

# 高雄醫學大學安全衛生教育訓練計畫

## Kaohsiung Medical University

### Safety and Health Education and Training Program

102 年 12 月 24 日 102 學年度第二次環保暨職業安全衛生委員會會議通過  
110 年 01 月 26 日 109 學年度第二次環保暨職業安全衛生委員會會議審議

December 24, 2013 Passed by the 2nd Environmental Protection, Occupational Safety and Health Committee

meeting in Academic Year 2013-2014

January 26, 2021 Reviewed by the 2nd Environmental Protection, Occupational Safety and Health Committee

meeting in Academic Year 2020-2021

#### 1、法源依據

##### Article 1 Legal Basis

(一)依職業安全衛生法（以下簡稱本法）第 32 條第二項規定訂定

1. Formulated in accordance with Article 32, Paragraph 2 of the Occupational Safety and Health Act (“this Act”).

(二)本校職業安全衛生管理規章第 9 條

2. Article 9 of the KMU Occupational Safety and Health Regulations.

#### 2、目的

##### Article 2 Purpose

經由適切的程序，每年度依據職業安全衛生法規規定應辦理之教育訓練並考量本校人員調職異動等或離職退休等實際情形，規劃及執行各種職業安全衛生教育訓練，並執行是否有效之評鑑，確保校內工作者(如：教職、員工與學生等)有執行職務之職能，以提昇其安全衛生之技術及知識水準，以符合政府法令之規定及學校長期人力資源發展規劃與個人長程職涯規劃之需求。

Through appropriate procedures, plan and execute various occupational safety and health education and training annually according to the occupational safety and health regulations and taking into consideration the actual personnel changes or resignation/retirement situation of KMU and evaluate the effectiveness to ensure workers in KMU (e.g., faculty/staff members and students) are capable of carrying out their duties and to enhance their safety and health skills and knowledge, so that the government’s regulatory requirements and the needs of University’s long-term human resource development plan and individuals’ long-term career plans can be fulfilled.

#### 3、適用對象

##### Article 3 Applicability

(一)本校新進員工，助理，碩博士與大學部學生(含專題生)及本校人員預進入實驗場所工作者(實驗室者)。

1. Newly hired employees, assistants, postgraduate and undergraduate students (including those working on projects), as well as KMU personnel who are about to enter experimental facilities (laboratories) for work.

(二)3 年內未取得教育訓練證書者。

2. Those who have not obtained an education and training certificate within 3 years.

(三)本校變換工作之校內工作者。

3. KMU workers who have changed jobs within the University.

(四)他校人員預進入本校實驗場所工作者(工作時數 16 小時以上)。

4. Personnel from other universities who are about to enter the KMU experimental facilities for work (for working hours of 16 hours or more).

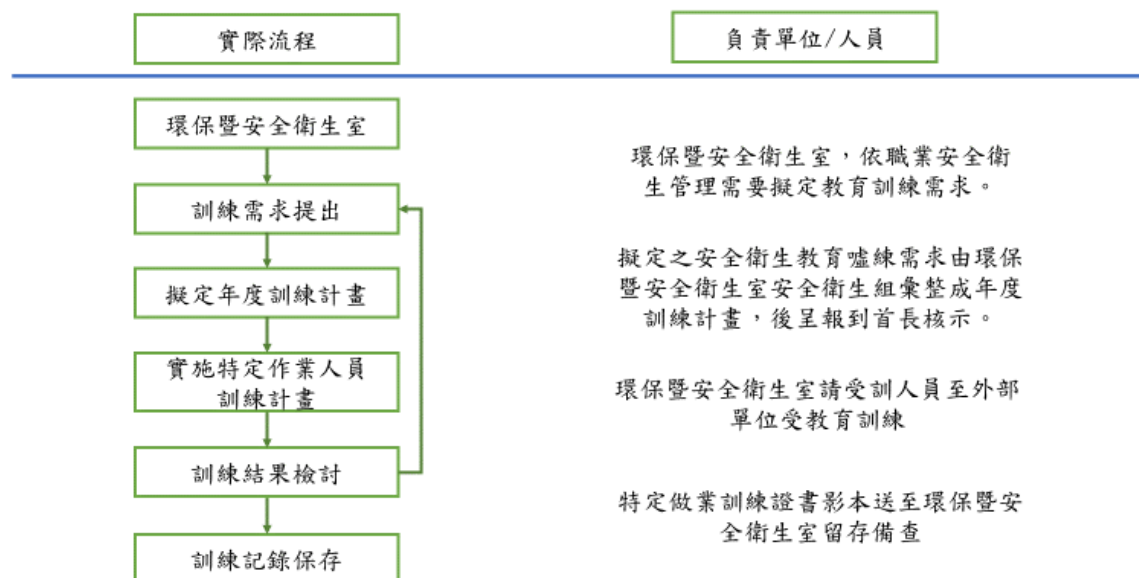
#### 4、內容：

##### Article 4 Content:

## (一)作業流程

### 1. Operating Procedures

- 1.訓練需求：由本校環境保護暨職業安全衛生室與各系所(科)主任提出。
  - (1) Training needs: Proposed by the Office of Environmental Protection, Occupational Safety and Health and the department chairs of various departments/institutes (programs).
- 2.擬定年度職業安全衛生教育訓練計畫：由本校環境保護暨職業安全衛生室擬訂。
  - (2) Formulate the annual occupational safety and health education and training plan: To be drafted by the Office of Environmental Protection, Occupational Safety and Health.
- 3.計畫呈核：由校長負責計畫之核定。
  - (3) Plan review and approval: To be approved by the President.
- 4.計畫執行：由環境保護暨職業安全衛生室依據校長核定之計畫協調各系所(科))主任及行政單位執行。
  - (4) Plan implementation: To be executed by the Office of Environmental Protection, Occupational Safety and Health in accordance with the plan approved by the President and in coordination with the department chairs of various departments/institutes (programs) and administrative offices.
- 5.教育訓練結果檢討：由環境保護暨職業安全衛生室依據校長核定之計畫協調各系所(科)及行政單位執行。
  - (5) Review of the education and training results: To be executed by the Office of Environmental Protection, Occupational Safety and Health in accordance with the plan approved by the President and in coordination with the department chairs of various departments/institutes (programs) and administrative offices.
- 6.教育訓練記錄存檔：由環境保護暨職業安全衛生室安全衛生管理師辦理。
  - (6) Documentation and filing of education and training records: To be handled by the Safety and Health Management Specialist of the Office of Environmental Protection, Occupational Safety and Health.



Actual Procedures	Responsible Units/Persons
Office of Environmental Protection, Occupational Safety and Health	The Office of Environmental Protection, Occupational Safety and Health drafts the education and training needs in accordance with the occupational safety and health management needs.

Proposal of training needs	The safety and health education and training needs drafted are compiled by the Office of Environmental Protection, Occupational Safety and Health to form the annual training plan, which is then submitted to the President for approval.
Formulation of the annual training plan	The Office of Environmental Protection, Occupational Safety and Health invites the trainees to an external unit for receiving education and training.
Implementation of the training plan for specific operation personnel	Photocopy of the specific operation training certificate should be submitted to the Office of Environmental Protection, Occupational Safety and Health for record and future reference.
Review of training results	
Documentation and filing of training records	

## (二)權責

### 2. Authority and Responsibilities

#### 1.環境保護暨職業安全衛生室：

##### (1) Office of Environmental Protection, Occupational Safety and Health:

(1)彙整各系所(科)職業安全衛生訓練需求，自辦訓練、及編列年度訓練計畫。

i. Compile the occupational safety and health training needs of various departments/institutes (programs), organize self-sponsored training, and formulate the annual training plan.

(2)編列職業安全衛生訓練預算

ii. Allocate budget for occupational safety and health training.

(3)依據訓練計畫辦理職業安全、衛生等自辦訓練。

iii. Carry out self-sponsored occupational safety and health training according to the training plan.

(4)依據人力資源室提供新進教職員工與職務調動教職員工及教務處提供學生相關資料辦理訓練。

iv. Carry out training based on the information about new faculty/staff members and faculty/staff members who have changed their job provided by the Human Resources Office and student information provided by the Office of Academic Affairs.

(5)提供校外訓練機構訓練訊息，供相關單位選派校內工作者參與訓練。

v. Provide information on external training institutions to relevant units, so that they may send KMU workers to participate in the training.

2.校內各單位：依據校內工作者調動及作業需要提供職業安全衛生訓練需求供職業安全衛生管理單位組編列訓練計劃辦理訓練。

(2) All KMU units: Propose the occupational safety and health training needs based on job transfers and work requirements of KMU workers, so that the Office of Environmental Protection, Occupational Safety and Health may incorporate them into the training plan and carry out training.

## (三)定義

### 3. Definitions

1.特定作業工作者：職業安全衛生法令中所特殊作業主管，指從事如有機溶劑、特定化學物質、粉塵、缺氧作業等場所作業管理之主管或人員；特

殊作業操作人員，指從事操作堆高機、乙炔熔接裝置與集合氣體設施、危險性機械設備操作、起重機吊掛作業、作業環境測定等教職員工及學生，須經由勞動部職業安全衛生署指定之訓練機構訓練合格取得訓練證照者或參加技術士考試取得證照者。

(1) **Specific operation workers:** Supervisors of special operations as specified in the Occupational Safety and Health Act, referring to supervisors and personnel involved in workplaces that deal with organic solvents, specific chemicals, dusts, and oxygen-deficient operations; operators of special operations refer to the faculty/staff members and students who are engaged in the operation of forklifts, oxy-acetylene welding equipment and multiple-element gas facilities, dangerous machinery and equipment, cranes, and workplace environmental monitoring. These faculty/staff and students must receive training from the training institutions designated by the Occupational Safety and Health Administration, Ministry of Labor, pass the exam, and obtain a training certificate, or obtain a license through the technician's examination.

2.各系所(科)特定作業工作者證照需求表（如附表 1 所示）：依據職業安全衛生法令之規定，至各系所(科)作業前須取得作業之證照，並於規定時間受訓與複訓。

(2) **List of specific operation workers' certification needs for various departments/institutes (programs) (see Table 1):** In accordance with the provisions of the Occupational Safety and Health Act, workers engaged in specific operations must obtain the required certificates before commencing work for various departments/institutes (programs), and must receive training and retraining in specified timeframe.

3.職務調動工作者訓練：本項職務異動係指變更其工作科別之工作者，於異動後其所面臨之危害特性產生變化時，其重新接受教育訓練。

(3) **Training for workers who have changed their job:** This job change refers to workers who have changed their department of work, resulting in a change in the hazard characteristics they are exposed to after the transfer, and hence must receive retraining.

4.環境保護暨職業安全衛生室自辦訓練：依據法令規定、內部需求、管理規章修訂或其他原因可由校內工作者或聘請校外人士於校內開辦之課程。

(4) **Self-sponsored training conducted by the Office of Environmental Protection, Occupational Safety and Health:** Courses may be provided by internal staff or by appointing external instructors in accordance with the law and regulations, internal needs, amendments to the management regulations, or other reasons.

#### **(四)計劃**

##### **4. Planning**

1.制定各單位特定作業工作者需求、規範各單位工作者應有之特定作業證照，確保其具有執行該單位職務之能力。

(1) **Formulate the specific operation workers' needs for various units, and stipulate the required specific operation certifications for the workers in each unit, to ensure they have the necessary capabilities to perform their duties.**

2.訓練計畫：

(2) **Training plan:**

各單位每年八月前提出職業安全衛生訓練需求，環境保護暨職業安全衛生室彙整各單位職業安全衛生訓練需求及職業安全衛生法之相關規定等，彙總成訓練計劃後，由校長核定，並據以辦理訓練。

Each unit shall submit their occupational safety and health training needs before August every year. The Office of Environmental Protection, Occupational Safety and Health shall compile the training needs of various units, as well as the relevant provisions in the Occupational Safety and Health Act, and consolidate them into the training plan. The plan shall then be approved by the President and implemented accordingly.

#### **(五)訓練之執行**

##### **5. Implementation of Training**

### 1.新進與變換工作之校內工作者

#### (1) New hires and KMU workers who have changed their job

新進校內工作者之安全衛生教育訓練之課程如下所示：

Occupational safety and health education and training courses for newly hired workers:

##### (1)作業安全衛生有關法規概要

#### i. Overview of occupational safety and health regulations

##### (2)職業安全衛生概念及安全衛生工作守則

#### ii. Occupational safety and health concepts, and safety and health work rules

##### (3)作業前、中、後之自動檢查

#### iii. Spontaneous inspection before, during, and after work operations

##### (4)標準作業程序

#### iv. Standard operating procedures

##### (5)緊急事故應變處理

#### v. Emergency response

##### (6)消防及急救常識暨演練

#### vi. Fire safety and first aid knowledge and practice

##### (7)其他與作業有關之安全衛生知識

#### vii. Other safety and health knowledge related to work operations

### 2.新進與變換工作之業務主管

#### (2) Newly hired supervisors and those who have changed their job

除伍(一)中之一般安全衛生教育訓練外，應依下列課程增加 6 小時之課程

The following additional 6-hour courses shall be taken apart from the general safety and health education and training mentioned in 5 (1).

##### (1)安全衛生管理與執行

#### i. Safety and health management and implementation

##### (2)自動檢查

#### ii. Spontaneous inspection

##### (3)改善工作方法

#### iii. Ways to improve work

##### (4)安全作業標準

#### iv. Safety operating standards

##### (5)其他

#### v. Other

### 3.特定作業校內工作者

#### (3) Internal workers involved in specific operations

##### (1)特定作業校內工作者訓練課程及時數，如附表 2 所示。

#### i. Training courses and hours for internal workers involved in specific operations are shown in Table

2.

##### (2)取得特定作業校內工作者訓練合格證照或技術士證照校內工作者；應依

特定作業校內工作者複訓課程表規定時間內參加複訓，如附表 3 所示。

#### ii. Internal workers who have obtained the certificate or technician license for specific operations shall participate in retraining within the timeframe specified in the KMU refresher training course schedule for specific operation workers, as shown in Table 3.

(3)環境保護暨職業安全衛生室定期將校外特定作業訓練機構之訓練課程及時間傳送各單位。工作者依附件參加特定作業校內工作者訓練登記表填寫報名。

#### iii. The Office of Environmental Protection, Occupational Safety and Health shall regularly send information about training courses and schedules offered by external specific operation training institutions to various units. Workers should fill out the appended Specific Operation Worker Training Registration Form to sign up for the training.

##### (4)非計劃性訓練特定作業校內工作者訓練，由各單位自行辦理非計畫性申

辦表，經由校長核定後送環境保護暨職業安全衛生室辦理。

iv. Various units may independently apply for organizing unscheduled specific operation training for internal workers, which shall be approved by the President and then sent to the Office of Environmental Protection, Occupational Safety and Health for implementation.

#### 4. 自辦訓練

##### (4) Self-sponsored training

(1) 依據法令規定；環境保護暨職業安全衛生室須辦理訓練如緊急事故處理小組訓練、消防訓練、管理規章制定修訂訓練等訓練課程時間附件自辦訓練課程表。

i. In accordance with the law and regulations, the Office of Environmental Protection, Occupational Safety and Health shall organize training courses such as emergency response team training, fire safety training, and training on formulation and revision of management regulations. The training course schedules shall be appended in the Self-sponsored Training Courses List.

(2) 安全衛生規章辦理訓練應說明訓練對象，接受訓練校內工作者應符合其作業需要。校內工作者(不含實驗室、試驗室、實習場所等)應接受一般行業安全衛生教育訓練。

ii. When organizing training on safety and health regulations, the target audience shall be specified. Internal workers who receive the training should be those who have such work requirements. Internal workers (excluding those in laboratories, test sites, and practicum sites) should receive general industrial safety and health education and training.

(3) 環境保護暨職業安全衛生室自辦訓練依訓練計畫實施訓練，於年度結束統計訓練實施達成率及課程參與率做為下年度規劃訓練參考。

iii. For self-sponsored training implemented by the Office of Environmental Protection, Occupational Safety and Health according to the training plan, statistics on the accomplishment rate of training implementation and course participation rate shall be compiled at the end of the year, which shall be used as reference for planning the next year's training.

5. 外訓及委訓部分，受訓教職校內工作者悉依訓練機構之有關規定，確實遵守。

(5) For external training and commissioned training, internal faculty/staff members of KMU who receive the training shall strictly observe the relevant regulations of the training institutions.

6. 經簽核同意辦理訓練校內工作者，無故未參加訓練者，環境保護暨職業安全衛生室應將其訓練相關資料送其主管，作為校內工作者列入考核參考。

(6) For internal workers who are approved to receive training but do not participate in the training, the Office of Environmental Protection, Occupational Safety and Health shall forward the relevant information to their supervisors, which shall be included in the internal workers' performance evaluation information as a reference.

#### 7. 教育訓練講師：

##### (7) Training lecturers:

(1) 外聘講師：自辦訓練依課程需要，於依「訓練申辦表」簽請呈報校長核准之。

i. External lecturers: For the needs of self-sponsored training courses, an application shall be submitted to the President for approval by filling out the "Training Application Form".

(2) 內部講師：本校具有職業安全衛生管理員及管理師資格之教職員工，依課程需要及配合專長，簽請呈報校長核准之。

ii. Internal lecturers: Faculty/staff members of KMU who possess the qualifications of Occupational Safety and Health Manager or Management Specialist may serve as internal lecturers based on course requirements and their areas of expertise with the approval of the President.

#### (六) 評鑑 (Check)

##### 6. Evaluation (Check)

評估訓練的有效性，確保校內工作者達到目標：

Evaluate the effectiveness of training to make sure internal workers can achieve the intended

objective:

1. 特定作業校內工作者結訓證書或證照影印留存環境保護暨職業安全衛生室及校內工作者個人存檔。

(1) For internal workers engaged in specific operations, a photocopy of the certificate of completion of training or the license shall be kept at the Office of Environmental Protection, Occupational Safety and Health, as well as in the workers' personal files.

2. 自辦訓練依訓練管理程序辦理評鑑。依性質內容由講師決定是否需要考核，考核方式分為筆試、口試與實作，講師若決定需要考核，則可選擇一項或數項實施。

(2) For self-sponsored training, evaluation shall be done in accordance with the training management procedures. The lecturers shall determine whether assessment is needed depending on the training nature and content. Assessment methods can be written test, oral test, and practical demonstration; one or more of these methods may be used if the lecturers decide that assessment is required.

(七)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，修正時亦同。

**7. This Program shall be reviewed and passed by the Environmental Protection, Occupational Safety and Health Committee and then implemented on the date of promulgation and shall apply to subsequent amendments.**

附表 1 各實驗(習)場所特定證照訓練需求表

**Table 1 List of Specific Certification and Training Needs for Various Laboratories (Practicum Sites)**

系所 Department/Institute	職 稱 Job Title	第一種壓力容器操作 Operations of Class 1 pressure vessels	高壓氣體特定設備操作 Operations of specific equipment for high-pressure gas	高壓氣體容器操作 Operations of high-pressure gas vessels	固定式起重機操作 Fixed crane operations	堆高機操作 Forklift operations	乙炔熔接作業操作 Oxy-acetylene welding operations	缺氧作業 Oxygen-deficient operations	特定化學物質作業主管 Supervisors of specific chemical operations	高壓氣體作業主管 Supervisors of high-pressure gas operations	有機溶劑作業主管 Supervisors of organic solvent operations	粉塵作業主管 Supervisors of dust operations
化學系 Department of Chemistry	有機實驗室負責人 Organic Lab Coordinator								◎			



附表 2 特定作業校內工作者之安全衛生教育訓練課程表

**Table 2 Safety and Health Education and Training Schedule for Internal Workers Engaged in Specific Operations**

類別 Type	作業名稱 Operation	課程概要 Course Outline	上課時數 hr Class Hours	備註 Remarks
	特定化學作業主管 Supervisors of operations involving specific chemicals	特定化學物質作業勞工安全衛生相關法規、特定化學物質危害預防標準、特定化學物質之主要用途及毒性、特定化學物質之漏洩預防及作業環境改善與安全衛生防護具、特定化學物質之測定、特定化學物質作業危害及急救、通風換氣裝置及其維護 Regulations related to labor safety and health for operations involving specific chemical substances, standards for the prevention of hazards of specific chemical substances, main uses and toxicity of specific chemical substances, leakage prevention of specific chemical substances and the improvement of work environment, safety and health protective equipment, detection of specific chemical substances, operational hazards of and first aid for specific chemical substances, installation and maintenance of ventilation systems	18	
	職業安全衛生管理人員訓練 Training for occupational safety and health management personnel	一、勞工安全衛生相關法規 二、勞工安全衛生計畫及管理 三、專業課程 1. Labor safety and health-related law and regulations 2. Labor safety and health plan and management 3. Professional courses	107	
	防火管理人員訓練 Training for fire prevention management personnel	消防常識及火災預防、消防設施維護管理及操作要領、自衛消防編組、消防防護計劃 Fire safety knowledge and fire prevention, essentials of the maintenance, management and operation of firefighting equipment,	16	

類別 Type	作業名稱 Operation	課程概要 Course Outline	上課時數 hr Class Hours	備註 Remarks
		Self-defense firefighting organization, fire protection plan		
	職業災害急救人員訓練 First aider training for occupational accidents	急救概論（含原則、實施緊急裝置、人體構造介紹）、敷料與繃帶（含實習）、中毒窒息緊急甦醒術（含實習）、創傷及止血（含示範）、休克、燒傷及燙傷（等） Introduction to first aid (including the principles, using emergency equipment, introduction to human anatomy), bandages and dressings (including practice), CPR for poisoning and asphyxiation emergencies (including practice), trauma and bleeding control (including practice), shock, burns and scalds, etc.	18	
	第一種壓力容器操作人員訓練 Class 1 pressure vessel operator training	壓力容器相關法規、壓力容器種類及構造、壓力容器附屬裝置及附屬品、壓力容器安全裝置及其使用、危害物與化學反應相關知識（等） Pressure vessels-related law and regulations, types and structure of pressure vessels, ancillary devices and accessories of pressure vessels, pressure vessel safety equipment and its usage, hazards and chemical reactions-related knowledge, etc.	35	

### 附表 3 特定作業校內工作者複訓時數

**Table 3      Refresher Training Hours for Internal Workers Engaged in Specific Operations**

雇主對擔任下列工作之勞工，應依其工作性質施以安全衛生教育訓練：

Employers shall provide safety and health education and training to workers undertaking the following work according to the nature of their work:

一、職業安全衛生業務主管之安全衛生教育訓練。

1. Safety and health education and training for supervisors of occupational safety and health work

二、職業安全衛生管理人員之安全衛生教育訓練。

2. Safety and health education and training for occupational safety and health management personnel

三、勞工作業環境監測人員之安全衛生教育訓練。

3. Safety and health education and training for labor workplace environment monitoring personnel

四、有害作業主管之安全衛生教育訓練。

4. Safety and health education and training for supervisors of hazardous work

五、特殊作業人員之安全衛生教育訓練。

5. Safety and health education and training for workers involved in special operations

六、勞工健康服務護理人員之安全衛生教育訓練。

6. Safety and health education and training for nursing staff involved in labor health services

七、急救人員之安全衛生教育訓練。

7. Safety and health education and training for first aiders

八、一般安全衛生教育訓練。

8. General safety and health education and training

九、前十款之安全衛生在職教育訓練。

9. On-the-job safety and health education and training mentioned in the preceding 10 subparagraphs

十、其他經中央主管機關指定之安全衛生教育訓練。

10. Other safety and health education and training specified by the central competent authority

無一定雇主或自營作業之勞工，亦應接受前項第十一款、十二款規定人員之一般安全

衛生在職教育訓練。

Workers without a specific employer or who are self-employed shall also receive general on-the-job safety and health education and training for personnel specified in Subparagraphs 11 and 12.

第一項第一款及第二款人員之安全衛生在職教育訓練，每二年至少六小時；

The on-the-job safety and health education and training for personnel specified in Paragraph 1, Subparagraphs 1 and 2 shall be at least 6 hours every 2 years;

第三款至第五款人員之安全衛生在職教育訓練，每三年至少六小時；

the on-the-job safety and health education and training for personnel specified in Subparagraphs 3 through 5 shall be at least 6 hours every 3 years;

第六款至第十二款人員之安全衛生在職教育訓練，每三年至少三小時。

the on-the-job safety and health education and training for personnel specified in Subparagraphs 6 through 12 shall be at least 3 hours every 3 years.

附表 4 訓練申辦表

**Table 4 Training Application Form**

申請日期：Date:

單位 Unit			姓名 Name		
職稱 Job Title					
上課日期 Course date		上課時間 Course time		地點 Location	
性質 上課緣由 Nature/ Reason for the course	<input type="checkbox"/> 證照類 For licensing <input type="checkbox"/> 系所專業需求 Professional requirement of the department <input type="checkbox"/> 其他 Other _____ 說明：Please specify:				
課程名稱 Name of course					
課程內容 Course content	(若主辦單位有課程表時，請附上) (Please attach the curriculum from the organizer, if available.)				
課程費用：新台幣 _____ 元 Cost of the course: NTD _____			申請費用：新台幣 _____ 元 自 費：新台幣 _____ 元 合 計：新台幣 _____ 元 Cost applied: NTD _____ Self-funded: NTD _____ Total: NTD _____		

備註： Notes:		
1. 課程性質：Nature of the course: (1) 課程性質如為證照類，請註明該證照應用或為延續已應用證照之資格等理由。If the course is for licensing purpose, please specify the reason such as qualification for the license or for extending the license. (2) 課程性質如為專業類，請註明該課程對專業應用或工作上之影響理由。If the course is a professional requirement, please specify the reason such as the course's influence on professional application and on work. (3) 課程性質如為新知或未來可能之業務應用，請註明其理由。If the course is for new knowledge or possible application to work in the future, please specify the reason.		
2. 本申請表請於參加教育訓練前提出，本單影本暨心得報告併於憑證黏存單報支費用。This application form shall be submitted prior to participating in the training; photocopy of this form and a reflection report shall be attached to the Expense Reimbursement Form for claiming the training expenses.		
3. 如為上班時間內之系列課程(至少 2 次以上)，請向訓練單位申請出勤狀況證明。For serial training courses (with 2 or more sessions) conducted during the office hours, please request a proof of attendance from the training provider.		
申請單位 Applying unit	會簽單位 Countersigning unit	核准 Approval
申請人 Applicant	環境保護暨職業安全衛生室 Office of Environmental Protection, Occupational Safety and Health	
單位主管 Head of unit	人力資源室 Human Resources Office	