

高雄醫學大學工作場所母性健康保護計畫

Kaohsiung Medical University

Workplace Maternal Health Protection Program

108.04.15 107 學年度環保暨職業安全衛生委員會議通過

111.01.07 110 學年度第 2 次環境保護暨職業安全衛生委員會議通過

April 15, 2019 Passed by the Environmental Protection, Occupational Safety and Health Committee meeting
in Academic Year 2018-2019

January 7, 2022 Passed by the 2nd Environmental Protection, Occupational Safety and Health Committee meeting in
Academic Year 2021-2022

壹、法源依據

Article 1 Legal Basis

一、職業安全衛生法第 30、31 條

1. Articles 30 and 31 of the Occupational Safety and Health Act

二、女性勞工母性保護實施辦法第 3 條至第 5 條

2. Articles 3 through 5 of the Maternity Protection Enforcement Rules for Female Laborers

貳、目的

Article 2 Purpose

本校為優化工作場所母性健康保護，預防生殖性危害並符合相關法令，以確保懷孕、產後、
哺乳中女性員工之身心健康，特訂定此母性健康保護計畫。

Kaohsiung Medical University (KMU) formulates the KMU Workplace Maternal Health Protection
Program to improve maternal health protection at the workplace, prevent reproductive hazards,
and comply with the relevant law and regulations, so as to ensure physical and mental health of
female workers who are pregnant, in the postpartum, and breastfeeding.

參、適用對象

Article 3 Applicability

本校全體教職員工女性工作者懷孕、分娩後 1 年內或哺乳者均屬之。

All female faculty and staff members of KMU who are pregnant, within 1 year after giving birth, or
breastfeeding.

肆、權責單位

Article 4 Responsible Units

一、環境保護暨安全衛生室

1. Office of Environmental Protection, Occupational Safety and Health

(一) 職業衛生護理師 (以下簡稱職護)

Occupational Health Nurse (OHN)

(1) 母性健康保護計畫之規劃、宣導、推動與執行。

(1) Planning, propaganda, facilitation, and execution of the Maternal Health Protection
Program.

(2) 依保護計畫協助風險評估。

(2) Assist in risk assessment based on the protection program.

(3) 依評估結果，協助健康保護措施之執行。

(3) Help execute the health protection measures in accordance with the assessment result.

(4) 依計畫時程檢視執行現況，確認執行成效。

(4) Review the implementation status and confirm effectiveness in accordance with the program timeline.

(二) 臨場健康服務醫師

On-site Health Service Physician

(1) 參與並協助計畫之規劃、推動與執行。

(1) Partake and assist in the planning, facilitation, and execution of the program.

(2) 依保護計畫時程檢視並進行風險評估，包括生殖危害之工作危害評估、個別危害評估、危害控制及分級管理措施。

(2) Review and perform risk assessment in accordance with the protection program, including work hazard assessment of reproductive hazard, individual hazard assessment, hazard control, and classified management measures.

(3) 依風險評估結果，提出書面告知風險、健康指導、教育訓練及工作調整或更換等健康保護措施之適性評估與建議。

(3) Propose suitability assessment and recommendation for health protection measures with written disclosure of risks, health coach, education and training, and work adjustment or change.

(4) 協助檢視計畫執行現況，協助確認計畫執行成效。

(4) Help review the program's implementation status and help confirm the effectiveness of program implementation.

(三) 職業安全管理師（以下簡稱職安）

Occupation Safety Management Specialist (OSMS)

(1) 參與並協助母性健康保護計畫之規劃、推動與執行。

(1) Partake and assist in the planning, facilitation, and execution of the Maternal Health Protection Program.

(2) 依作業場所危害估評及母性健康保護採行措施表（附表一）進行工作場所之危害評估。

(2) Conduct the workplace hazard assessment in accordance with the Workplace Hazard Assessment and List of Adopted Measures for Maternal Health Protection (Table 1)

(3) 依風險評估結果，協助計畫工作調整、更換，以及作業現場改善措施之執行。

(3) Help plan the work adjustment or change and the implementation of workplace improvement measures in accordance with the risk assessment result.

二、各單位主管

2. Head of Units

(一) 參與並協助宣導母性健康保護計畫之規劃、推動與執行。

Partake and assist in the planning, facilitation, and execution of promoting the Maternal Health Protection Program.

(二) 協助保護計畫之工作危害評估。

Assist in the work hazard assessment for the protection program.

(三) 配合計畫之工作調整、更換。

Coordinate the work adjustment and change for the program.

(四) 配合保護計畫女性工作者之工作時間管理與調整。

Coordinate the female workers' work time management and adjustment under the protection program.

三、人力資源室

3. Human Resources Office

- (一) 參與並協助母性健康保護計畫之規劃、推動與執行。

Partake and assist in the planning, facilitation, and execution of the Maternal Health Protection Program.

- (二) 協助懷孕後女性工作者之健康危害評估及工作適性安排建議後調整、更換。

Assist in the health hazard assessment for female workers after pregnancy and the work adjustment and change after the suggestions for job suitability arrangement.

- (三) 每月 5 日提供職護校內懷孕或產假別人員之名冊（資料包含：姓名、單位、職號、聯絡電話及電子郵件）以及懷孕或產假人員之出勤記錄。

Provide the name list of KMU staff who are pregnant or on maternity leave to the OHN on the 5th day each month (Information should include: Name, Office/Department, Staff No., Contact No., and email address), and the attendance records of the pregnant staff or those on maternity leave.

四、母性工作者

4. Mother Workers

- (一) 主動提出需求，並配合計畫之執行及參與。

Speak out their needs proactively, and facilitate the execution of and participation in the program.

- (二) 配合計畫之工作危害評估。

Facilitate the work hazard assessment of the program.

- (三) 配合計畫之工作調整與作業現場改善措施。

Coordinate the work adjustment of the program and the improvement measures at the workplace.

- (四) 保護計畫執行中之作業變更或健康狀況變化，應告知職護，以調整計畫執行。

The OHN shall be informed of the work change or any change in the health condition during the execution of the protection program, so that the program execution can be adjusted accordingly.

伍、母性勞工健康保護計畫執行流程及管理步驟說明流程依序（圖一）如下：

Article 5 The Maternal Health Protection Program Execution Procedures and Step-by-step Management Procedures (Figure 1) are as follows:

一、需求評估

1. Needs Assessment

單位主管(或本人)向職護提出需求或依人事室每月提供職護之名單即啟動計診。

The protection program starts upon the request of the head of the unit (or the applicant) to the OHN or in accordance with the name list provided monthly by the OHN to the Human Resources Office.

二、風險評估

2. Risk Assessment

職護依據名單會同職安訪視評估適用之對象，完成作業場所危害估評及母性健康保護採行措施表(附表一)，及妊娠及分娩後未滿一年之勞工健康情形自我評估表(附表二)，並參考“具有生殖毒性、生殖細胞致突變性物質”(附錄一)進行工作場所危害之風險評估。

The OHN shall visit and evaluate the eligible subject of protection together with the OSMS, complete the Workplace Hazard Assessment and List of Adopted Measures for Maternal Health Protection (Table 1), as well as the Self Evaluation of Worker Health Condition Within 1 Year After Pregnancy or Childbirth (Table 2), and make reference to the “Substances with Reproductive Toxicity and Germ Cell Mutagenicity” (Appendix 1) to perform workplace hazard risk assessment.

三、危害控制

3. Hazard Control

- (一) 當有已知的危險因子存在時，職安需進行危害控制，以及作業現場改善措施；單位主管協助將女性工作者之工作時間、內容調整或更換，以減少或移除危險因子。

When the presence of a risk factor becomes known, the OSMS shall instate hazard control and workplace improvement measures; the head of the unit shall assist to adjust or change the female worker's work hours and/or content to reduce or remove the risk factor.

- (二) 臨場健康服務醫師依據女性工作者健康風險評估之結果及參考母性健康保護危害風險分級參考表（附表三）與女性工作者進行面談訪視，填具妊娠及分娩後未滿 1 年勞工之工作適性安排建議表（附表四）。

The On-site Health Service Physician shall conduct face-to-face interview with the female worker and complete the Job Suitability Arrangement Recommendation Form for Workers Within 1 Year of Pregnancy or Childbirth (Table 4) in accordance with the result of the female worker's health risk assessment and by reference to the Risk Classification of Maternal Health Protection Hazards (Table 3).

四、風險溝通

4. Risk Communication

- (一) 完成風險評估後，無論是否有危害，應告知本人及單位主管評估結果及管理計畫，並由醫護人員執行諮詢衛教、健康指導及健康保護措施；若計畫執行中員工有健康狀況變化，應主動告知臨場健康服務醫師及職護，以利修正或更改執行內容。

After completing the risk assessment, the applicant and the head of the unit shall be informed of the assessment result and the management plan, whether hazard is found or not, and the nursing staff shall carry out consultative health education, health coach, and health protection measures. If the employee's health condition changes during the execution of the program, he/she shall take the initiative to inform the On-site Health Service Physician and OHN so as to facilitate correction or modification of the execution content.

- (二) 不要將員工標籤化：給予情緒支持，彈性工作安排、減少工作壓力並增加工作中休息時間。

Do not label the employee: Give emotional support, flexible work arrangement, reduce stress, and increase break time during work.

- (三) 依孕產婦健康問題報告仍有需要工作調整時，依序採取工作調整計劃。

Work adjustment plan shall be adopted accordingly when work adjustment is required based on the maternal health problem report.

五、工作適性調整

5. Job Suitability Adjustment

經危害控制後仍存在危害風險或孕產婦主動報告健康問題並提出工作調整申請時依序處理：

When a hazard risk still exists after hazard control or the maternal worker initiatively reports a health problem and requests work adjustment, it should be dealt with accordingly:

- (一) 對於工作調整，應尊重員工意願。

Respect the employee's desire when making a work adjustment.

- (二) 在進行工作適性調整時，需與臨場健康服務醫師、職業衛生護理師、人力資源室及該單位主管等面談諮商，並將溝通過程及決議告知員工。

Consult the On-site Health Service Physician, Occupational Health Nurse, Human Resources Office, and the head of the unit face to face when making a job suitability adjustment, and inform the employee of the communication process and decision.

陸、績效評估與檢討

Article 6 Effectiveness Evaluation and Review

(一) 職護每年填具計畫記錄 (附表五) 及相關文件至少保存三年，並保障個人隱私。

The OHN shall complete the annual program records (Table 5) and keep the relevant documents for at least 3 years, and personal privacy shall be protected.

(二) 本計畫之執行情形定期進行檢討與改善。

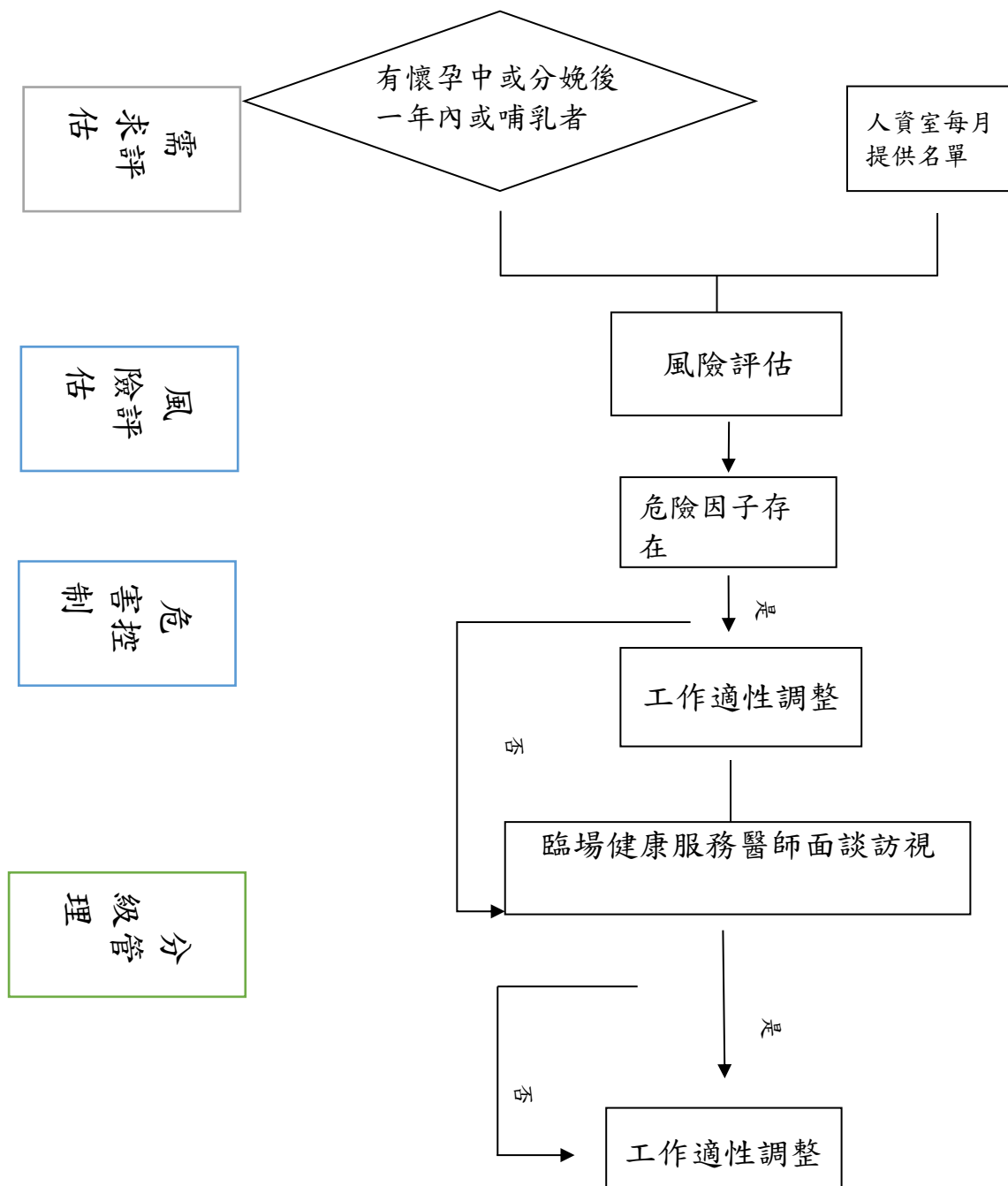
The implementation status of the program shall be regularly reviewed and improved.

柒、本計畫經環境保護暨職業安全衛生委員會會議通過，並經校長核定後實施，修正時亦同。

Article 7 This Program shall be passed by the Environmental Protection, Occupational Safety and Health Committee meeting, approved by the President and then implemented, and shall apply to subsequent amendments.

圖一、母性健康保護推動計畫執行流程及管理步驟之流程圖

Figure 1 Maternal Health Protection Program Execution Procedures and Step-by-step Management Procedures



健康
指導

定期追蹤管理與評估

結案

需求評估 Needs Assessment

風險評估 Risk Assessment

危害控制 Hazard Control

分級管理 Classified Management

健康指導 Health Coach

有懷孕中或分娩後一年內或哺乳者

Employee in pregnancy or within 1 year after childbirth or breastfeeding

人資室每月提供名單 Human Resources Office provides a name list each month

風險評估 Risk assessment

危險因子存在 Risk factor exists

是 Yes

否 No

工作適性調整 Job suitability adjustment

臨場健康服務醫師面談訪視

On-site Health Service Physician's visit and face-to-face interview

是 Yes

否 No

工作適性調整 Job suitability adjustment

定期追蹤管理與評估 Regular follow-up management and evaluation

結案 Close file