

高雄醫學大學職業安全衛生變更管理要點

Kaohsiung Medical University

Directives for Occupational Safety and Health Change Management

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:

本校職業安全衛生管理計畫第 1 項。

Article 1 of the KMU Occupational Safety and Health Management Plan.

二、目的：

Article 2 Purpose:

為降低本校工作場所因實驗場所、工程修繕或公用設施因設備、措施、作業、物料、技術及安全設施等因變更所起之潛在危害風險，進而保護本校僱用從事工作獲致工資，其工作性質確須進出前條適用場所之教職員工生、在工作場所作業之承攬商勞工與從事修繕或其他作業之自營作業者身心安全與健康及避免設備損失，特訂定本要點。

Kaohsiung Medical University (KMU) formulates the KMU Directive for Occupational Safety and Health Change Management to lower the potential hazard risks in the University's workplaces arising from changes of equipment, measures, operations, materials, technology, and safety devices, etc. in a laboratory, an engineering and repair work, or public facilities, so as to protect the physical and mental health and safety of the salaried faculty, staff, and students who are employed by the University, whose work nature essentially requires entering/exiting the aforementioned applicable workplaces, the contractor's workers working in the workplaces, and self-employed operators who are engaged in the repair or other works, and to avoid equipment damage or loss.

三、範圍：

Article 3 Applicability:

本校工作場所或工程修繕或公用設施之設備、措施、作業、物料、技術及安全設施等之變更。

Changes of the equipment, measures, operations, materials, technology, and safety devices, etc. in the University's workplaces, engineering and repair works, or public facilities.

四、權責單位：

Article 4 Responsible Units:

(一) 變更單位：欲變更實驗室之實驗場所負責人或新設實驗室等單位：

1. Change enacting units: Laboratories and units that intend to change the experimental site

director or establish a new laboratory.

1. 執行變更前作業及申請。

(1) Carry out the pre-modification procedures and application.

2. 執行變更審查所提出之必要管制項目。

(2) Implement the necessary controls proposed in the modification review.

3. 驗收及使用前要求各供應商須符合安全衛生具體規範。

(3) Require all suppliers to comply with specific safety and health regulations before acceptance and usage.

4. 變更作業之管制規劃與評估。

(4) Change control planning and evaluation.

(二) 單位主管(系主任/院長)：變更審查。

2. Head of unit (Department Chair/Dean of College): Modification review.

(三) 環保暨安全衛生室(下稱本室)：變更核准。

3. Office of Environmental Protection, Occupational Safety and Health (EHS): Modification approval.

五、名詞定義：

Article 5 Definitions:

(一) 校外部份變更：係指國家法令規章的修訂、及職業安全衛生知識和技術的更新等。

1. External changes: Refer to revisions in the national law and regulations, as well as updates in occupational safety and health knowledge and technology.

(二) 校內部份變更：係指建築物（如：實驗室之搬遷、實驗室目的變更）、設備（如：局

部排氣裝置、危害性機械及危險性設備等之變更）、化學品（如：危險物、有害物及毒性化學物質之新增使用或變更使用）及標準作業程序（如：新增或變更分析方法或實驗內容等）等之新增與變更。

2. Internal changes: Refer to additions and modifications related to buildings (e.g., laboratory relocation, change in the laboratory purpose), equipment (e.g., changes to local exhaust devices, hazardous machinery, and dangerous equipment), chemicals (e.g., new or modified use of hazardous, harmful, and toxic chemicals), and standard operating procedures (e.g., adding or changing analytical methods or experimental content).

(三) 永久性變更：係指經研討或測試後決定之永久性修改。

3. Permanent changes: Refer to permanent modifications decided after review or testing.

(四) 暫時性變更：係指針對某特殊狀況之研究需要進行之暫時性變更，此等變更必須清楚

界定變更之期間，且於期滿時，恢復變更前之狀況。

4. Temporary changes: Refer to modifications made temporarily to meet the research needs of a specific situation. The duration of such changes must be clearly defined, and the original

conditions must be restored at expiration.

(五) 化學物質：實驗過程中所使用、處置、製造之化學物質，包括原料、產品、中間產物

、藥品、潤滑用油等。

5. Chemical substances: Chemical substances used, handled, or produced during experimental processes, including raw materials, products, intermediates, drugs, lubricating oils, etc.

(六) 實驗技術：對原物料、試驗、設備可用性、新增設備、新產品及操作條件有影響之製

程領域。

6. Experimental technology: Process areas that affect raw materials, testing, equipment availability, new equipment, new products, and operating conditions.

(七) 儀器設備：係指實驗過程中所需之裝置之本體及其配件。例如：塔槽、熱交換器、轉

動機械、儀錶、警報裝置、分析儀器、程序控制軟硬體、公用設備、走道、平台、安全閥及聯鎖系統、氣體監測器等。

7. Instruments and equipment: Refer to the devices and accessories required in experimental processes. For example: columns, heat exchangers, rotating machinery, dashboards, alarm devices, analytical instruments, process control hardware and software, utilities, walkways, platforms, safety valves and interlock systems, gas detectors, etc.

六、變更管理程序：

Article 6 Change Management Procedures:

(一) 變更作業流程：如圖一。

1. Change processes: See Figure 1.

(二) 變更前作業及申請：

2. Pre-modification procedures and application:

變更單位應於變更前填寫本校「實驗室新增、異動變更申請單」(下稱變更申請單，如附件一)，並檢附相關文件向單位主管及本室提出申請。

The change-enacting unit shall complete the KMU Application Form for Laboratory Addition and Modification (“the Change Application Form”, see Appendix 1) before making any changes, and submit the application, along with relevant documents, to the head of unit and the Office.

(三) 變更審查及核准：

3. Change review and approval:

1. 單位主管(系主任/院長)接到「變更申請單」後，應審核是否符合實際需要及安全衛生要求，並視風險程度提出變更應管制之項目。

(1) After receiving the Change Application Form, the head of unit (Department Chair/Dean of College) shall review and determine if it meets actual needs and safety and health requirements, and propose control measures for the change depending on the level of risk.

2. 本室接到單位審查完成之「變更申請單」後，應依法規標準及安全衛生要求，並視風

險程度提出變更應管制之項目予以核准。

(2) After receiving the reviewed Change Application Form, the Office shall approve the control measures proposed in accordance with regulatory standards, safety and health requirements, and depending on the level of risk.

3. 變更單位於新設或異動實驗室等前呈請總務處營繕組規畫之時，營繕組需照會本室得知，並告知申請之變更單位需填寫「變更申請單」交本室存檔，未依規定者，本室將簽請校長暫緩該實驗室運作。

(3) When the change-enacting unit submits a plan to the Construction and Maintenance Division, Office of General Affairs before the establishment or modification of a laboratory, the Construction and Maintenance Division shall notify the Office and ask the requesting unit to fill out the Change Application Form and submit it to the Office for filing. Failure to comply with this requirement will result in the Office recommending to the President to temporarily suspend operations of the laboratory.

(四) 執行變更：

4. Implementation of changes:

1. 變更申請單位應依據本室核准結果進行變更。

(1) The change-enacting unit shall proceed with the modifications based on the results approved by the Office.

2. 變更單位於實施變更作業時應全程監控作業安全與執行環安衛檢查工作。

(2) The change-enacting unit shall monitor operational safety and health inspections throughout the entire process and conduct environmental, safety and health inspections.

3. 變更作業時影響所及之相關人員，應予以作業時之危害風險告知，完成相關之教育訓練。

(3) 3. Personnel affected by the change operations shall be informed of the associated hazards and risks during the process, and relevant education and training should be completed.

七、本要點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 7 The Directives shall be passed by the Environmental Protection, Occupational Safety and Health Committee Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments.

【圖一】變更管理流程

[Figure 1] Change Management Procedures

流程圖 Flow Chart	權責單位 Responsible Unit	使用文件/表單 Doc/Form Used
變更需求	變更作業申請單位	
是否為列管變更	變更作業申請單位	高雄醫學大學實驗室新增、異動變更申請單
否		
是		
環安衛風險評估	變更作業申請單位	高雄醫學大學實驗室新增、異動變更申請單
提出改善要求、建議事項	單位主管、 環保暨安全衛生室	
權責單位是否接受	變更作業申請單位	高雄醫學大學實驗室新增、異動變更申請單
否		
是		高雄醫學大學實驗室新增、異動變更申請單
施工建造或導入變更及確認	變更作業申請單位 環保暨安全衛生室	

變更需求

Change requirement

是否為列管變更

Is it a classified change?

否

No

是

Yes

環安衛風險評估

EHS risk assessment

提出改善要求、建議事項
recommendations.

Make improvement requests and

權責單位是否接受

Does the responsible unit accept them?

否

No

是

Yes

施工建造或導入變更及確認

Construction or introduction of change and

confirmation

變更作業申請單位 Unit applying for change

變更作業申請單位 Unit applying for change

變更作業申請單位 Unit applying for change

單位主管、環保暨安全衛生室 Head of unit, EHS

變更作業申請單位 Unit applying for change

變更作業申請單位 Unit applying for change

環保暨安全衛生室 EHS

高雄醫學大學實驗室新增、異動變更申請單 **KMU Application Form for Laboratory
Addition and Modification**

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【附件一】高雄醫學大學實驗室新增、異動通知單

[Appendix 1] KMU Laboratory Addition and Modification Notice

申請單位 Applying Unit	學院 College of ; Department/Institute (Center) of		
實驗場所所在大樓 Building where the laboratory is located	<input type="checkbox"/> 醫學研究大樓 Medical Research Building <input type="checkbox"/> 綜合實驗大樓 Laboratory Complex Building <input type="checkbox"/> 第一教學研究大樓 First Teaching Building <input type="checkbox"/> 舊棟第一棟 KMU First Historic Building <input type="checkbox"/> 國際學術研究大樓 International Academic Research Building <input type="checkbox"/> 生物技術教育館 Biotechnology Laboratory Building <input type="checkbox"/> 濟世大樓 Chi-Shih Building <input type="checkbox"/> 其他 : Other:		
實驗場所房間編號 Laboratory Room No.		實驗場所名稱 Laboratory Name	
實驗場所負責人 Laboratory Director		職 稱 Job Title	
		聯絡電話 Contact No.	分機 : Ext.: 手機 : Mobile:
		E-mail	
緊急聯絡人姓名 Name of Emergency Contact Person		聯絡電話 Contact No.	分機 : Ext.: 手機 : Mobile:
預計從事實驗項目 Intended experiments	<input type="checkbox"/> 生物性 Biological <input type="checkbox"/> 感染性 Infectious <input type="checkbox"/> 化學性 Chemical <input type="checkbox"/> 其他項目、請說明 : Other, please specify:		
預定使用之化學品 Chemicals to be used	是否使用列管毒性化學物質 <input type="checkbox"/> 是 ; <input type="checkbox"/> 否 Is classified toxic chemical substance used? <input type="checkbox"/> Yes, <input type="checkbox"/> No 是否使用危險性或有害性物質 <input type="checkbox"/> 是 ; <input type="checkbox"/> 否 Is hazardous or harmful substance used? <input type="checkbox"/> Yes, <input type="checkbox"/> No		
產生廢棄物種類 Type of waste generated	<input type="checkbox"/> 生物性 Biological <input type="checkbox"/> 感染性 Infectious <input type="checkbox"/> 化學性 Chemical <input type="checkbox"/> 其他項目、請說明 : Other, please specify:		

<p style="text-align: center;">說 明 事 項 Notes</p> <p>請說明使用化學品名稱或空間異動事項(如修繕、實驗室線路變更等)</p> <p>Please specify the name of the chemical used or any changes to the space (such as repairs, laboratory wiring changes, etc.)</p>	<p>說明： Description:</p>	<p>單位主管 (系主任/院長)簽章： Head of Unit's (Department Chair/Dean of College) Signature:</p>	
<p style="text-align: center;">職安衛人員 實地審查 Field review by EHS Personnel</p>	<p>核准 Approved <input type="checkbox"/> 不核准 Rejected <input type="checkbox"/> 意見：Comment:</p>	<p>環保暨安全衛生室 簽章： EHS Signature:</p>	

備註：此通知單為使用單位於實驗室新增或修改異動申請時提環保暨安全衛生室告知。

Remark: This Notice is submitted to the EHS by the user unit for laboratory addition or modification application.