces with noise over 85dBA

表二、防護具定期檢查表

Table 2 Regular Inspection Form for Protective Equipment

高雄醫學大學防護具定期檢查表

檢查人員_____

Kaohsiung Medical University

Regular Inspection Form for Protective Equipment

Inspector:_____

使用單位 User unit		放置地點 Location		檢查日期 Inspection date	年 月 日 (YYYY/MM/DD)
防護具種類 Types of protective equipment	防護具品項 Items of protective equipment	檢查項目 Inspection items	檢查方法 Inspection method	檢查結果 Inspection result	採取改善措施 Improvement measures taken
呼吸防護具 Respiratory protective equipment	防毒面具 Respirator	存放位置無可能導致損壞之因素（無潮溼、日曬、高溫 40℃ 以上、揮發性及油類物品） The storage location is free from factors that may cause damage (no moisture, direct sunlight, high temperatures above 40°C, volatile substances, and oil-based items).	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		氣密性良好、鬆緊帶無斷裂 Good airtightness, with no breakage in the elastic band.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		濾毒罐或濾棉無逾期，且外觀無破損 The gas filter canister or filter cotton is not expired and has no visible damage on the exterior.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	

	活性炭口罩 Activated carbon mask	保持乾淨無髒污、受潮 Kept clean and free from dirt and moisture.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		完整無破損 Intact and without damage.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	防塵口罩 Dust mask	保持乾淨無髒污、受潮 Kept clean and free from dirt and moisture.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		完整無破損 Intact and without damage.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	醫用外科口罩 Surgical mask	保持乾淨無髒污、受潮 Kept clean and free from dirt and moisture.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		完整無破損 Intact and without damage.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	

使用單位 User unit		放置地點 Location		檢查日期 Inspection date	年 月 日 (YYYY/MM/DD)
防護具種類 Types of protective equipment	防護具品項 Protective equipment items	檢查項目 Inspection items	檢查方法 Inspection method	檢查結果 Inspection result	採取改善措施 Improvement measures taken
聽力防護具 Hearing protective equipment	拋棄式耳塞 Disposable earplugs	保持乾淨無髒污、受潮 Kept clean and free from dirt and moisture.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		包裝完整無破損 Intact and without damage.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	非一次式耳塞 /耳罩 Non-disposable earplugs/ earmuffs	存放位置無可能導致損壞之因素 (無潮溼、日曬、高溫 40℃ 以上、揮發性及油類物品) The storage location is free from factors that may cause damage (no moisture, direct sunlight, high temperatures above 40°C, volatile substances, and oil-based items).	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		保持乾淨無髒污 Kept clean and free from dirt.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
體表防護具	防護眼鏡	玻璃視窗清析透明。	檢點	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過	

Body surface protective equipment	Protective goggles	The glass is clear and transparent.	Routine check	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		符合 CNS 國家標準或其他國際性標準 (如美國 ANSI 、歐洲 EN 、加拿大 CSA 、日本 JIS 等標準) Compliance with CNS national standards or other international standards (e.g., American ANSI, European EN, Canadian CSA, Japanese JIS, etc.).	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	防護衣/ 實驗衣 Protective clothing/ Lab coat	保持乾淨無髒污 Kept clean and free from dirt.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	一次性 乳膠/矽膠/ 橡膠手套 Disposable latex/silicon/rubber gloves	保持乾淨無髒污 Kept clean and free from dirt.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		確保外觀無破洞、龜裂、剝落、硬化及其他異常現象 No visible holes, cracks, peeling, hardening, or other abnormal conditions on the exterior.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	

使用單位 User unit		放置地點 Location		檢查日期 Inspection date	年 月 日 (YYYY/MM/DD)
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防護具種類 Types of protective equipment	防護具品項 Protective equipment items	檢查項目 Inspection items	檢查方法 Inspection method	檢查結果 Inspection result	採取改善措施 Improvement measures taken
體表防護具 Body surface protective equipment	抗酸鹼 防護手套 Acid and alkaline resistant gloves	保持乾淨無髒污 Kept clean and free from dirt.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		確保外觀無破洞、龜裂、剝落、硬化、氣泡等異常現象 No visible holes, cracks, peeling, hardening, or other abnormal conditions on the exterior.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		符合 CNS 「職業衛生用防護手套」國家標準 “Protective gloves for occupational health” in compliance with CNS national standards.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	耐高低溫 防護手套 Heat and cold resistant gloves	保持乾淨無髒污 Kept clean and free from dirt.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
		數量與實際作業人員數相符，並預留備份數量 The quantity matches the actual number of operators, with additional backup quantities reserved.	檢點 Routine check	<input type="checkbox"/> 通過 <input type="checkbox"/> 不通過 <input type="checkbox"/> Pass <input type="checkbox"/> Fail	