

**高雄醫學大學承攬商安全衛生管理計畫**  
**Kaohsiung Medical University**  
**Contractor Safety and Health Management Plan**  
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110 年 01 月 26 日 109 學年度第 2 次環保暨職業安全衛生委員會會議通過

議審議

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

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一、法源依據：

Article 1 Legal basis:

依據職業安全衛生法第 25 至 28 條及環保相關法規規定，訂定本校承攬商安全衛生管理要點(以下簡稱本計畫)。

Kaohsiung Medical University (KMU) formulates the KMU Contractor Safety and Health Management Plan ("this Plan") in accordance with Articles 25 through 28 of the Occupational Safety and Health Act and other environmental protection-related law and regulations.

二、目的：

Article 2 Purpose:

為確保本校教職員工生與承攬商施工人員之安全衛生，有效防止意外事故及環境污染發生，做為承攬商有關職業安全衛生事項之權利與義務管理之依據。

This Plan serves as the basis for managing contractors' rights and responsibilities pertaining to occupational safety and health, in order to ensure safety and health of KMU faculty and staff and the contractor's workers, and effectively prevent accidents and environmental pollution.

三、範圍：

Article 3 Scope:

本計畫適用下列進入本校校區作業之承攬商：

This Plan is applicable to the following contractors who carry out contracted works in the KMU campus:

(一)切割等動火作業及產生火花之砂輪研磨等作業。

1. Hot work such as cutting and grinding operations that generate sparks.

(二)機電、營繕工程。

2. Electrical and mechanical, construction and repair works.

(三)管線裝配作業。

3. Pipeline assembly works.

(四)密閉空間、吊掛、高架、停/復電及高空作業。

4. Works that involve confined spaces, hoisting, elevated works, power shutdown/restoration, and high-altitude operations.

(五)危險性設備維護及保養，包括鍋爐、第一種壓力容器、高壓鋼瓶等。

5. Maintenance and servicing of dangerous equipment, including boilers, Class 1 pressure vessels, and high-pressure cylinders, etc.

(六)除銹油漆作業。

6. Anti-rust painting work.

(七)危害性化學品及毒性化學物質採購使用。

7. Procurement and use of hazardous chemicals and toxic chemical substances.

(八)廢棄物、美食餐飲、保全與清潔勞務作業。

8. Waste handling, catering, security guard, and cleaning services.

(九)其它經中央主管機關規定之危險性或有害性工作。

9. Other hazardous or harmful works specified by the central competent authority.

四、相關單位之執掌如下：

Article 4 Duties of the relevant units are as follows:

(一)使用單位：負責請購案作業範圍內單位原屬之財物保管與收藏，協同督導單位督促承攬商做好環保及職業安全相關工作。

1. User unit: Responsible for the safekeeping and custody of property that originally belongs to the unit within the scope of the procurement case; assist the supervising unit to make sure contractors properly carry out the environmental protection and occupational safety-related work.

(二)採購單位：負責各工程、財務及勞務採購案之發包及合約簽定相關工作。

2. Procurement unit: Responsible for the outsourcing and contract signing-related work for various engineering, financial, and service procurement projects.

(三)督導單位：負責各採購案之現場監督及責成承攬商確實依工程、財務及勞務合約做好環保及職業安全相關事宜。工程採購督導單位為監造單位(委外監造為顧問公司或建築師事務所；無委外監造為採購單位)、財務及勞務採購督導單位為使用單位。

3. Supervising unit: Responsible for on-site supervision of procurement projects and ensuring that contractors comply with environmental protection and occupational safety requirements according to the engineering, financial, and service contracts. The work supervision unit is the supervising unit for engineering procurement (i.e., the consultant company or an architectural firm in case of outsourced supervision; the procurement unit in case of non-outsourced supervision). The user unit is the supervising unit for financial and service procurement.

(四)環保暨安全衛生室(以下簡稱環安室)：負責督導各項採購案之環保及職業安全相關措施，並提供採購單位環保及職業安全相關規定之諮詢。

4. Office of Environmental Protection, Occupational Safety and Health (EHS): Responsible for overseeing environmental protection and occupational safety measures for various procurement projects and providing the procurement unit with consultation on environmental

protection and occupational safety regulations.

#### 五、本校承辦單位應辦下列事項

Article 5 The coordinating unit of KMU shall take care of the following:

- (一)本校採購單位簽訂工程、財務及勞務合約時，應將本計畫及相關規定明確告知承攬商並列入合約內容遵守之，管理方式參閱本校承攬商安全衛生管理作業流程(附件 1)。
  1. The procurement unit of KMU shall clearly inform the contractor of this Plan and related regulations when signing an engineering, financial, or service contract, and shall include them in the contract terms. Please refer to the KMU Operational Procedures for Contractor Safety and Health Management (Appendix 1) for the management method.
- (二)本校採購單位簽定合約書時，應要求承攬商附上本校「高雄醫學大學承攬商作業安全衛生承諾書」(附件 2)及「高雄醫學大學承攬作業之列管人員名冊」(附件 3)。
  2. The contractor shall be required to submit the KMU Contractor's Letter of Undertaking for Work Safety and Health (Appendix 2) and the KMU List of Managed Personnel for Contractor Operations (Appendix 3) when the procurement unit signs a contract.
- (三)本校使用/督導單位應於開工前會同環安室，應以「高雄醫學大學共同作業協議組織協調會議記錄」(附件 4)書面告知承攬商有關本校作業環保及職業安全衛生應注意事項及採取之措施，並簽署「高雄醫學大學委託承攬作業危害告知事項」(附件 5)與「高雄醫學大學施工配合同意書」(如附件 6)所示。
  3. Before the commencement of work, the user/supervising unit of KMU shall, together with EHS, inform the contractor of the KMU environmental protection and occupational safety and health precautions and measures adopted by using the KMU Organizing Coordination Meeting Minutes for Collaborative Work Agreement (Appendix 4). The contractor shall also sign the KMU Contractor Work Hazards Notification (Appendix 5) and the KMU Consent Letter for Work Implementation (as shown in Appendix 6).
- (四)本校與承攬商、再承攬商分別僱用勞工共同作業時，該共同作業之場所須設置安全協議組織，其成員為承攬商之負責人、環安衛相關人員及本校業務相關單位之人員共同組成；並應指派一人擔任該工作場所之負責人，以負責該作業進行中之指揮、協調、巡視等相關事宜。
  4. When KMU, contractors and subcontractors individually hire laborers to work together, a safety consultative organization shall be established at the joint work site, with the contractor's responsible person, environmental protection and safety and health personnel, and KMU personnel in related business units being members. A person shall be appointed as the work site director to be responsible for the command, coordination, inspection, and other related matters of the operation.
- (五)承攬作業需要實施密閉空間、吊掛、高架、動火、停/復電及高空作業等危險作業時，本校使用/督導單位應告知承攬商於作業前，填寫「高雄醫學大學承攬商危險作業申請單」(附件 7)，向使用/督導單位申請同意後始能進行作業。但遇突發或其他特殊緊急狀況時，危險作業申請單得於作業後再行補填。

5. When the contracted work involves hazardous operations such as confined spaces, hoisting, elevated work, hot work, power shutdown/restoration, or high-altitude work, the user/supervising unit of KMU shall require the contractor to complete the KMU Contractor Hazardous Work Application Form (Appendix 7) before work commencement, asking permission from the user/supervising unit before proceeding. In case of unexpected circumstances or other special emergencies, the hazardous work application form can be completed after the work has been carried out.

(六)本校環安室於承攬商作業期間，不定時稽核及糾舉承攬商不安全事項，必要時填寫「承攬商違反環保及職業安全衛生規定糾舉單」(附件 8)，請承攬商於改善期限內回覆。

6. During the period of the contractor's work, EHS of KMU shall carry out inspections from time to time and report any unsafe practices of the contractor. The Office shall fill out the Contractor Violation of Environmental Protection and Occupational Safety and Health Regulations Report (Appendix 8) when necessary and request the contractor to respond with corrective actions within the specified deadline.

(七)承攬商於作業期間有影響校內道路交通安全之虞者，使用/督導單位應於承攬商作業前，若需交通管制則須向本校警隊申請；若需使用停車空間則須向車管會申請，申請通過後，由使用/督導單位周知校內各單位道路交通管制時間及地點，並要求承攬商負責作業期間交通管制。

7. If the contractor's work may affect road traffic safety on campus during the work period, the user/supervising unit shall apply to the campus police when traffic control is needed, or apply to the Vehicle Controller Committee if parking space is needed before commencement of the contracted work. Once approved, the user/supervising unit shall inform all relevant campus units of the traffic control times and locations, and require the contractor to take charge of traffic control during the work period.

六、承攬商承攬本校各項業務時，就其承攬部份負職業安全衛生法所定雇主之責任。承攬商以其承攬之全部或部分交由另一承攬商承攬時，承攬商應告知再承攬商遵守本要點之各項規定。

Article 6 When contractors undertake various tasks for KMU, they shall bear the employer's obligations as stipulated by the Occupational Safety and Health Act for the part of their contracted work. If a contractor subcontracts all or part of the work to another subcontractor, the contractor shall inform the subcontractor of all provisions of this Plan and require the subcontractor to comply with them.

(一)承攬商於承攬業務時所處工作環境，須於作業前洽本校委託承攬單位俾便告知。

1. Concerning the work environment a contractor would work in when contracting a project, the commissioning unit of KMU shall be contacted before commencing operations so that necessary notifications can be given.

(二)承攬商應依職業安全衛生法採取必要之防護措施，提供所屬人員必要之防護設備及器

材，以維護人員之施工安全。承攬商應要求所屬施工人員嚴格遵行安全作業規定，如因預防措施不足或所屬施工人員失誤，所引起之一切損失、人員傷害及觸犯法令之刑責問題等，概由承攬商負其完全責任。若損及本校或其他第三者之財物時，承攬商應負責賠償。

2. Contractors shall adopt necessary protective measures in accordance with the Occupational Safety and Health Act, and provide their personnel with necessary protective equipment and devices to ensure their work safety. Contractors shall require their workers to strictly abide by the regulations of safety operation. Any losses, personal injuries, or violations of the law and related legal liabilities arising from insufficient preventive measures or their workers' mistakes are the full responsibility of the contractor. If the property of KMU or any third party is damaged, the contractor shall be responsible for compensation.

(三)承攬商需為所僱勞工投保勞工保險(含臨時工)，如僱用勞工發生職業傷亡，應擔負雇主應負之職業災害補償責任，不推諉卸責，不得以任何理由要求本校負責賠償或補償責任。如有毀損本校設施或使本校教職員工生來賓等傷亡時，應負一切法律及賠償責任。

3. Contractors shall provide labor insurance for their employed workers (including temporary workers). In case of occupational injury or death of an employed worker, the contractor shall take the employer's responsibility for occupational accident compensation, and shall not shirk its responsibility or request KMU to bear any compensation or liability for any reason. If the contractor causes damage to the KMU facilities or injury or death to KMU's faculty, staff, students, or visitors, the contractor is fully responsible for all legal and compensation liabilities.

(四)作業期間承攬商應確實遵守空氣污染防治法、水污染防治法、廢棄物清理法、噪音管制法及其他相關環保法令；如有違反規定，承攬商應負完全責任，並依據相關法令處分。

4. Contractors shall abide by the Air Pollution Control Act, Water Pollution Control Act, Waste Disposal Act, Noise Control Act, and other environmental protection-related law and regulations during the operations. In case of violation, the contractor shall take full responsibility and be subject to penalty in accordance with the relevant law and regulations.

(五)承攬商應遵守職業安全衛生相關規定，落實各項施工安全管理，不符本校工作安全相關規定而被提報各項施工安全改善需求，各承攬商應確實改善完成；如有違反規定，承攬商應負完全責任，並依據相關法令處分。

5. Contractors shall comply with occupational safety and health-related regulations, implement various work safety management measures, address various improvement requirements in case of reported non-compliance with KMU's work safety regulations and make sure improvement is accomplished in essence. In case of violation, the contractor shall take full responsibility and be subject to penalty in accordance with the relevant law and regulations.

(六)作業期間承攬商安全衛生管理人員應至工地巡查，督導工地安全，且與本校環安室及

使用/督導單位保持密切連繫。

6. Contractors' safety and health management personnel shall inspect the work site, supervise work site safety, and maintain close contact with the EHS of KMU and the user/supervising units during the operations.

(七)本校環安人員、使用/督導單位人員及其他相關單位人員對於承攬商之安全衛生負有指導、協調、糾正之權責，承攬商不得拒絕。

7. KMU's environmental protection and safety personnel, the user/supervising unit's staff, and other relevant units' staff have the authority and duty to guide, coordinate, and correct the safety and health practices of contractors, and contractors shall not refuse to comply.

七、作業期間於本校校區內發生災害，承攬商應立即通報本校行政大樓一樓值班室及環安室。若發生下列職業傷害事故之1時，須於事發2小時內通報本校環安室與填寫「高雄醫學大學承攬商人員意外傷害事故報告表」(附件9)，並須於8小時內向轄區勞動檢查機構通報。並應接受調查及出席事故檢討會議。

**Article 7** If a disaster occurs within the KMU campus during the operations, the contractor shall report it immediately to the Duty Room on the first floor of the Administrative Building and the EHS. In the event of any of the following occupational injuries, the contractor shall notify the EHS within 2 hours of the incident and complete the KMU Contractor Personnel Accident Report Form (Appendix 9). In addition, the contractor shall also report to the local labor inspection agency within 8 hours, accept investigation, and attend the accident review meeting.

(一)發生人員死亡事故者。

1. Death of the personnel due to an accident.

(二)發生災害之罹災人數在三人以上者。

2. A disaster with 3 victims or more.

(三)發生災害之罹災人數在一人以上，且需住院治療。

3. A disaster with 1 victim or more, who needs to be hospitalized for treatment.

(四)其他經中央主管機關指定公告之災害者。

4. Other disasters specified and announced by the central competent authority.

以上發生之事故現場除非必要急救、搶救外，非經司法機關或勞動檢查機關許可，不得移動或破壞現場。

Unless there is a need for emergency rescue or first aid on the spot of the accident, nothing in the accident scene shall be moved or disturbed without permission from the judicial authority or labor inspection agency.

八、如發現承攬商僱用勞工於工作場所，有下列違反環保及職業安全規定事實時，第1次由本校環安室開出違規糾舉單，要求承攬商立即改善，第2次得提報主管機關進行處理。

**Article 8** If it is found that the contractor employs workers at the work site in violation of the environmental protection and occupational safety regulations, the EHS of KMU shall issue a violation notice for the first offense, requiring the contractor to make corrections immediately. For the second offense, the case will be reported to the competent authority for further action.

(一)動火作業時抽菸者。

1. Smoking when doing hot work.

(二)未戴安全帽並扣好帽帶者。

2. Failure to wear a safety helmet and secure the chin strap.

(三)高架及吊籠作業未使用安全帶或其他安全措施者。

3. Failure to use a safety harness or other safety measures when doing elevated work and suspended work.

(四)從事危險性化學品或毒化物作業未依規定配帶適當安全防護器具者。

4. Failure to wear appropriate safety protective equipment as required when engaged in work that involves hazardous chemicals or toxic substances.

(五)使用中之乙炔瓶橫置或其上方高架動火時,未加不燃性錐形護帽者。

5. Failure to place an acetylene cylinder upright when in use, or failure to use a non-combustible conical protective cap when performing hot work over the cylinder.

(六)電焊機接地線未按規定搭接或電焊機未加裝自動電擊防止裝置者。

6. Failure to properly connect the grounding wire of a welding machine as required or failure to install an automatic electric shock prevention device onto the welding machine.

(七)動火作業未派火種管理員或防爆區內動火未配置防火毯者。

7. Failure to assign a fire watcher for hot work operations or failure to provide a fire blanket when performing hot work in an explosion-proof area.

(八)乙炔鋼瓶沒有防火帽,或沒有配置滅火器者。

8. Failure to equip acetylene cylinders with a fire cap or failure to provide a fire extinguisher.

(九)密閉空間、吊掛、高架、動火、停/復電及高空作業等危險作業時,未取得使用/督導單位許可而入校者。

9. Entering the campus to perform hazardous operations that involve confined spaces, hoisting, elevated work, hot work, power shutdown/restoration, and high-altitude work without obtaining permission from the user/supervising unit.

(十)使用車輛載運垃圾、廢土、沙石等無設置適當防止污染裝置者。

10. Using vehicles to transport garbage, waste soil, sand and gravel without installing appropriate pollution prevention devices.

(十一)承攬商安全衛生人員未到現場執行任務者。

11. The contractor's safety and health personnel are not present on site to carry out their duties.

(十二)其它違反中央主管機關規定之事項。

12. Other violations of the regulations sanctioned by the central competent authority.

九、其餘有關安全衛生規定,承攬商應依下列法規規定辦理：

Article 9 Contractors shall comply with other safety and health-related law and regulations as follows:

工程合約及施工規範。

The project contract and work specifications.

(一)工程合約及施工規範。

1. The project contract and work specifications.

(二)建築技術規範第八章施工安全措施。

2. Building Technical Regulations, Chapter 8 Work Safety Measures

(三)「營造安全衛生設施標準」。

3. Standards for Construction Safety and Health Facilities

(四)職業安全衛生設施規則。

4. Regulations on Occupational Safety and Health Facilities

十、本計畫未明訂者，適用政府頒訂之其他法令及本校其他相關規定。

Article 10 For matters not specified in this Plan, other regulations promulgated by the government and other relevant KMU regulations shall apply.

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

Article 11 This Plan 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.



## 附件 1 Appendix 1

### 高雄醫學大學承攬人員安全衛生管理作業流程

採購單位  
作業發包

採購單位  
合約簽訂

使用/督導單位  
通知廠商作業

使用/督導單位通知

- 承攬商簽署安全衛生承諾書(附件 2)
- 承攬作業列管人員名冊(附件 3)
- 共同作業協議組織協調會議紀錄(附件 4)
- 危害告知(附件 5)
- 施工配合同意書(附件 6)

廠商進行

- 危害作業前，須向  
使用/督導單位提出  
申請(附件 7)
- 作業需交通管制  
者，須事先向校警  
隊申請
- 作業需使用停車空  
間者，須事先向事  
務組申請

進行作業

環安室不定期進  
行廠商作業稽核  
(附件 8)

完成作業

Procurement Unit  
Outsourcing of operations

Procurement Unit  
Contract signing

User/Supervising Unit  
Notifying the vendor for operations

#### User/Supervising Unit's Notifications

- Contractor signs the Letter of Undertaking for Work Safety and Health (Appendix 2)
- List of Managed Personnel for Contractor Operations (Appendix 3)
- Organizing Coordination Meeting Minutes for Collaborative Work Agreement (Appendix 4)
- Work Hazards Notification (Appendix 5)
- Consent Letter for Work Implementation (Appendix 6)

#### Vendor's Tasks

- Before hazardous operations, submit an application to the user/supervising unit (Appendix 7)
- If traffic control is required for the operations, an application shall be submitted to the campus police in advance.
- If parking space is required during the operations, an application shall be submitted to the Division of General Affairs.

Proceed to operations

EHS carry out inspections on the vendor's work from time to time.

Work completed

# 高雄醫學大學承攬商作業安全衛生承諾書

## Kaohsiung Medical University

### Contractor's Letter of Undertaking for Work Safety and Health

承諾人\_\_\_\_\_為\_\_\_\_\_公司的

☐負責人☐現場作業負責人☐其他\_\_\_\_\_承攬貴校\_\_\_\_\_作業，為確保貴校教職員工生、承攬商人員之安全與健康，確實遵守有關職業安全衛生、環保法令及本校承攬商安全衛生管理計畫，並所有承攬之作業應符合環保及職業安全衛生規定，若有違反規定，願負一切之責任。

The consenting party \_\_\_\_\_, the ☐ responsible person ☐ site director ☐ other \_\_\_\_\_ of the company \_\_\_\_\_, which has contracted the \_\_\_\_\_ work of Kaohsiung Medical University (KMU), hereby undertakes to ensure the safety and health of the KMU faculty, staff, and students, as well as the contractor's personnel; strictly abide by the law and regulations pertaining to occupational safety and health, environmental protection, as well as the KMU Contractor Safety and Health Management Plan; and make sure that all contracted works comply with the environmental protection and occupational safety and health regulations. I take full responsibility for any violation of the above.

此致

For the attention of

高雄醫學大學

Kaohsiung Medical University

承攬承諾人簽章：

Signature of the consenting party:

承攬承諾人身分證字號：

ID number of the consenting party:

承攬公司名稱：

Company name of the contractor:

承攬公司地址：

Business address of the contractor:

承攬公司聯絡電話：

Contact number of the contractor:

承攬負責人簽章：

Signature of the contractor's responsible person:

中 華 民 國      年      月      日

Date:                      (YYYY/MM/DD)

附件 3  
Appendix 3

高雄醫學大學承攬作業之列管人員名冊

**Kaohsiung Medical University**

**List of Managed Personnel for Contractor Operations**

承攬作業之列管人員名冊							
List of Managed Personnel for Contractor Operations							
作業名稱：				合約編號：			
Name of operation:				Contract number:			
承攬公司名稱：				作業期間： 年 月 日 至 年 月 日			
Contractor's company name:				Work period: to			
編號 No.	姓 名 Name	性 別 Sex	身分證字 號 ID No.	出生年月 日 Date of Birth	職稱 Job Title	連絡電 話 Contact No.	緊急聯絡人姓 名及電話 Emergency Contact Person and No.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

12							

附註：1.承攬商負責人、現場負責人(或稱工地主任)、安全衛生人員及其他作業人員按本名冊順序填寫。

2.本名冊一式二份，一份由使用/督導單位存查、一份送環安室存查。

3.資料附於承攬合約內。若有人員新進或離職變動時，承攬商須通知更改或重新填寫。

Notes: 1. The contractor's responsible person, site director (or work site manager), safety and health personnel, and other operational workers shall be included in this list in proper order.

2. This list shall be prepared in duplicate, one to be kept by the user/supervising unit for reference, one to be sent to the EHS for reference.

3. This information shall be included in the contracting agreement. In case of new appointment, resignation, or personnel change, the contractor shall give notifications about the changes or fill out a new list.

**承攬負責人簽章W日期：**

**Signature of Contractor's responsible person/Date:**

## 附件 4

## Appendix 4

### 高雄醫學大學共同作業協議組織協調會議記錄

### Kaohsiung Medical University

## Organizing Coordination Meeting Minutes for Collaborative Work Agreement

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工程名稱：	案號：
Project name:	Project number:
施工地點：	開工日期：
Work site location:	Commencement date:

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#### 一、會議時間：

1. Meeting time:

#### 二、會議地點：

2. Meeting location:

#### 三、出席人員：

3. Attendees:

施工場所聯絡人：

承攬商施工負責人：

Work site coordinator:

Contractor's responsible person:

監工人員

承攬商職業安全衛生管理人員：

Work supervisor:

Occupational safety and health personnel of contractor:

職業安全衛生管理人員

Occupational Safety and Health Management

Officer

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#### 1. 討論事項: Discussion:

##### 1. 安全衛生管理計畫。Safety and health management plan

- (1) 本項工程由本校指定作業場所負責人為\_\_\_\_\_，負責下列事項：The work site director designated by KMU for this project is \_\_\_\_\_, who is responsible for the following:

- A. 擔任指揮及協調之工作。Take up the command and coordination tasks.
- B. 工作之連繫與調整。Work liaison and adjustment.

- C. 工作場所之巡視。 **Patrol** and inspection of the work site.
- D. 相關承攬事業間之安全衛生教育之指導及協助。 **Guidance and assistance in safety and health education among related contractors.**
- E. 其他為防止職業災害之必要事項。 **Other necessary** matters for the prevention of occupational accidents.
- F. 承攬商應訂工作守則，並經主管機關核備。 **Contractors shall establish work rules, which shall be approved and filed by the competent authority for future reference.**

2. 勞工作業安全衛生及健康管理規範。 **Regulations on labor work safety and health, and health management**

- (1) 進入校區人員不得飲用含有酒精或含麻醉、興奮成份飲料。 **Drinking** beverages that contain alcohol, narcotics, or stimulants is prohibited for personnel entering the campus.
- (2) 進入校區禁止嚼食檳榔。 **Chewing betel nut** is prohibited on campus.
- (3) 每日收工前應將現場整理清潔，並將現場廢棄物依規定實施垃圾分類清除放置本校垃圾場。 **Before finishing work each day, the site shall be tidied and cleaned, and all waste on site shall be sorted according to regulations and placed in the KMU garbage disposal area.**
- (4) 使用後剩餘或棄置之化學物質或有機溶劑不得任意傾倒，於工程完工後應經檢查後攜出校外（含空容器）依環保法規處理，不得棄置於本校內。 **Remaining or discarded chemicals or organic solvents** shall not be disposed of arbitrarily. Upon completion of the project, they shall be taken out of the campus after inspection (including empty containers) for disposal in accordance with the environmental protection regulations. They shall not be abandoned on the KMU premises.
- (5) 施工人員應依法令規定實施一般健康檢查，及噪音特殊健康檢查，並實施健康管理。 The project workers shall undergo general health examinations and special health examinations for noise-related problems as required by law, and implement health management.

3. 安全衛生自主管理之實施及配合。 **Implementation of and collaboration for safety and health self-management**

- (1) 承攬商自備或租用之工具、設備、危險性機械、及個人安全防護具，須符合有關法令之規定，由承攬商負責實施自動檢查，與測定後方可使用。 **Tools,**

equipment, hazardous machinery, and personal protective gear provided or rented by the contractor shall comply with the relevant regulations. The contractor is responsible for implementing autonomous inspection and testing before using them.

- (2) 工具、設備、危險性機械、及個人安全防護具，經本校教職員工與學生發現有不合乎規定者應立即要求改善，未能立即改善者；監工人員得令其停用並移出校區。If any tools, equipment, hazardous machinery, or personal protective gear are found to be non-compliant by the KMU faculty, staff or students, immediate improvement shall be requested. If immediate improvement is not made, the work supervisor may order the items to be suspended from use and removed from the campus.

4. 從事動火、高架、開挖、爆破、高壓電活線等危險作業之管制。Control of hazardous operations such as hot work, elevated work, excavation, blasting, and high-voltage live line work

- (1) 動火作業，校區內動火要申請動火許可證，有氫氣管線、設備區域除銹也要申請動火許可證。For hot work operations in the campus, an application shall be submitted for a hot work permit. Application for the hot work permit is also required for rust removal in areas with hydrogen pipelines and equipment.
- (2) 高架作業，施工架搭、拆，屋頂，高處，高架作業人員；因有高處墜落、滑落或摔落之危險，作業人員應佩帶傘式安全帶。從高架作業上下應有爬梯，爬梯要有護欄或利用吊車吊籠上下。For elevated work, such as scaffold erection and dismantling, roofing, and high-altitude tasks, since the elevated work personnel are at risk of falling, slipping, or tumbling from heights, workers shall wear full-body safety harnesses. Ladders for ascending and descending from elevated work areas shall be installed and equipped with guardrails, or hoist baskets shall be used for safe access.
- (3) 開挖作業，有土崩塌時人員遭活埋、人員掉落、湧水淘空地基之危險。所以施工範圍應圍以三角形警示布條及夜間閃爍警示燈，車輛改道，開挖深度超過 1.5 公尺或有土崩之虞者，應打擋土安全板樁。有地下水湧出者，應有抽水設備並做好防止地基被淘空之安全設施 For excavation work, there are risks of personnel being buried due to soil collapse, falling, or foundation being eroded by water inflow. Therefore, the work area shall be surrounded with triangular warning tape and equipped with flashing warning lights at

night. Traffic shall be rerouted. If the excavation depth exceeds 1.5 meters or there is a risk of soil collapse, retaining safety boards or piles shall be installed. If groundwater emerges, pumping equipment shall be used, and safety measures to prevent foundation erosion shall be taken.

- (4) 高壓電活線作業，本校禁止高壓電活線作業，如要高壓電活線作業需經修護經理同意，派有專人監工，佩帶個人安全衛生防護具防止觸電及感電。**High-voltage live line work is prohibited on campus. If high-voltage live line work is necessary, it** shall be approved by the maintenance manager, and a designated supervisor shall be present. Workers must wear personal protective equipment to prevent electric shocks and electrocution.

5. 對進入局限空間、有害物質作業等作業環境之作業管制。Operational control of work environment that involves confined spaces and hazardous substances

- (1) 局限空間之作業，需申請局限空間作業安全許可證，局限空間動火須另外申請動火許可證，作業時應有作業監視人，作業告示牌，氧氣濃度警報器，通訊工具，機械式送風機，緊急搶救用空氣送風機連面罩，三合一可燃性氣體偵測器。局限空間作業安全許可證每隔 5 小時重新申請一次，作業環境有改變或作業中斷 30 分鐘以上再重新作業時，承攬商需自行再檢測，有安全時再繼續局限空間作業。

**For work in confined spaces, a confined space work safety permit is required. If hot work is needed within the confined space, a hot work permit** shall also be obtained separately. During operations, there shall be a work supervisor, warning signs, an oxygen concentration alarm, communication tools, mechanical ventilators, emergency rescue air blowers with face masks, and a three-in-one combustible gas detector. The confined space work safety permit shall be reapplied every 5 hours. If the work environment changes or when operations resume after more than 30-minute interruption, the contractor shall perform a re-inspection on its own and confirm it is safe before continuing the confined space operations.

- (2) 有害物質如氯氣等，任何人進入校區均需佩帶個人逃生用呼吸器，有害物質如有外洩，作業人員應立即戴上呼吸器，聽廣播依指示方向疏散或往上風方向退避。有害物質之管線、設備做破管作業時應戴雙濾罐式口罩。**For hazardous substances such as chlorine, anyone entering the campus** shall carry a personal emergency escape breathing device (EEBD). If there is a leak of hazardous substances, workers should put on their EEBDs immediately, listen to

broadcasts for evacuation directions, and move in the indicated direction or upwind.

When performing pipe-breaking work on pipelines or equipment containing hazardous substances, a dual-filter respirator shall be worn.

6. 電氣機具入校管制。 **Control of electrical machinery and tools entering the campus**

- (1) 承攬商所有工具入校前先至守衛室登記，入校後所有電氣工具皆須送至儀電課 檢測、量絕緣，合格後貼上標籤，才可以在校區使用。校區 **460V** 電源不得私自接用，其插頭與 **220V** 單相電源插頭均為防爆插頭，須向總務處借用。 **All tools brought** into the campus by contractors shall be registered first at the security office. After entering the campus, all electrical tools shall be sent to the Instruments and Electrical Section for testing and insulation measurement. Only those with a “PASS” label can be used on campus. The 460V power source on campus shall not be connected without authorization. Both the 460V and 220V single-phase power plugs shall be explosion-proof and shall be borrowed from the Office of General Affairs.

7. 作業人員進場管制。 **Operators access control**

- (1) 作業人員進校，承攬商必須於前一天將名單通知相關單位，將名單輸入電腦，守衛室人員依電腦上名單與核對身分證後，才可給作業人員進校入校。 **Before** operators enter the campus, the contractor shall provide a list of their names to the relevant units one day in advance. The list shall be entered into the computer system. Security guards shall verify operators' identity against the list before granting them access to the campus.
- (2) 作業人員只能在指定工作場所範圍內工作，不得到別地方去，會發生危險。作業人員必須遵守本校一.承攬商管理辦法；二. 承攬商工作安全衛生守則。 **Operators** are only allowed to work within the designated work area and shall not go to other locations, lest danger may be resulted. They have to observe the following regulations of KMU: 1) Contractor Management Regulations; 2) Contractor Safety and Health Work Rules.

8. 變更管理事項。 **Change of the management practices**

本項工程上尚未有需變更管理事項，如有變更管理事項應即召開會議協調。 **There is** currently no management change for this project. If any management change arises, a meeting shall be convened immediately for coordination.

9. 劃一危險性機械之操作信號、工作場所標識(示)、有害物空容器放置、警報、緊急避難方法及訓練等事項。 **Standardize** the operating signals for hazardous machinery, workplace signs and labels, placement of empty hazardous substance containers, alarms, emergency evacuation methods and training

- (1) 移動式起重機之操作與吊掛作業人員之溝通，應以無線對講機為聯絡工具。

**Communication between operators** of mobile cranes and the rigging personnel shall be conducted using wireless walkie-talkies.

- (2) 施工作業場所範圍應以三角紅旗或其他明顯標籤等標示。影響通道部份與產品運送協議改道。**The** work site area shall be marked with triangular red flags or other clearly visible labels. The part that affects passageways and product transportation shall be rerouted by agreement.
- (3) 進入校區內作業時所攜入使用之化學物質或有機溶劑，應於於施工作業前提供物質安全資料表，並經監工人員查對資料、包裝容器標示及無污染之虞後始可進入本校作業。**When bringing chemical substances or organic solvents into the campus for work, material safety data sheets** shall be provided before commencement of the work. Entry into the campus for work is permitted only after the work supervisor has verified the data, packaging labels, and ensured there is no risk of contamination.
- (4) 本校緊急事故發生時，由控制室廣播系統廣播。如聽到廣播無論真實或演習，所有人員應停止施工作業，關閉電源及動火作業之氧氣、化學物質（有機溶劑）容器蓋及乙炔等燃料源。侷限空間作業監視人員應告知進入侷限空間作業人員儘速撤離。**In the event of an emergency at KMU, the PA system in the control room will broadcast announcements. When the broadcast is heard, all personnel shall cease their work, turn off the power, close the lids of oxygen, chemical substance (organic solvent) containers and shut off fuel sources such as acetylene used in hot work. Supervisors of confined space operations shall inform workers in confined spaces and ask them to evacuate immediately.**
- (5) 發生重大之事故，除必要之急救、搶救等措施，不得移動或破壞現場。**In case of a major incident, nothing in the site shall be moved or disturbed unless for necessary emergency rescue or first aid.**
- (6) 事故發生後；該工程監工人員應依事故處理辦法於三日內填妥附件九「承攬商人員意外傷害事故報告表」。承攬商及其作業人員，應接受本校必要之事故調查。**After the occurrence of an incident, the project supervisor shall complete the Contractor Personnel Accident Report Form in Appendix 9 within 3 days in accordance with the accident handling procedures. Contractors and their workers shall comply with KMU's necessary accident investigation.**
- (7) 承攬商應於施工前負責訓練其至本校作業之勞工，該項訓練應包含有關工程開工安全會議中之決議事項，其訓練記錄應送本校「總務處」備查。**Contractors shall be**

responsible for training their workers who will be operating in KMU before the work starts. This training shall include the resolutions made in the project commencement safety meeting. Training records shall be submitted to KMU's Office of General Affairs for reference.

- (8) 本校辦理承攬商施工人員安全衛生教育訓練時，承攬商得派遣其作業人員前來本校接受訓練。**When KMU conducts safety and health education and training for contractors' personnel, contractors may send their workers to KMU to receive the training.**
10. 使用打樁機、拔樁機、電動機械、電動器具、軌道裝置、乙炔熔接裝置、電弧熔接裝置、換氣裝置及沉箱、架設通道、施工架、工作架台等機械、設備或構造物時，應協調使用上之安全措施。**Safety measures shall be adopted in coordinated use of pile drivers, pile extractors, electric machinery, electric tools, track devices, acetylene welding devices, electric arc welding devices, ventilation devices and caissons, as well as machinery, equipment, and structure for setting up passageways, scaffolding, and work platforms**
- (1) 電動器具、電動機械使用時停放位置，電源接用，由本校監工人員指定，電源不足時宜由總務處裝設臨時電。不同承攬商的電動機械應有警示布條區隔，以免誤操作。**When using electric tools and machinery, their parking positions and power connection shall be designated by the KMU work supervisor. If there is insufficient power, temporary electrical installation shall be arranged by the Office of General Affairs. Electric machinery of different contractors shall be distinguished and marked with warning banners to prevent accidental operation.**
- (2) 不同廠商相鄰近乙炔熔接裝置，應各自掛牌分別，及乙炔熔接裝置均須裝設火焰逆止器 **FLAME ARRESTER**。**Acetylene welding devices** of different vendors that are located close to each other shall have their individual tags, and all acetylene welding devices shall be equipped with flame arresters.
- (3) 電弧熔接裝置，必須放在電源插座旁指定框線內，每個電源插座只能接一台電弧熔接裝置，如果有 2 台電弧熔接裝置則須裝設臨時電源，或接到另電源插座。電源插座為防爆插座，其插頭必須符合或可向總務處借用。**Arc welding devices must be placed within the designated boundary next to the power outlet. Each power outlet can only connect to one arc welding device. If there are two arc welding devices, a temporary power supply shall be installed or one of the devices shall be connected to a separate power outlet. The power outlets shall be explosion-proof, and the compatible plugs shall be used or borrowed from the Office of General Affairs.**

- (4) 施工架架設不得妨害本校設備操作、通道、人行安全，以及鄰近不同廠商之施工，施工架架設位置由本校監工人員指定。 **Scaffold** erection shall not obstruct the operation of KMU's equipment, passageways, pedestrian safety, or the works of another neighboring vendor. The location for scaffold erection has to be designated by the KMU work supervisor.
- (5) 其他有必要之協調事項。 **Any other matters that require coordination.**

# 附件 5

## Appendix 5

### 高雄醫學大學委託承攬作業危害告知事項

### Kaohsiung Medical University Contractor Work Hazards Notification

本校使用/督導單位 KMU user/supervising unit	
承攬作業名稱 Name of contracted work	
承攬公司名稱 Contractor's company name	
作業環境說明： Description of work environment:	
可能危害：(請打 V)(可複選) Possible hazards: (Please tick as appropriate) (Multiple options can be chosen.)	危害因素：(將左列可能危害的原因敘述如下) Hazards: (Give reasons for the possible hazards on the left here.)
<input type="checkbox"/> 墜落滾落 Falling and tumbling <input type="checkbox"/> 溺斃 Drowning <input type="checkbox"/> 跌倒 Fall <input type="checkbox"/> 與高低溫接觸 Contact with high/low temperature <input type="checkbox"/> 衝撞 Collision <input type="checkbox"/> 與有害物等接觸 Contact with harmful substances <input type="checkbox"/> 物體飛落 Flying objects <input type="checkbox"/> 感電 Electric shock <input type="checkbox"/> 物體倒塌崩塌 Collapse of objects <input type="checkbox"/> 爆炸 Explosion <input type="checkbox"/> 被撞 Impact <input type="checkbox"/> 物體破裂 Breakage of objects <input type="checkbox"/> 被夾被捲 Clipping and rolling <input type="checkbox"/> 火災 Fire <input type="checkbox"/> 被切割擦傷 Cut and scratch <input type="checkbox"/> 交通事故 Traffic accident <input type="checkbox"/> 踩踏 Trampling <input type="checkbox"/> 其他：Other:	

應採取之防災措施：

Preventive measures to be taken:

1. 為防止意外事故發生，承攬商應依據職業安全衛生法(以下簡稱職安法)規定，指導工作人員執行相關工作，包括教育訓練、自動檢查、工作協調與施工方法告知等事項。另指派\_\_\_\_\_為該現場作業負責人，擔任指揮及協調之工作並協助工作場所之巡視與其他為防止職業災害之必要事項。**To prevent accidents, the contractor shall comply with the Occupational Safety and Health Act (“the OSH Act”), and guide workers to carry out the relevant tasks, including education and training, autonomous inspections, work coordination, and informing them of the work approach. Moreover, \_\_\_\_\_ [Name] is designated as the site director, responsible for the command and coordination tasks, assisting in work site inspections, and handling other necessary matters for the prevention of occupational accidents.**
2. 承攬商為使勞工免於發生職業災害，於設計、製造、輸入或施工規劃階段應實施風險評估；提供該項作業符合安全衛生必要之設備及措施，包括勞動主管機關指定之機械、設備或器具，須於明顯處張貼安全標示；具有危害性之化學品，應予標示、製備清單及揭示安全資料表等等措施。另訂定工作守則供工作者遵循並提供相關防護設備，供勞工使用。**To protect workers from occupational accidents, the contractor shall perform risk assessments during the design, manufacturing, importation, or work planning stages; provide equipment and adopt measures necessary for operational safety and health, including machinery, equipment, or tools designated by the labor regulatory authority, with safety labels prominently displayed. Hazardous chemicals shall be labeled, tabulated, and accompanied by safety data sheets. In addition, work rules shall be established for workers to follow and relevant protective equipment shall be provided for their use.**
3. 對於作業活動所需有儀器設備裝置、機械自動檢查、作業檢點、教育訓練、緊急應變等事宜，由承攬商應依職安法規定辦理，並提供各項紀錄影本，供本校備查。另對於機械之掃除、上油、檢查、修理或調整有導致危害勞工之虞者，應停止該機械運轉。**The contractor shall handle all necessary instruments, equipment, devices, autonomous inspections of machinery, operational checks, education and training, and emergency response measures for the operating activities in accordance with the OSH Act and provide photocopies of all related records for KMU’s reference. Also, if cleaning, lubricating, inspecting, repairing, or adjusting a machine may pose a risk to workers, the machine shall be suspended from operation.**
4. 為防止他人操作調整或檢查中之機械起動裝置，應採上鎖或設置標示等措施。於機械設備檢查中發現有異常時，應即補修或採其他必要措施；包括需臨時拆除或使其暫時喪失效能之必要時，應顧及勞工身體及作業狀況，使其暫停工作或採其他必要措施，於其原因消除後，應即恢復原狀。**To prevent unauthorized operation and adjustment of machinery, or accidental start of a device during inspection, measures such as locking or placing warning signs shall be implemented. If anomalies are found during inspections of machinery and equipment, repairs or other necessary measures shall be taken immediately. This may include temporarily dismantling or disabling the equipment if necessary, ensuring worker safety and operational conditions. Once the issue is resolved, the equipment shall be restored to its original state.**

本校使用/督導單位承辦人及主管簽章/日期：

Signatures and seals of KMU user/supervising unit's coordinator and supervisor / Date:

本校職業安全衛生人員簽章/日期：

Signature and seal of KMU Occupational Safety and Health Officer / Date:

承攬商現場作業負責人及職業安全衛生人員簽章/日期：

Signatures and seals of Contractor's site director and occupational safety and health officer / Date:

承攬負責人簽章/日期：

Signature and seal of Contractor's responsible person / Date:

附註：本告知事項一式三份，一份由使用/督導單位存查、一份送承攬商存查、一份送環安室存查，修改時並應再以書面為之。

Note: This Notification shall be executed in triplicate, one copy to be kept by the user/supervising unit for record, one copy to be sent to the contractor for their record, and one copy to be sent to the EHS for their record. Any modifications shall be made in writing.

附件 6

Appendix 6

高雄醫學大學施工配合同意書

**Kaohsiung Medical University**

**Consent Letter for Work Implementation**

本公司\_\_\_\_\_（簽章）因承攬 貴校\_\_\_\_\_工程，在 貴校 \_\_\_\_\_校區樓\_\_\_\_\_場所施工，並於施工期間指派\_\_\_\_\_（簽章）為本工程在 貴校施工期間之安全衛生管理人員，施工期間無異議同意配合 貴校「承攬商施工職業安全衛生規則」執行相關規定， 貴校並已完整告知工作環境、危害因素與職業安全衛生法及相關規定應採取之必要措施，本校已完全了解，且同意如有交付再承攬者，本公司將負責完全且清楚告知相關規定；如有施工相關安全衛生意外事故，本公司及再承攬者自付一切民、刑事責任。

Our company, \_\_\_\_\_ (Signature and seal), has contracted the \_\_\_\_\_ project of Kaohsiung Medical University, and work will be carried out at the \_\_\_\_\_ work site on \_\_\_\_\_ floor of \_\_\_\_\_ Building in the \_\_\_\_\_ campus. We have designated \_\_\_\_\_ (Signature and seal) as the Safety and Health Management Officer for this project during the work period on your campus. We agree to comply with the relevant provisions of the KMU Contractor Occupational Safety and Health Regulations without any objection, and acknowledge that you have fully informed us of the work environment, hazards, and necessary measures to be taken as stipulated by the Occupational Safety and Health Act and related regulations. We fully understand and agree that if the work is subcontracted, our company shall be responsible for clearly informing the subcontractor(s) of these regulations. In case of any work safety and health-related incidents, our company and any subcontractors shall bear all civil and criminal liabilities.

特此聲明如上

We hereby make this statement as above.

此致 **For the attention of**

\_\_\_\_\_股份有限公司

\_\_\_\_\_ Co., Ltd.

事業名稱：

Name of business:

統一編號：

Business administration number:

負責人：

Responsible person:

印

印

身份證字號：

I.D. No.:

立同意書人：

Consenting Party:

印

中華民國\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

**Date:** (YYYY/MM/DD)

※有效期間申請日起 5 年，到期前應重新申請

※This is valid for 5 years from the application date; reapplication is required before expiration.

附註：本協議及規範事項由本校使用/督導單位及承攬商雙方各執一份，修改時並應再以書面為之。

Note: A copy of this agreement and the provisions herein are to be held respectively by the KMU user/supervising unit and the Contractor; any modifications shall be made in writing.

附件 7

Appendix 7

**高雄醫學大學承攬商危險作業申請單(1/2)**  
**Kaohsiung Medical University**  
**Contractor Hazardous Work Application Form (1/2)**

申請日期： 年 月 日

Date of application: (YYYY/MM/DD)

申請作業廠商：

Vendor applying for operation:

申 請 作 業：☐密閉空間作業 ☐吊掛作業 ☐高架作業

☐動火作業 ☐停/復電作業 ☐高空作業 ☐其它

Operation applied: ☐Confined space work ☐Lifting operations

☐Elevated work

☐Hot work ☐Power shutdown/restoration operations

☐High-altitude work ☐Other:

申請作業區域：

Work area applied:

申請作業日期：

Operation date applied:

承攬負責人：\_\_\_\_\_電話：

Contractor's responsible person: \_\_\_\_\_ Tel:

現場作業負責人：\_\_\_\_\_電話：

Site director: \_\_\_\_\_ Tel:

使用單位承辦人(營繕組)：\_\_\_\_\_主管：

User unit's coordinator

(Division of Construction and Maintenance): \_\_\_\_\_ Supervisor:

督導單位承辦人(環安室)：\_\_\_\_\_組長：\_\_\_\_\_主任：

Supervising unit's coordinator (EHS): \_\_\_\_\_ Division Chief: \_\_\_\_\_ Director:

附註：1.本申請單一式三份，一份由使用/督導單位存查、一份送承攬商存查、  
一份送環安室存查。

Notes: 1. This Application shall be executed in triplicate, one copy to be kept by the user/supervising unit for record, one copy to be sent to the contractor for their record, and one copy to be sent to the EHS for their record.

2.進行各項危險作業前，請參閱作業注意事項之規定。

2. Before carrying out any hazardous operations, please read the operational precautions carefully.

督導單位核發戳章/日期：

Supervising unit's issuing stamp / Date:



**高雄醫學大學承攬商危險作業申請單(2/2)**  
**Kaohsiung Medical University**  
**Contractor Hazardous Work Application Form (2/2)**

作業注意事項：

**Operational Precautions:**

☐ 密閉空間作業 **Confined space work**

1. 施工前，已關閉所有進水管及化學品管路。All water inlet pipes and chemical pipelines are shut off before commencement of the work.
2. 監工或工安人員實施作業環境測定，且 O<sub>2</sub>、可燃性氣體、CO 及 H<sub>2</sub>S 等氣體濃度測定均達容許範圍。Work supervisors or safety personnel have conducted environmental measurements at the work site, and the concentrations of gases such as O<sub>2</sub>, flammable gases, CO, and H<sub>2</sub>S are all within permissible limits.
3. 施工人員需佩帶必要之防護裝備，且有適當人員在外監護。Workers have to wear the necessary protective equipment and appropriate personnel shall be present for supervision outside the confined space.
4. 有足夠防護具及救援設施，供守望者發現進入者有危險時救援使用。There are sufficient protective equipment and rescue facilities available for the watcher to use in case of an emergency when they find that someone inside is in danger.
5. 應遵守職業安全衛生相關法規規定。Compliance with the relevant occupational safety and health regulations is required.

☐ 吊掛作業 **Lifting operations**

1. 不得乘載或吊升勞工從事作業。Workers shall not be carried or lifted to perform tasks.
2. 作業時，應禁止人員進入吊舉物之下方。During operations, people shall be prohibited from entering the area under the lifted objects.
3. 從事檢修、調整時，應指定作業監督人員，負責監督指揮工作。When performing maintenance or adjustments, a designated work supervisor shall be designated to oversee and direct the work.
4. 操作人員不得擅自離開吊有貨物之操作位置。Operators shall not leave their operating positions without authorization while lifting cargo.

5.組配、拆卸時，作業區內禁止無關人員進入，必要時設置警告標示。**During assembly or disassembly, unauthorized personnel** are prohibited from entering the work area. Warning signs shall be set up if necessary.

6.強風或大雨等惡烈氣候下，有導致作業危險之虞時，應禁止工作。No work is allowed during severe weather conditions such as strong wind or heavy rain if it may pose a risk to the operation.

7.應遵守職業安全衛生相關法規規定。**Compliance with the relevant occupational safety and health regulations** is required.

☐高架作業 **Elevated work**/☐高空作業 **High-altitude work**

1.應採取防止墜落之必要安全措施。**Necessary safety measures to prevent falls** shall be adopted.

2.施工人員需佩帶必要之防護裝備，且不得單獨作業。Workers have to wear the necessary protective equipment and shall not work alone.

3.應遵守職業安全衛生相關法規規定。**Compliance with the relevant occupational safety and health regulations** is required.

☐動火作業 **Hot work**

1.現場嚴禁吸煙，動火範圍內易燃物須隔離，且無失火之虞。**Smoking is strictly prohibited on site. Flammable materials within the hot work area must be isolated, and there shall be no risk of fire.**

2.施工現場須自備滅火器，並須有第二人在旁監視火花飛濺。**The work site shall be equipped with fire extinguishers, and a second person shall be present to monitor sparks and spatters.**

3.管線、儲槽及施工區域，需確定無安全顧慮後始得動火。**Hot work can only be performed** after it is confirmed that pipelines, tanks, and the work area are free of safety concerns.

4.氣體鋼瓶瓶身務必直立固定。**Gas cylinders must be kept upright and securely fixed.**

5.經本校營繕組人員安排接地處始得用電，施工人員須佩帶適當之防護器具。**Electricity can only be used after the KMU staff in the Division of**

Construction and Maintenance has arranged for grounding. Workers have to wear appropriate protective equipment.

6. 於有良導體或濕地區域施工時，電焊機需裝設自動電擊防止裝置。 **When working in areas with good conductivity or wet conditions, electric welding machines shall be equipped with automatic electric shock prevention devices.**

7. 電線須充分絕緣，不得勾搭、裸露，並不得散亂或影響通道安全。

**Electrical wires** must be properly insulated, and shall not be tangled, exposed, scattered or affecting the safety of passageways.

8. 切割、研磨、焊接、活線作業等，須有火星飛濺之預防措施。 **For activities such as cutting, grinding, welding, and live wire work, there shall be preventive measures for sparks and spatters.**

9. 施工中可能引起火警偵煙系統誤動作時，必須先告知環安中心承辦人員暫時關閉，完成後通知復歸。 **If false alarms in the fire detection system may be triggered during the work, the EHS Coordinator shall be informed to temporarily deactivate the system. Once the work is completed, they shall be notified to reactivate it.**

10. 應遵守職業安全衛生相關法規規定。 **Compliance with the relevant occupational safety and health regulations is required.**

#### **□停/復電作業 Power shutdown/restoration operations**

1. 電力作業應著適當之絕緣防護器具。 **Appropriate insulation and protective equipment shall be worn for electrical work.**

2. 機具外殼需接地，若使用延長線時，其電源側須加裝漏電斷路器。 **Machinery enclosures must be grounded. If an extension cord is used, an earth-leakage circuit breaker (ELCB) shall be installed on the power supply side.**

3. 訂定自動檢查計畫，對使用之設備及其作業實施自動檢查。 **An autonomous inspection plan shall be established for the implementation of autonomous inspections on the equipment used and its operations.**

4. 應制定標準作業程序(如送電及斷電程序、配電盤施工程序、測試檢查程序等)。 **Standard operating procedures (SOP) shall be established (e.g., power on/off procedures, distribution panel work procedures, testing and inspection procedures, etc.).**

- 5.加強教育訓練與宣導。 Education, training, and promotion efforts shall be enhanced.
6. 機具作業人員應為專業人員。 **Machine operators shall be professionals.**
- 7.設備維修時應至少兩員共同作業。 **During equipment** repair and maintenance, at least two persons shall be working together.
- 8.應遵守職業安全衛生相關法規規定。 Compliance with the relevant occupational safety and health regulations is required.

附件 8

Appendix 8

高雄醫學大學承攬商違反環保及職業安全規定糾舉單  
**Kaohsiung Medical University**  
**Contractor Violation of Environmental Protection and Occupational**  
**Safety and Health Regulations Report**

承攬作業 名稱 Name of contracted operation		糾舉 日期 Report date	年 月 日 (YYYY/M M/DD)	改善 期限 Improvement date	年 月 日 (YYYY/MM/DD)
項次 No.	建議改善事項 Suggested improvements		承攬商改善回覆意見 Contractor's response to the improvement feedback		

高雄醫學大學 環安衛人員簽章/日期 Signature and seal of KMU's environmental protection and safety officer / Date		承攬商簽章/日期 Contractor's signature and seal / Date

附註：本糾舉單一式三份，一份由環安室存查、一份送承攬商存查、一份送使用/督導單位存查。

Note: This Report shall be executed in triplicate, one copy to be kept by the EHS for record, one copy to be sent to the contractor for their record, and one copy to be sent to the user/supervising unit for their record.

附件 9

Appendix 9

**高雄醫學大學承攬商人員意外傷害事故報告表**  
**Kaohsiung Medical University**  
**Contractor Personnel Accident Report Form**

發生情形 Incident	時間 <b>Time</b>	年 月 日 午 時 分 (YYYY/MM/DD, Time)			地點 Location	
	受傷人員 有 <input type="checkbox"/> 無 <input type="checkbox"/>	姓 名 <b>Name</b>		性別 <b>Sex</b>		職稱 Job title
	Is anyone injured? Yes <input type="checkbox"/> No <input type="checkbox"/>	出生日期 <b>Date of birth</b>		身份字號 I.D. No.		
	受傷部位： <b>Injured part(s):</b>		傷害症狀： <b>Symptoms:</b>			
	簡述經過及處理情形： <b>Brief description of the incident and handling situation:</b>					
事故原因 Cause of incident	承攬商： <b>Contractor:</b>			發生人員： <b>Person involved:</b>		
	<p><b>工作場所因素：</b> <b>Workplace factors:</b>  <input type="checkbox"/>採光照明不良 <b>Poor lighting</b> <input type="checkbox"/>工作場所擁擠 <b>Crowded work site</b> <input type="checkbox"/>通風不良 <b>Poor ventilation</b> <input type="checkbox"/>火災或爆炸 <b>Fire or explosion</b> <input type="checkbox"/>噪音 <b>Noise</b> <input type="checkbox"/>環境不整潔  <b>Unclean and untidy environment</b> <input type="checkbox"/>輻射暴露 <b>Radiation exposure</b></p> <p><b>設備因素：</b> <b>Equipment factors:</b>  <input type="checkbox"/>安全防護具失效 <b>Failure of safety protective equipment</b> <input type="checkbox"/>機具有缺陷 <b>Defective machinery</b> <input type="checkbox"/>防護或支撐不當 <b>Improper protection or support</b> <input type="checkbox"/>警報系統不良 <b>Faulty alarm system</b></p> <p><b>人為因素：</b> <b>Human factors:</b>  <input type="checkbox"/>使用機具方法不當 <b>Inappropriate use of machinery</b> <input type="checkbox"/>未使用個人防護具 <b>Failure to use personal protective equipment</b> <input type="checkbox"/>不正確裝載機具或物料 <b>Improper loading of machinery or materials</b> <input type="checkbox"/>未獲授權逕行操作機具 <b>Unauthorized operation of machinery</b> <input type="checkbox"/>未遵守作業規定 <b>Failure to follow operating procedures</b> <input type="checkbox"/>未專心作業 <b>Failure to focus on work</b> <input type="checkbox"/>外包商管理不當 <b>Poor management of contractors</b></p> <p><b>其他（請詳述說明）：</b> <b>Other (Please give details):</b></p>					
	檢討改進 <b>Review and improvement</b>					
填報人： <b>Reported by:</b>		單位主管： <b>Head of unit:</b>		負責人： <b>Responsible person:</b>		

職業安全衛生管理師：	單位主管：
Occupational Safety and Health Management Specialist:	Head of unit:
副校長：	校長：
Vice President:	President: