

高雄醫學大學職業災害事故通報及調查計畫

Kaohsiung Medical University

Occupational Accident Notification and Investigation Plan

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Committee of the Academic Year 2020

1、法源依據

Article 1 Legal Basis

(一)職業安全衛生法(以下簡稱「職安法」)第 37 條。

1. Article 37 of the Occupational Safety and Health Act (“the Act”).

(二)高雄醫學大學職業安全衛生管理規章第 9 條。

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

(三)高雄醫學大學校園安全及災害事件通報作業要點。

3. KMU Campus Security and Accident Notification Directives.

二、目的

Article 2 Purpose

為使職業安全事故調查更有效率，並確認事實和情況、鑑定原因和決定改善行動，藉以降低事故再發生之機率，特訂定本計畫。

Kaohsiung Medical University (KMU) formulates the KMU Occupational Accident Notification and Investigation Plan to bolster investigation efficiency for occupational safety incidents, as well as to confirm facts and conditions, identify causes, and determine necessary actions for improvement, thereby reducing the likelihood of accidents recurring.

三、適用對象

Article 3 Applicability

本計畫適用於本校職業安全衛生事故處理、通報與調查管理。

This Plan is applicable to the handling, notification, and investigation management of occupational safety and health incidents in the University.

4、權責單位

Article 4 Responsible Units

(一)環保暨安全衛生室(以下簡稱環安室)：督導校內工作者(如教職、員工與學生等)疾病、

傷害、失能、死亡等職業災害之調查處理與統計分析。

1. Office of Environmental Protection, Occupational Safety and Health (EHS): Supervise the investigation, handling, and statistical analysis of occupational hazards, including diseases, injuries, disabilities, and deaths of KMU workers (e.g., faculty, staff, and students).

(二)本校相關單位：協助事故調查處理並研擬事故預防報告。

2. Related units of KMU: Assist in accident investigation and handling, and prepare accident prevention reports.

5、定義

Article 5 Definitions

(一)職業災害事故

1. Occupational accident

指一種未預期之狀況，已經造成或可能造成下列之一種或多種情形者：

It refers to an unexpected situation that has resulted or may result in one or more of the following circumstances:

1. 對人員安全或健康有不良影響者。

(1) Adverse influence on personal safety or health.

2. 財務損失或工程中斷者。

(2) Financial losses or project interruptions.

3. 造成環境污染者。

(3) Causing environmental pollution.

各類事件之定義如附表一所示。

Definitions of various incidents can be found in Appendix 1.

(二) 事故單位

2. Unit involved in the accident

事故發生後若有人受傷則指受傷人員所隸屬單位；若同時有兩個單位以上之人員受傷，則由這些單位協調後指定一單位為之。若無人員受傷則指事故發生地點或所屬單位。

It refers to the unit associated with the injured person if a person is injured in the accident; if the two or more persons from different units are injured, these units shall define the “unit involved” through coordination. If no one is injured, it refers to the location or associated unit where the accident occurs.

(三) 職業災害通報

3. Occupational accident notification

依職安法第 37 條第 2 項規定，本校發生重大職業災害時，環安室應於八小時內通報勞動檢查機構。

In accordance with Article 37, Paragraph 2 of the Act, the EHS shall notify the labor inspection agency within 8 hours when a major occupational accident occurs in the University.

(四) 校安通報

4. Campus security notification

依據本校「校園安全及災害事件通報作業要點」

In accordance with the KMU Campus Security and Accident Notification Directives,

1. 當校內發生下列「緊急事件」時，學校應於知悉後，立即應變及處理，及時以電話、電訊、傳真或其他科技設備通報上級主管教育行政機關，並於二小時內於校安通報網通報：

(1) When one of the following “emergency incidents” occurs on campus, it shall be responded to and dealt with immediately once it has come to the knowledge of the University, and the superior education administrative authority shall be notified by phone, telecommunication, fax, or other technological means. The incident shall be reported through the Campus Security Notification Network within 2 hours.

(1) 各級學校師生有死亡或死亡之虞，或二人以上重傷、中毒、失蹤、受到人身侵

害等，且須主管教育行政機關及時知悉或立即協處之事件。

i. An incident where teachers or students at a school of any level are dead or at risk of death, or where two or more individuals are seriously injured, poisoned, missing, or subject to personal harm, requiring immediate acknowledgement or action of the competent education administrative authority.

(2) 災害或不可抗力之因素致情況緊迫，須主管教育行政機關及時知悉或各級學校自行宣布停課者。

ii. An incident where a disaster or force majeure causes an urgent situation, requiring immediate acknowledgement of the competent education administrative authority or schools of any levels for their individual decision to announce class suspension.

(3) 逾越各級學校處理能力及範圍，亟需主管教育行政機關協處之事件。

iii. An incident that exceeds the handling capacity and scope of a school of any level, leading to a pressing need for the coordinated action of the competent education administrative authority.

(4) 媒體關注之負面事件。

iv. Negative events that attract media attention.

2. 當校內發生依法規通報事件時，應於知悉後，於校安通報網通報，至遲不得逾二十四小時；法規有明定者，依各該法規定期限通報。

(2) When an incident that requires notification by law occurs on campus, it shall be reported through the Campus Security Notification Network within 24 hours of acknowledgement; comply with the notification time limits otherwise specified by the law and regulations.

3. 當校內發生「一般校安事件」事件時，應於知悉後，於校安通報網通報，至遲不得逾七十二小時。

(3) When a “general campus security incident” occurs on campus, it shall be reported through the Campus Security Notification Network within 72 hours of acknowledgement.

(五)調查小組調查

5. Investigation by the investigation team

指由事故單位之主管召集相關人員及受過事故調查訓練之人員，組成小組共同進行調查。調查小組成員至少須包括：

It refers to a team convened by the head of the unit involved in the accident, comprising relevant personnel and individuals trained in accident investigation, who work together to conduct the investigation. The investigation team shall include at least the following members:

1. 至少有一位人員熟悉發生事故之作業。

(1) At least one member familiar with the operations where the accident occurred.

2. 具有事故調查分析知識和經驗之員。

(2) Individuals who are knowledgeable and experienced in accident investigation and analysis.

3. 如果事故與承攬商有關，須有一位承攬商之員工。

(3) An employee of the contractor if the accident is related to a contractor.

6、作業內容

Article 6 Operation Content

(一)職業災害事故之處理

1. Handling of occupational accidents

1. 現場及傷患處理

(1) Handling the scene and casualties

(1) 現場控制及二次災害預防

i. On-site control and prevention of secondary hazards

事故發現人 / 當事人在考量本身安全狀況下，除應立即採取必要之措施，並通知事故發生場所主管對現場進行緊急預防災害擴散措施、必要之急救或醫療處理，以降低災害危害並預防二次災害之發生。

The person who discovers the accident or the parties involved shall, provided that personal safety is protected, immediately adopt necessary measures and notify the site supervisor at the accident scene to implement emergency measures to prevent spreading the hazard, as well as to provide necessary first aid or medical treatment, in order to reduce the harm of the accident and prevent secondary hazards.

(2) 傷患急救及後續處理

ii. First aid for the injured and follow-up

①人員或承攬人於工作中受傷，其現場主管或承攬人之主管（由監工協助）應給

予傷者必要之協助。

(i) If a person or contractor is injured while working, the site supervisor or the supervisor from the contractor (with assistance from the foreman) shall provide necessary assistance to the injured individual.

- ②要救護車時，須撥急救電話請求派車，並派人隨車照顧傷患至外送就醫。護送人員留在醫院協助傷者獲得適當看護及辦理住院事宜，並設法通知傷者家屬，且適時以電話回報職業安全衛生管理單位說明送醫情況。

(ii) When an ambulance is needed, an emergency call shall be made to request a dispatch, and someone shall accompany the ambulance to care for the injured person until he/she receives medical care. The escort should remain at the hospital to assist the injured person in receiving appropriate care and handling admission matters, as well as notifying the injured person's family. Additionally, timely phone reports shall be made to the occupational safety and health management unit to explain the situation.

- ③承攬人受傷如需救護車支援時，承攬人或總務處必須派人隨車照顧傷者。

(iii) When a contractor is injured and needs ambulance support, the contractor or the Office of General Affairs shall send someone to accompany the ambulance to care for the injured person.

(3)現場保持完整

iii. Keeping the scene intact

- ①事故現場應盡量保持完整，以利事故調查之進行，除必要之急救、搶救外，不可移動或破壞現場。

(i) The accident scene shall be kept intact as much as possible to facilitate the investigation. No items at the scene shall be moved or destroyed except for necessary first aid or rescue.

- ②事故如達職災通報所定義之狀況時，除必要之急救、搶救外，未經司法機關或檢查機關許可，不得移動或破壞現場。

(ii) If the accident conforms to the conditions defined for occupational accident notification, no items at the scene shall be moved or destroyed without the permission of the judicial or investigation authorities, except for necessary first aid and rescue.

2.職災事故之通報(圖一)

(2) Notification of occupational accidents (Figure 1)

- (1)於重大職業災害發生後，事故單位主管填寫「職災事故通報表」(附表二)並立即通報至職業安全衛生管理單位，必要時可先以電話或口頭通知。

i. When a major occupational accident has occurred, the head of the unit involved in the accident shall fill out the Occupational Accident Notification Form (Appendix 2) and report it to the occupational safety and health management unit immediately. Notification can be made initially by phone or verbally, if necessary.

- (2)職業安全衛生管理單位視法令要求事項進行重大職業災害(8小時內)及其它後續通報校長。

ii. The occupational safety and health management unit shall notify the President of major occupational accidents (within 8 hours) and other subsequent matters as required by law.

- (3)校園安全單位依相關之法令及規範進行災害通報(依不同事件定義具有不同時間規範)及通報校長。

iii. The campus security unit shall make notification of accidents in accordance with the relevant law and regulations (by varying time limits from case to case) and notify the President.

- (4)一般職業災害發生後，事故單位主管填寫「職災事故報告表」(附表二)並於3日

內通報至職業安全衛生管理單位，必要時可先以電話或口頭通知。

iv. When a general occupational accident has occurred, the head of the unit involved in the accident shall fill out the Occupational Accident Notification Form (Appendix 2) and report it to the occupational safety and health management unit within 3 days. Notification can be made initially by phone or verbally, if necessary.

(5) 職業安全衛生管理單位應每月統計校內職業災害，並將每月上網填報職業災害統計資料（所轄之職業安全衛生主管機關及教育部學校安全衛生資訊網）。

v. The occupational safety and health management unit shall compile monthly statistics on occupational accidents in the University and report the statistical data of occupational accidents online every month (to the competent occupational safety and health authority and the Ministry of Education's school safety and health information website (<https://www.safelab.edu.tw/>)).

3. 職災事故之調查(圖二)

(3) Investigation of occupational accidents (Figure 2)

(1) 對於須進行「小組調查」之事故（參考附表三事故通報及調查分類表），事故單位主管應於事故發生後二個工作日內召集相關人員進行調查並召開調查會議。

i. For an accident that requires a “team investigation” (see Appendix 3: Accident Notification and Investigation Classification Table), the head of the unit involved in the accident shall convene relevant personnel for an investigation and hold an investigation meeting within 2 working days after the accident.

(2) 發生事故單位主管應於二星期內依據調查結果提出「事故調查報告」（參考附表四事故調查表）。

ii. The head of the unit involved in the accident shall submit an Accident Investigation Report (see Appendix 4: Accident Investigation Form) based on the investigation result within 2 weeks.

(3) 若於期限內無法完成調查，應先就目前調查現況提出報告，並於實際完成調查時再提出完整的調查報告。

iii. If the investigation is not finished within the deadline, a report shall be presented according to the current investigation status, and a full report shall be submitted when the investigation is finished.

(4) 在執行事故調查時，事故調查報告內容應（至少應含人、事、時、地、物）注意下列相關事項：

iv. When carrying out accident investigation, the content of the accident investigation report shall include the following (at least the person(s), event, time, location, and matter(s) shall be included):

① 先確認事故發生之經過及處理情形。

(i) Confirm the process of the accident occurrence and the handling status first.

② 藉由人員訪談、設備檢查分析、物料測試、相關文件與記錄查核、或是事故現場重建以鑑認出事故之直接原因、間接原因與基本原因。

(ii) Identify the direct, indirect, and fundamental causes of the accident through interviews with the relevant personnel, inspection and analysis of the equipment, material testing, review of relevant documents and records, or reconstruction of the accident scene.

③ 發展出有效的改善措施以消除或降低立即原因和基本原因發生之機率，或是減輕事故後果之嚴重度。

(iii) Develop effective improvement measures to eliminate or reduce the likelihood of the immediate and fundamental causes, or to mitigate severity of the accident's

consequences.

- ④確認應負責改善措施之單位與校內工作者，及其預定完成之期限。

(iv) Confirm the units and KMU workers who should be responsible for implementing the improvement measures, as well as the expected completion date.

- ⑤調查會議不限次數，應力求其正確性及完整性。在調查會議中如有具體之改善措施應口頭或書面通知負責執行單位或於下次會議中邀請其參與討論（若有爭議，可由單位主管決定是否執行之），以作成可具體執行之改善措施。

(v) There is no limit to the number of investigation meetings; accuracy and integrity shall be upheld. If specific improvement measures are identified during the meetings, they shall be communicated verbally or in writing to the unit responsible for implementation, or the unit may be invited to participate in the next meeting for discussion, in order to devise specific and feasible improvement measures. (In case of disputes, the head of unit may decide whether to implement the measures or not.)

4.調查報告之呈核及宣導

(4) Submission and promotion of the investigation report

- (1)「事故調查報告」經校長核准後，由職業安全衛生管理單位將相關資料分送事故單位、改善措施負責單位與校內工作者、相關單位之校內工作者教職員與學生。

i. After the President has approved the Accident Investigation Report, the occupational safety and health management unit shall disseminate the relevant information to the unit involved in the accident, the unit and KMU workers responsible for implementing the improvement measures, faculty, staff, and students in the related units.

- (2)職業安全衛生管理單位對於事故調查結果得加以宣導或是納入安衛訓練教材之中，以強化校內工作者對於安全的認知。

ii. The occupational safety and health management unit may promote occupational safety according to the accident investigation results or incorporate them in the safety and health training materials to enhance the KMU workers' awareness of safety.

- (3)依據職災事故通報單及其他相關證明文件，校內工作者可以申請公傷假休息。

iii. Based on the Occupational Accident Notification and other relevant supporting documents, the KMU workers may apply for occupational injury leave.

- (4)行政部門協助校內工作者申請各項保險給付（給付金額依保險單位之核定）或職業災害補償或補助款項（標準依各相關規定辦法），各款項均於核定後，直接撥入校內工作者指定帳戶或由學校代轉。

iv. The administrative department assists the KMU workers in applying for various insurance benefits (with the amount determined by the insurance provider) or occupational injury compensation or subsidies (in accordance with relevant regulations). Once approved, all payments are either directly deposited into the worker's designated account or transferred through the University.

5.改善措施之落實及追蹤

(5) Implementation of the improvement measures and follow-up

- (1)改善措施實施前應進行危害鑑別與風險評估以確認不會產生其他風險。

i. A hazard identification and risk assessment shall be carried out before implementing the improvement measures to ensure that no other risks would be generated.

- (2)負責改善措施之單位與校內工作者應確實依據既定計畫執行各項改善措施。

ii. The unit and KMU workers responsible for implementing the improvement measures shall carry out all improvement measures according to the established plan.

- (3)職業安全衛生管理單位應負責追蹤改善措施之執行情況，並記錄查核結果，待所有

改善措施全部完成之後，將查核結果結案歸檔。

iii. The occupational safety and health management unit shall be responsible for tracking the implementation status of the improvement measures, and making records of the investigation results. When all improvement measures are completed, please close the case and file the investigation results.

(4) 調查報告經事故單位主管審核後，送交職業安全衛生管理單位審核及轉呈校長核准。

iv. After the investigation report is reviewed by the unit involved in the accident, it shall be forwarded to the occupational safety and health management unit for review and forwarding to the President for approval.

6. 事故調查報告之歸檔

(6) Filing of the accident investigation report

(1) 事故調查報告於完成所有的改善措施後方能結案歸檔。

i. The accident investigation report can only be closed and filed after all improvement measures have been implemented.

(2) 事故調查報告由職業安全衛生管理單位保存十年。

ii. The accident investigation report shall be kept by the occupational safety and health management unit for 10 years.

7. 事故調查報告之統計分析

(7) Statistical analysis of accident investigation reports

職業安全衛生管理單位定期提出檢討，作為績效評量之參考，避免危害再度發生。

The occupational safety and health management unit shall conduct regular reviews, which will serve as a reference for performance evaluation to prevent the recurrence of hazards.

二、虛驚事故之處理即通報

2. Handling and notification of near-miss incidents

1. 事故發生若屬虛驚事故，發生該事故之校內工作者或其職務代理人 **24** 小時內填具「虛驚及輕度傷害記錄表」（附表五），該記錄表由職業安全衛生管理單位彙整。

(1) If an incident is determined to be a near-miss incident, the KMU workers involved in that incident or their designated representative shall fill out the Near-miss Incident and Minor Injury Record Form (Appendix 5) within 24 hours. The record shall be compiled by the occupational safety and health management unit.

2. 「虛驚及輕度傷害記錄表」（附表五）需將發生經過應將當時之人、事、時、地、物具體詳實描述；處理方式則應包括緊急處理、應變措施及必要之通報。

(2) The Near-miss Incident and Minor Injury Record Form (Appendix 5) shall give detailed and specific description of the person(s), event, time, location, and matters related to the incident; the handling method shall include the emergency responses, contingency measures, and necessary notification.

3. 發生虛驚事故單位應於環保暨職業安全委員會相關會議中提出討論，並告知相關應注意事項。

(3) The unit involved in a near-miss incident shall present the matter for discussion in the relevant meetings of the Environmental Protection, Occupational Safety and Health Committee and inform the relevant parties of any necessary precautions.

三、其他規定

3. Other provisions

各單位之人員應全力配合與支援事故單位執行事故調查。

Personnel from all units should make their best effort to collaborate and support the unit

involved in the accident for the accident investigation.

7、 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 7 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.

附表一 各類事件之定義

Appendix 1 Definitions of Various Incidents

項次 Item	事故類型 Type of Incident	定義 Definition
1	死亡 Death	指由於職業災害致使人員喪失生命，不論罹災至死亡之時間長短 It refers to cases where an occupational accident results in the loss of life, regardless of the time between the accident and the death.
2	職業病 Occupational disease	指校內工作者於受雇期間因曝露於環境因子而引起之疾病 It refers to illnesses contracted by the University's workers during their employment due to exposure to environmental factors.
3	損失工時 Loss of work hours	指人員受傷，而於次一工作日無法恢復上班者 It refers to cases where a worker is injured and unable to return to work the next working day.
4	限制工時 Restriction of work hours	指人員受傷，次一工作日雖仍回復上班，但無法完全執行原有工作者 It refers to cases where a worker is injured and returns to work the next day but is unable to fully perform their original duties.
5	急救處理 Emergency response	指人員受到輕微傷害，僅須經過急救處理或一般醫療處理即可恢復上班者 It refers to cases where a worker sustains a minor injury that requires only first aid or general medical treatment, allowing them to return to work.
6	交通意外 Traffic accident	教職員工與學生於上下班或公務途中所發生之交通事故 It refers to traffic accidents involving faculty, staff, or students that occur during their commute or while on official duties.
7	火災/爆炸 Fire/explosion	指學校內發生之火災或爆炸 It refers to fire or explosion that occurs in the University.
8	設備損毀 Equipment damage	指因異常操作或作業所引起之設備損壞 It refers to equipment damage caused by abnormal operations or work.
9	化學品外洩 Chemical leakage	指危害性化學物質之洩漏 It refers to leakage of hazardous chemical substances.
10	虛驚事件 Near-miss incident	指一種非預期之狀況，若情況稍有不同即會造成人員傷亡、財產損失或製程中斷 It refers to an unexpected situation that, under slightly different circumstances, could have resulted in injury, loss of property, or disruption of operations.
11	公共安全 Public security	指因暴力或被要求賠償人身或財物損失者 It refers to cases involving violence or demands for compensation for personal injury or property loss.
12	自然災害 Natural disaster	指因颱風、地震或豪雨等自然因素所引起之災害事故 It refers to disaster incidents caused by natural factors such as typhoons, earthquakes, or heavy rain.
13	其他 Others	無法歸類於上述任一類者 Any other cases that are not attributable to any of the above.

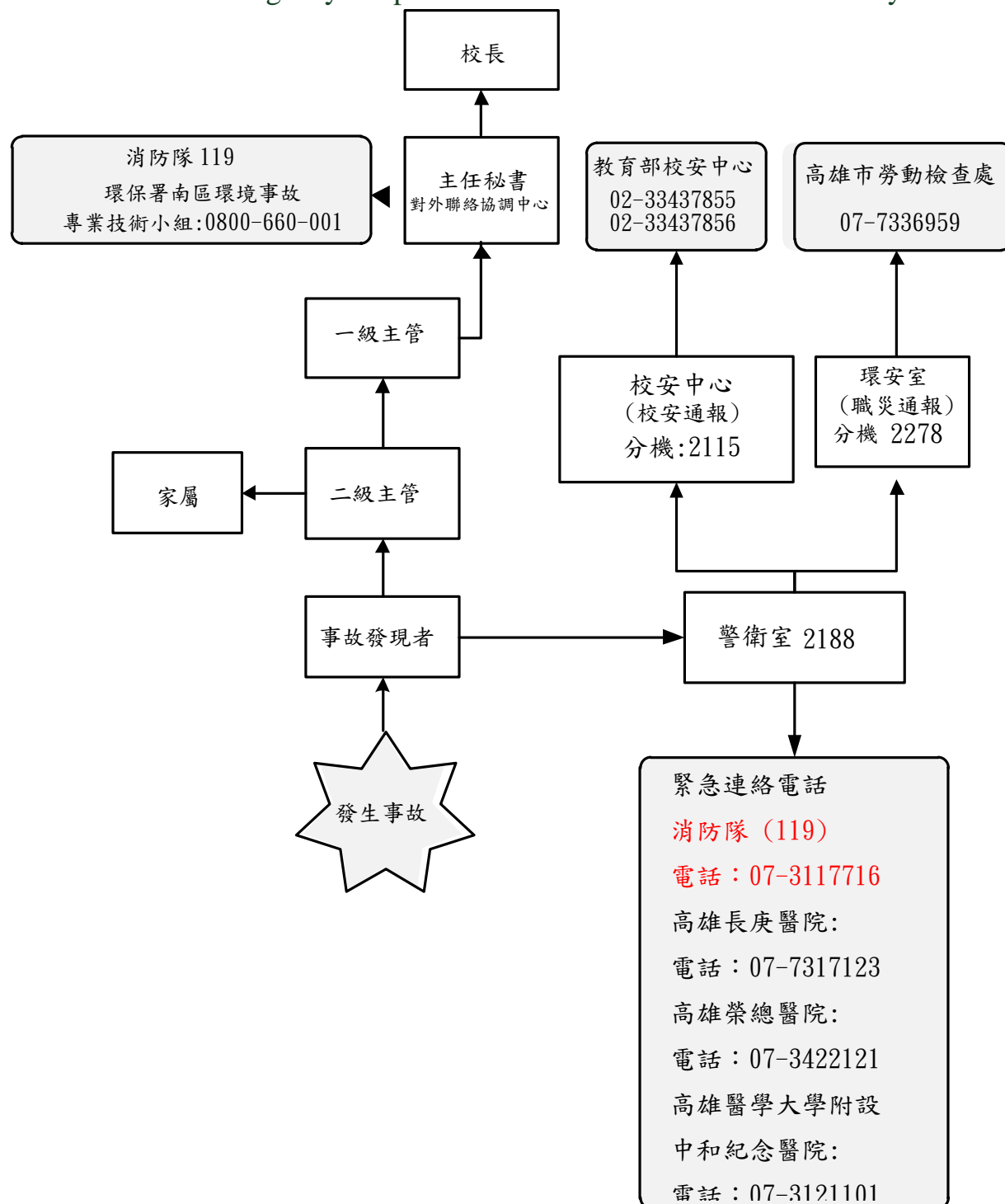
圖一 本校緊急應變通報及聯絡圖

Figure 1 KMU Emergency Response Notification and Contact Directory

高雄醫學大學緊急應變通報及聯絡圖

Kaohsiung Medical University

Emergency Response Notification and Contact Directory



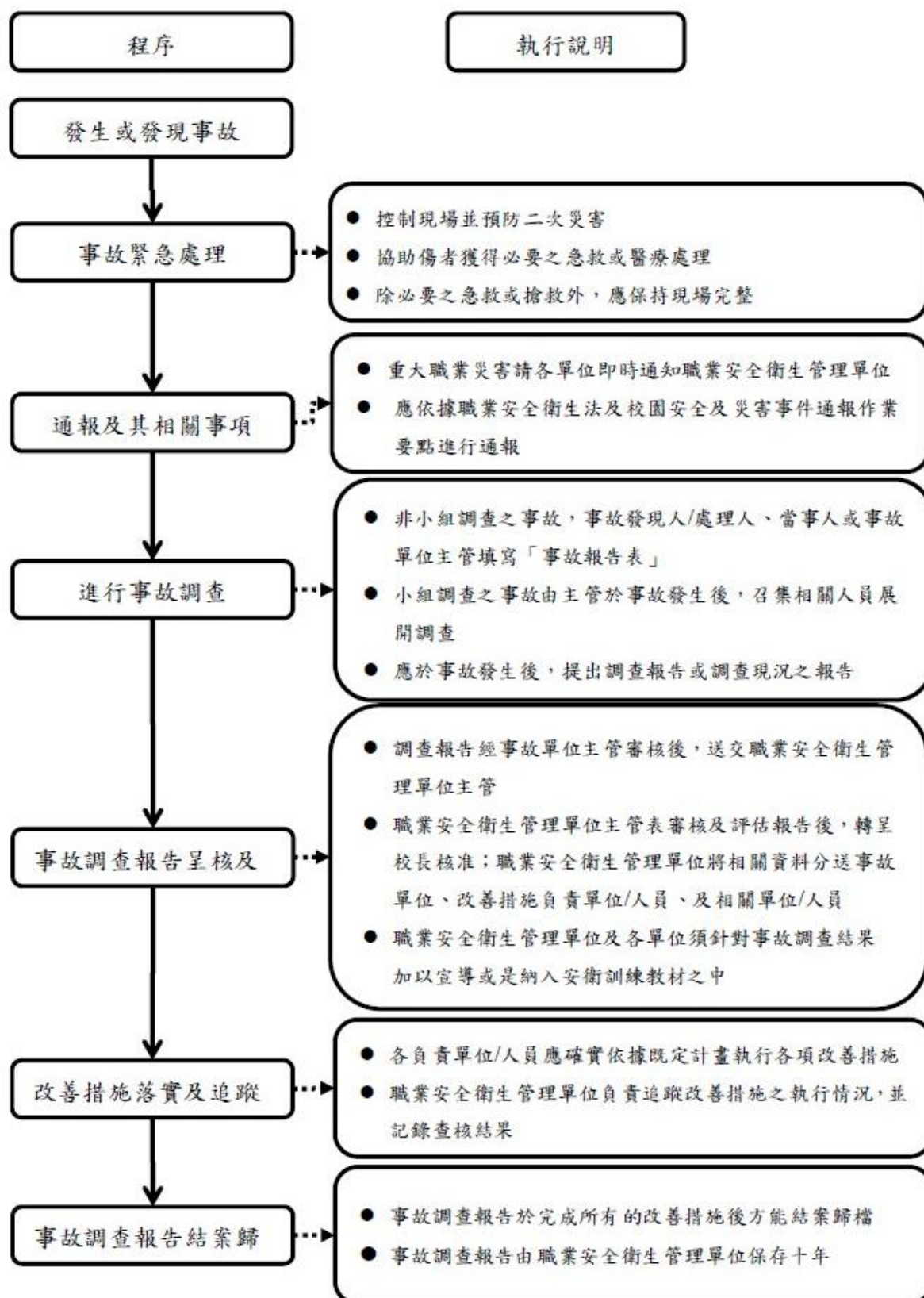
校長

President

消防隊 119	Fire Brigade 119
環保署南區環境事故專業技術小組：0800-660-001	
Southern Taiwan Environmental Incidents Specialist Team, EPA: 0800-660-001	
主任秘書	Secretary-General
對外聯絡協調中心	External Liaison and Coordination Center
教育部校安中心	Campus Security Report Center, Ministry of Education
高雄市勞動檢查處	Kaohsiung City Labor Standards Inspection Office
一級主管	First-level supervisors
家屬	Family members
二級主管	Second-level supervisors
事故發現者	Accident identifier
發生事故	Accident occurs
校安中心	Campus Security Center
(校安通報)	(Campus security notification)
分機：2115	Ext.: 2115
環安室	EHS
(職災通報)	(Occupational accident notification)
分機 2278	Ext.: 2278
警衛室 2188	Security Room 2188
6988	6988
緊急連絡電話	Emergency contact numbers
消防隊 (119)	Fire Brigade (119)
電話：07-3117716	Tel: 07-3117716
高雄長庚醫院：	Kaohsiung Chang Gung Memorial Hospital:
電話：07-7317123	Tel: 07-7317123
高雄榮總醫院：	Kaohsiung Veterans General Hospital:
電話：07-3422121	Tel: 07-3422121
高雄醫學大學附設中和紀念醫院：	
Kaohsiung Medical University Chung-Ho Memorial Hospital:	
電話：07-3121101	Tel: 07-3121101
電話：07-3162631	Tel: 07-3162631
(毒物諮詢)	(Poison and toxicology consultation)

圖二 本校事故調查作業流程圖

Figure 2 KMU Accident Investigation Flow Chart



程序

Procedures

發生或發現事故

Occurrence or identification of accident

事故緊急處理

Emergency response to accident

通報及相關事項

Notification and related matters

進行事故調查

Performing accident investigation

事故調查報告呈核及

Submission of the accident investigation report

改善措施落實及追蹤

Implementation of improvement measures and follow-up

事故調查報告結案歸

Closure and documentation of accident investigation report

執行說明

Execution instructions

● 控制現場並預防二次災害

● Control the accident scene and prevent secondary hazards.

● 協助傷者獲得必要之急救或醫療處理

● Assist the injured persons in getting necessary first aid or medical treatment.

● 除必要之急救或搶救外，應保持現場完整

● Keep the scene intact except for necessary first aid or rescue.

● 重大職業災害請各單位即時通知職業安全衛生管理單位

● Inform the occupational safety and health management unit immediately in case of major occupational accidents.

● 應依據職業安全衛生法及校園安全及災害事件通報作業要點進行通報

● Notification shall be made in accordance with the Occupational Safety and Health Act and the KMU Campus Security and Accident Notification Directives.

● 非小組調查之事故，事故發現人/處理人、當事人或事故單位主管填寫『事故報告表』

● For an accident that does not require team investigation, the person who discovers an accident/the accident handler, the parties concerned, or the head of the unit involved in the accident shall fill out the Accident Notification Form.

● 小組調查之事故由主管於事故發生後，召集相關人員展開調查

● For an accident that requires team investigation, the head of unit shall convene relevant personnel for investigation after the accident.

● 應於事故發生後，提出調查報告或調查現況之報告

● An investigation report or report of investigation status shall be submitted after the accident.

● 調查報告經事故單位主管審核後，送交職業安全衛生管理單位主管

● The accident investigation report shall be reviewed and approved by the head of the unit involved in the accident, and then forwarded to the head of the occupational safety and health management unit.

● 職業安全衛生管理單位主管表審核及評估報告後，轉呈校長核准；職業安全衛生管理單位將相關資料分送事故單位、改善措施負責單位/人員、及相關單位/人員

● After the head of the occupational safety and health management unit has reviewed and assessed the report, it shall be submitted to the President for approval; the occupational safety and health management unit shall disseminate the relevant information to the unit involved in the accident, the

units/personnel responsible for implementing the improvement measures, and other related units/personnel.

● 職業安全衛生管理單位及各單位須針對事故調查結果加以宣導或是納入安衛訓練教教材之中

● The occupational safety and health management unit and various units shall promote occupational safety according to the accident investigation results or include them in the safety and health training material.

● 各負責單位/人員應確實依據既定計畫執行各項改善措施

● All responsible units/personnel shall implement various improvement measures based on the established plan.

● 職業安全衛生管理單位負責追蹤改善措施之執行情況，並記錄查核結果

● The occupational safety and health management unit is responsible for tracking the execution status of the improvement measures, and recording the inspection results.

● 事故調查報告於完成所有的改善措施後方能結案歸檔

● The accident investigation report shall not be closed and filed until all improvement measures have been completed.

● 事故調查報告由職業安全衛生管理單位保存十年

● The accident investigation report shall be kept by the occupational safety and health management unit for 10 years.

附表二 職災事故通報表

Appendix 2 Occupational Accident Notification Form

<input type="checkbox"/> 虛驚事件 Near-miss incident		<input type="checkbox"/> 職業災害 Occupational accident	
<input type="checkbox"/> 重大職業災害 Major occupational accident			
報告時間 Report time	年 月 日 時 (YYYY/MM/DD, time)	填報人 Reporter	姓名 Name
發生時間 Time of occurrence	年 月 日 時 分 (YYYY/MM/DD, HH:MM)		單位 Unit
發生地點 Location			電話 Telephone
事故性質 Type of accident	<input type="checkbox"/> 死亡 Death <input type="checkbox"/> 職業病 Occupational disease <input type="checkbox"/> 損失工時 Loss of work hours <input type="checkbox"/> 限制工時 Restriction of work hours		
	<input type="checkbox"/> 火災/爆炸 Fire/Explosion <input type="checkbox"/> 公共安全 Public security <input type="checkbox"/> 自然災害 Natural disaster		
	<input type="checkbox"/> 化學品洩漏(物質名稱： chemical:) Chemical leakage (name of		
事故摘要： Summary of incident:			
傷者資料： <input type="checkbox"/> 傷亡__人 <input type="checkbox"/> 死亡__人 Casualty information: <input type="checkbox"/> Injury (number of person(s):__) <input type="checkbox"/> Death (number of person(s):__)			
姓 名 Name	單 位 Unit	傷部位及傷勢 Body part injured and condition of injury	處理情形 Treatment
雙線以上報告人須詳實填寫，雙線以下報告人得酌情填寫 Reporter is required to fill in details for the fields above the double line; fields below the double line are optional.			
緊急應變措施 Emergency response measures			
災害防止對策 Measures for prevention of accidents			

單位主管： Head of unit:	環安室： EHS:	人資室： Human Resources Office:	副校長： Vice President:	校長： President:
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重大職業災害通報專線高雄市政府勞動檢查處(電話：07-7336959)

Major occupational accident reporting hotline of Labor Standards Inspection Office, Kaohsiung City Government (Tel: 07-7336959)

附表三 事故通報及調查分類表

Appendix 3 Accident Notification and Investigation Classification Table

項次 Item	事故 類型 Type of accident	事故 通報 Accident notification	安衛事 故報告 Safety and health accident report	事故小 組調查 Team investigation	備 註 Remarks
1	死亡 Death	✓	✓	✓	
2	職業病 Occupational disease	✓	✓	✓	
3	損失工時 Loss of work hours	✓	✓	✓	
4	限制工時 Restriction of work hours	✓	✓	✓	
5	校內急救處理 Internal first aid and handling	✓	✓	✓	
6	交通意外 Traffic accident	✓			
7	虛驚事故 Near-miss incident	✓			
8	火災/爆炸 Fire/Explosion	✓	✓	✓	<ul style="list-style-type: none"> • 動用外界消防車及資源 External fire trucks and resources are deployed. • 引起外界注意或關切 Having attracted external attention or concern. • 須其他系/所/中心支援協助處理 Support or assistance from other departments/institutes/centers is required. • 結構、設備或材料的損失高於 5 萬元 Loss of structure, equipment, or material worth of more than NT\$50,000. • 持續停工 8 小時以上 Continuous work suspension for more than 8 hours. • 死亡、損失工時、限制工時 Death, loss of work hours, restriction of work hours. • 動用消防水系統 Firefighting water system is deployed.
	嚴重	✓	✓	✓	• 結構、設備或材料的損失介於 3-5 萬元之間

	Serious				Loss of structure, equipment, or material worth of NT\$30,000–50,000. • 持續停工 4 小時以上 Continuous work suspension for more than 4 hours. • 動用手提滅火器 4 支之以上 4 hand-held fire extinguishers or more are deployed.
	輕微 Mild	✓			上述以外之情況 Conditions other than the above.
9	設備損毀 Equipment damage	✓	✓	✓	• 結構、設備或材料的損失高於 5 萬元 Loss of structure, equipment, or material worth of more than NT\$50,000. • 持續停工 8 小時以上 Continuous work suspension for more than 8 hours.
	嚴重 Serious	✓	✓	✓	• 結構、設備或材料的損失介於 3–5 萬元之間 Loss of structure, equipment, or material worth of NT\$30,000–50,000. • 持續停工 4 小時以上 Continuous work suspension for more than 4 hours.
	輕微 Mild				上述以外之情況 Conditions other than the above.
10	化學品外洩 Chemical leakage	✓	✓	✓	• 須動用外界資源 External resources are required. • 引起外界注意或關切 Having attracted external attention or concern. • 洩漏或污染至外送 Leakage or contamination has spread outside the campus.
	嚴重 Serious	✓	✓	✓	• 須其他系/所/中心支援處理 Support from other departments/institutes/centers is required. • 洩漏或污染至其他系/所/中心 Leakage or contamination has spread to other departments/institutes/centers.
	輕微 Mild				
11	公共安全 Public security	✓	✓	✓	
12 ¹	自然災害 Natural disaster	✓	✓	✓	
13	其他 Other				

備註：Notes:

1. 表中未勾選小組調查之事件，原則上由發現人或當事人填寫事故調查報告，系/所/中心主管或環安室主管可視情況決定是否須提昇調查層次。

1. For incidents where “team investigation” has not been checked in the table, the accident identifier or the party concerned shall fill out the accident investigation report in principle. The head of the Department/Institute/Center or the

EHS Director may decide if a higher-level investigation is required depending on the situation.

2. 表中所指之事故通報乃指在事故發生後立即自主管或職業安全衛生管理單位通報。

2. Accident notification in the table means reporting of the accident by the head of the unit involved or the occupational safety and health management unit after the accident has occurred.

附表四 高雄醫學大學事故調查表

Appendix 4 Kaohsiung Medical University Accident Investigation Form

1、災害類別：

A. Type of accident:

☐ 化學物品接觸Contact with
chemical
substances☐ 被撞 Being
struck☐ 感電
Electric
shock☐ 火災 Fire☐ 爆炸 Explosion☐ 高低溫接觸Contact with
high/low
temperatures☐ 跌倒
Tripping☐ 物體破裂
Object
fracture☐ 被夾 / 捲
Being
trapped/enta
ngled☐ 物體倒 / 崩塌
Collapse
of
objects☐ 被切、割、
擦、針扎傷Being
punctured,
cut, abraded,
or
needlestick
injury☐ 墜 / 滾落
Falling/tumb
ling☐ 物體飛落
Falling
objects☐ 不當動作
Improper
actions☐ 衝撞 Collision☐ 踩踏 (踏穿)Trampling
(Stepping
through)☐ 溺斃
Drowning☐ 其他 (請詳述說明) Other (Please give details.)

二、學校單位概況

B. Profile of the KMU unit

1.單位：Unit:

2.發生災害場所：Site where the accident
occurred:

3.單位負責人：Director:

4.電話：Telephone:

三、災害概況：

C. Overview of the accident

1. 災害發生時間：年 月 日 時 Time of accident:

(YYYY/MM/DD,
time)

2. 災害類型 (分類號碼)：Type of accident (Code):

災害媒介物 (分類號碼)：Source of injury (Code):

四、罹災者概況：(確認有否領薪)

D. Information of the injured person: (Confirm if he/she is salaried)

1. 姓名：Name:

2. 罹災程度：Degree of injury:

五、災害發生經過及現場概況：

E. Process of accident occurrence and overview of the accident scene:

六、災害發生原因分析：

F. Analysis of the causes of accident:

直接原因

Direct cause

間接原因

Indirect cause

基本原因

Fundamental cause

七、善後處理概況：

G. Aftercare situation:

八、防止再發生對策：

H. Measures for prevention of recurrence:

預定改善完成日期： 年 月 日

Expected date of improvement completion: (YYYY/MM/DD)

九、本災害違反法令事項：

I. Violation(s) of the law and regulations:

單位主管：

Head of unit:

環安室：

EHS:

人資室：

Human
Resources
Office:

副校長：

Vice President:

校長：

President:

附表五 高雄醫學大學虛驚事件及輕度傷害紀錄表

Appendix 5 Kaohsiung Medical University Near-miss Incident and Minor Injury Record Form

單 位 Unit			地 點 Location	
日 期 Date	年 月 日 (YYYY/MM/DD)		時 間 Time	
填報人 Reporter			填寫日期 Date of report	
事件發生人員 Person involved in the incident	單 位 Unit			
	姓 名 Name			
場地/實習 工坊名稱 Site/Workshop Name			單位負責人 Unit director	
災害類型 Type of incident	<input type="checkbox"/> 虛驚事件 Near-miss incident <input type="checkbox"/> 輕度傷害 Minor injury			
發生經過 Process of occurrence				
改善對策 Improvement strategy				
備註 Remarks				