

高雄醫學大學執行職務遭受不法侵害預防管理計畫

Kaohsiung Medical University

Management Plan for the Prevention of Unlawful Infringement during the Performance of Duties

105 年 12 月 26 日 105 學年度第 2 次環保暨職業安全委員會會議通過

108 年 12 月 24 日 108 學年度第 2 次環保暨職業安全衛生委員會會議通過

110 年 2 月 9 日 109 學年度第 2 次環保暨職業安全衛生委員會會議通過

113 年 1 月 22 日 112 學年度第 2 次環境保護暨職業安全衛生委員會會議通過

December 26, 2016	Passed by the 2nd Environmental Protection and Occupational Safety and Health Committee meeting in Academic Year 2016-2017
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一、法源依據

Article 1 Legal Basis

(一)職業安全衛生法第六條第二項。

1. Article 6, Paragraph 2 of the Occupational Safety and Health Act.

(二)職業安全衛生法施行細則第十一條。

2. Article 11 of the Enforcement Rules of the Occupational Safety and Health Act.

(三)職業安全衛生設施規則第三百二十四之三條。

3. Article 324-3 of the Regulations for the Occupational Safety and Health Equipment and Measures.

二、目的

Article 2 Purpose

建立安全、尊嚴、無歧視、互相尊重及包容、機會均等之職場文化。

To establish a safe, dignified, discrimination-free, mutually respectful and tolerant workplace culture that offers equal opportunities.

三、定義及適用對象

Article 3 Definition and Applicability

(一)執行職務因他人行為遭受身體或精神不法侵害（以下簡稱職場不法侵害）定義：

1. Definition of unlawful physical or mental infringement due to others' actions while performing one's duties ("unlawful infringement in the workplace"):

指教職員工因執行職務，於勞動場所遭受雇主、主管、同事、服務對象或其他第三方之不法侵害行為，造成身體或精神之傷害；其職場不法侵害類型如下：

It refers to the conditions in which faculty and staff are subject to the unlawful infringement behaviors of the employers, supervisors, colleagues, service recipients, or other third parties in

the workplace due to performance of one's duties, resulting in physical or mental harm. Types of unlawful infringement in the workplace include the following:

1.肢體暴力－毆打、抓傷、拳打、腳踢等。

(1) Physical violence - beating, scratching, punching, kicking, etc.

2.心理暴力－威脅、欺凌、騷擾、辱罵等。

(2) Psychological violence - threats, bullying, harassment, insults, etc.

3.語言暴力－霸凌、恐嚇、干擾、歧視等。

(3) Verbal violence - bullying, intimidation, interference, discrimination, etc.

4.性侵害－未經過同意、非兩情相悅，以強暴、脅迫、恐嚇、催眠術、藥物控制或其他違反意願的方式發生性行為，均屬之。

(4) Sexual assault - any sexual activity that occurs without consent, mutual agreement, or through the use of force, coercion, threats, hypnosis, influence of drugs, or other methods against a person's will, is considered sexual assault.

5.性騷擾－為對他人實施違反其意願而與性或性別有關之行為，以明示或暗示之方式或以歧視、侮辱之言行與行為（如襲胸、親吻、開黃腔等使人厭惡或自覺遭冒犯之情狀）。

(5) Sexual harassment - sex- or gender-related behaviors that violate another person's will and are performed explicitly or implicitly, or through discriminatory, insulting words and deeds (such as groping, kissing, making lewd comments, etc. that cause discomfort or a sense of being offended).

6.性霸凌－指透過語言、肢體或其他暴力，對於他人之性別特徵、性別特質、性傾向或性別認同進行貶抑、攻擊或威脅之行為且非屬性騷擾者。

(6) Sexual bullying - refers to behaviors that belittle, attack, or threaten others based on their gender characteristics, gender traits, sexual orientation, or gender identity through language, physical acts, or other forms of violence, and are not classified as sexual harassment.

7.跟蹤騷擾－指以人員、車輛、工具、設備、電子通訊、網際網路或其他方法，對特定人反覆或持續為違反其意願且與性或性別有關行為之一（如：監視觀察、不當追求、尾隨接近、通訊騷擾、妨害名譽、冒用個資購物等），使之心生畏怖，足以影響其日常生活或社會活動。

(7) Stalking harassment - refers to repeated or continuous and sex- or gender-related behaviors against a specific person's will by means of people, vehicles, tools, equipment, electronic communication, the internet, or other methods (e.g., surveillance, inappropriate pursuit, following or approaching, communication harassment, defamation, misuse of personal information for purchases, etc.), causing the person to feel fear and affecting his/her daily life or social activities.

(二)職場不法侵害來源：

2. Sources of unlawful infringement in the workplace:

1.內部暴力：發生在校內教職員工或上司及下屬之間，包括管理者及指導者。

(1) Internal violence: Incidents that occur in the University among the faculty and staff or between the superiors and subordinates, including administrators and advisors.

2.外部暴力：發生在校內教職員工及其他外來第三方之間，包括工作場所出現的陌生人、承攬商、學生、家屬等。

(2) External violence: Incidents that occur in the University between the faculty/staff and other external third parties, including strangers, contractors, students, and family members, etc. who appear in the workplace.

(三)適用對象：

3. Applicability:

1.本校之工作者：指本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。

(1) The University's workers: Refer to workers employed by the University and laborers under the command or supervision of the workplace directors.

2.職場不法侵害來源：

(2) Sources of unlawful infringement in the workplace:

(1)內部暴力：發生在校內教職員工或上司及下屬之間，包括管理者及指導者。

i. Internal violence: Incidents that occur in the University among the faculty and staff or between the superiors and subordinates, including administrators and advisors.

(2)外部暴力：發生在校內教職員工及其他外來第三方之間，包括工作場所出現的
陌生

人、承攬商、學生、家屬等。

ii. External violence: Incidents that occur in the University between the faculty/staff and other external third parties, including strangers, contractors, students, and family members, etc. who appear in the workplace.

四、權責單位

Article 4 Responsible Units

(一)校長：

1. President:

1.支持及協調校內各單位共同推動本計畫，公開宣示禁止工作場所職場暴力之書面聲明。

(1) Support and coordinate various units of the University to jointly promote this Plan and publicly declare a written statement prohibiting workplace violence.

2.指派適當之權責單位或委由專人調查處理。

(2) Assign an appropriate responsible unit or appoint a designated person to investigate and handle the matter.

(二)環境保護暨職業安全衛生室(以下簡稱環安室)

2. Office of Environmental Protection, Occupational Safety and Health (EHS)

1.職業安全管理人員(以下簡稱職安人員)

(1) Occupational safety management officer (OS officer)

(1)擬訂、規劃及適時修訂本計畫。

i. Draft, plan, and make timely revisions to this Plan.

(2)進行職場不法侵害危害辨識及風險評估(高風險群之辨識及評估)結果審核、彙整、分析。

ii. Identify unlawful infringement in the workplace and perform risk assessment (identification and assessment of high-risk groups); review, compile, and analyze the results.

(3)依據評估結果協助健康保護措施之執行。

iii. Assist in the implementation of health protection measures based on the assessment results.

(4)協助申訴人員填寫通報及處置表。

iv. Assist the complainants in filling out the report form and handling status form.

(5)負責本計畫相關推動執行成效追蹤、檢討及修正。

v. Responsible for tracking, reviewing, and revising the implementation effectiveness of this Plan.

2.臨場服務醫師及職業衛生護理師

(2) On-site service physician and occupational health nurse

(1)協助推動本計畫。

i. Assist in the implementation of this Plan.

(2)協助因職場不法侵害受傷工作者就醫或提供相關健康指導、工作調整等身心健康 保護措施之適性配工評估與建議。

ii. Assist workers injured by unlawful infringement in the workplace in seeking medical care or provide relevant health guidance, job adjustments, and fitness-for-work assessment and recommendation to ensure physical and mental health protection.

(三)人力資源室(以下簡稱人資室)

3. Human Resources Office (HR Office)

1.協助人員填寫通報及處置表，並確認人員身份別。

(1) Give assistance in filling out the report form and handling status form, and verify identities of the personnel.

2.協助校內工作者執行職務遭受不法侵害後之工作再分配事宜。

(2) Assist in the reassignment of work for the University's workers after they are subject to unlawful infringement while performing their duties.

3.安排相關議題教育訓練，如危害預防、人際關係、溝通技巧及校內申訴流程等。

(3) Arrange education and training on relevant topics, such as hazard prevention, interpersonal relationship, communication skills, and internal complaint procedures.

4.受理疑似性侵害、性騷擾、性霸凌、跟蹤騷擾等案件申請通報處理。

(4) Accept reports of and applications for handling suspected cases of sexual assault, sexual harassment, sexual bullying, stalking harassment, etc.

(四)總務處

4. Office of General Affairs

1.協助危害環境改善事宜。

(1) Assist in the improvement of hazardous environments.

2.督導警衛協助職場不法侵害現場安全維護。

(2) Supervise security guards to assist in maintaining safety at the scene of unlawful infringement in the workplace.

(五)單位主管

5. Heads of units

1.協推動本計畫之推動與執行。

(1) Assist in the promotion and implementation of this Plan.

2.配合調查工作場所之風險評估。

(2) Cooperate in the investigation of the workplace risk assessment.

(六)單位同仁

6. Colleagues in the units

1.配合本計畫之執行。

(1) Support the implementation of this Plan.

2.協助調查工作場所之風險評估。

(2) Assist in the investigation of the workplace risk assessment.

3.遇職場不法侵害時，勇於通報或申訴。

(3) Boldly report or complain about an incident when encountering unlawful infringement in the workplace.

五、執行職務遭受不法侵害預防計畫執行評估及處理流程（附圖一、二）。

Article 5 Implementation, Assessment, and Handling Procedures for the Plan for Prevention of Unlawful Infringement during the Performance of Duties (Figures 1 and 2)

(一)建構行為規範

1. Develop behavioral guidelines

1.校長簽署聲明書支持推動本計畫之執行(附表一)，並張貼於環安室網站公告。

(1) The President signs a statement supporting the implementation of this Plan (Appendix 1) and posts it on the EHS website for announcement.

2.各單位每三年或發生重大暴力事件時填寫「職場不法侵害預防之危害辨識及風險評估表」內容(附表二)，進行工作場所風險分級。

(2) Each unit shall complete the Hazard Identification and Risk Assessment Form for Prevention of Unlawful Infringement in the Workplace (Appendix 2) every 3 years or

when a major violent incident occurs, and perform the workplace risk classification.

3. 單位主管填寫「職場不法侵害行為自我檢視檢核表」(附表三)自評並繳回環安室。

(3) The heads of units shall complete the Self-Assessment Checklist for Unlawful Infringement Behaviors in the Workplace (Appendix 3) for self evaluation, and submit it to the EHS.

(二) 危害預防措施：

2. Hazard prevention measures:

1. 職安人員依據工作場所風險分級與總務處協調：提供安全進出之通道、工作空間明亮、安裝監視器或警報系統等(附表四)、校園巡邏、車輛管制、校園意外或災害事故處置、適當配置作業場所等。

(1) Based on the workplace risk classification and under the coordination of the Office of General Affairs, the OS officers shall: Provide safe entry and exit passageways, ensure well-lit workspaces, install surveillance cameras or alarm systems, etc. (Appendix 4), carry out campus patrols, implement vehicle control, handle campus accidents or disaster response, and appropriately configure the work areas.

2. 人資室視該單位所需工作流程調整，如加強新進人員訓練、簡化工作流程及調整人力等。

(2) The Human Resources Office shall adjust the workflow according to the units' needs, such as strengthening training for new hires, simplifying workflow, and adjusting manpower.

3. 新進員工教育訓練、提供有關性別、文化多樣性及歧視之資訊及人際關係、溝通技巧相關議題教育訓練。

(3) Education and training for new hires shall provide information on gender, cultural diversity, and discrimination, as well as education and training on issues related to interpersonal relationship and communication skills.

(三) 申訴案件處理程序：

3. Complaint handling procedures:

1. 本校工作者遭遇不法侵害時，得填寫「職場不法侵害事件通報/申訴單」(附表五)向環安室職安人員辦理申訴，其他單位如人資室、校安中心接獲教職員工申訴皆轉由環安室職安人員辦理；疑似性騷擾、性侵害、性霸凌及跟蹤騷擾之申訴案件則轉由人資室依校內流程辦理。

(1) When the University's workers encounter unlawful infringement, they may fill out the Workplace Unlawful Infringement Incident Report/Complaint Form (Appendix 5) and submit it to the OS officers in the EHS. Complaints received by other units, such as the Human Resources Office or the Campus Safety Center, from the faculty and staff shall be forwarded to the EHS. Complaints involving suspected sexual harassment, sexual assault, sexual bullying, and stalking harassment cases shall be forwarded to and handled by the

Human Resources Office according to the internal procedures.

2.環安室受理申訴後二十四小時內向校長報告，三個工作日內上簽成立「職場不法侵害

事件處理委員會」(以下簡稱本委員會)，以及「職場不法侵害調查小組」(以下簡稱調查小組)，並通報校安中心、人資室。

(2) The EHS shall report to the President within 24 hours after accepting a complaint. A Workplace Unlawful Infringement Incident Handling Committee (“the Committee”) and a Workplace Unlawful Infringement Investigation Task Force (“the Task Force”) shall be established within 3 working days, and the Campus Safety Center and the Human Resources Office shall be notified.

3.本委員會由校長、人資室、環安室、相關單位主管、環安人員及法律專業人士組成，由環安室推薦成員名單，並請校長遴聘之。

(3) The Committee comprises the President, Human Resources Office, EHS, heads of relevant units, environmental safety personnel, and legal professionals. The list of committee members shall be recommended by the EHS and appointed by the President.

4.調查小組由人資室、環安室及法律專業人士組成。由環安室推薦成員名單，並請校長遴聘之。

(4) The Task Force is composed of the Human Resources Office, EHS, and legal professionals. The list of task force members shall be recommended by the EHS and appointed by the President.

5.調查小組於調查或處理之過程必須確保客觀、公平及公正，對受害人及通報或申訴者之權益及隱私完全保密，確保通報或申訴者不會受到報復。

(5) The Task Force shall uphold impartiality, fairness, and justice throughout the investigation or handling process. The rights and privacy of the victims and the whistleblowers or complainants shall be kept completely confidential, and measures must be taken to ensure that the whistleblowers or complainants do not face retaliation.

6.調查小組應依附表五作成調查報告提送本委員會審議。

(6) The Task Force shall make an investigation report based on Appendix 5 and submit it to the Committee for deliberation.

7.本委員會成員需於會議時簽署「會議保密同意書」(附表六)。

(7) The committee members are required to sign a Meeting Confidentiality Agreement (Appendix 6) during the meeting.

8.調查小組將會議紀錄簽核留存，並將決議結果提供給(被)申訴者(確保隱私完全保密原則)知悉和簽署。調查小組依報告內容轉由相關委員會進行內部相關懲處，或進行人力/工作調整。

(8) The Task Force shall sign and keep the meeting minutes, inform the complainant or the respondent (ensuring complete confidentiality) of the resolution and result, and request a

signature of acknowledgement. Based on the report content, the Task Force shall forward the case to the relevant committee for internal disciplinary action or personnel/work adjustments.

9.調查小組將會議紀錄附於「工作者遭遇職場不法侵害追蹤調查表」(附表七)中留存結案。

(9) The Task Force shall attach the meeting minutes to the Workplace Unlawful Infringement Follow-Up Investigation Form (Appendix 7) for record keeping and case closure.

(四)本計畫遇有下列情形需重新工作場所之風險評估或內容：

4. In case of the following circumstances pertaining to this Plan, a risk assessment or content for the workplace shall be redone:

1.通報單位經調查確認有職場暴力時。

(1) When the reporting unit confirms workplace violence through investigation.

2.相關法令變更時。

(2) When the relevant law and regulations change.

(五)改善後成效評估：實施改善計畫後，每年需進行成效性評估，以了解改善是否有其成效，若無成效則需重新評估，再依評估結果選擇適當之改善方案。

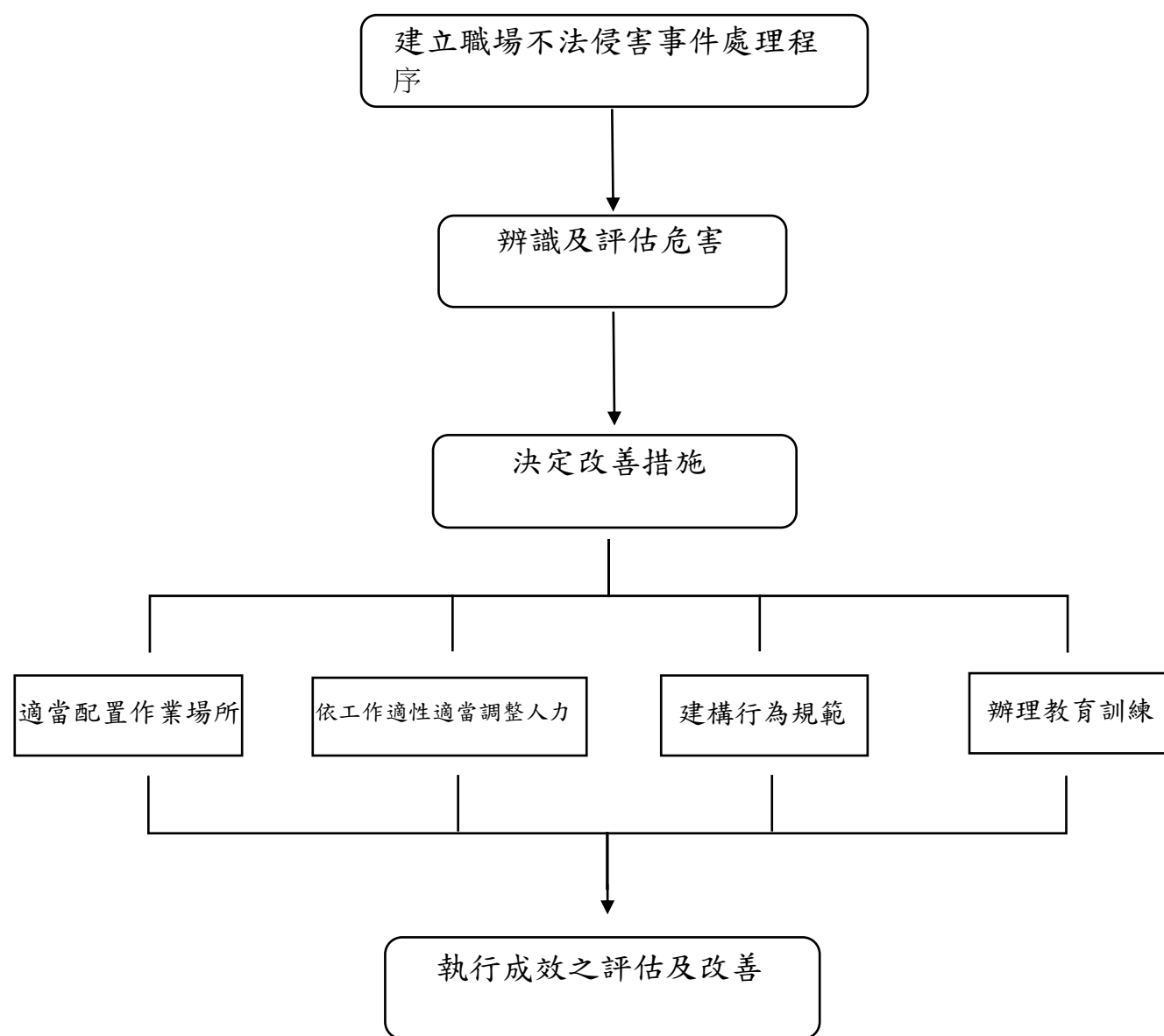
5. Post-improvement effectiveness evaluation: An annual effectiveness evaluation shall be conducted after implementing the improvement plan to determine if the improvement is effective. If it is ineffective, a reassessment shall be performed, and appropriate improvement measures shall be chosen based on the evaluation results.

六、本計畫經環境保護暨職業安全衛生委員會審議通過後，自公布日起實施，修訂時亦同。

Article 6 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.

圖一、執行職務遭受不法侵害預防計畫執行評估流程

Figure 1 Implementation and Assessment Procedures for the Plan for Prevention of Unlawful Infringement during the Performance of Duties



建立職場不法侵害事件處理程序

Establish the procedures for handling unlawful infringement in the workplace.

辨識及評估危害

Identify and assess hazards.

決定改善措施

Devise the improvement measures.

適當配置作業場所

Properly configure the workplace.

依工作適性適當調整人力

Appropriately adjust manpower based on workers' fitness for work.

建構行為規範

Establish the code of conduct.

辦理教育訓練

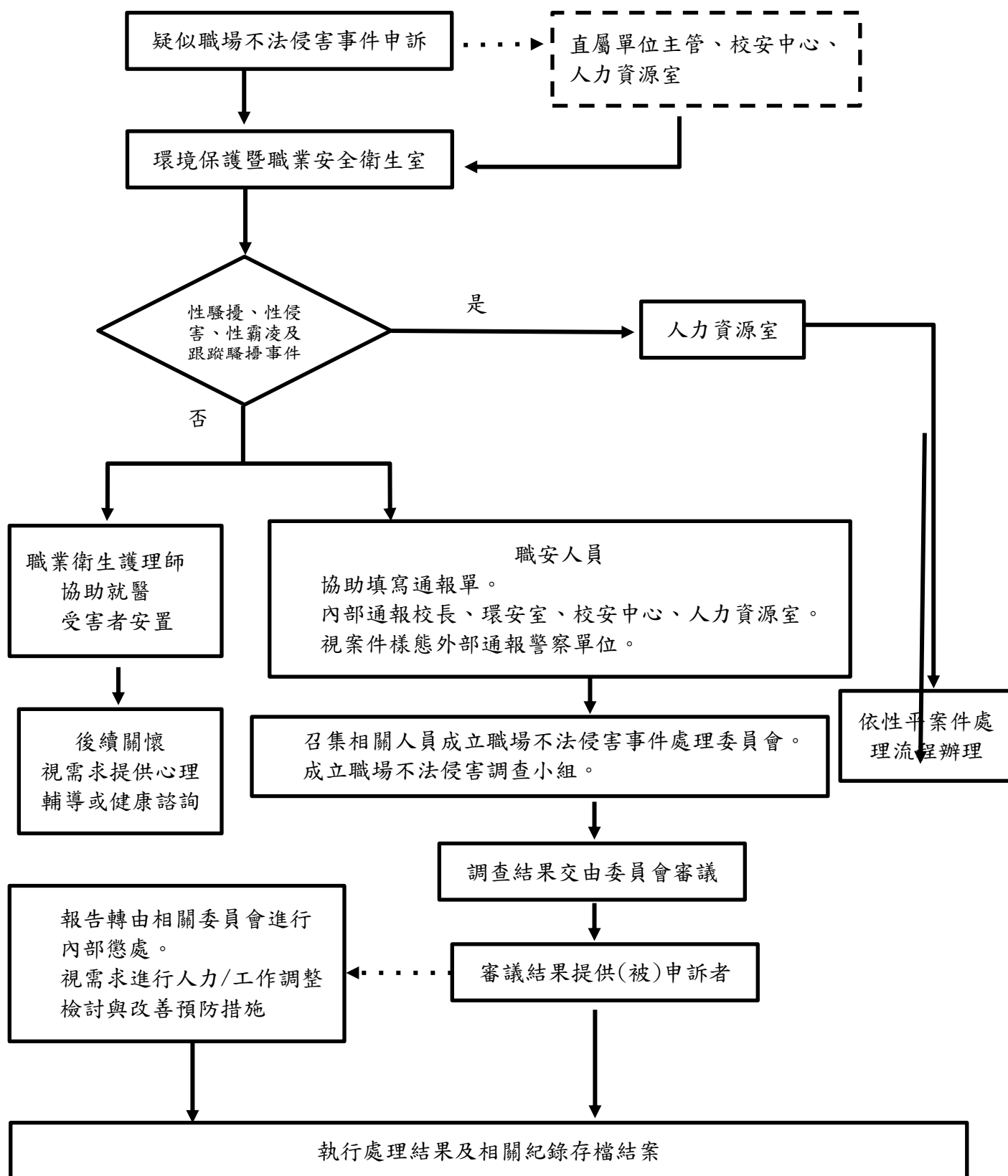
Implement education and training.

執行成效之評估及改善

Perform the effectiveness evaluation and improvement.

圖二、執行職務遭受不法侵害預防計畫處理流程

Figure 2 Handling Procedures for the Plan for Prevention of Unlawful Infringement during the Performance of Duties



疑似職場不法侵害事件申訴

Complaint of suspected case of unlawful infringement in the workplace

直屬單位主管、校安中心、人力資源室

Direct head of unit, Campus Safety Center, Human Resources Office

環境保護暨職業安全衛生室

Office of Environmental Protection, Occupational Safety and Health

性騷擾、性侵害、性霸凌及跟蹤騷擾事件

Sexual harassment, sexual assault, sexual bullying, and stalking harassment incident

是

Yes

人力資源室

Human Resources Office

否

No

職業衛生護理師

Occupational Health Nurse

協助就醫

Assist in seeking medical care

受害者安置

Victim placement

後續關懷

Follow-up care

視需求提供心理輔導或健康諮詢

Provide psychological counseling or health consultation depending on needs.

報告轉由相關委員會進行內部懲處。

Make a report for transfer to the relevant committee for internal disciplinary actions.

視需求進行人力/工作調整

Implement manpower/work adjustment depending on needs.

檢討與改善預防措施

Review and improve the preventive measures.

職安人員

Occupational safety officer

協助填寫通報單。

Assist in filling out the report form.

內部通報校長、環安室、校安中心、人力資源室。

Make an internal report to the President, EHS, Campus Safety Center, and Human Resources Office.

視案件樣態外部通報警察單位。

Externally report to the police depending on the type of the case.

召集相關人員成立職場不法侵害事件處理委員會。

Establish the Workplace Unlawful Infringement Incident Handling Committee by convening the relevant personnel.

成立職場不法侵害調查小組。

Establish the Workplace Unlawful Infringement Investigation Task Force.

調查結果交由委員會審議

Submit the investigation result to the Committee for deliberation.

審議結果提供（被）申訴者

Inform the complainant (or respondent) of the deliberation result.

依性平案件處理流程辦理

To be handled according to the Gender Equality Incident Handling Procedures.

執行處理結果及相關紀錄存檔結案

Execute the handling results and keep the relevant records for case closure.

附表一

Appendix 1

高雄醫學大學

Kaohsiung Medical University

禁止工作場所職場暴力之書面聲明

Written Statement for the Prohibition of Workplace Violence

本校為保障所有校內工作者在執行職務過程中免於遭受身體或精神不法侵害而致生、心理疾病，特以書面加以聲明。

Kaohsiung Medical University (KMU) issues this written statement to ensure that all KMU workers are protected from any unlawful physical or mental infringement that could lead to physical or psychological illness in the process of performing their duties.

一、本校決不容許本校之管理階層主管有職場霸凌之行為，亦決不容忍本校教職員工、家屬或其他人對本校工作者有職場暴力之行為。

1. KMU has zero tolerance for any workplace bullying behaviors by its management or any acts of workplace violence against the KMU workers by its faculty and staff, family members, or others.

二、職場暴力行為的樣態：

2. Forms of workplace violence include:

1、肢體暴力(如：毆打、抓傷、拳打、腳踢等)。

(1) Physical violence (e.g., beating, scratching, punching, kicking, etc.)

2、心理暴力(如：威脅、欺凌、騷擾、辱罵等)。

(2) Psychological violence (e.g., threats, bullying, harassment, insults, etc.)

3、語言暴力(如：霸凌、恐嚇、干擾、歧視等)。

(3) Verbal violence (e.g., bullying, intimidation, interference, discrimination, etc.)

4、性侵害－未經過同意、非兩情相悅，以強暴、脅迫、恐嚇、催眠術、藥物控制或其他違反意願的方式發生性行為，均屬之。

(4) Sexual assault - any sexual activity that occurs without consent, mutual agreement, or through the use of force, coercion, threats, hypnosis, drugs, or other methods against a person's will, is considered sexual assault.

5、性騷擾－為對他人實施違反其意願而與性或性別有關之行為，（如：以明示或暗示之方式或以歧視、侮辱之言行與行為等）如襲胸、親吻、開黃腔等使人厭惡或自覺遭冒犯之情狀。

(5) Sexual harassment - sex- or gender-related behaviors that violate another person's will (e.g., in explicit or implicit way, or through discriminatory, insulting words and deeds) such as

groping, kissing, making lewd comments, etc. that cause discomfort or a sense of being offended.

6、性霸凌：指透過語言、肢體或其他暴力，對於他人之性別特徵、性別特質、性傾向或性別認同進行貶抑、攻擊或威脅之行為且非屬性騷擾者。

(6) Sexual bullying - refers to behaviors that belittle, attack, or threaten others based on their gender characteristics, gender traits, sexual orientation, or gender identity through language, physical acts, or other forms of violence, and are not classified as sexual harassment.

7、跟蹤騷擾：指以人員、車輛、工具、設備、電子通訊、網際網路或其他方法，對特定人反覆或持續為違反其意願且與性或性別有關行為之一（如：監視觀察、不當追求、尾隨接近、通訊騷擾、妨害名譽、冒用個資購物等），使之心生畏怖，足以影響其日常生活或社會活動。

(7) Stalking harassment - refers to repeated or continuous and sex- or gender-related behaviors against a specific person's will by means of people, vehicles, tools, equipment, electronic communication, the internet, or other methods (e.g., surveillance, inappropriate pursuit, following or approaching, communication harassment, defamation, misuse of personal information for purchases, etc.), causing the person to feel fear and affecting his/her daily life or social activities.

三、本校教職員工均有責任協助確保免於職場暴力之工作環境，任何人目睹及聽聞職場暴力事件發生，應立即通知本校人力資源室或環境保護暨職業安全衛生室申訴，本校接獲申訴後，會採取保密的方式進行調查，若被調查屬實者，將會進行懲處。

3. All faculty and staff of KMU are responsible for helping to ensure a workplace free from violence. If anyone witnesses or hears about an incident of workplace violence, they shall immediately report it to the Human Resources Office or the Office of Environmental Protection, Occupational Safety and Health and make a complaint. Upon receiving a complaint, the University shall conduct an investigation in confidence. If the allegation is found to be true, disciplinary action shall be taken.

四、本校絕對禁止對申訴者、通報者或協助調查者有任何報復之行為，若有，將會進行懲處。

4. KMU strictly prohibits any retaliation against the complainant, whistleblower, or those who assist in the investigation. Any such acts of retaliation will result in disciplinary action.

五、本校鼓勵工作者均能利用所設置之內部申訴處理機制處理此類糾紛，但如需要額外協助本校亦將盡力給予提供。

5. KMU encourages workers to deal with such disputes through the internal grievance handling mechanism. However, if additional assistance is needed, the University shall provide assistance as much as possible.

本校職場暴力諮詢與申訴管道：

受理通報或申訴單位：環境保護暨職業安全衛生室

通報申訴專線電話：07-3121101 轉 2278

申訴專用電子信箱：safe@kmu.edu.tw

KMU workplace violence consultation and complaint channel:

Unit that accepts reports or complaints: Office of Environmental Protection, Occupational Safety and Health

Reporting and complaining hotline: 07-3121101 ext. 2278

Complaint email: safe@kmu.edu.tw

校長_____

President _____

中 華 民 國
日

年 月

Date:

(YYYY/MM/DD)

附表二
Appendix 2

高雄醫學大學職場不法侵害預防之危害辨識及風險評估表

Kaohsiung Medical University

Hazard Identification and Risk Assessment Form for Prevention of Unlawful Infringement in the Workplace

單位/部門：
Unit/Department:
受評估場所：
Workplace assessed:
評估人員：
Assessor:

評估日期：
Assessment date:
場所內工作型態：
Type of work in the workplace:
單位主管/職安人員：
Head of unit/OS officer:

潛在風險 Potential Risks	是 Yes	否 No	潛在不法侵害 風險類型 Risk types of potential unlawful infringement	可能性 Possibility <u>A(發生機率計分)</u> <u>A (Probability scoring)</u>	嚴重性 Severity <u>B(傷害程度計分)</u> <u>B (Level of harm scoring)</u>	風險等級 Risk Levels <u>(AB 分數相乘)</u> <u>(A×B)</u>	現有 控制措施 Current control measures	應增加或修正 相關措施 Relevant measures to be added or revised
外部不法侵害註：(勾否者該項無需評估) External unlawful infringement Note: (No assessment is needed if “No” is ticked.)								
是否有組織外之人員(其他外來第三方之間， 包括工作場所出現的陌生人、學生、家屬等) 因其行為無法預知，可能成為該區工作者之職 場暴力來源 Are there any external parties outside of the organization (other external third parties, including strangers, students, family members, etc. who may appear in the workplace) that might potentially become a source of workplace violence for workers in that area due to their unpredictable behaviors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
是否有已知工作會接觸有暴力史之人員	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal	<input type="checkbox"/> 可能 (3 分) Likely (3 points)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points)	<input type="checkbox"/> 工程控制 Engineering	

Are there known opportunities that one may come into contact with a person having a history of violence?			<input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 不太可能 (2 分) Unlikely (2 <u>points</u>) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 <u>point</u>)	<input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 <u>points</u>) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 <u>point</u>)	<input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 <u>points</u>) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 <u>points</u>)	ing control <input type="checkbox"/> 管理控制 Managem ent control <input type="checkbox"/> 個人防護 Personal protecti on	
工作者之工作性質是否為執行公共安全業務 Is the worker's work nature related to public safety duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 <u>points</u>) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 <u>points</u>) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 <u>point</u>)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 <u>points</u>) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 <u>points</u>) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 <u>point</u>)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 <u>points</u>) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 <u>points</u>) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 <u>points</u>)	<input type="checkbox"/> 工程控制 Engineer ing control <input type="checkbox"/> 管理控制 Managem ent control <input type="checkbox"/> 個人防護 Personal protecti on	
工作者之工作是否為單獨作業 Does the worker work alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 <u>points</u>) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 <u>points</u>) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 <u>point</u>)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 <u>points</u>) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 <u>points</u>) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 <u>point</u>)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 <u>points</u>) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 <u>points</u>) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 <u>points</u>)	<input type="checkbox"/> 工程控制 Engineer ing control <input type="checkbox"/> 管理控制 Managem ent control <input type="checkbox"/> 個人防護 Personal protecti on	

<p>工作者是否需於深夜或凌晨工作</p> <p>Does the worker need to work late at night or early in the morning?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作者是否需於較陌生之環境工作</p> <p>Does the worker need to work in an unfamiliar environment?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作者之工作是否涉及現金交易、運送或處理貴重物品</p> <p>Does the worker's work involve cash transactions, transportation or handling of valuable items?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	

							protecti on	
<p>工作者之工作是否為直接面對群眾之第一線服務工作</p> <p>Does the worker's work involve frontline service work that encounters the public directly?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3分) Likely (3 points) <input type="checkbox"/> 不太可能(2分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作者之工作是否會與酗酒、毒癮或精神疾病之患者接觸</p> <p>Does the worker's work involve contact with alcoholics, drug addicts, or mental patients?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3分) Likely (3 points) <input type="checkbox"/> 不太可能(2分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作者之工作是否需接觸絕望或恐懼或亟需被關懷照顧者</p> <p>Does the worker's work require contact with individuals who are in a state of despair, fear, or in urgent need of care and support?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3分) Likely (3 points) <input type="checkbox"/> 不太可能(2分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control	

							<input type="checkbox"/> 個人防護 Personal protection	
<p>新進工作者是否有尚未接受職場暴力預防教育訓練者</p> <p>Are there new hires who have not received education and training in workplace violence prevention?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3分) Likely (3 points) <input type="checkbox"/> 不太可能(2分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作場所是否位於交通不便，偏遠地區</p> <p>Is the workplace located in a remote area with limited transportation access?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3分) Likely (3 points) <input type="checkbox"/> 不太可能(2分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作環境中是否有讓施暴者隱藏的地方</p> <p>Are there areas in the work environment where a perpetrator could hide?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3分) Likely (3 points) <input type="checkbox"/> 不太可能(2分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2分) Medium harm (2 points)	<input type="checkbox"/> 高度風險(6-9分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management	

					<input type="checkbox"/> 輕度傷害(1 分) Mild harm (1 point)		ent control <input type="checkbox"/> 個人防護 Personal protection	
離開工作場所後，是否可能遭遇職場暴力行為 Is it possible that one may encounter workplace violence after leaving the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3 分) Likely (3 points) <input type="checkbox"/> 不太可能(2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p style="text-align: center;">內部不法侵害註：(勾否者該項無需評估) Internal unlawful infringement Note: (No assessment is needed if “No” is ticked.)</p>								
組織內是否曾發生主管或工作者遭受同事(含上司)不當言行之對待 Has there ever been instances within the organization where a supervisor or worker has experienced inappropriate behaviors or comments from colleagues (including superiors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能(3 分) Likely (3 points) <input type="checkbox"/> 不太可能(2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能(1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害(3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害(2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害(1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險(6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險(3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險(1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
是否有無法接受不同性別、年齡、國籍或宗教信仰之工作者	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal	<input type="checkbox"/> 可能(3 分) Likely (3 points)	<input type="checkbox"/> 重度傷害(3 分) Severe harm (3 points)	<input type="checkbox"/> 高度風險(6-9 分) High risk (6-9 points)	<input type="checkbox"/> 工程控制 Engineering	

Are there workers who are unable to accept people of different genders, ages, nationalities, or religious beliefs?			<input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 不太可能 (2 分) Unlikely (2 <u>points</u>) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 <u>point</u>)	<input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 <u>points</u>) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 <u>point</u>)	<input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 <u>points</u>) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 <u>points</u>)	ing control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
是否有同仁之離職或請求調職原因源於職場暴力事件之發生 Have any workers resigned or requested a transfer due to incidents of workplace violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 <u>points</u>) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 <u>points</u>) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 <u>point</u>)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 <u>points</u>) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 <u>points</u>) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 <u>point</u>)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 <u>points</u>) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 <u>points</u>) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 <u>points</u>)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
是否有被同仁排擠或工作適應不良之工作者 Are there workers who have been ostracized by colleagues or who have difficulty adapting to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 <u>points</u>) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 <u>points</u>) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 <u>point</u>)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 <u>points</u>) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 <u>points</u>) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 <u>point</u>)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 <u>points</u>) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 <u>points</u>) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 <u>points</u>)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	

<p>內部是否有酗酒、毒癮之工作者 Are there internal workers who struggle with alcoholism or drug addiction?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>內部是否有情緒不穩定或精神疾患病史之工作者 Are there internal workers with a history of emotional instability or mental disorders?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>內部是否有處於情緒低落、絕望或恐懼，亟需被關懷照顧之工作者 Are there internal workers who are experiencing emotional distress, despair, or fear, and in urgent need of care and support?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	

							protecti on	
<p>是否有超時工作，反應工作壓力大之工作者 Are there workers who are working overtime and have expressed concern about high work-related stress?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作環境是否有空間擁擠，照明設備不足之問題 Does the work environment have the problem of overcrowding or insufficient lighting?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control <input type="checkbox"/> 個人防護 Personal protection	
<p>工作場所是否未有相關管制措施 Does the workplace lack relevant control measures?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 肢體 Physical <input type="checkbox"/> 語言 Verbal <input type="checkbox"/> 心理 Psychological <input type="checkbox"/> 性騷擾 Sexual harassment	<input type="checkbox"/> 可能 (3 分) Likely (3 points) <input type="checkbox"/> 不太可能 (2 分) Unlikely (2 points) <input type="checkbox"/> 極不可能 (1 分) Very unlikely (1 point)	<input type="checkbox"/> 重度傷害 (3 分) Severe harm (3 points) <input type="checkbox"/> 中度傷害 (2 分) Medium harm (2 points) <input type="checkbox"/> 輕度傷害 (1 分) Mild harm (1 point)	<input type="checkbox"/> 高度風險 (6-9 分) High risk (6-9 points) <input type="checkbox"/> 中度風險 (3-4 分) Medium risk (3-4 points) <input type="checkbox"/> 低度風險 (1-2 分) Low risk (1-2 points)	<input type="checkbox"/> 工程控制 Engineering control <input type="checkbox"/> 管理控制 Management control	

							<input type="checkbox"/> 個人防護 Personal protecti on	
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表 1 風險分數的分類
 Table 1 Classification of Risk Scores

風險(分數) Risk (Scores)		嚴重性 Severity		
		重度傷害 Severe harm (3 分) (3 points)	中度傷害 Medium harm (2 分) (2 points)	輕度傷害 Mild harm (1 分) (1 point)
可能性 Possibility	可能(3 分) Likely (3 points)	高度風險 High risk (9 分) (9 points)	高度風險 High risk (6 分) (6 points)	中度風險 Medium risk (3 分) (3 points)
	不太可能(2 分) Unlikely (2 points)	高度風險 High risk (6 分) (6 points)	中度風險 Medium risk (4 分) (4 points)	低度風險 Low risk (2 分) (2 points)
	極不可能(1 分) Very unlikely (1 point)	中度風險 Medium risk (3 分) (3 points)	低度風險 Low risk (2 分) (2 points)	低度風險 Low risk (1 分) (1 point)

※風險評估方式說明：

※ Description of the risk assessment method:

一、風險可由危害嚴重性及可能性之組合判定。評估嚴重度可考慮下列因素：

1. Risks are determined by a combination of the severity of hazard and the possibility of its occurrence. When assessing the severity, the following factors may be considered:

(一) 可能受到傷害或影響的部位、傷害人數等。

(1) Parts of the body and number of persons that might be harmed or affected.

(二) 傷害程度，一般可簡易區分為：

(2) In general, the extent of harm may basically be categorized into:

1. 輕度傷害，如：(1) 表皮受傷、輕微割傷、瘀傷；(2) 不適與刺激，如頭痛等暫時性的病痛；(3) 言語上騷擾，造成心理短暫不舒服。

i. Mild harm, e.g., (i) skin abrasions, minor cuts, bruises; (ii) discomfort and irritation, such as temporary ailments like headaches; (iii) verbal harassment causing temporary psychological discomfort.

2. 中度傷害，如：(1) 割傷、燙傷、腦震盪、嚴重扭傷、輕微骨折；(2) 造成上肢異常及輕度永久性失能；(3) 遭受言語或肢體騷擾，造成心理極度不舒服。

ii. Medium harm, e.g., (i) cuts, burns, concussions, severe sprains, minor fractures; (ii) causing upper limb abnormalities and mild permanent disability; (iii) experiencing verbal or physical harassment that causes extreme psychological discomfort.

3. 嚴重傷害，如：(1) 截肢、嚴重骨折、中毒、多重及致命傷害；(2) 其它嚴重縮短生命及急性致命傷害；(3) 遭受言語或肢體騷擾，可能造成精神相關疾病。

iii. Severe harm, e.g., (i) amputation, severe fractures, poisoning, multiple and fatal injuries; (ii) other severe conditions that shorten life and acute fatal injuries; (iii) experiencing verbal or physical harassment that may result in mental disorders.

二、非預期事件後果的評估也是非常重要的工作。可能性等級之區分一般可分為：

2. Assessing the consequences of unexpected events is also a crucial task. Possibilities can be generally classified into:

(一) 可能發生：一年可能會發生一次以上。

(1) Likely: May occur more than once in a year.

(二) 不太可能發生：至少一至十年之內，可能會發生一次。

(2) Unlikely: May occur once in at least 1 to 10 years.

(三) 極不可能發生：至少十年以上，才會發生一次。

(3) Very unlikely: Might occur once in more than 10 years.

三、風險是依據預估的可能性和嚴重性加以評估分類，如表 1 為 3×3 風險評估矩陣參考例，利用定性描述方式來評估危害之風險程度及決定是否為可接受風險之簡單方法。

3. Risk is assessed and classified based on the estimated possibility and severity. Table 1 shows a 3×3 risk assessment matrix as an example. The qualitative description is a simple method to evaluate the risk levels of hazards and determine whether they are acceptable risks.

附表三 高雄醫學大學職場不法侵害行為自我檢視檢核表

Appendix 3 Kaohsiung Medical University

Self-Assessment Checklist for Unlawful Infringement Behaviors in the Workplace

單位主管職場不法侵害行為檢核表

單位：

Checklist for Unlawful Infringement Behaviors in the Workplace by the Head of Unit

Unit:

- ☐ 持續的在工作上吹毛求疵，在小事上挑剔，把微小的錯誤放大、扭曲。

Consistently nitpicking at work, being critical of minor issues, and enlarging or distorting small mistakes.

- ☐ 總是批評並拒絕看見員工的貢獻或努力，也持續地否定部屬的存在與價值。

Always criticizing and refusing to acknowledge employees' contributions or efforts, while continually denying the existence and value of subordinates.

- ☐ 總是試圖貶抑員工個人、職位、地位、價值與潛力。**Always trying to belittle employees' personal qualities, positions, status, value, and potential.**

- ☐ 在職場中被特別挑出來負面地另眼看待，孤立員工，對其特別苛刻，用各種小動作欺負被霸凌者。**Singling out someone among the employees for negative treatment, isolating him/her, being**

particularly harsh with him/her, and using various small actions to bully the victim.

- 在他人面前輕視或貶抑員工。 **Despising or belittling employees in front of others.**
- 在私下或他人面前對員工咆哮、羞辱或威脅。 **Yelling at, humiliating, or threatening employees privately or in front of others.**
- 給員工過重的工作，或要其大材小用去做無聊的瑣事，甚至完全不給員工任何事做。 **Assigning excessive work to an employee, or requiring him/her to perform trivial tasks that do not require his/her skills, or completely idling him/her.**
- 剽竊員工的工作成果或聲望。 **Plagiarizing an employee's work or taking credit for his/her achievements.**
- 讓員工的責任增加卻降低其權力或地位。 **Adding an employee's responsibilities while reducing his/her authority or status.**
- 不准員工請假。 **Prohibiting an employee from taking leave.**
- 不准員工接受必要的訓練，導致其工作績效不佳。 **Preventing an employee from receiving necessary training, leading to**

poor job performance.

- 給予員工不實際的工作目標，或當其正努力朝向目標時，卻給員工其他任務以阻礙其前進。 **Setting unrealistic work goals for an employee, or assigning additional tasks that hinder his/her progress towards achieving the goals.**
- 突然縮短交件期限，或故意不通知員工工作時限，害其誤了時限而遭到處分。 **Suddenly shortening a deadline or deliberately concealing the deadline, causing an employee to miss the deadline and face disciplinary actions.**
- 將員工所說或做的都加以扭曲與誤解。 **Distorting and misinterpreting what an employee says or does.**
- 用不是理由的理由且未加調查下，對員工犯下的輕微錯誤給予沈重處罰。 **Imposing severe punishment for minor errors made by an employee based on unjustified reasons and without proper investigation.**
- 在未犯錯的情形下要求員工離職或退休。 **Requiring an employee to resign or retire under the condition that he/she has not made any mistake.**

- 不斷要求員工處理非公務之私事，員工如拒絕則遭處罰。 **Constantly demanding employees to handle personal matters unrelated to their duties, and impose punishment if they refuse.**

註：若所列舉之行為勾選愈多，宜注意調整對同仁之態度

Note: If many of the listed behaviors are true (ticked), attention shall be paid to adjust the attitude towards colleagues.

填寫人（單位主管）簽章：

日期：

Signature of the self-assessor (head of unit):

Date:

附表四

Appendix 4

常見的強化工作場所規劃措施
Common Workplace Reinforcement Measures

加 強 位 置 Reinforced location	加 強 措 施 Reinforcement measures
通 道 Passageways	加設密碼鎖、教職員工與學生證、訪客登記等措施可避免未獲授權之人士擅自進出工作地點。 Measures such as installing password locks, using staff and student ID cards, and implementing visitor registration can help prevent unauthorized individuals from accessing the workplace.
高風險位置 High risk locations	安裝安全設備，如警鈴系統，緊急按鈕，24 小時閉路監視器或無線電話通訊等裝置，務必定期維護。 Install security devices such as alarm systems, emergency buttons, 24-hour CCTV cameras, or wireless communication devices, etc. and ensure they are regularly maintained.
工 作 場 所 Workplaces	請將沒使用的門鎖住，防止加害人進入或藏匿。 Please lock any unused doors to prevent perpetrators from entering or hiding.
工 作 場 所 Workplaces	工作場所內所有損壞物品，如燒壞的燈具及破窗，應及時修理。 All damaged items in the workplace, such as burnt-out lamps and broken windows, shall be repaired promptly.
工 作 場 所 Workplaces	保持室內、室外照明良好與通風舒適，維持良好的工作環境。 Maintain good indoor and outdoor lighting and comfortable ventilation to ensure a good working environment.
室內、室外 及停車場 Indoors, outdoors, and parking lots	安裝明亮的照明設備。 Install bright lighting equipment.

附表五
Appendix 5

高雄醫學大學職場不法侵害事件通報/申訴單
Kaohsiung Medical University
Workplace Unlawful Infringement Incident Report/Complaint Form

1. 發生日期 : Date of occurrence: _____
2. 發生時間 : Time of occurrence: _____
3. 具體位置 : Specific location: _____
4. 目擊者 : Witness: _____ 職號 : Staff No.: _____
5. 當事者 : Party concerned: _____ 職號 : Staff No.: _____
6. 當事人者身分別 : Identity of the party concerned: ☐本校工作者 KMU worker ☐校外人員 External worker ☐其他 Other: _____
7. 疑似行為人 性別 : Sex of the suspected perpetrator: ☐男 Male ☐女 Female
8. 疑似行為人 姓名或特徵 : Name or features of the suspected perpetrator: _____
9. 當事人所屬單位 : Unit that the party concerned works for: _____
10. 疑似行為人 The suspected perpetrator is ☐本校工作者, 所屬單位/職稱 a KMU worker, unit/position: _____ ☐校外人員 an external person
11. 雙方關係 : Relationship of the two parties: _____
12. 暴力類型 : Type of violence:
☐肢體暴力(如: 毆打、抓傷、拳打、腳踢等)。Physical violence (e.g., beating, scratching, punching, kicking, etc.)
☐心理暴力(如: 威脅、恐嚇、歧視、排擠等)。Psychological violence (e.g., threats, intimidation, discrimination, ostracism, etc.)
☐語言暴力(如: 辱罵、言語騷擾、冷嘲熱諷等)。Verbal violence (e.g., insults, verbal harassment, and mocking, etc.)
☐性騷擾、性侵害、性霸凌、跟蹤騷擾。Sexual harassment, sexual assault, sex bullying, stalking harassment.
☐其他 Other: _____
13. 發生原因 : Cause: _____
14. 詳細說明 : Detailed description: _____
15. 造成傷害 : Injury resulted: ☐有 Yes ☐無 No
16. 受傷人員 : Person(s) injured: ☐無 None ☐疑似行為人 Suspected perpetrator ☐當事人 Party concerned ☐其他 Other: _____
17. 事件處理 : Handling of the incident: ☐警察部門 Police Department ☐保安人員 Security staff ☐醫療人員 Medical staff ☐自行協調 Self coordination
☐其他 Other: _____

18. 疑似行為人處置：Action against the suspected perpetrator: ☐無 None
☐自行離開 Left on his/her own ☐警方逮捕 Arrested by the police ☐其他
Other: _____

通報/申訴當事人：Whistleblower/Complainant:

_____(請簽名或蓋章) (Please sign or
affix seal)

通報/申訴日期：_____

Date of report/complainant:_____

受理單位/人員：_____日期：

Accepting unit/staff: _____ Date:

附表六

Appendix 6

保 密 同 意 書

Confidentiality Agreement

茲因本人出席並參與 年 月 日本校 學年度第 次職場不法侵害事件處理委員會，依法對於本次會議中提及之議案應負保密責任，不得對任何人透漏會議討論內容且不得自行對外散佈訊息。若違反規定而損及學校與相關當事人之權益者，願受校方懲處並自負一切相關責任。

Since I have attended and participated in the KMU ____th Workplace Unlawful Infringement Incident Handling Committee meeting in Academic Year _____ on _____ (date), I am obliged to keep the

matters discussed in this meeting confidential and shall not disclose the contents of the discussions in the meeting to any person nor disseminate any information externally. In case of violation causing harm to the interests of the University or the parties concerned, I agree to accept the University's disciplinary action and bear all related responsibilities.

立書人： (簽名)
Signatory: (Signature)

所屬單位：
Unit:

中華民國 年 月 日
Date: (YYYY/MM/DD)

附表七

Appendix 7

高雄醫學大學工作者遭遇職場不法侵害追蹤調查表

Kaohsiung Medical University

Workplace Unlawful Infringement Follow-Up Investigation Form

受理日期： Acceptance Date:	填表日期： Form Completion Date:
案件編號： Case No.:	調查會議日期： Investigation Meeting Date:
參與調查或處理人員： Personnel involved in the investigation or handling of the case: <input type="checkbox"/> 內部人員 Internal personnel _____)	當事人是否需醫療處置： <input type="checkbox"/> 否 <input type="checkbox"/> 是 Does the party concerned need medical treatment: <input type="checkbox"/> No <input type="checkbox"/> Yes

<input type="checkbox"/> 外部人員 External personnel ()	
<p>(依調查結果隱私保密簡述內容) (Brief description of contents, with privacy protected, according to the investigation result)</p> <p>受害者說明發生經過與暴力原因： Victim's description of what happened and the cause of violence:</p> <p>加害者說明發生經過與暴力原因： Perpetrator's description of what happened and the cause of violence:</p> <p>目擊者說明發生經過與暴力原因： Witness' description of what happened and the cause of violence:</p>	
<p>當事人安置情形 Placement status of the party concerned</p>	<p>疑似行為人處理情形 Handling status of the suspected perpetrator</p>
<input type="checkbox"/> 無 None <input type="checkbox"/> 醫療協助 Medical assistance <input type="checkbox"/> 心理諮商 Psychological counseling <input type="checkbox"/> 同儕輔導 Peer counseling <input type="checkbox"/> 調整職務 Work adjustment <input type="checkbox"/> 休假 Holiday <input type="checkbox"/> 法律協助 Legal assistance <input type="checkbox"/> 其他：Other:	<p>外部人員：<input type="checkbox"/>無<input type="checkbox"/>送警法辦<input type="checkbox"/>其他 External personnel: <input type="checkbox"/>None <input type="checkbox"/>Sent to the police for legal action <input type="checkbox"/>Other 內部人員：<input type="checkbox"/>無<input type="checkbox"/>調整職務<input type="checkbox"/>送警法辦<input type="checkbox"/>其他 Internal personnel: <input type="checkbox"/>None <input type="checkbox"/>Work adjustment <input type="checkbox"/>Sent to the police for legal action <input type="checkbox"/>Other</p>
<p>向當事人說明事件處理結果否： Is the party concerned being informed of the case handling result? <input type="checkbox"/>否 No <input type="checkbox"/>是，日期：Yes, date:</p>	
<p>雙方協商： Negotiation of the two parties: (1)協商日期： Negotiation date: (2)協商結果是否達成協議：<input type="checkbox"/>是(請填以下第(3)點)<input type="checkbox"/>否(請填以下第(4)點) Does the negotiation result in an agreement: <input type="checkbox"/>Yes (Please fill in (3) below) <input type="checkbox"/>No (Please fill in (4) below) (3)檢討及改善預防措施 Review and improve the preventive measures. (4)公部門勞檢、警政、法律機關介入處理 The public sector, including labor inspection, police administration, legal agency, intervenes to handle the case.</p>	
<p>填表人員： 完成調查日期： Form completed by: Completion date of investigation:</p>	
<p>與會人員： Attendees:</p>	

(此表由職安人員填寫留存)

(This form is to be filled out and kept by the OS officer.)