

**高雄醫學大學職業安全衛生管理計畫**  
**Kaohsiung Medical University**  
**Occupational Safety and Health Management Plan**

104.06.24. 103 學年度第 4 次環保暨安全衛生委員會議通過  
June 24, 2015 Passed by the 4th Environmental Protection, Occupational Safety and Health Committee Meeting  
of the Academic Year 2014

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 09, 2021 Passed by the 2nd Environmental Protection, Occupational Safety and Health Committee  
Meeting of the Academic Year 2020

**一、法源依據：**

**Article 1      Legal Basis:**

(一)職業安全衛生法第 23 條。

1. Article 23 of the Occupational Safety and Health Act.

(二)職業安全衛生法施行細則第 31 條。

2. Article 31 of the Enforcement Rules of the Occupational Safety and Health Act.

(三)職業安全衛生管理辦法第 12-1 條。

3. Article 12-1 of the Regulations Governing Occupational Safety and Health.

(四)本校職業安全衛生管理規章第 9 條。

4. Article 9 of the KMU Occupational Safety and Health Management Regulations.

**二、目的：**

**Article 2      Purpose:**

為執行職業安全衛生法及相關勞動法令規定，推動職業安全衛生業務，避免本校發生職業災害，以保障本校校內工作者(如：教職、員工與學生等從事勞動作業之工作者)及利害相關者(訪客、承攬商僱用之勞工與自營作者等)之生命 safety 及身心健康。

To implement the Occupational Safety and Health Act and the related labor law and regulations, promote occupational safety and health work, and prevent occupational hazards in the University for the protection of the life, mental and physical health of workers in the University (e.g., workers engaged in labor work including faculty, staff, and students) and stakeholders (visitors, workers employed by the contractors, and self-employed workers, etc.).

**三、計畫項目：**

**Article 3      Project Items:**

(一)工作環境或作業危害之辨識，評估及控制。

1. Identification, assessment, and control of the work environment or work hazards.

(二)機械、設備或器具之管理。

2. Management of the machinery, equipment, and tools.

(三)危險物與有害物之標示及通識規範。

3. Labeling and communication rules for hazardous and harmful substances.  
(四)有害作業環境之採購策略規劃與測定。
4. Procurement strategy planning and testing for the harmful work environment.  
(五)危險性工作場所之製程或施工安全評估事項。
5. Matters related to the process or work safety evaluation in hazardous workplaces.  
(六)採購管理、承攬管理與變更管理事項。
6. Matters related to procurement management, contractor management, and change management.  
(七)安全衛生作業標準之訂定。
7. Formulation of the safety and health operating standards.  
(八)定期檢查、重點檢查、作業檢點及現場巡視。
8. Regular inspections, major inspections, operational checks, and site patrols.  
(九)安全衛生教育訓練。
9. Safety and health education and training.  
(十)個人防護具之管理。
10. Management of the personal protective equipment.  
(十一)健康檢查、健康管理及健康促進事項。
11. Matters related to health examination, health management, and health promotion.  
(十二)安全衛生資訊之蒐集、分享與運用。
12. Collection, sharing, and application of safety and health information.  
(十三)緊急應變措施。
13. Emergency response measures.  
(十四)職業災害、虛驚事故、影響身心健康事件之調查處理與統計分析。
14. Investigation, handling, and statistical analysis of occupational accidents, near-miss incidents, and incidents with an impact on physical and mental health.  
(十五)安全衛生管理記錄與績效評估措施。
15. Safety and health management records and performance evaluation measures.  
(十六)其他安全衛生管理措施。
16. Other safety and health management measures.
  1. 毒性化學物質管理。
    - (1) Management of toxic chemicals.
  2. 實驗廢棄物清理。
    - (2) Clearance of laboratory waste.

#### 四、實施細目：

#### **Article 4 Implementation Details:**

- (一)工作環境或作業危害之辨識、評估及控制。

1. Identification, assessment, and control of the work environment or work hazards.

1.執行安全觀察。

(1) Perform safety monitoring.

2.執行實驗場所安全風險評估。

(2) Perform safety risk assessment of the laboratory.

(二)機械、設備或器具之管理：

2. Management of machinery, equipment, and tools:

1.機械、設備或器具基線資料更新。

(1) Update baseline data of machinery, equipment, or tools.

2.機械、設備及器具之自動檢查。

(2) Autonomous inspections of machinery, equipment, and tools.

(三)危險物與有害物之標示及通識規範：

3. Labeling and communication rules for hazardous and harmful substances:

1.執行修訂、檢討危害通識計畫書。

(1) Execute revisions and review of the hazard communication proposal.

2.危害標示持續更新。

(2) Continuous updating of hazard labels.

3.定期更新優先管理化學品資料。

(3) Regular update of the priority management chemical data.

(四)有害作業環境之採購策略規劃與測定：

4. Procurement strategy planning and testing for the harmful work environment:

實施作業環境測定、空氣品質測定。

Conduct workplace environment testing and air quality testing.

(五)危險性工作場所之製程或施工安全評估事項：

5. Matters related to the process or work safety evaluation in hazardous workplaces:

依據「高雄醫學大學承攬商管理規則」規範辦理各項工程於招標前進行施工安全評估

。

Carry out work safety assessment before invitation to tender for each project in accordance with the KMU Contractor Management Regulations.

(六)採購管理、承攬管理與變更管理事項。

6. Matters related to procurement management, contractor management, and change management.

依據「高雄醫學大學採購辦法」及「高雄醫學大學承攬商管理規則」規範辦理。

In compliance with the KMU Procurement Regulations and the KMU Contractor Management Regulations.

(七)安全衛生作業標準之訂定。

7. Formulation of the safety and health operating standards.

1.查核各系所實驗場所對安全衛生作業標準之遵守情形。

(1) Verify various departmental laboratories' compliance with the safety and health operating standards.

2.訂定實驗安全衛生工作守則。

(2) Formulate the laboratory safety and health work rules.

3.增修訂各實驗場所安全衛生作業標準。

(3) Revise and update the safety and health operating standards for various laboratories.

(八)定期檢查、重點檢查、作業檢點及現場巡視。

8. Regular inspections, major inspections, operational checks, and site patrols.

1.實驗場所實施自動檢查。

(1) Carry out autonomous inspections on laboratories.

2.每學期實施全面稽核一次，另依需要實施不定期稽核。

(2) Conduct a comprehensive audit once every semester and additional audits as needed from time to time.

(九)安全衛生教育訓練。

9. Safety and health education and training.

1.辦理新進人員一般安全衛生教育訓練，危害標示及通識教育訓練。

(1) Provide general safety and health education and training for new hires, as well as hazard labeling and communication education and training.

2.辦理安全衛生在職教育訓練。

(2) Conduct on-the-job safety and health education and training.

3.辦理學生實驗、實習安全衛生教育訓練。

(3) Provide experiment/internship safety and health education and training for students.

4.派員參加職業安全衛生業務主管及職業安全衛生管理員、師、特定化學物質作業主管等在職訓練。

(4) Send personnel to participate in on-the-job training for occupational safety and health supervisors, occupational safety and health management officers/specialists, and supervisors of specific chemical operations.

(十)個人防護具之管理。

10. Management of personal protective equipment.

1.實驗室負責人須備有適當之個人防護具。

(1) Laboratory directors shall prepare the appropriate personal protective equipment.

2.校方緊急應變器材之個人防護具之備置更新、保養。

(2) Acquire, renew, and maintain the personal protective equipment as part of the University's emergency response equipment.

(十一)健康檢查、健康管理及健康促進事項。

11. Matters related to health examination, health management, and health promotion.

1. 依據職業安全衛生法及勞工健康保護規則辦理適用人員之健康檢查。

(1) Provide health examinations for appropriate personnel in accordance with the Occupational Safety and Health Act and Labor Health Protection Act.

2. 實施新進人員之體格檢查。

(2) Implement physical examinations for new hires.

3. 實施在職人員之健康檢查。

(3) Implement health examinations for serving staff.

4. 從事特別危害健康作業之特殊健康檢查。

(4) Special health examinations for those engaged in operations with specific health hazards.

5. 規劃健康促進活動。

(5) Plan health promotion activities.

6. 實施臨場健康服務。

(6) Provide on-site health services.

7. 執行「高雄醫學大學人因性危害防止計畫」。

(7) Implement the KMU Ergonomic Hazards Prevention Program.

8. 執行「高雄醫學大學異常工作負荷促發疾病預防計畫」。

(8) Implement the KMU Overwork-induced Disease Prevention Plan.

9. 執行「高雄醫學大學執行職務遭受不法侵害預防管理計畫」。

(9) Implement the KMU Management Plan for the Prevention of Unlawful Infringement during the Performance of Duties.

10. 執行「高雄醫學大學工作場所母性健康保護計畫」。

(10) Implement the KMU Workplace Maternal Health Protection Program.

(十二)安全衛生資訊之蒐集、分享與運用。

12. Collection, sharing, and application of safety and health information.

於環境保護暨職業安全衛生室（以下簡稱環安室）網頁配合政府加強實施安全衛生及環保資訊宣導活動。

Support the government's initiative to strengthen the promotional activities of safety, health, and environmental protection information on the Office of Environmental Protection, Occupational Safety and Health website ("the EHS website").

(十三)緊急應變措施。

13. Emergency response measures.

1. 訂定化學災害緊急應變通報流程。

(1) Formulate the emergency reporting procedures for chemical disasters.

2. 訂定化學災害緊急應變計畫。

(2) Formulate the emergency response plan for chemical disasters.

3.辦理化學災害緊急應變演練。

(3) Carry out emergency response drills for chemical disasters.

(十四)職業災害、虛驚事故、影響身心健康事件之調查處理與統計分析。

14. Investigation, handling, and statistical analysis of occupational accidents, near-miss incidents, and incidents with an impact on physical and mental health.

1.實驗、實習事故之通報與統計。

(1) Notification and statistics of laboratory and internship accidents.

2.實驗、實習事故之原因調查及分析。

(2) Investigation and analysis of the causes of laboratory and internship accidents.

(十五)安全衛生管理記錄與績效評估措施。

15. Safety and health management records and performance evaluation measures.

1.統計各系所實驗場所安全衛生管理記錄。

(1) Perform statistical analysis of the safety and health management records for various departmental laboratories.

2.彙整安全衛生管理績效。

(2) Compile data about the safety and health management performance.

(十六)其他安全衛生管理措施。

16. Other safety and health management measures.

1.安全衛生管理：

(1) Safety and health management:

(1) 定期召開環境保護暨職業安全衛生委員會（以下簡稱環安委員會），會議記錄公告後存查。

i. Regularly convene the Environmental Protection, Occupational Safety and Health Committee (EOSH Committee) meetings, and file the meeting minutes for future reference after making a public announcement.

(2) 實驗場所廢棄物管理。

ii. Management of laboratory waste.

2.毒性化學物質管理：

(2) Management of toxic chemicals:

(1) 每年召開一次毒性化學物質管理委員會，會議記錄公告後存查。

i. Convene the Toxic Chemical Substances Management Committee meeting once a year, and file the meeting minutes for future reference after making a public announcement.

(2) 適時修訂毒性化學物質管理辦法。

ii. Make timely amendments to the Toxic Chemical Substances Management Regulations.

(3) 向主管機關申報年度運作記錄。

iii. Report the annual operation records to the competent authority.

(4) 持續控管毒性化學物質運作行為。

iv. Keep constant control on the operational behaviors involving toxic chemical substances.

**3. 實驗廢棄物清理：**

(3) Clearance of laboratory waste:

辦理實驗廢棄物及廢棄化學藥品委託合格機構清運處理。

Commission qualified organizations to handle the clearance and transportation of laboratory waste and discarded chemicals.

**五、計畫時程：**如附件一

**Article 5 Timeframe of the Plan:** See Appendix 1

**六、實施方法：**

**Article 6 Implementation Methods:**

(一) 工作環境或作業危害之辨識，評估及控制。

1. Identification, assessment, and control of the work environment or work hazards.

1. 實驗場所安全衛生管理員應不定期至實驗場所觀察工作人員作業情形，如有發現不安全行為或狀況時，應立即提出糾正或改善。

(1) The laboratory safety and health manager shall monitor the workers' operations in the laboratory from time to time. If any unsafe behaviors or conditions are found, corrective actions or improvements shall be proposed immediately.

2. 實驗場所負責老師於設計實驗時，應評估實驗內容之安全性，考量實驗用化學品危險性，用無毒及低危害取代有毒及高危害化學品。

(2) When designing experiments, laboratory instructors shall assess the safety of the experiments' content, and take the hazards of the chemicals used into consideration. Toxic and high-hazard chemicals shall be substituted with non-toxic and low-hazard ones.

(二) 機械、設備或器具之管理。

2. Management of machinery, equipment, or tools.

1. 定期進行機械、設備及器具自動檢查。

(1) Carry out autonomous inspections on machinery, equipment, and tools regularly.

2. 機械、設備及器具使用前進行作業檢點。

(2) Carry out operational checks on machinery, equipment, and tools before use.

(三) 危險物與有害物之標示及通識。

3. Labeling and communication of hazardous and harmful substances.

1. 配合 GHS 列管物質，製作危害標示。

(1) Create hazard labels for GHS-regulated substances.

2. 定期更新安全資料表及危害物質清單。

(2) Regularly update the Safety Data Sheets and the Inventory of Hazardous Materials.

(四)有害作業環境之採購策略規劃與測定。

4. Procurement strategy planning and testing for the harmful work environment.

1.化學性作業場所作業環境測定（化學實驗室、解剖實驗室、教師研究室、侷限作業場所等）。

(1) Perform work environment tests for chemical operations (e.g., chemical laboratories, dissection laboratories, faculty research offices, and confined workspaces).

(五)危險性工作場所之製程或施工安全評估事項。

5. Matters related to the process or work safety evaluation in hazardous workplaces.

1.電氣設備定期安全檢查與評估。

(1) Regular safety inspection and assessment of electrical equipment.

2.各項工程於招標前進行施工安全評估。

(2) Perform work safety assessment for various projects before invitation to tender.

(六)採購管理、承攬管理與變更管理事項。

6. Matters related to procurement management, contractor management, and change management.

1.依據「高雄醫學大學採購辦法」及「高雄醫學大學承攬商管理規則」規範辦理。

(1) In accordance with the KMU Procurement Regulations and the KMU Contractor Management Regulations.

2.違反職業安全衛生之情形，通知改善缺失並列管追蹤。

(2) In case of occupational safety and health violations, notify the relevant units and track the improvement of faults.

(七)安全衛生作業標準之訂定。

7. Formulation of safety and health operating standards.

各單位使用之設備、儀器應張貼其標準作業程序於設備、儀器旁。

Standard operating procedures of the equipment and apparatus used by each unit shall be posted beside the equipment and apparatus.

1.查核本校各系所實驗場所對安全衛生作業標準之遵守情形。

(1) Inspect the University's departmental laboratories' compliance with the safety and health operating standards.

2.訂定本校實驗室安全衛生工作守則。

(2) Formulate the University's laboratory safety and health work rules.

3.實驗室負責人應增修各實驗場所安全衛生作業標準。

(3) Laboratory directors shall revise and update the safety and health operating standards for various laboratories.

(八)定期檢查、重點檢查、作業檢點及現場巡視。

8. Regular inspections, major inspections, operational checks, and site patrols.

1. 依據本校自動檢查辦法進行定期檢查、重點檢查。



(1) Carry out regular inspections and major inspections in accordance with the KMU Autonomous Inspection Regulations.

2. 各項特殊作業操作前進行作業檢點。

(2) Carry out pre-operation checks for various special operations.

3. 現場巡視於作業中無預警進行，並將不安全動作記錄通知有關單位或人員改正。

(3) Site patrols shall be carried out without prior notice during operations, and any unsafe actions shall be recorded and reported to relevant units or personnel for correction.

(九) 安全衛生教育訓練。

9. Safety and health education and training.

1. 本校每年定期舉辦新進教職員工生一般安全衛生教育訓練、危害標示及通識教育訓練，訓練時間分別至少 3 小時以上。

(1) The University regularly holds the annual general safety and health training, hazard labeling and communication training for newly hired faculty, staff, and students. Each training session lasts at least 3 hours.

2. 辦理實驗室安全衛生在職教育訓練。

(2) Provide on-the-job laboratory safety and health training.

(十) 個人防護具之管理。

10. Management of personal protective equipment.

1. 實驗室負責人須備有適當之個人防護具。

(1) Laboratory directors shall prepare the appropriate personal protective equipment.

2. 校方緊急應變器材之個人防護具之備置、更新、保養。

(2) Acquire, renew, and maintain the personal protective equipment as part of the University's emergency response equipment.

(十一) 健康檢查、健康管理及健康促進事項。

11. Matters related to health examination, health management, and health promotion.

1. 新進人員：應於就職前至衛福部認可之醫療機構施行一般體格檢查。

(1) New hires: A general physical examination shall be conducted at a medical care institution recognized by the Ministry of Health and Welfare before commencement of employment.

2. 在職人員：

(2) Serving employees:

(1) 年滿 65 歲者，每年檢查一次。

i. Those who are 65 years old or above, one examination per year.

(2) 40 歲以上未滿 65 歲者，每三年檢查一次。

ii. Those who are 40 to 65 years old, one examination every 3 years.

(3) 未滿 40 歲者，每五年檢查一次。

iii. Those who are below 40 years old, one examination every 5 years.

3.從事特別危害健康作業之特殊健康檢查：

(3) Special health examinations for those engaged in operations with specific health hazards:  
每年健康檢查一次。

One health examination per year.

4.每二個月辦理 1 次臨場健康服務。

(4) On-site health services once every two months.

5.為增進教職員身心健康，不定時舉辦健康促進活動，達到健康管理的目的。

(5) To enhance the physical and mental health of faculty and staff, hold health promotion activities from time to time for the purpose of health management.

(十二)安全衛生資訊之蒐集、分享與運用。

12. Collection, sharing, and application of safety and health information.

配合政府宣導政令，並將訊息公告於本網站。

Post the information on the University website in support of the government's policy promotion.

(十三)緊急應變措施。

13. Emergency response measures.

1.每學年修訂本校緊急應變小組名冊。

(1) Revise the University's emergency response team roster each academic year.

2.每學年辦理消防、逃生應變演練。

(2) Hold fire drills and evacuation drills each academic year.

(十四)職業災害、虛驚事故、影響身心健康事件之調查處理與統計分析。

14. Investigation, handling, and statistical analysis of occupational accidents, near-miss incidents, and incidents with an impact on physical and mental health.

要求實驗室負責老師於工作場所發生下列職業災害之一時，應立即通報本室，以利本室於八小時內報告檢查機構。

Require the laboratory instructors to report to the Office immediately in the event of any of the following occupational accidents occurring in the workplace, so that the Office can report to the inspection agency within 8 hours.

1.發生死亡災害時。

(1) In case of a fatal accident.

2.發生災害之罹災人數在三人以上者。

(2) When 3 persons or more are affected in an accident.

3.發生災害之罹災人數在一人以上，且需住院治療。

(3) When 1 person or more are affected and require hospitalized treatment in an accident.

4.其他經中央主管機關指定公告之災害。

(4) Other accidents specified and announced by the central competent authority.

(十五)安全衛生管理記錄與績效評估措施。

15. Safety and health management records and performance evaluation measures.

定期至各系所實習場所實施安全衛生稽查，統計缺失資料呈報「環境保護暨職業安全衛生委員會」，並請各系所限期改善，擇期複檢。

Carry out regular safety and health audits at various departmental practicum sites, compile statistical data on shortfalls and report to the Environmental Protection, Occupational Safety and Health Committee. Request the departments to make improvements within a specified timeframe and schedule a follow-up inspection.

(十六)其他安全衛生管理措施。

16. Other safety and health management measures.

1. 毒性化學物質管理：

(1) Management of toxic chemical substances:

(1) 依據「學術機構運作毒性及關注化學物質管理辦法」修訂本校學術機構運作毒性及關注化學物質管理計畫運作行為限制。

i. Amend the KMU Management Plan of Toxic and Concerned Chemical Substances at Academic Institutions as the basis for operational and behavioral restrictions in accordance with the Regulations for the Management of Toxic and Concerned Chemical Substances at Academic Institutions.

(2) 實驗廢棄物清理：

ii. Clearance of laboratory waste:

委託甲級廢棄物清除業者將實驗廢棄物及廢棄化學藥品送至國立成功大學環境資源研究中心資源回收廠進行處理。

Commission a Class A waste disposal company to transport the laboratory waste and discarded chemicals to the resource recovery facilities of the Environmental Resources Research Center, National Cheng Kung University for processing.

七、權責：

**Article 7 Authority and Responsibilities:**

本計畫之權責如下

The authority and responsibilities involved in this Plan are:

(一) 本室：擬訂、規劃、督導、推動本計劃及相關安全衛生管理事項，並協助有關部門實施。

1. The Office: Draft, plan, supervise, and promote this Plan and the related safety and health management issues, and help the related departments in the implementation.

(二) 環安委員會：擬訂本校安全衛生政策，並審議、協調、建議安全衛生管理相關事項。

2. EOSH Committee: Draft the University's safety and health policies, and review, coordinate, and make suggestions for safety and health management-related issues.

(三) 環安衛人員：擬訂、規劃及推動職業安全衛生管理計畫及環保和工安法令規定之事項，並指導有關部門實施，依法令規定或實際狀況修訂相關規章、計畫及工作守則，並定期或不定期實施實驗場所安全衛生檢查。

3. Environmental protection, safety and health personnel: Draft, plan, and promote the occupational safety and health management plan and matters specified in the environmental protection and work safety law and regulations, and guide the related departments in the implementation. Amend the related provisions, plans, and work rules as required by the law and regulations or based on the actual needs, and carry out regular or ad-hoc laboratory safety and health inspections.
- (四)實驗場所負責人及共用人:負責協助並落實職業安全衛生管理計畫及職業安全衛生法令規定事項,並遵守管機關指定之建議與事項、法令之規定及安全衛生組所列之建議,確實執行安全衛生管理工作,若有不符規定之事項,應儘速改善。
4. Laboratory directors and co-users: Responsible for assisting in the implementation of the Occupational Safety and Health Management Plan and the occupational safety and health law and regulations, as well as compliance with the recommendations and matters designated by the regulatory authority, the provisions of the law, and the suggestions listed by the safety and health organizations. Ensure the proper execution of the safety and health management tasks. Take prompt corrective actions in case of non-compliance.
- (五)單位主管:依職權指揮、監督所屬執行安全衛生管理事項,並協調及指導有關人員實施。
5. Heads of units: Direct and supervise subordinates in the execution of safety and health management tasks based on their areas of authority, and coordinate and guide relevant personnel in the implementation.

八、需要經費:依本室及各單位年度預算編列所需經費。

**Article 8** Funding requirement: Funding is allocated from the annual budgets of the Office and various units.

九、績效考核:

**Article 9 Performance Appraisal:**

本室定期將違反職業安全衛生法令規定及學術機構運作毒性及關注化學物質管理辦法規定及其他相關法令規定等之實驗場所及名單簽請所屬單位主管請其協助督導、改善。對於表現優良之實驗場所安全衛生管理人員,將提報本校環安委員會審核獎勵。

The Office shall regularly submit a list of the laboratories and personnel that violate the occupational safety and health law and regulations, the Regulations for the Management of Toxic and Concerned Chemical Substances at Academic Institutions, and other related regulations to the heads of the relevant units, and ask them to assist in supervision and improvement. Laboratory safety and health management personnel with outstanding performance will be recommended for review and rewards by the University's EOSH Committee.

10、其他規定事項:

**Article 10 Other Provisions:**

(一)本計畫未盡事宜,依職業安全衛生相關法令及本校規範辦理。

1. Matters not covered in this Plan shall be handled in accordance with the occupational safety

and health-related law and regulations, and the University's regulations.

(二) 本計畫經環境保護暨職業安全衛生委員會會議審議通過後，自公布日起實施，修正時亦同。

2. The Directives shall be passed by Environmental Protection, Occupational Safety and Health Committee Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments.

附件一 Appendix 1

年度職業安全衛生管理計畫時程表

Timeframe for the Annual Occupational Safety and Health Management Plan

計畫項目 Items	實施細目 Implementation details	實施方法 Implementation methods	承辦單位及人員 Undertaking units and personnel	預定工作進度 Scheduled progress												需用經費 (新台幣) Funding required (NTD)
				1	2	3	4	5	6	7	8	9	10	11	12	
1、工作環境或作業危害之辨識、評估及控制 1. Identification, assessment, and control of the work environment or work hazards	工作場所安全觀察 Workplace safety monitoring.	不定期觀察適用人員作業情形，發現不安全行為和狀況 Aperiodically observe the working conditions of applicable personnel and identify unsafe behaviors and situations.	實驗場所負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	

	依危害鑑別、風險評估結果決定控制措施 Determine the control measures based on the hazard identification and risk assessment results.	規劃實驗時或其他工作時，應評估作業內容之安全性，例如考量實驗用化學品危險性，以無毒及低危害取代有毒及高危害化學品 When planning an experiment or other tasks, safety of the operations shall be assessed, for example, taking chemical hazards in the experiment into consideration, and replacing toxic and high-hazard chemicals with non-toxic and low-hazard alternatives.	實驗場所負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	
二、機械、設備或器具之	機械設備、環境及其作業等安全衛生管理 Safety and health management of the machinery and equipment,	擬定自動檢查計畫 Draft the autonomous inspection plan.	環安室 EHS												※	

	the environment, and the operations.																
管理 2. Management of machinery, equipment, or tools	危險性機械及設備安全管理 Safety management of dangerous machinery and equipment.	作業前檢點、定期檢查、維修或保養 Pre-operation checks, regular inspections, repair and maintenance.	實驗場所負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	※	
	高壓氣體鋼瓶安全管理 Safety management of high-pressure gas cylinders.	瓶身化學品標示、鋼瓶年限、開關板手安全放置，空瓶滿瓶分，是否固定加鍊 Chemical labeling on the cylinder, cylinder expiration date, safety placement of valve handles, separation of empty and full cylinders, and whether they are secured with chains.	實驗場所負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	※	



	一般機械電器設備安全衛生管理 Safety and health management of general mechanical and electrical equipment.	每月定期檢點 Monthly regular inspections	實驗場所負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	
	其他非實驗場所機械設備安全管理 Safety management of other non-laboratory machinery and equipment.	作業前檢點、定期檢查、維修或保養 Pre-operation checks, regular inspections, repair and maintenance.	各行政單位、教學單位、總務處營繕組 All administrative units, teaching units, and the Construction and Maintenance Division, Office of General Affairs	※	※	※	※	※	※	※	※	※	※	※	※	
三、危害性化學品之分類、標示、通識及管理 3. Classification,	化學品管理 Chemical management	修訂危害物通識計畫 Revise the Hazardous Substance Communication Plan.	環安室 EHS												※	

labeling, communication, and management for hazardous chemicals	使用人員認知訓練 User awareness training	辦理危害物通識教育訓練 Provide hazard communication training.	環安室、使用化學品單位 EHS, the units using chemicals			※						※		※		依教育訓練計畫編列 To be allocated according to the education and training plan.
	化學品分級管理及危害清單建置 Create the Chemical Control Banding and Hazard Inventory	依據相關表格或系統進行填報建置 Fill out and create the relevant forms or systems.	使用化學品單位 The units using chemicals	※	※	※	※	※	※	※	※	※	※	※	※	
四、有害作業環境之採樣策略規劃及監測 4. Procurement strategy planning and testing for the harmful work environment	訂定年度作業環境監測計畫 Formulate the annual workplace environment monitoring plan.	依本校場所需求訂定 To be formulated in accordance with the University's workplace requirements.	環安室 EHS												※	
	維持有害物作業場所通風換氣設備之有效性 Maintain effectiveness of the ventilation equipment in workplaces with hazardous substances.	依需求定期檢查、維修、保養與維持通風換氣設備之有效運轉 Regularly inspect, repair, maintain, and ensure the	實驗場所負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	各單位依需求自行編列預算 Budget to be allocated by each unit individually

		effective operation of ventilation equipment as needed.															as needed.
	定期測定勞工作業環境所存在危害因子 Test and identify the hazards present in the work environment regularly.	依需求委外由合格機構檢測，測定結果保存 3 年備查 Commission a qualified organization for the testing as needed, and keep the test results for 3 years for future reference.	環安室 EHS					※						※			由環安室編列年度預算 An annual budget to be allocated by the EHS.
	游離輻射作業場所每月定期檢測游離輻設臂章 Regular monthly testing of the ionizing radiation armbands in workplaces with ionizing radiation.	提供游離輻射臂章給工作人員進行監測記錄。 Provide the ionizing radiation armbands to workers for monitoring the records.	環安室 EHS													※	由環安室編列年度預算 An annual budget to be allocated by the EHS.

<p>五、採購管理、承攬管理與變更管理事項</p> <p>5. Matters related to procurement management, contractor management, and change management</p>	<p>建置採購管理制度</p> <p>Create the procurement management system.</p>	<p>修訂各項安全衛生管理作業－採購管理作業程序</p> <p>Revise various safety and health management operations - the Procurement Management Procedures.</p>	<p>環安室</p> <p>EHS</p>													※	
	<p>建置承攬商管理制度</p> <p>Create the contractor management system.</p>	<p>修訂各項安全衛生管理作業－承攬商管理作業程序</p> <p>Revise various safety and health management operations - the Contractor Management Procedures.</p>	<p>環安室</p> <p>EHS</p>	※	※	※	※	※	※	※	※	※	※	※	※	※	
	<p>採購機械、器具、設備、物料、原料及個人防護具等之契約內容應符合職業安全衛生法令及相關標準</p> <p>The contract content for the procurement of machinery, tools, equipment, substances,</p>	<p>驗收、使用前確認其符合規定</p> <p>Perform acceptance check; confirm compliance with the regulations before use.</p>	<p>各採購單位</p> <p>All procuring units</p>	※	※	※	※	※	※	※	※	※	※	※	※	※	

	raw materials, and personal protective equipment should comply with the occupational safety and health law and regulations, and relevant standards.																
	建置變更管理制度 Create the change management system.	修訂各項安全衛生管理作業－變更管理作業程序 Revise various safety and health management operations - the Change Management Procedures.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	※	
	實施作業變更危害預防措施 Implement preventive measures against hazards of operational change.	評估變更作業潛在風險，採取適當預防措施 Assess the potential risks of change operations, and take appropriate preventive measures.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	※	

六、安全衛生 作業標準 之訂定 6. Formulation of the Safety and Health Operating Standards	環境安全衛生政策制定與 修訂作業程序 Formulate the environmental safety and health policies and revise the operating procedures.	每年檢視，依需求 修訂 Review annually, and revise as needed.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	
	年度環安衛危害鑑別風險 評估作業程序 Annual Environmental Protection, Safety and Health Hazard Identification and Risk Assessment Procedures	每年檢視，依需求 修訂 Review annually, and revise as needed.	環安室 EHS	※						※	※				※	
	環安衛法規鑑別流程作業程 序 Environmental Protection, Safety and Health Regulatory Compliance and Processing Procedures	每年檢視，依需求 修訂 Review annually, and revise as needed.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	
	環安衛教育訓練作業程序 Environmental Protection, Safety and Health Education and Training Procedures	每年檢視，依需求 修訂 Review annually, and revise as needed.	環安室 EHS			※						※		※		
	環安衛諮詢溝通及電子報 發布程序 Environmental Protection, Safety and Health Consultation,	每年檢視，依需求 修訂 Review annually, and revise as needed.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	

	Communication, and E-Newsletter Publication Procedures															
	環境保護安全衛生委員會召開及紀錄執行作業程序 Environmental Protection, Safety and Health Committee Meeting and Minutes Execution Procedures	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS			※			※			※			※	
	職業災害月報表網路申報暨意外事故通報調查作業程序 Online Monthly Report of Occupational Hazards and Accident Notification and Investigation Procedures	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	
	列管實驗場所環保、輻射及安全衛生巡檢業務作業程序 Environmental Protection, Radiation, Safety and Health Inspection Procedures for Classified Laboratories	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS												※	經費由環安室編列 Budget to be allocated by the EHS.

	職安法所列管人員體格檢查及健康檢查管理作業程序 Physical Examination and Health Examination Management Procedures for Personnel Specified by the Occupational Safety and Health Act	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS	※	※										※	
	實驗室廢棄物清運作業程序 Laboratory Waste Disposal Procedures	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS			※			※			※				經費由環安室編列 Budget to be allocated by the EHS.
	飲水機水質檢查作業程序 Water Quality from Water Dispensers Inspection Procedures	每年檢視，依需求修訂 Review annually, and revise as needed.	總務處營繕組 Construction and Maintenance Division, Office of General Affairs	※	※	※	※	※	※	※	※	※	※	※	※	經費由總務處編列 Budget to be allocated by the Office of General Affairs.
	化學品管制作業程序 Chemical Control Procedures	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	



七、定期檢查、 重點檢查、 作業檢點及 現場巡視  7. Regular inspections, major inspections, operational checks, and site patrols	消防設備定期檢查 Regular inspections on fire equipment	每月實施 1 次 To be implemented once every month.	總務處 營繕組 Construction and Maintenance Division, Office of General Affairs	※	※	※	※	※	※	※	※	※	※	※	※	※	經費由總務 處編列 Budget to be allocated by the Office of General Affairs.
	高壓電氣設備定期檢查 Regular inspections on high- pressure electrical equipment	每六個月實施 1 次 To be implemented once every 6 months.	總務處 營繕組 Construction and Maintenance Division, Office of General Affairs						※							※	經費由總務 處編列 Budget to be allocated by the Office of General Affairs.
	低壓電氣設備定期檢查 Regular inspections on low- pressure electrical equipment	每六個月實施 1 次 To be implemented once every 6 months.	總務處 營繕組 Construction and Maintenance Division, Office of General Affairs						※							※	經費由總務 處編列 Budget to be allocated by the Office of General Affairs.

	<p>游離輻射設備儀器定檢 Regular instrumental inspections on ionizing radiation equipment</p>	<p>每五年需送測試報告及操作人員資格（包括教育訓練時數）送原能會核備，使用期間每年定期進行輻射防護偵檢並留存紀錄備查</p> <p>A test report and the operators' qualifications (including hours of training) shall be submitted to the Atomic Energy Council (AEC) every 5 years for approval. Annual radiation protection inspections shall be conducted during the usage period, and records shall be kept for future reference.</p>	<p>環安室 EHS</p>													※	<p>經費由環安室編列 Budget to be allocated by the EHS.</p>
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	各項機械設備自動檢查 Autonomous inspections on various machinery and equipment	依法規頻率 In accordance with the legal frequency.	實驗場所 負責人 Laboratory directors	※	※	※	※	※	※	※	※	※	※	※	※	由各單位編列 To be allocated by each unit.
八、安全衛生 教育訓練 8. Safety and health education and training	實施新進人員及調換作業勞工之一般安全衛生教育訓練 Conduct general safety and health education and training for new hires and workers who have a job transfer	新進人員每人 3 小時；操作化學品者加 3 小時 3 hours for each of the new hires; additional 3 hours for those who handle chemicals	人事室 環安室 Human Resources Office, EHS			※						※		※		經費由環安室編列 Budget to be allocated by the EHS.
	實施在職人員安全衛生訓練每人 3 小時 Conduct safety and health training for serving employees, 3 hours each.	在職人員每人每年至少 3 小時 At least 3 hours per year for each serving employee	環安室 EHS			※						※		※		經費由環安室編列 Budget to be allocated by the EHS.
	急救人員訓練 (含 2 類及 3 類人員) First aider training (including Type 2 and Type 3 personnel)	全校員工數每 50 人應訓練至少 1 人次；派員赴訓練機構受訓 At least 1 in 50 of the University's employees shall be trained; personnel	各單位 學務處 環安室 All units, Office of Student									※				經費由環安室編列 Budget to be allocated by the EHS.

		shall be dispatched to receive training at a training institution.	Affairs, EHS													
	其他安全衛生教育訓練 Other safety and health education and training	依職業安全衛生教育訓練規則實施訓練 Implement training in accordance with the Occupational Safety and Health Education and Training Rules.	環安室 EHS			※						※		※		經費由環安室編列 Budget to be allocated by the EHS.
九、個人防護具之管理 9. Management of personal protective equipment	安全衛生防護具一般原則、配戴時機、防護具選擇、清潔與保管、使用期限之管理 General principles for safety and health protective equipment, time of wearing them, selection of protective equipment, cleaning and safekeeping, and management of the usage period and expiry	各行政及教學單位依工作場所之狀況，逐年編列預算提出購置安全衛生設備需求 Administrative and teaching units shall allocate an annual budget depending on the conditions of their workplaces, and	環安室 各實驗場所 EHS, all laboratories	※	※	※	※	※	※	※	※	※	※	※	※	經費由各單位自行編列 Budget to be allocated by each unit individually.

		make purchase requisitions of safety and health equipment.														
十、健康檢查、管理及促進 10. Health examination, management, and promotion	實施新進人員之體格檢查 Implement physical examinations for new hires.	新進人員赴指定醫院辦理 New hires go to the designated hospital to do the examinations.	人資室 環安室 Human Resources Office, EHS	※	※	※	※	※	※	※	※	※	※	※	※	自費體檢 Self-funded physical examination
	實施在職人員健康檢查 Implement health examinations for serving employees.	洽 檢 查 醫 院 實 施，每年 1 次 Consult the inspection hospital for the examination, once a year.	環安室 EHS	※	※										※	經費由環安室編列 Budget to be allocated by the EHS.
	在職勞工特殊健康檢查 Special health examinations for serving workers	每年 1 次 Once a year	環安室 EHS	※	※										※	經費由環安室編列 Budget to be allocated by the EHS.

	65 歲以上教職員工健康檢查 Health examinations for faculty and staff above 65 years old	每年 1 次 Once a year	環安室 EHS	※	※										※	經費由環安室編列 Budget to be allocated by the EHS.
十一、安全衛生資訊之蒐集、分享及運用 11. Collection, sharing, and application of safety and health information	配合政府實施職安衛生宣導活動 Work with the government to implement occupational safety and health promotion activities.	配合政府實施 Work with the government for implementation.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	
	安全衛生資訊之分享 Sharing of safety and health information	透過網頁公告進行宣導 Make promotion through website notices.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	
十二、緊急應變措施 12. Emergency response measures	制訂有害化學品及毒性化學物質、游離輻射緊急應變計畫 Formulate an emergency response plan for hazardous chemicals, toxic substances, and ionizing radiation.	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS												※	
	職業災害月報表網路申報暨意外事故通報調查作業程序 Online Monthly Report of	每年檢視，依需求修訂 Review annually, and revise as needed.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	

	Occupational Hazards and Accident Notification and Investigation Procedures															
	緊急應變演練、 訓練 Emergency response drills and training	依有害化學品及 毒性化學物質緊 急應變計畫及消 防法辦理 Implement in accordance with the emergency response plan for hazardous chemicals and toxic substances, and the Fire Services Act.	總務處 環安室 各單位 Office of General Affairs, EHS, all units			※							※			經費由總務 處及環安室 編列 Budget to be allocated by the Office of General Affairs and the EHS.
十三、 職業災 害、虛驚事 故、影響 13. Occupational accidents, near- miss incidents, and the impacts	彙整、分析意外事件直 接、間接與基本原因，並 Compile and analyze the direct, indirect, and basic causes of the accident.	意 外 事 件 發 生 時，事故單位填 寫報告呈現 When an accident occurs, the relevant unit shall make and present a report.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	

身心健康 事件 之調 查處理及 統計分析	採取預防對策 Take preventive strategies.	由環安室協助分 析 The EHS assists in the analysis.		※	※	※	※	※	※	※	※	※	※	※	※	
Investigation, handling, and statistical analysis of physical and mental health incidents	安全衛生管理記錄建檔備 查 Create the safety and health management records for future reference.	紀錄存查 Keep the records for future reference.	環安室 EHS	※	※	※	※	※	※	※	※	※	※	※	※	
	依主動、被動績效評量 指標加以評估管理績效 Evaluate management performance based on both proactive and reactive performance evaluation indicators.	每年檢視各項安 全衛生計畫執行 績效 Review the implementation performance for all safety and health plans annually.	環安室 現場一級單 位業務主管 EHS, business supervisors of first-level units on site	※	※	※	※	※	※	※	※	※	※	※	※	
十四、安全衛生管 理紀錄及績效 評估措施 14. Safety and health management records and performance evaluation measures	定期審查安全衛生管理 績效與研議持續改善措 施 Regularly review the safety and health management performance and discuss the ongoing improvement measures.	1. 每年於校務會 議報告環安室工 作報告 1. Make the EHS work report annually at the University Council.	環安室 環安委員會 EHS, EOSH Committee			※			※			※			※	



		<p>2. 每年於環安委員會報告安全衛生管理績效</p> <p>2. Make a report of the safety and health management performance annually at the EOSH Committee.</p>														
<p>十五、其他安全衛生管理措施</p> <p>15. Other safety and health management measures</p>	<p>人因性危害預防計畫</p> <p>Ergonomic Hazards Prevention Program</p>	<p>本計畫應逐年檢討修正並公告實施</p> <p>This Plan shall be reviewed, amended, promulgated, and implemented annually.</p>	環安室 EHS												※	
	<p>異常工作負荷促發疾病預防計畫</p> <p>Overwork-induced Disease Prevention Plan</p>	<p>本計畫應逐年檢討修正並公告實施</p> <p>This Plan shall be reviewed, amended, promulgated,</p>	環安室 EHS												※	

		and implemented annually.														
	執行職務遭受不法侵害預防計畫 Plan for the Prevention of Unlawful Infringement during the Performance of Duties	本計畫應逐年檢討修正並公告實施 This Plan shall be reviewed, amended, promulgated, and implemented annually.	環安室 EHS												※	
	女性勞工母性健康保護實施計畫 Workplace Maternal Health Protection Program for Female Workers	本計畫應逐年檢討修正並公告實施 This Plan shall be reviewed, amended, promulgated, and implemented annually.	環安室 EHS												※	
	教職員工健康服務計畫 Faculty and Staff Health Service Plan	本計畫應逐年檢討修正並公告實施 This Plan shall be reviewed,	環安室 EHS												※	

		amended, promulgated, and implemented annually.														
	呼吸防護計畫 Respiratory Protection Plan	本計畫應逐年檢討修正並公告實施 This Plan shall be reviewed, amended, promulgated, and implemented annually.	環安室 EHS												※	
	其他安全衛生管理措施 Other safety and health management measures	本計畫應逐年檢討修正並公告實施 This Plan shall be reviewed, amended, promulgated, and implemented annually.	環安室 EHS												※	
十六、修訂職業安全衛生管理計畫	修訂自動檢查計畫期程及經費 Revise the timeline and funding for the	新年度開始時，於每年底訂定全年的實施計畫	環安室 EHS												※	

16. Revise the Occupational Safety and Health Management Plan.	autonomous inspection plan.	<p>草案，經 簽 呈 陳 核後，公告校內各單位配合執行之</p> <p>Formulate the annual implementation plan (draft) at the end of the year when a new year begins. The plan shall be officially announced to all units in the University for implementation after being approved.</p>														
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