

**高雄醫學大學採購安全衛生管理規範**  
**Kaohsiung Medical University**  
**Procurement Safety and Health Management Regulations**

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

February 9, 2021 Passed by the 2nd Environmental Protection, Occupational Safety and Health

Committee meeting in Academic Year 2020-2021

一、法源依據：

**Article 1      Legal Basis:**

依照職業安全衛生法第 5 條，職業安全衛生管理辦法第 12-4 條，職業安全衛生法施行細則

第 31 條，高雄醫學大學職業安全衛生管理規章第 9 條，訂定高雄醫學大學採購安全衛生管理規範(以下簡稱本規範)。

Kaohsiung Medical University formulates the KMU Procurement Safety and Health Management Regulations (these Regulations) in accordance with Article 5 of the Occupational Safety and Health Act, Article 12-4 of the Regulations Governing Occupational Safety and Health, Article 31 of the Enforcement Rules of the Occupational Safety and Health Act, and Article 9 of the KMU Occupational Safety and Health Regulations.

二、目的：

**Article 2      Purpose:**

為防止災害發生，確保本校校內工作者（如：教職員工及其他受工作場所負責人指揮或監督從事勞動之人員）之工作及學習環境之安全與衛生，使本校工程承攬廠商(以下簡稱承攬商)、器材供應商及從事修繕或其他作業之自營作業者，均能遵守安全衛生等規定。

To prevent disasters and ensure the safety and health of KMU's internal workers (such as faculty, staff, and other personnel engaged in labor under the direction or supervision of the officer-in-charge of the workplace) in their working and learning environment, and to make sure the University's project contractors ("the contractors"), equipment suppliers, and self-employed individuals engaged in repairs or other operations comply with the safety and health regulations.

三、範圍：

**Article 3      Scope:**

本校各項新建、修繕、改建、維護、保養、檢修、設備安裝及器材供應商等各項工程、勞務及財物採購。

All service and goods procurement projects of KMU including new construction, repair, renovation, maintenance, overhaul, inspection, equipment installation, and supply of equipment.

四、定義：

**Article 4      Definition:**

區分為原物/零配件料、維修與作業之工程案(包含:水電/空調/機械設施安裝及修護/興建大樓等各項工程及作業)、勞務(包含:清潔環保類/團膳服務等)、財物(包含高壓氣體及可

燃性氣體/具危害性之化學物品之採購/低溫冰箱(−20 °C 以下)/滅菌鍋/實驗桌/溶劑儲藏櫃  
購買。

These projects are distinguished into engineering projects pertaining to materials and parts, repair and maintenance, and operation (including water and electricity, air conditioning, installation and maintenance of machinery and equipment, construction of buildings, etc.); services (including cleaning and environmental protection, catering service, etc.); goods (including procurement of high-pressure gases and flammable gases, hazardous chemicals, low-temperature refrigerators (below -20 °C), autoclaves, laboratory tables, and solvent storage cabinets).

五、相關單位之執掌如下：

Article 5 Duties of the relevant units are:

(一)請購單位(需求)：確認該採購在安全衛生法規及本身實際上之需求。

1. Requesting unit (needs): Ensure that the procurement complies with safety and health regulations and meets the actual needs.

(二)採購單位：辦理招標、議價作業，取得相關安全衛生管理評估報告等文件及規範。

2. Procurement unit: Deal with the invitation to tender and price negotiation work, and obtain relevant safety and health assessment reports and other necessary documents and regulations.

(三)環保暨安全衛生室(以下簡稱環安室)：應隨時將安全衛生法規規定及查核結果涉及採購規範之相關資訊提供請購及採購單位。

3. Office of Environmental Protection, Occupational Safety and Health (EHS): It shall provide the requesting and procurement units with information relating to the procurement regulations as stipulated by the safety and health law and regulations and the results of inspections.

六、作業內容：

Article 6 Operational content:

(一)安全規範收集與專業資格確認

1. Collection of safety standards and verification of professional qualifications

1.請購單位應要求供應商提供符合本校相關安全規範、驗證資料，供應商承諾遵循上述規定，才可進行交貨。

(1) The requesting unit should require suppliers to provide documentation verifying compliance with the University's relevant safety standards. Suppliers must commit to observing the aforesaid regulation before proceeding to delivery.

2.高壓氣體及可燃性氣體/具危害性之化學物品之採購需符合本校「危害通識計畫書」。

(2) The procurement of high-pressure gases, flammable gases, and hazardous chemicals shall comply with KMU's Hazard Communication Plan.

3.環安室定期委由專門機構到校實施高低壓設備檢查(驗)或維修或安全衛生專業檢測(如作業環境監測、境汙染檢測)時，應於請購規範上清楚載明法定要求與專業機構之資格條件。

- (3) The EHS shall commission specialized agencies to come to the University regularly for inspections (testing) or maintenance of high- and low-pressure equipment, or professional safety and health assessments (such as workplace environmental monitoring and pollution detection). The procurement specifications shall clearly indicate the statutory requirements and the qualifications of the professional agencies.
4. 請購單位若裝設達法令列管之危險性機械設備與需經型式檢定合格之機械、設備、器具與特殊防護機具時，應將辦理該機械、設備、器具檢查所需的法定資料(如：強度計算書、設備明細表、熔接檢查合格證明文件等資料)、型式檢定合格證明文件等要求，詳列於請購規範上。
- (4) When the requesting unit is installing hazardous machinery and equipment regulated by law, or machinery, equipment, tools, and special protective gear that require passing the type verification, it shall give details about the required statutory documents (such as strength calculation reports, equipment specifications, welding inspection certificates, etc.) and type verification certificate in the procurement specifications.
5. 請購單位若需請購職業安全衛生之專業防護裝備或專業監測儀器/設備時(如：SCBA、化學/消防防護衣、氣體偵測器等)，應會同環安室人員針對實際作業需求，提供採買之相關意見，並於請購規範上清楚載明。
- (5) When the requesting unit needs to procure professional protective equipment for occupational safety and health or professional monitoring instruments/equipment (e.g., SCBA, chemical/fire protective clothing, gas detectors, etc.), it shall, in conjunction with the EHS staff, provide relevant procurement opinions based on actual operational needs and clearly specify the requirements in the procurement specifications.
6. 請購單位如需請購放射性/可發生游離輻射設備者，應於請購規範書中載明販賣商資格(即應取得行政院原子能委員會之銷售許可證)，並要求販售商應提供辦理輸入許可及使用登記時，必要的文件。
- (6) If the requesting unit needs to procure radioactive or ionizing radiation equipment, it shall specify the seller's qualifications (i.e., holding a sales license from the Atomic Energy Council, Executive Yuan) in the procurement specifications, and require the seller to provide the necessary documents for obtaining import permits and usage registration.
7. 凡涉及勞務採購時，應於採購合約上載明保險約定與要求勞務服務人員，同意遵守本校「承攬商安全衛生管理規範」及廠商必須切結「高雄醫學大學合約商安全衛生採購同意書」(附件一)等相關安全衛生承攬作業規定。
- (7) For all service procurements, the procurement contract shall specify insurance requirements and the requirement to comply with the relevant safety and health regulations for the contracted operations, such as the service personnel's consent to abide by KMU's Contractor Safety and Health Management Plan, and the vendor's undertaking to sign the KMU Contractor Safety and Health Procurement Agreement (Appendix 1).

8.採購項目若涉及租賃供應商之機具、設備或勞務服務時，應符合本校「承攬商安全衛生管理計畫」有關安全衛生承攬作業規定並於雙方租賃契約/說明書中明訂機械設備與勞務服務之安全管制規定。(如:機械設備使用期間之自動檢查、合格危險性機械入校、入校人員證照/專業訓練資格、安全保護裝置/安全防護設施之有效性等)。

(8) When the procurement involves leasing machinery, equipment, or services from suppliers, it shall comply with the KMU Contractor Safety and Health Management Plan regarding the safety and health regulations for the contracted operations. Moreover, the lease agreement or specification shall explicitly state the safety control requirements for the machinery, equipment, and services. (e.g., autonomous inspection of the machinery and equipment during the usage period, introduction of qualified hazardous machines to the University, certification/professional training qualifications of personnel entering the University, effectiveness of the safety protective devices/safety protection facilities, etc.)

(二)有關採購作業規定依本校採購辦法及政府相關採購法令辦理。

2. Procurement operations shall be carried out in accordance with KMU's procurement regulations and the relevant government procurement law and regulations.

七、本規範未明訂者，適用政府頒訂之其他法令及本校其他相關規定。

Article 7 For matters not covered by these Regulations, other government-proclaimed law and regulations and other relevant KMU regulations shall apply.

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

Article 8 These Regulations 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.

## 同意書

### Letter of Consent

為確保所提供之產品與服務符合高雄醫學大學採購安全衛生管理規範，立同意書人於提供高雄醫學大學產品同意遵守上述規範，配合各項安全衛生稽核作業及提供必要之協助與佐證資料，已確保佐證資料之真實性與完整性。

To ensure that the goods and services provided meet the KMU Procurement Safety and Health Management Regulations, the undersigned agrees to comply with the aforementioned regulations in relation to the provision of goods to Kaohsiung Medical University, cooperate with KMU for all safety and health audits, and provide necessary assistance and supporting documentation to ensure the authenticity and completeness of the supporting materials.

此致

高雄醫學大學

To: Kaohsiung Medical University

立同意書人(承包廠商):

(簽章)

Consent giver (Contractor):

(Signature and seal)

代表人:

(簽章)

Representative:

(Signature and seal)

統一編號:

Business Administration No.:

地址:

Address:

中華民國年月日

Date: