

輔仁大學學校財團法人輔仁大學

FU JEN CATHOLIC UNIVERSITY



安全衛生工作守則

Fu Jen Catholic University

Workplace Health and Safety Rules

適用對象：全校工作者

For faculty, staff, and students at the University

輔仁大學安全衛生工作守則

Fu Jen Catholic University

Workplace Health and Safety Rules

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第一章 總則

Chapter 1: General Provisions

第一條 本校為防止職業災害、保障教職員工生之職業安全與健康、確保工作場所之正常運作，並維持一個安全衛生的工作環境，特訂定「輔仁大學安全衛生工作守則」（以下簡稱本守則）。

Article 1

The University has established Fu Jen Catholic University Workplace Health and Safety Rules (hereinafter ‘the Rules’) to prevent workplace accidents; to protect the health and safety of faculty, staff, and students; to ensure normal operations within the workplace; and to maintain a healthy and safe work environment.

第二條 本守則依據職業安全衛生法(以下簡稱職安法)第34條及同法施行細則第41、42條訂定之。

Article 2

These Rules have been formulated in accordance with Article 34 of the Occupational Safety and Health Act (hereinafter ‘the Act’), and Articles 41 and 42 of Enforcement Rules of the Occupational Safety and Health Act.

第三條 本守則所訂事項，本校全體教職員工生(符合職安法第2條工作者定義)應確實遵行。

Article 3

All items stipulated in the Rules shall be followed by all faculty, staff, and students at the University (anyone who comes under the definition of ‘worker’ in Article 2 of the Occupational Safety and Health Act).

第四條 本守則所稱職業災害，係指因勞動場所之建築物、機械、設備、原料、材料、化學品、氣體、蒸氣、粉塵等或作業活動及其他職業上原因引起之工作者疾病、傷害、失能或死亡。

Article 4

The term ‘workplace accident’ as defined in these Rules refers to any disease, injury, disablement, or death that

results from a building, machine, facility, material, raw material, chemical, gas, vapor, dust, activity, or operation in the workplace.

第二章 事業之安全衛生管理及各級之權責(責任歸屬)

Chapter 2: Workplace Health and Safety Management and Administrative Responsibilities

第五條 各級之職責如下：

Article 5

The professional responsibilities for positions at all administrative levels are as follows:

一、 校長：

- (一) 制訂本校環安衛政策。
- (二) 責成環境保護暨安全衛生委員會研議環安衛業務。
- (三) 責成環境保護安全衛生中心執行環安衛管理業務。
- (四) 擔負全校在環安衛相關法令中雇主之責任。

1. The responsibilities of the President include:

- (1) To formulate policies related to health, safety, and environmental protection.
- (2) To task the Environmental Health and Safety Committee with making proposals related to health, safety, and environmental protection.
- (3) To task the Environmental Health and Safety Center with executing matters regarding health, safety, and environmental protection.
- (4) To hire University staff in accordance with regulations for health, safety, and environmental protection.

二、 環境保護暨安全衛生委員會：

- (一) 建議空氣污染及噪音防治、水污染防治、廢棄物管制、輻射防治、生化污染、能源管理、節能減碳等環境保護及職業安全衛生相關政策。
- (二) 審核本校環境保護暨職業安全衛生管理規章等相關法規。
- (三) 協調、建議環境保護、能源管理及職業安全衛生自主管理計畫。
- (四) 審議環境保護、能源管理及職業安全衛生教育訓練實施計畫，並對訓練結果進行檢討。
- (五) 審議防止機械、設備、原料或材料危害之預防措施。
- (六) 審議環境檢測、能（資）源監測與作業環境監測計畫，並對監測結果進行檢討並研議後續對策。
- (七) 審議校內所發生之各類環境保護及職業安全衛生意外事件之調查處理報告，並追蹤後續之溝通改善狀況。
- (八) 審議本校健康管理、職業病預防及健康促進事項。
- (九) 審議各項環境保護、能源管理及安全衛生提案。
- (十) 審議各項環境保護、能源管理、自動檢查及安全衛生稽核事項。
- (十一) 考核各項環境保護、能源管理、現場安全衛生管理績效。
- (十二) 審議承攬本校業務廠商各項環境保護、能源管理及安全衛生管理事項。

(十三)研議其他有關環境保護、能源管理及職業安全衛生管理事項。

2. The responsibilities of the Environmental Health and Safety Committee include:

- (1) To make recommendations for the following: the prevention of water pollution, air pollution, noise pollution, and biochemical pollution; the control of waste materials; protection against radiation; the management of energy resources; the reduction of carbon emissions; and on various policies concerning environmental protection and workplace health and safety.
- (2) To review Management Regulations for Workplace Health and Safety and Environment Protection as well as related regulations.
- (3) To coordinate and make recommendations for autonomous management plans for environmental protection, energy management, and workplace health and safety.
- (4) To review enforcement plans for educational training in environmental protection, energy management, and workplace health and safety, and to evaluate training results.
- (5) To review preventive measures for hazards caused by machines, facilities, raw materials, or other materials.
- (6) To review monitoring plans for resources, environmental testing, and the operating environment; to evaluate monitoring results, and propose follow-up measures.
- (7) To review investigations and reports into all categories of accidents related to the environment and workplace health and safety, and to monitor follow-up improvements in communication.
- (8) To review matters related to health management, the prevention of occupational disease, and the promotion of health.
- (9) To review proposals related to environmental protection, energy management, and health and safety.
- (10) To review the results of audits into environmental protection, energy management, routine inspections, and health and safety.
- (11) To evaluate management performance in environmental protection, energy management, and on-site health and safety.
- (12) To review matters related to environmental protection, energy management, and health and safety measures of contracted partners of the University.
- (13) To make proposals related to environmental protection, energy management, and health and safety.

三、 環境保護安全衛生中心（以下簡稱環安衛中心）職責如下：

- (一) 校園環境保護與安全衛生教育之推動與執行。
- (二) 實驗室及實習場所之督導、訓練、查核與輔導。
- (三) 校園污染行為與活動之預防、監測、協助與管制。
- (四) 物理、化學與生物實驗與研究活動之管制、查核與申報。
- (五) 職業災害防治、安全衛生與節能減碳之規劃、建議、督導與執行。
- (六) 其他環境保護與安全衛生相關事項之規劃、督導與執行。

3. The responsibilities of the Environmental Health and Safety Center (hereinafter 'the Center) include:

- (1) To promote and implement educational programs for health, safety, and environmental protection.

- (2) To provide supervision, training, inspection, and guidance in all laboratories and practicum venues.
- (3) To prevent, monitor, and regulate behavior or activities that create pollution on campus, and to provide necessary assistance for those purposes.
- (4) To regulate, inspect, and handle applications for experiments and research activities in the fields of physics, chemistry, and biology.
- (5) To prepare, supervise, execute, and make recommendations for plans related to health and safety, carbon reduction, and the prevention of workplace accidents.
- (6) To handle other matters related to the preparation, supervision, and execution of plans for health, safety, and environmental protection.

四、環安衛中心主任(甲種業務主管)職責如下：

- (一) 負責校內勞工之安全衛生。
- (二) 主持校內勞工安全衛生座談會。
- (三) 推行校內安全衛生工作。
- (四) 督導校內勞工使用人體防護器具。
- (五) 督導校內使用儀器，儀器之安全防護設施。
- (六) 參加安全衛生定期檢查。
- (七) 制定安全衛生管理政策。
- (八) 要求各級主管及管理、指揮、監督有關人員執行安全衛生事項。

4. The responsibilities of the Director (and other primary level administrators) at the Center include:

- (1) To look after the health and safety of all workers at the University.
- (2) To host discussions on worker health and safety.
- (3) To promote health and safety on campus.
- (4) To supervise workers in using personal protective equipment.
- (5) To supervise the use of instruments and protective facilities for instruments.
- (6) To participate in routine health and safety inspections.
- (7) To formulate management policies for health and safety.
- (8) To request administrators at all levels and all staff involved in managing, guiding, and supervising to implement decisions related to health and safety.

五、職業安全(衛生)管理師、職業安全衛生管理員之職責如下：

- (一) 釐定職業災害防止計劃書、緊急應變計畫，並指導有關部門實施。
- (二) 規劃、督導各部門之安全衛生稽核及管理。
- (三) 規劃、督導各部分安全衛生設施之檢點與檢查，並作成紀錄。
- (四) 指導、監督有關人員實施巡視、定期檢查、重點檢查及、作業檢點及危害通識。
- (五) 規劃及實施勞工安全衛生教育訓練。
- (六) 配合勞工健康服務醫護人員訪視工作現場及進行勞工健康服務管理。
- (七) 督導職業災害調查及處理，辦理職業災害及統計。
- (八) 提供有關勞工安全衛生管理資料及建議。
- (九) 其他有關安全衛生管理事項。

5. The responsibilities of administrators and administrative staff for workplace health and safety include:

- (1) To formulate accident prevention programs and emergency response plans, and to guide

competent authorities in their implementation.

(2) To plan and supervise all academic programs/administrative divisions in managing and conducting audits into health and safety measures.

(3) To plan and supervise inspections of health and safety facilities for all academic programs/administrative divisions, and keep inspection records.

(4) To guide and monitor staff in conducting routine inspections, target inspections, job checks, on-site inspection tours, and in implementing the hazard communication program.

(5) To plan and implement educational training for workplace health and safety.

(6) To assist medical health personnel in inspecting job sites and in managing health services for workers.

(7) To supervise the handling and investigation of workplace accidents, and to compile statistics of workplace accidents.

(8) To provide information and suggestions related to managing worker health and safety.

(9) To handle other matters related to the management of health and safety.

六、 勞工健康服務醫護人員之職責如下：

(一) 勞工之健康教育、健康促進與衛生指導之策劃及實施。

(二) 工作相關傷病之防治、健康諮詢與急救及緊急處置。

(三) 協助雇主選配勞工從事適當之工作。

(四) 勞工體格、健康檢查紀錄之分析、評估、管理與保存及健康管理。

(五) 職業衛生之研究報告及傷害、疾病紀錄之保存。

(六) 協助雇主與職業安全衛生人員實工作相關疾病預防及工作環境之改善。

(七) 辨識與評估工作場所環境及作業之危害。

(八) 提出作業環境安全衛生設施改善規劃之建議。

(九) 調查勞工健康情形與作業之關連性，並對健康高風險勞工進行健康風險評估，採取必要之預防及健康促進措施。

(十) 提供復工勞工之職能評估、職務再設計或調整之諮詢及建議。

(十一) 其他經中央主管機關指定公告者。

6. The responsibilities of medical health personnel for workers include:

(1) To plan and implement programs for health education, health promotion, and healthcare guidance.

(2) To prevent workplace disease and injury, to provide health consultations, to provide first aid, and to handle emergencies.

(3) To assist the employer in selecting work that is suitable for workers.

(4) To analyze and evaluate the results of physical and medical examinations for workers, maintain records of those examinations, and provide health management..

(5) To keep records of disease and injury in the workplace, as well as making reports on workplace health.

(6) To assist employers and staff involved in workplace health and safety in implementing measures to prevent disease and improve the work environment.

(7) To recognize and evaluate dangers associated with operations and the work environment.

(8) To provide recommendations and plans to improve health and safety facilities in the operating

environment.

(9) To investigate the relationship between worker health and workplace operations, to evaluate health risks for workers performing high-risk work, and to adopt the necessary preventive measures and measures to promote health.

(10) To provide consultation and recommendations for occupational assessment, job redesign, or adjustment for returning workers.

(11) To handle directives announced by the central authority

七、各單位一、二級主管之職責如下：

(一) 負責單位內勞工安全衛生責任。

(二) 配合執行環安衛管理事項與職業災害防止計畫事項。

(三) 督導檢查安全衛生守則是否履行。

(四) 推動各項訓練、檢查、計劃及安全衛生管理之執行。

(五) 督導實施單位內安全衛生教導、訓練與作業標準方法。

(六) 督導工作場所內外環境之安全衛生。

(七) 報告單位內意外事故、調查事故原因，訂出防止方法。

(八) 選舉推派單位內安全衛生兼職管理人員(環安衛種子人員)。

(九) 上級主管交辦有關環安衛事項。

(十) 其他環安衛法規規定事項。

7. The responsibilities of primary and secondary administrators are as follows:

(1) To look after the health and safety of workers at the academic program/administrative unit.

(2) To cooperate in implementing accident prevention programs and decisions related to health, safety, and environmental protection.

(3) To oversee that the Workplace Health and Safety Rules are being followed.

(4) To promote training, programs, and inspections, and to manage health and safety.

(5) To supervise training and instruction for health, safety, and operating standards within the academic program/administrative unit.

(6) To supervise matters related to health and safety at all indoor and outdoor work-sites.

(7) To report accidents that occur within the academic program/administrative division, to investigate the causes of the accident, and to formulate preventive measures.

(8) To select a staff member to serve as coordinator for health and safety (who will be trained by the Center).

(9) To handle assignments from upper-level administrators related to health, safety, and environmental protection.

(10) To handle other matters related to regulations and guidelines for health, safety, and environmental protection.

八、各單位安全衛生兼職管理人員(環安衛種子人員)之職責如下：

(一) 參加環安衛管理系統運作各項訓練。

(二) 鑑別利害相關者的環安衛需求與期望資料。

(三) 鑑別環安衛因素與實施風險評估。

(四) 協助評估環安衛應遵守義務的符合性。

(五) 規劃高風險環安衛因素的改善或控制措施。

- (六) 目標管理：執行或協助監督環安衛改善計畫。
- (七) 日常管理：執行或協助監督環安衛管理相關管制措施。
- (八) 對內轉訓：整理人員認知資料進行單位內全員訓練。
- (九) 擔任內部稽核員執行跨部門內部稽核作業。
- (十) 陪同外部稽核員進行驗證作業。
- (十一) 協助本校推動及進行單位內安全衛生相關工作，擔任溝通協調之橋樑。
- (十二) 協助單位主管督導管理及檢查單位內安全衛生設備設施。
- (十三) 協助毒性化學物質、先驅化學物質、廢棄物之管理申報。
- (十四) 提供單位內事故之調查防治及聯繫工作。
- (十五) 召集單位內安全衛生座談會並提供改善建議。

8. The responsibilities of the Coordinator for health and safety in each division include:

- (1) To attend training for the Health, Safety, and Environment Protection Management System.
- (2) To identify the demands of stakeholders and their need for information on health, safety, and environmental protection.
- (3) To identify factors related to health, safety, and environmental protection, and to provide risk assessment.
- (4) To evaluate compliance with duties prescribed in regulations for health, safety, and environmental protection.
- (5) To create measures to mitigate or control high-risk factors related to health, safety, and environmental protection.
- (6) Management by objectives (MBO): to execute or assist in supervising remediation plans for health, safety, and environmental protection.
- (7) Daily management: to execute or assist in supervising measures related to managing health, safety, and environmental protection.
- (8) Internal transfer training: to provide training based on the transferred staff member's knowledge.
- (9) To serve as an auditor in other administrative divisions at the University.
- (10) To assist external auditors during inspections.
- (11) To promote and carry out work related to health and safety within the academic program/administrative division, and to provide communication and coordination between the program/division and the University administration.
- (12) To assist the head of the academic program/administrative division to supervise and inspect health and safety facilities.
- (13) To assist in making reports on poisonous chemical substances, precursor chemicals, and waste materials.
- (14) To provide communication and to assist in preventing and investigating accidents within the academic program/administrative division.
- (15) To hold discussions on health and safety within the academic program/administrative division and to provide suggestions for improvement.

九、各單位所屬安全委員之權責如下：

- (一) 督導該單位工作場所負責人執行環保及工安管理工作。

- (二) 推動、宣導該單位有關職業安全衛生規定事項。
- (三) 實施職業安全衛生自動檢查及作業環境測定工作。
- (四) 協助環安衛中心推動事項。
- (五) 執行巡視、考核該單位環境保護、安全衛生有關事項
- (六) 辦理單位主管交付之相關工作事項。

9. The responsibilities of the Health and Safety Committee members for individual academic programs/administrative divisions include:

- (1) To supervise the person in charge of the workplace at the administrative program/academic division in managing health, safety, and environmental protection.
- (2) To promote and announce regulations related to workplace health and safety at the academic program/administrative division.
- (3) To conduct routine inspections into workplace health and to test the workplace environment.
- (4) To assist the Center in promoting various matters.
- (5) To perform inspection tours and to evaluate matters related to health, safety, and environmental protection at the academic program/administrative division.
- (6) To handle matters assigned by the head of the academic program/administrative division.

十、工作場所負責人(教職員)之職責如下：

- (一) 督導在該場所內人員確實遵守安全衛生工作守則。
- (二) 執行所轄適用場所環安衛管理事項。
- (三) 分析、評估場所內可能危害因素，訂定適用之安全衛生工作守則與操相關設施設備之標準作業流程，並對所屬人員實施環安衛有關之講習與訓練。
- (四) 對於場所潛在之危害因素立即排除或改善。
- (五) 確定機械及儀器設備必要之保養與檢查，並作紀錄。
- (六) 經常巡視場所，對不安全動作予糾正、督導及制止。
- (七) 提供適當之環安衛防護用具，督導所屬人員正確佩帶。
- (八) 毒性化學物質運作紀錄申報，廢液分類、標示及貯存。
- (九) 發生意外事故時緊急應變，並擬定改善對策。
- (十) 執行其他有關環安衛事項。

10. The responsibilities of the person in charge of the workplace (instructor) include:

- (1) To supervise and ensure that all people in the workplace follow the Workplace Health and Safety Rules.
- (2) To implement regulations for health, safety, and environmental protection within the workplace.
- (3) To analyze and assess potential dangers in the workplace; to formulate practical rules for health and safety, and standard operating procedures for equipment and facilities within the workplace; and to organize training programs and lectures on health and safety for all personnel.
- (4) To eliminate or remediate any potential risk factors in the workplace as quickly as possible.
- (5) To ensure that necessary inspections and maintenance are conducted on machines and instruments, and to maintain records of inspection and maintenance.
- (6) To take frequent tours of the workplace, provide supervision, and stop or correct unsafe behavior.
- (7) To provide the necessary protective equipment to all personnel and ensure that it is used or

worn properly.

(8) To report and maintain records on the use of poisonous chemicals; to separate, label, and store liquid waste.

(9) To conduct emergency response measures if an accident occurs and to formulate measures to remediate the situation.

(10) To implement other matters related to health and safety.

十一、 工作場所教職員工生之職責如下：

(一) 遵守場所安全衛生工作守則及環安衛法令規章。

(二) 接受安全衛生教育訓練。

(三) 接受一般及特殊體格檢查、健康檢查，並遵守檢查結果之建議事項。

(四) 遵守標準作業程序，並定期檢查、檢點設備及設施。

(五) 協助新進工作人員瞭解作業程序及安全衛生設備、設施使用方法。

(六) 事故發生時，妥善處理現場及協助職業災害調查。

(七) 作業前確實檢點作業環境及設備，有異常立即調整，並報告師長或場所負責人。

(八) 定期檢查、保養及更新個人防護器具，並保持工作場所整潔。

11. The responsibilities of faculty, staff, and students in the workplace include:

(1) To follow the Workplace Health and Safety Rules and related regulations and guidelines.

(2) To receive health and safety educational training.

(3) To receive regular and specialized physical examinations, health examinations, and follow the recommendations based on the results.

(4) To observe standard operating procedures, and to perform both routine and target inspections on equipment and facilities.

(5) To teach new personnel or students about operating procedures and the use of safety equipment and facilities.

(6) To handle accidents appropriately and assist in the investigation.

(7) To inspect the work environment and equipment thoroughly before use, fix any problems immediately, and report any problems to the instructor or person in charge.

(8) To perform inspections, conduct maintenance, and replace personal protective equipment on a routine basis; to maintain a clean workplace environment.

第三章 機械、設備或器具之維護與檢查

Chapter 3: Maintenance and Inspection on Machines, Equipment, and Tools

第六條 本校每年由環安衛中心訂定職業安全衛生管理計畫；並協助各單位執行自動檢查作業。

Article 6

The Environmental Health and Safety Center formulates a Workplace Health and Safety Program for the University every year and assists all academic programs and administrative divisions in conducting routine inspections.

第七條 本自動檢查計畫係為安全衛生自動檢查實施細目所訂之規劃及檢點項目。對於機械、設備每日作業前之檢點以及各項作業的作業中之檢點，有關其檢點對象、內容等執行細項，應依實際需要，由各系所(單位)指派專人執行。本計畫各項安全衛生自動檢查表單，應按時確實執行檢查

與記錄，並應將檢查表留存以供本校環安衛中心及勞檢單位檢查。

Article 7

The Routine Inspection Program has been formulated in accordance with the inspection items in Details for Implementing Routine Inspections for Health and Safety. Based on practical needs, each academic program/administrative division shall appoint a person responsible for determining details for daily inspections of equipment and facilities and other operational inspections. All items on the Routine Inspection Form must be thoroughly inspected on schedule and the results must be recorded. The Routine Inspection Form must be kept so that it may be provided to the Environmental Health and Safety Center and the Labor Inspection Office for review.

第八條 自動檢查之名稱與檢查頻率可詳見下表，實際檢點表單可參考輔仁大學實驗室安全衛生自動檢查表格。

Article 8

Please see the table below for the list of inspection forms and schedule details. The actual inspection forms can be found in Fu Jen Catholic University Laboratory Health and Safety Routine Inspection Forms.

	自動檢查表格名稱 Routine Inspection Forms	檢查頻率 Inspection Frequency	檢查表格編號 Code
1.	危險物作業檢點表 Hazardous Substances Inspection Form	作業前檢查 Before Use	D-01
2.	第一種/小型 壓力容器作業檢點 Small-Scale Category A Pressure Vessel Inspection Form	作業前檢查 Before Use	D-02
3.	有機溶劑作業檢點紀錄表 Organic Solvent Inspection Form	作業前檢點 Before Use	D-03
4.	特定化學物質作業預防勞工健康危害之裝置檢點紀錄表 Protective Equipment for Specified Chemical Substances Inspection Form	作業前檢點 Before Use	D-04
5.	粉塵作業檢點紀錄表 Dust Inspection Form	作業前檢點 Before Use	D-05
6.	電動手工具定期檢查表 Electric Tool Inspection Form	作業前檢點 Before Use	D-06
7.	廢棄物作業檢點表 Waste Materials Inspection Form	作業前檢點 Before Use	D-07
8.	高壓氣體鋼瓶及管路檢查表 High-Pressure Gas Cylinders and Piping Inspection Form	每週檢查一次 Weekly	W-01
9.	有機溶劑作業之排氣裝置檢點紀錄表 Ventilation Equipment for Organic Solvents Inspection Form	每週檢查一次 Weekly	W-02

10.	第一種/小型 壓力容器每月定期檢查紀錄表 Small-Scale Category A Pressure Vessel Monthly Inspection Form	每月檢查一次 Monthly	M-01
11.	鍋爐每月自動檢查紀錄表 Boiler Monthly Inspection Form	每月檢查一次 Monthly	M-02
12.	升降機每月定期檢查表 Elevator Monthly Inspection Form	每月檢查一次 Monthly	M-03
13.	安全防護用具檢查表 Personal Protective Equipment Inspection Form	每月檢查一次 Monthly	M-04
14.	吊掛用具檢點表 Rope Sling Inspection Form	每月檢查一次 Monthly	M-05
15.	作業環境含氧量（二氧化碳）測定及檢查紀錄表 Workplace Oxygen Concentration (Carbon Dioxide) Inspection Form	每月檢查一次 Monthly	M-06
16.	緊急洗眼沖淋設備自動檢查表 Emergency Eye Wash Equipment Monthly Inspection Form	每月檢查一次 Monthly	M-07
17.	呼吸防護具每月定期檢查表 Respirator Mask Monthly Inspection Form	每月檢查一次 Monthly	M-08
18.	急救箱檢點紀錄表 First-aid Kit Inspection Form	每月檢查一次 Monthly	M-09
19.	用電設備(低電壓部分)巡檢月報表 Low-Voltage Equipment Inspection Form	每三月檢查一次 Once every three months	HY-01
20.	用電設備(高電壓部分)巡檢月報表 High-Voltage Equipment Inspection Form	每六月檢查一次 Once every six months	HY-02
21.	小型鍋爐年定期檢查表 Small-Scale Boiler Annual Inspection Form	每年檢查一次 Yearly	Y-01
22.	乾燥機每年定期檢查表 Drying Machine Annual Inspection Form	每年檢查一次 Yearly	Y-02
23.	空氣壓縮機部分每年定期檢查表 Air Compressor Annual Inspection Form	每年檢查一次 Yearly	Y-03
24.	局部排氣裝置每年自動檢查紀錄表 Local Exhaust Ventilation System Annual Inspection Form	每年檢查一次 Yearly	Y-04
25.	離心機械設備 Centrifugal Casting Machinery Inspection Form	每年檢查一次 Yearly	Y-05
26.	特定化學設備、附屬設備定期重點檢點檢查紀錄表 Specified Chemical Equipment and Auxiliary	每二年檢查一次 Once every two	Y-06

	Equipment Inspection Form	years	
27.	生物安全櫃/無菌操作台每年自動檢查紀錄表 Biological Safety Cabinet/Sterilized Operating Platform Annual Inspection Form	每年檢查一次 Yearly	Y-07

第九條 關於消防設備及危險性機械設備之維護與檢查可詳見輔仁大學消防設備管理流程與輔仁大學危險性機械設備管理流程文件；如有異常狀況，可依照輔仁大學環安衛不符合事項管理流程處理。

Article 9

For details on the maintenance and inspection of fire protection equipment and dangerous machinery, please refer to Fu Jen Catholic University Management Procedure for Fire Protection Equipment and Fu Jen Catholic University Management Procedure for Dangerous Machinery. Any irregularities may be handled in accordance with Fu Jen Catholic University Environmental Protection, Health and Safety Management Procedure for Non-Conforming Items.

第四章 工作安全及衛生標準

Chapter 4: Health and Safety Standards

第十條 一般安全工作守則：

- 一、 進入實驗場所時，應先了解工作環境，指導教授或單位主管提示之事項應予注意。
- 二、 實驗時，佩帶個人必要之安全防護具，並選擇最安全的實驗方式。
- 三、 機器儀器等設備開動後操作人員不得擅自離開工作場所。
- 四、 機械儀器發生故障或動力設備，遇有狀況或須檢修時，需立即停機並在電器開關處懸掛警告牌，始行檢查、修理，以免失誤而造成意外。
- 五、 本校安全衛生設備、工具，不得任意拆卸或使其失去效能，如發現被拆或喪失效能時，應立即報告指導教授或單位主管。
- 六、 工作場所地面，應保持乾燥，若有油類傾倒地面應立即清除乾淨，以免滑倒危險。
- 七、 電具、手工具應保持良好狀態，使用前應檢查有無鬆動或破損，有此現象時不得使用，以確保安全，使用後應放回工具存放處。
- 八、 電器手工具應絕對絕緣良好才能使用，並需適情況備置適當防護具。
- 九、 各場所應指派人員負責開關門窗及電器總開關，離開後尤其注意將門窗關閉，熄滅燈火。
- 十、 機械或材料上面不可任意放置工具，並隨時保持使用之機械設備及工具整潔。
- 十一、 有發生危險之虞之機械設備，應訂定標準作業程序（SOP），並張貼於設備旁。
- 十二、 非正常上班時間從事危險性作業，應事先向指導教授或主管報備，且嚴禁一人單獨進行作業。
- 十三、 任何安全標示、標誌，不得任意塗改或拆除，特殊作業管制區非經許可不得擅自進入。
- 十四、 裝置之保護器具，必須使用，不可任意取下。
- 十五、 所有人員對於其所執行之實驗及工作應熟知其安全要項，以免危害發生。
- 十六、 實驗中之藥品、材料及半成（製）品，勿堆放於通道、逃生門及各通道路口。
- 十七、 在實驗過程中所產生之廢料，廢品以及可回收之資源，應分別放置於指定地點。
- 十八、 非經許可，不可在各實驗場所或藥庫內使用火種。
- 十九、 發生火災時應將周圍機器儀器設備停止運轉並切斷電源。

- 二十、 實驗場所之通道、安全門、安全梯等應維持良好狀態。
- 二十一、 易燃物品不得置於電源、瓦斯開關附近，以防危險。
- 二十二、 實驗場所內所有毒性及腐蝕性之原料不得隨意放置，應貯置於安全處所，非經該指導教授或主管許可，不得搬動。
- 二十三、 高壓氣體容器不論盛裝或空容器，使用上應注意下列事項：
 - (一) 確知容器之用途無誤者，方得使用。
 - (二) 高壓氣體容器應標明所裝氣體之品名、GHS、罐裝日期等應有標示。
 - (三) 容器外表顏色，不得擅自變更或擦掉。
 - (四) 容器使用時應加固定。
 - (五) 容器搬動不得粗莽或引起撞擊。
- 二十四、 高壓氣體容器不論盛裝或空容器，搬運上應注意下列事項：
 - (一) 溫度保持在攝氏四十度以下。
 - (二) 移動時盡量使用手推車，務求平穩直立。
 - (三) 以手移動容器，應確知護蓋旋緊後，方可直立移動。

Article 10: General Work Safety Rules:

1. Understand the work environment and pay attention to the directions of the adviser or supervisor before entering the laboratory.
2. Wear the necessary personal protective equipment during an experiment and conduct the experiment in the safest manner possible.
3. Do not leave the room if you have turned on an instrument or electric equipment.
4. If machinery or equipment malfunctions, requires repair, or experiences another problem, stop using it immediately and place a warning sign while waiting for repair.
5. Do not disassemble or tamper with tools or equipment for health and safety. If a tool or equipment has been disassembled or is not working properly, report it immediately to the adviser or head of the academic program/administrative division.
6. Keep floors dry. Clean up oily substances that fall on the floor and dry the floor immediately.
7. Keep power tools and hand-held tools in good condition. Inspect them for damage or loose parts before use. Do not use a tool if it is damaged or has loose parts. Return tools to the proper storage area after use.
8. Hand-held power tools must be properly insulated and must be used with the necessary protective equipment.
9. Every workplace shall select a person to be responsible for opening and closing windows, and controlling the main power supply. Close doors and windows and turn off lights when you leave a room.
10. Do not place tools on top of machinery or materials. Keep all tools and machines clean.
11. There must be a standard operating procedure for all mechanical equipment that can be dangerous. This procedure must be posted beside the equipment.
12. If you wish to conduct a dangerous procedure during non-working hours, you must first report it to the adviser or supervisor. It is strictly prohibited for anyone to conduct a procedure alone.
13. Do not alter or remove warnings or safety signs. Do not enter restricted areas without permission.
14. Use protective equipment when operating equipment.
15. Be familiar with safety principles for preventing accidents when engaging in an experiment.
16. Do not leave drugs, materials, or semi-finished products that were used in an experiment in hallways, by emergency exits, or in pathways.

17. Place waste products, recyclable resources, and waste materials that were produced during an experiment in designated areas.
18. Open flames are prohibited in laboratory or drug storage areas unless permission is obtained.
19. If there is a fire, stop using the mechanical tool or instrument and cut off the power supply.
20. Keep hallways, emergency exits, and emergency ladders clear and easily accessible.
21. To prevent an accident, do not store flammable materials close to power sources or by the gas switch.
22. Poisonous or corrosive raw materials must be stored properly in the laboratory. Store them in a secure area and do not remove them without first obtaining permission from the advisor or supervisor.
23. High pressure vessels (both full and empty) must be used in accordance with the following items:
 - (1) Only use a vessel after verifying its contents.
 - (2) A high-pressure vessel must be labeled with its contents, GHS, fabrication date, and other relevant information.
 - (3) Do not remove or alter the color of a vessel.
 - (4) Place the vessel in a secure position before use.
 - (5) Do not transport a vessel in a haphazard manner or in a way that could cause a collision.
24. High pressure vessels (both full and empty) must be transported in accordance with the following items:
 - (1) Keep the vessel's temperature below 40 degrees Celsius,
 - (2) Use a pushcart for transportation whenever possible to ensure the vessel remains stable and upright.
 - (3) If transporting a vessel by hand, ensure that the protective cover is fastened tight and then move the vessel in an upright position.

第十一條 一般衛生守則：

- 一、 穿著合身整齊之服裝，最好穿實驗服、戴安全眼鏡，並要穿鞋，禁穿拖鞋、木拖鞋等，禁止赤膊、赤腳工作。
- 二、 作業時間內換氣設備應連續保持運轉，不得關閉。
- 三、 實驗室、研究室內嚴禁飲食。
- 四、 窗面及照明器具之透光部份均須保持清潔勿使掩蔽。
- 五、 窗邊不得堆積物品以免妨害採光、及逃生。
- 六、 工作場所內裝設的照明設備，不得隨意破壞，遇有損壞立刻報修。
- 七、 工作場所平日保持乾淨，並定期全面大掃除。
- 八、 實驗室有害事業廢棄物、一般生活垃圾應堆置適當場所，並經常保持箱蓋完整清潔。
- 九、 廁所應保持良好通風，並保持乾淨。
- 十、 飲水處及盛水器應保持清潔，盛水器並須加蓋。
- 十一、 依據職安法第 20 條規定，本校實施健康檢查時，員工有接受之義務。
- 十二、 操作電腦時，每兩小時應休息十五分鐘，如有感覺不適時應報知指導老師或單位主管。

Article 11: General Health Rules:

1. Wear tidy, close-fitting clothing. It is best to wear a lab coat and safety goggles. Shoes must be worn. Sandals and wooden shoes/sandals are prohibited. It is prohibited to be topless or barefoot.
2. Keep air ventilators running continuously during operations.
3. It is prohibited to eat or drink in laboratories and research rooms.
4. Keep windows and lighting instruments clean and uncovered.

5. To ensure proper lighting and to keep emergency exits accessible, do not place objects around windows.
6. Do not intentionally break lighting equipment. Report damaged or broken lighting immediately so that it can be repaired.
7. Keep work spaces clean and sweep routinely.
8. Place general garbage and hazardous industrial waste from the laboratory in the proper receptacles. Keep the receptacles clean and covered with lids.
9. Keep washrooms clean and well-ventilated.
10. Keep drinking fountains and water containers clean, and keep water containers covered.
11. In accordance with Article 20 of the Occupational Safety and Health Act, all University employees have the duty to receive health examinations administered by the University.
12. Rest for 15 minutes every 2 hours if you are using a computer. If you feel uncomfortable, report it immediately to your adviser or supervisor.

第十二條 個人安全衛生守則：

- 一、 遵守本安全衛生守則及安全衛生相關法規。
- 二、 報告不安全的情況並促請改善及報告所有傷害事故。
- 三、 提供改善安全建議，促請主管採納改善。
- 四、 遵守各項作業之安全工作方法從事工作。
- 五、 參加各項安全活動及安全衛生訓練。
- 六、 協助新進工作人員瞭解安全工作方法。
- 七、 支持校定之安全計畫，執行各項安全衛生工作。
- 八、 保持良好工作場所整潔，適當機械防護及個人防護具。

Article 12: Rules for Personal Health and Safety

1. Follow the Workplace Health and Safety Rules and related regulations and guidelines.
2. Report unsafe situations and request that they be remediated. Report any injuries or accidents.
3. Provide suggestions to improve health and safety, and encourage the supervisor to accept them.
4. Conduct work in accordance with safe operating procedures.
5. Attend activities that promote safety and training for health and safety.
6. Inform new arrivals of safe operating procedures.
7. Support the safety programs formulated by the University and implement all measures related to health and safety.
8. Maintain a clean workplace. Use appropriate safety equipment for machines and personal protective equipment.

第十三條 交通安全守則：

- 一、 喝酒後及疲勞狀況下絕不駕駛。
- 二、 穿越平交道前應先停、聽、看，確認安全後始可通過。
- 三、 十字路口、巷道口或轉彎時應減速慢行。
- 四、 與前車保持規定之安全距離。
- 五、 乘騎機車時應戴正字標記機車用安全帽並繫妥頤帶。
- 六、 車輛行駛道路，駕駛及前後座人員應繫妥安全帶。

- 七、 駕駛人員應確實遵守交通有關規則，不得違規行駛。
- 八、 車輛之裝載不得超過限制及高度，裝載物並應確實固定。
- 九、 凡駕駛汽、機車從事公務或上下班，均應領有經公路監理單位考驗合格之執照，嚴禁無照駕駛。
- 十、 凡駕駛汽、機車從事公務，應受安全駕駛之相關訓練或講習。
- 十一、 一般車輛由保管人每日作業前就煞車、冷卻水、燈號、機油等車況實施檢點；並定期就車輛各項安全性能實施檢查。

Article 13: Traffic Safety Rules:

1. It is strictly prohibited to operate a vehicle in a fatigued state or after consuming alcohol.
2. Stop, look, and listen before crossing railroad tracks.
3. Reduce speed when passing through an intersection, alley, or when making a turn.
4. Maintain a safe distance between yourself the vehicle ahead.
5. Wear a CNS Mark scooter helmet with the chin strap fastened if you are riding a scooter.
6. Fasten your seatbelt when traveling in a moving vehicle.
7. Follow all traffic regulations when driving. Do not drive illegally.
8. A vehicle's load may not exceed height restrictions or other restrictions. Properly secure all transported objects.
9. All University staff must have a valid driver's license obtained by passing the driving test of the Motor Vehicle Office if driving a car or scooter on official business or for the commute to and from work. It is strictly prohibited to drive without a license.
10. You must attend a training session or lecture on safe driving if driving a car or scooter for official duties.
11. Vehicle owners should check the vehicle's brakes, cooling fluid, lights, oil, and inspect the general condition of the vehicle every day, and must have the vehicle undergo a safety inspection at routine intervals.

第十四條 消防設備安全守則：

- 一、 滅火器應定期保養檢查，並填妥更換藥劑，保養日期並簽名，且每位實驗室人員必須熟練使用各類消防設備，以便災害發生時能及時搶救。
- 二、 機械電器設備，應切實檢查，妥善保養，以免發生過熱失火或走火等事故。
- 三、 安全門、安全梯，應保持暢通，同時其通道上，不可放置物品。
- 四、 安全門應可直達室外空地，不得上鎖，且應向外開放。
- 五、 任何物料之堆放不得影響消防設施之使用。
- 六、 滅火器應分別置於取用方便之明顯位置，並以紅色標示說明存放位置，手提滅火器不得任意移動之。
- 七、 所有人員不得蓄意觸動火警警報系統或使火警偵測器動作。
- 八、 遇有火警發生時，應立即使用消防設備滅火。若火勢擴大，應即請求消防單位支援，並依本校緊急處理程序處理。
- 九、 易燃品應以安全之容器貯存，其貯存場所應充份通風換氣、嚴禁煙火，且所有的燈源、電氣設備應為防爆型，或隔離貯存。
- 十、 易引起火災、爆炸危險之實驗、研究場所，應有適當之嚴禁煙火及禁止閒人進入之標示，

作業場所不得使用明火。

- 十一、各工作場所應依其潛在火災之類型與危險程度配置適當及適量之滅火器。
- 十二、易燃垃圾（如：油布）應丟入有蓋的金屬桶內。
- 十三、火警疏散、逃生應走最近的安全門及安全梯，不可使用電梯。
- 十四、濃煙中逃生應以濕毛巾摀住鼻口，儘量貼著地板爬行逃生。
- 十五、甲(A)類火災(一般可燃性固體如木材、紙張、紡織品等所引起的火災)應使用水、泡沫滅火器、ABC 乾粉滅火器、消防砂等滅火。
- 十六、乙(B)類火災(可燃性液體如汽油、溶劑、燃料油、酒精、油脂類與可燃性氣體如液化石油氣、乙炔等引起的火災)應使用泡沫滅火器、乾粉滅火器、消防砂滅火，並可使用水霧冷卻，但不可使用水注。
- 十七、丙(C)類火災(通電的電氣設備所引起的火災)應使用不導電的滅火劑如二氧化碳、乾粉滅火器滅火，待確認電源已切斷時，方可使用水或泡沫滅火器。
- 十八、丁(D)類火災(可燃性金屬如鉀、鈉、鎂、鋅、鈷等引起之火災)應使用特定之化學乾粉，絕對禁止用水，以免產生劇烈反應及爆炸之危險。

Article 14: Rules for Fire Protection Equipment

1. Fire extinguishers must be routinely inspected and serviced. The person who services a fire extinguisher must sign their name, write the date of service, and whether or not the chemicals inside were replaced. Be familiar with how to use fire protection equipment in the laboratory so that accidents may be dealt with quickly.
2. All mechanical equipment must be thoroughly inspected and properly maintained in order to prevent overheating or accidental fires.
3. Keep safety exits and safety ladders clear. Do not place anything in the paths leading to them.
4. Emergency exits must lead directly to an area outside. These exits must open outwards and may not be locked.
5. Stored objects or materials must not interfere with the proper use of fire protection equipment.
6. Fire extinguishers must be placed in clear locations that provide convenient access. These locations must be marked with red signs. Do not remove portable fire extinguishers from these locations without a valid reason.
7. Do not intentionally set off the fire alarm or smoke detector.
8. Extinguish a fire immediately by using fire protection equipment. If a fire continues to spread, request assistance from the fire department and handle the situation in accordance with emergency procedures at the University.
9. Flammable materials must be stored in secure containers. Storage areas must be well-ventilated. Open flames are prohibited. All lighting sources and electric equipment must be explosion-proof or located at a far distance from the storage area.
10. Laboratories and research areas at risk of fire or explosion must have sufficient signage prohibiting flames and the entrance of unauthorized people. Open flames are prohibited in these areas.
11. All workspaces must be stocked with a sufficient number of fire extinguishers based on potential fire risk and fire category.
12. Dispose of flammable waste (such as oily rags) in metal containers that have covers.
13. During a fire evacuation, take the closest available emergency exit or emergency ladder. Do not use

elevators.

14. If there is heavy smoke during an evacuation, cover your nose and mouth with a damp cloth and exit by crawling on the floor if possible.

15. A Category Fires (caused by ordinary solid combustibles such as wood, paper, textiles, etc.) should be extinguished using water, foam fire extinguishers, ABC powder fire extinguishers, or fire sand.

16. B Category Fires (caused by flammable liquids such as oil, solvents, fuel, alcohol, fatty oils, and flammable gases such as liquefied petroleum, acetylene, etc.) must be extinguished with foam fire extinguishers, powder fire extinguishers, or fire sand. Spray may be used, but water jets may not.

17. Category C Fires (caused by electricity or electrical equipment) must be extinguished with non-conducting fire extinguishing agents such as carbon dioxide or powder fire extinguishers. Water and foam fire extinguishers may only be used once it has been confirmed that power supplies have been cut off.

18. Category D Fires (caused by combustible metals such as potassium, sodium, magnesium, zinc, cobalt, etc.) must be extinguished with specialized chemical powder. Water is strictly prohibited as it could trigger a reaction and lead to explosion.

第十五條 電氣設備安全守則：

- 一、 保險絲爆斷時，絕不可安裝不合適的保險絲在開關上或用電線、其他金屬代替保險絲。
- 二、 在修理電氣設備中切斷之開關必須懸掛明顯之標示牌，除該負責修理者外，任何人不得將該標示牌取下，以免發生傷亡。
- 三、 勿在電線上接裝過多之電器，以免變成過量負荷而發生火災。
- 四、 隨時檢修電氣設備，遇有重大電氣故障及電氣火災等，應切斷電源，並即聯絡當地電力公司。
- 五、 電線間、直線、分歧接頭及電線與器具間接頭，應確實接牢。
- 六、 拆除或接裝保險絲以前，應先切斷電源。
- 七、 與電路無關之任何物件，不得懸掛或放置於電線或電氣器具。
- 八、 不得使用未知規格的電氣器具。
- 九、 電氣器材之裝設與保養〈包括修理、換保險絲等〉非合格之電氣技術人員不得擔任。
- 十、 為調整電動機械而停電其開關切斷後，須掛牌標示，並儘可能加鎖。
- 十一、 開關之關閉應完全，如有鎖緊設備，應予操作後加鎖。
- 十二、 拔卸電氣插頭時，應拉插頭處。
- 十三、 切斷開關，應迅速切確。
- 十四、 不得以濕手或濕操作棒操作開關。
- 十五、 非職權範圍，不得擅自操作各項電氣設備。
- 十六、 如遇電氣設備或電路著火，須用不導電滅火設備。
- 十七、 遇停電時應關閉機器之電氣開關，並將開關拉下。
- 十八、 使用延長線應注意下列各項：
 - (一) 不得任意放置通道上，以免絕緣破損造成短路，必要時應加保護管並黏貼於地面。
 - (二) 插座不足時，不得連續串聯或分接，以免造成超載或接觸不良。
 - (三) 裝接設備、儀器之電源應通知專責人員安裝，不得擅自處理。
 - (四) 須採用有過載安全裝置之延長線。

- 十九、電線電路如發現電線包覆有破裂，應即更換新品，以免發生災害。
- 二十、關閉開關時，發生火花現象，應確實查明原因，再行實驗作業。
- 二十一、電氣機械運轉中，如發現有不正常情形時，應即報告主管人員，但如時間上不允許，應先切斷電源，切勿驚惶逃避，以免災害擴大。
- 二十二、所有電氣設備外殼須接地線且不得任意拆掉。
- 二十三、所有電氣設備及電線電路維護，均應嚴格遵守電氣安全規章程序操作。
- 二十四、對於經中央主管機關指定之危險性機械設備(請參考職業安全衛生管理辦法、危險性機械及設備安全檢查規則)，於作業前須作自動檢查，其自動檢查之表格須保存三年。
- 二十五、對於危險性機械或設備，除應依「機械設備器具安全標準」有必要之安全防護外，為便於檢定、維修、操作等，應有適當之標示。

Article 15: Safety Rule for Electric Equipment

1. It is strictly prohibited to install an incompatible fuse in the power box or to use an electric wire or other metallic object to replace a burst fuse.
2. Place a warning sign on electric equipment when power has been shut off for repairs. Only the person conducting repairs may remove the sign.
3. It is prohibited to attach an excessive amount of electric appliances on a single powerline as this could overload the line and start a fire.
4. Cut off the power supply immediately if there is a major electrical malfunction or electric fire during maintenance on electric equipment, and report the incident to the local electricity company.
5. Ensure a secure connection between electric tools and power lines, connectors, and electric cables.
6. Shut off the power supply before removing or installing a fuse.
7. Do not hang or store any objects unrelated to the electric circuit on electric cables or electric equipment.
8. Do not use an electric tool with unknown specifications.
9. Only a certified electrician may install or perform maintenance on electric equipment. (This includes conducting repairs and replacing a fuse.)
10. Hang a warning sign on a machine if power has been shut off for adjustments. Lock the machine if it has a locking device.
11. Make sure power switches are securely in the on or off position. Equipment must be locked if there is a locking mechanism.
12. Grab the head of a plug when removing it from a socket.
13. Confirm that power is actually off after shutting off equipment.
14. Do not turn power on or off with wet hands or if operating rods are wet.
15. Only use electrical equipment for which you have professional authorization.
16. Use non-conducting fire protection equipment to extinguish a fire caused by an electric circuit or electric equipment.
17. Shut off equipment and place the power switch in the off position if there is a power outage.
18. Take note of the following when using an extension cord:
 - (1) Do not place an extension cord in a walkways since this could damage its outer insulation and result in a short circuit. If it is necessary to have an extension cord in a corridor, add protective tubing to it and tape it to the floor.
 - (2) Do not connect cords in series or with a tap plug if there are not enough sockets: this could lead to

an overload or connection problems.

(3) Notify the supervisor if you want to connect the power supply for an instrument or equipment. Do not do it yourself.

(4) An extension cord must have an overload safety device.

19. If the outer coating of an electric cord is damaged, replace it immediately.

20. If you see sparks when turning off equipment, investigate the source of the problem and try shutting off the equipment to see if the problem persists.

21. When operating electrical equipment, report anything unusual to your supervisor immediately. If there is not enough time to report it, cut off the power supply first. Do not flee the area as this could lead to a greater emergency.

22. The outer casing of all electrical equipment must be connected to a ground wire. Do not remove the ground wire.

23. Maintenance on all electrical equipment and electrical cables will be done in strict accordance with operating procedures in the Electrical Safety Guidelines.

24. Equipment designated as 'dangerous electrical equipment' by the central authority (please refer to Occupational Safety and Health Act, and Regulations for Safety Inspection of Hazardous Machines and Equipment) must be routinely inspected before use. The inspection form must be retained for 3 years.

25. In addition to the necessary safety and protective measures prescribed in Safety Standards of Machinery and Equipment, there must be appropriate signage for dangerous machinery and equipment in order to facilitate inspection, maintenance, and operations.

第十六條 電腦作業安全守則：

- 一、 檢查電力供應是否符合規定；插頭與插座是否密貼牢固，電源或傳輸纜線是否有破損、斷(掉)落、設備是否有潮濕等現象，以防漏電、感電事故發生。
- 二、 檢查主機及週邊設備的擺置是否穩當，承載設備是否牢靠堪用。
- 三、 經常擦拭終端機螢幕及護目裝置（護鏡或護目網）上之灰塵及手印，以保持清潔。
- 四、 檢查終端機的功能，如鍵盤上的鍵是否輕觸即可使螢幕上有字顯示，螢幕畫面是否穩定，有無飄動的現象，亮度及對比是否適當，如螢幕有老化或影像顯像不良者，應即更換或送修。
- 五、 調整桌椅及螢幕之高度和角度，使眼睛略高於螢幕上緣，且保持 45 公分至 72 公分的距離，不可太近或太遠，桌、椅、鍵盤的高度應配合個人工作，調整至適當之高度。
- 六、 於可能範圍內，調整螢幕的方向，使幕前反光現象減至最低，幕後方向應與其他工作人員保持適當安全距離。
- 七、 每工作二小時至少須有 15 分鐘適當的休息。
- 八、 操作中，如發現有異味、冒煙、運轉不順等現象時，應立即關掉電源，並報請維修部門檢修。

Article 16: Safety Rules for Operating a Computer

1. Check to make sure of the following: the power supply meets regulations, the plug is securely in the socket, the power supply or transmission cable is not damaged or frayed. To prevent power leaks or electrocution, check that equipment is not damp or moist.
2. Check that the server and surrounding equipment are secure, and that the load-carrying equipment is stable.

3. Wipe away dust and fingerprints from the monitor and protective cover (protective glass or protective screen) frequently and keep them clean.
4. Check that the computer terminal is functioning properly, words appear on screen by typing lightly on the keyboard, the image onscreen is stable, the screen is secure, and that proportions and brightness are appropriate. If the screen is old or does not display the image clearly, it should be replaced or sent for repairs immediately.
5. Adjust your desk, chair, and the height and position of the screen so that your eyes are slightly above the top of the screen. Maintain a distance of 45 to 75 centimeters from the screen. Change the positions of your chair, desk, and keyboard to suit your work.
6. Adjust your screen to reduce reflected light as much as possible. Keep the back of the screen at a safe distance from other workers.
7. Take at least one 15 minute break every 2 hours.
8. If you discover smoke, an odd smell, or another problem while using a computer, shut power off immediately and make a request for repairs.

第十七條 物料搬運貯存安全守則：

- 一、 物料之堆放應以繩索、護網、擋樁或採其它必要的措施，防止倒塌、墜落。
- 二、 堆放時不得超過地面最大安全負荷及最高限度。不得阻礙通道、出入口、照明、電氣開關、或防礙急救、消防設備之取用及效用。
- 三、 不得妨礙機械設備之操作。
- 四、 不得依靠牆壁或結構支柱堆放。
- 五、 不得在卸貨區放置物品。
- 六、 堆放、貯存化學品的容器(含空瓶)應確實加蓋。
- 七、 具反應性的兩種化學品不得貯存於同一處所。
- 八、 危害性化學品貯存場所應保持良好的通風。
- 九、 四十公斤以上物品，應以人力車輛或工具搬運，五百公斤以上物品應以機動車輛或機械搬運。
- 十、 搬運強酸、強鹼的車輛或工具應有防腐蝕的措施，並穿戴適當之防護裝備。
- 十一、 兩人以上合力搬長形重物時，應面朝同一方向，並由經驗多者在後方指揮。
- 十二、 搬起或放下物品時應儘量挺直腰部，以腿部使力，以免傷及腰、背。
- 十三、 放下重物時應注意腳及手掌的位置，避免被壓傷。
- 十四、 吊起重物或長件物體時，應用導向索控制方向，以防止在空中擺動。
- 十五、 以任何材質的繩索網綁物體進行吊掛、起重時，為防止被尖角割斷，重物墜落傷人，應於尖角處加襯墊保護之。
- 十六、 用吊索吊起圓柱體或表面較光滑之物體時，其吊索至少繞經被吊物兩圈以上，以免滑落。
- 十七、 搬運鐵管、木材、梯子等長形物件時，前端應稍微朝上，以免行進時撞及地面，在轉彎時應注意控制轉動方向，切勿觸及電線或撞擊他人。
- 十八、 使用手推車應向前推動，不可拉車後退。
- 十九、 手推車下坡時，車應在人的前方，上坡時車應在人的後方。
- 二十、 搬運危險品時應捆綁牢固。
- 二十一、 貯存場所應保持整潔、空氣流通。

Article 17: Safety Rules for Storing and Transporting Materials

1. Use rope, protective mesh, poles, or other protective measures to prevent stacked objects from collapsing or falling down.
2. Stacked objects may not exceed height restrictions or the safety load of the floor. They may not block walkways, doorways, lighting, switches, or interfere with the effectiveness of safety equipment and fire protection equipment.
3. Stored objects may not affect the operation of machinery.
4. Do not store objects against walls or supporting pillars.
5. Do not store objects in loading areas.
6. Properly cover stacked or stored chemical vessels (including empty ones).
7. Do not store reactive chemicals in the same place.
8. Keep storage areas for hazardous chemicals properly ventilated.
9. Use a pushcart or other transportation equipment to move an object that exceed 40 kg. Use motorized vehicles or machinery to transport an object that exceeds 500 kg.
10. A vehicle or transportation equipment that is used for transporting strong acids and strong bases must be protected against corrosion. Workers must wear appropriate personal protective equipment.
11. Two or more people that are moving a long object must face in the same direction, and the one with more experience must take up the rear position in order to steer.
12. Keep your back as straight as possible when transporting an object or lowering it to the ground. Lift with your legs to prevent injuring your back.
13. Pay close attention to the positions of your hands and feet when lowering a heavy object.
14. Use a wire rope sling when hoisting a heavy or long object so that you can steer it and prevent it from swaying.
15. When using rope made of any material to hang or lift an object, place protective pads at sharp corners to prevent the rope from snapping and the object falling and causing injury.
16. When using rope to hang a cylindrical object or an object with a smooth surface, wrap the rope around the object at least twice to prevent it from slipping and falling.
17. When transporting long items such as metal pipes, pieces of wood, or ladders, raise the front end slightly so that it does not hit the ground. Keep control and turn corners slowly so that the object does not hit power lines or other people.
18. Push a pushcart in a forward-facing direction; do not pull it backwards.
19. Keep the cart in front of you when going down a slope and keep it behind you when going up.
20. Tie and secure dangerous goods during transportation.
21. Keep storage areas clean and well-ventilated.

第十八條 化學物質使用安全工作守則：

- 一、 各實驗室門口應標示緊急應變連絡人員及單位電話。
- 二、 應明定標準實驗操作程序及安全衛生注意事項。
- 三、 各研究室及實驗室內所有化學物質均應備有安全資料表，勞工使用時應先詳讀安全資料表後始得操作，該資料須至少每3年檢討一次，必要時予以更新。
- 四、 化學藥品之瓶身需張貼 GHS 標示，以供操作人員辨識危害性。
- 五、 認清及牢記最近的滅火器、急救箱、緊急沖身洗眼裝置及緊急應變設備等位置，並熟知使用方法。

- 六、 操作化學藥品需穿戴實驗衣、手套及護目鏡等防護具，避免眼睛與皮膚之接觸。
- 七、 危害性化學品應依危害性化學品標示及通識規則及本校危害通識計畫書之相關規定標示及運作。
- 八、 優先管理化學品應依優先管理化學品之指定及運作管理辦法之相關規定進行管理與定期向環安衛中心申報運作紀錄。
- 九、 管制性化學品應依管制性化學品之指定及運作許可管理辦法之相關規定向勞動部申請運作核可始得運作相關化學品，如無核可文件依法不可運作，且須依規定定期向環安衛中心申報運作紀錄。
- 十、 毒性化學物質應依毒性化學物質管理法等相關規定標示中英文毒性化學物質運作場所、放置於上鎖藥櫃並定期申報運作紀錄。
- 十一、 所有化學物質至少每年盤點一次，且須製作化學品清單。
- 十二、 特定化學物質應依特定化學物質危害預防標準之規定管理與運作。
- 十三、 從事會發生毒性、腐蝕性之蒸汽或氣體對人體有害之作業應在抽氣櫃內進行。
- 十四、 進行有爆炸之虞的實驗，應於正對身體前方放置安全擋板或採取其它有效防爆措施。
- 十五、 工作場所設置之局部排氣裝置應定期及重點檢點，並依規定每年實施定期檢查一次，記錄保存三年。
- 十六、 烘箱、蒸餾器等加熱設備附近禁放易燃、易爆化學品。
- 十七、 冷藏化學藥品之冰箱、冷藏櫃內不得放置食品、飲料。
- 十八、 盛放化學藥品、有機溶劑等容器應隨手蓋緊，以防止火災或爆炸等意外。
- 十九、 作業場所只可存放當天所需使用之化學品及有機溶劑，使用後即需放回藥櫃。
- 二十、 非上班時間內做實驗應另有監督負責人員在場，避免單獨一人進行實驗。
- 二十一、 被化學藥品濺潑，應立即用緊急沖洗設備沖洗十五分鐘以上，並視情況送醫治療。
- 二十二、 廢液應依規定處理及分類存放，不得傾倒於水槽。
- 二十三、 液體化學藥品與廢液下方需置有溶液體積 1.1 倍之盛盤。

Article 18: Safety Rules for Use of Chemical Substances

1. The phone number and name of the emergency contact person must be posted at the doorways of all laboratories.
2. There must be clear regulations for standard operating procedures in the laboratory as well as matters related to health and safety.
3. All chemical substances in research labs and laboratories must come with safety information. Read safety information before using a chemical. This information must be checked and updated at least once every 3 years.
4. Vessels containing chemicals must be labeled with GHS hazard pictograms so that users are aware of the danger.
5. Be familiar with the locations of fire extinguishers, first aid kits, emergency showers and eye wash stations, emergency response equipment, and be familiar with how to use them.
6. Wear a lab coat, gloves, goggles, other personal protective equipment when using chemicals. Avoid contact with skin and eyes.
7. Hazardous chemicals must be labeled and transported in accordance with Regulations for the Labeling and Hazard Communication of Hazardous Chemicals, as well as with guidelines on labeling and transportation provided in Fu Jen Catholic University Hazard Communication Plan.

8. Priority chemicals must be managed and routinely reported to the Environmental Health and Safety Center in accordance with Regulations Governing Designating and Handling of Priority Management Chemicals.
9. Before using controlled chemicals, you must submit an application to the Ministry of Labor in accordance with Regulations Governing Designating and Handling Permission of Controlled Chemicals. Do not use these chemicals without written authorization from the Ministry. Reports that provide records of chemical use must be made routinely to the Environmental Health and Safety Center in accordance with regulations.
10. In accordance with Toxic Chemical Substances Control Act, toxic chemical substances must be labeled in Chinese and English, stored in a locked drug cabinet, and routine reports of their use must be made.
11. All chemical substances must be inventoried at least once a year, and a list of all chemicals must be produced.
12. Specified chemical substances must be managed and handled in accordance with Hazard Prevention Standards for Specified Chemical Substances.
13. Conduct an operation in the fume hood if it will produce vapors or gases that are poisonous, corrosive, or harmful to human health.
14. When conducting an experiment with a risk of explosion, place a buffer between yourself and the experiment or take other measures to prevent explosion.
15. Workspaces with a local exhaust ventilation system must be inspected thoroughly at least once a year in accordance with regulations. Inspection records must be kept for 3 years.
16. It is strictly prohibited to place flammable or explosive chemicals near ovens, distilling apparatus, or other heating equipment.
17. Food or drink may not be placed in refrigerators or freezers that are used for storing chemicals.
18. In order to prevent fires or explosions, seal a lid tightly on a vessel that contains chemicals or organic solvents when storing it.
19. Only place chemicals and organic solvents that you will use on the current day in operating areas. Return them to the storage cabinet after use.
20. A supervisor must be on-site for an experiment outside of usual working hours. Experiments may not be conducted alone.
21. Go immediately to the emergency wash facilities and wash for at least 15 minutes if you get splashed by chemicals. Seek medical attention based on the circumstances.
22. Handle and store waste liquids separately and in accordance with regulations. Do not pour them down a drain.
23. Place vessels containing liquid chemicals or used liquid chemicals on a dish with a volume of 1.1 times the volume of the vessel.

第十九條 生物性實驗安全工作守則：

- 一、 實驗廢棄物桶需張貼標示及加蓋。
- 二、 實驗室感染性廢棄物之處理需照廢棄物處理清運流程辦理。
- 三、 應備妥感染性生物材料清單。
- 四、 進入實驗室工作者之鞋子應能保護腳部為原則，不可穿露出腳趾之鞋子。
- 五、 進入實驗室應穿著防止個人衣物受到污染的實驗衣、罩袍。

- 六、 進行微生物或其他有害物質可能噴濺而出的實驗時，應配戴護目鏡。
- 七、 進行實驗須戴手套以免接觸到危險物質，勿清洗或重複使用拋棄式手套。使用過的手套依感染性廢棄物規定處理之。
- 八、 實驗室區域禁止飲食、抽煙、取戴隱形眼鏡、梳理頭髮、化妝及存放食物。食物應放在實驗室區域外、專為儲放食物的櫃子或冰箱。
- 九、 所有實驗程序應減少液體噴濺或氣膠的產生。完成工作後，應立即清潔實驗桌面並保持乾淨。若有潛在感染性材料噴濺至工作台，應使用適當的消毒劑除污。
- 十、 實驗室入口、冰箱及冷凍庫確實張貼生物性危害標示（例如：「BSL1」或「P1」），須註明實驗室負責人姓名及電話號碼。冰箱及冰櫃外須加註使用之病原清單。
- 十一、 離開實驗室前應先洗手、關閉非必要之電源、登記離開實驗室時間。

Article 19: Safety Rules for Biological Experiments:

1. Containers for experimental waste must be labeled and covered with a lid.
2. Handle infectious waste from the laboratory in accordance with Procedures for Handling and Cleaning Waste.
3. Keep a list of all infectious biological materials.
4. Wear proper footwear that covers you entire foot when in the laboratory. Do not wear any footwear that exposes your toes.
5. Wear protective clothing such as a lab coat and mask to protect your clothing from contamination when in the laboratory.
6. Wear protective goggles when conducting an experiment with microbes or other hazardous substances that could splash out.
7. Wear protective gloves during an experiment to prevent contact with hazardous substances. Do not clean or reuse gloves. Dispose of gloves properly and in accordance with regulations for handling infectious waste.
8. It is prohibited to eat, drink, smoke, change contact lenses, brush hair, put on makeup, or store food in the laboratory. Store food in the designated area or refrigerator outside of the laboratory.
9. All experimental procedures must reduce the spray of liquids and the production of aerosols. Clean and dry your desk immediately after an experiment. Use a proper disinfectant to sterilize the desk if potential contaminants have made contact with it.
10. Proper signage for biological hazards (ex. BSL1, P1) must be posted at entrances to laboratories and on laboratory refrigerators and freezers. Signage must include the name and phone number of the laboratory supervisor. A list of pathogens must be posted on all refrigerators and freezers.
11. Wash your hands, turn off unneeded power supplies, and sign the check-out form before leaving the laboratory.

第二十條 動物實驗安全工作守則：

- 一、 實驗室內禁止飲食，及不得攜帶飲料、食物入內。
- 二、 實驗使用之動物，須經檢疫合格後，方可進入校園。
- 三、 飼養動物應事先填寫相關申請文件，經核准後才能飼養。
- 四、 進行動物科學實驗時應遵循本校實驗動物照護及使用委員會之督導。
- 五、 進入實驗室應穿著規定服裝，並依工作性質切實使用口罩、手套等個人防護裝備。

- 六、 實驗室內請保持安靜，不得任意搬動儀器、桌椅和器材等。
- 七、 非工作人員禁止餵養實驗動物；禁止逗弄動物。
- 八、 長時間停留於實驗室內應避免使用隱形眼鏡。
- 九、 有任何異常聲音氣味請通知管理人員。
- 十、 工作中遭動物咬傷，應依安全防護規定事項處理。
- 十一、 請勿私自變更照明、溫濕度、通風換氣等控制，如欲變更應知會管理人員，於取得許可後方可變更。
- 十二、 化學藥品注射時應遵守以下規定：
 - (一) 配戴雙層手套。
 - (二) 注射中的針筒和點滴藥瓶，如沾有藥物應立即擦拭乾淨。
 - (三) 實驗過程應小心謹慎，避免刺傷自己。
 - (四) 實驗用的藥品應依規定標示品名、濃度及配製日期。
 - (五) 沾有化學藥物之任何物品，均放置於規定之廢棄物儲存袋或桶內。
 - (六) 手套脫掉後要洗手。
 - (七) 眼睛不慎觸及藥物，應立即用大量清水沖洗。
- 十三、 進出實驗室之工作人員必須熟悉滅火器、急救箱及緊急應變設備等設置之位置與使用方法。
- 十四、 檢體或試劑不慎傾倒時，需依照標準作業程序處理。
- 十五、 實驗動物如有須輻射標幟物注射處理，須經原子能源委員會許可及依規定作好相關防護措施，始可於獨立空間中操作進行，未經許可嚴禁使用任何放射線物質進行動物實驗。
- 十六、 實驗工作完成後，必要時應以消毒水清潔使用過之場所。
- 十七、 消毒、清潔藥品應依照說明書使用，如藥品具腐蝕性或刺激性應使用個人防護設備，並加強通風。
- 十八、 使用動物進行實驗，應儘量減少數目，並以使動物產生最少痛苦及傷害之方式為之。
- 十九、 動物經實驗後，除有實驗設計上之需要，應待其完全恢復生理功能後，始得再進行實驗。
- 二十、 進行動物實驗後，應立即檢視實驗動物之狀況，如其已失去部分肢體器官或仍持續承受痛苦，而足以影響其生存品質者，應立即以產生最少痛苦之方式結束其生命。
- 二十一、 實驗動物屍體應經妥善處理，不得隨意棄置。
- 二十二、 離開實驗室前，應檢查環境四周與動物飼養籠，確認已整理清潔，且檢點簽認無誤後方可離開。

Article 20: Safety Rules for Animal Laboratory

1. It is prohibited to eat, drink, or bring food or beverages inside the laboratory.
2. All animals to be used in experiments must pass quarantine inspection before being brought on campus.
3. Fill out an application before feeding animals. Only feed animals after the application has been approved.
4. Follow the directions of the Committee for Proper Use and Care of Laboratory Animals before conducting a scientific experiment on an animal.
5. Wear clothing required in regulations before entering the laboratory. Wear a mask, gloves, or other protective gear depending on the nature of your work.
6. Keep noise levels down in the laboratory. Do not move instruments, tables, chairs, or materials for no reason.

7. Only authorized personnel may feed laboratory animals. Playing with animals is prohibited.
8. Avoid wearing contact lenses if you will be in the lab for an extended period of time.
9. Inform the laboratory supervisor immediately if you notice any unusual sounds or smells.
10. Handle animal bites in accordance with Safety and Protection Regulations.
11. Do not make changes to lighting, humidity levels, or ventilation controls without permission from the supervisor.
12. Follow the regulations below when giving chemical injections:
 - (1) Wear double-layered gloves.
 - (2) Wipe off any medicine that drips on the outside of the the syringe or medicine bottle immediately.
 - (3) Be careful during the experiment to avoid getting pricked by a needle.
 - (4) All drugs used during the experiment must be labeled with the product name, drug concentration, and production date in accordance with regulations.
 - (5) Place any objects that come in contact with chemicals in the chemical waste container or waste storage bag.
 - (6) Wash your hands after removing gloves.
 - (7) Wash your eyes thoroughly with large amounts of water if they come in contact with drugs.
13. Be familiar with the locations of fire extinguishers, first aid kits, and emergency response equipment, and know how to use them.
14. If a specimen or reagent is knocked over, handle it in accordance with standard operating procedures.
15. If it is necessary to inject a laboratory animal with a radioactive marker, first get permission from the Atomic Energy Committee, and take all protective measures in accordance with regulations. Give the injection in a separate area. It is strictly prohibited to use any radioactive substances on an animal without first receiving permission.
16. After work on the experiment is complete, use sterilized water to clean the work area if necessary.
17. Use disinfectants and cleaning chemicals in accordance with their instructions. Wear personal protective equipment and make sure that there is amply ventilation when using corrosive chemicals or chemicals that contain irritants.
18. Use the fewest number of animals possible for an experiment. Select an experimental method that will produce the least amount of suffering or injury to the animal.
19. After using an animal in an experiment, unless it is required by the design of the experiment, do not resume the experiment on the animal until its physiological functions have fully recovered.
20. After an experiment is complete, check the animal's condition immediately. If it has lost organs, limbs, or continues to suffer enough to affect its quality of life, put the animal to death in a manner that induces the least amount of pain possible.
21. Dispose of animal corpses in a designated area.
22. Check the feeding cage and surrounding area before leaving the laboratory. You may only sign out and leave after inspecting the laboratory and confirming that it is clean and tidy.

第二十一條 堆高機作業安全工作守則：

- 一、 非經受訓合格人員，不得任意駕駛。
- 二、 堆高機行駛前，須例行檢查機油、水箱、剎車油、離合器、剎車裝置、蓄電池等機件是否鬆弛、有無漏水、輪胎氣壓是否足夠等。

- 三、 引擎發動後，應低速空轉、溫車二至三分鐘，方可駕駛。
- 四、 堆高機最高時速一五至二十公里(每小時)，且不宜行駛在不平地面，並注意地面是否牢固。
- 五、 堆高機空車行駛時，應將貨叉升高至離地面約一五公分。
- 六、 經過通道和十字路口或急轉彎時，應完全停車，鳴喇叭表示手勢，然後緩緩行進。
- 七、 無論何時載重下坡，均應倒退而下。
- 八、 當舉起、放下重物或起步行駛時，均應緩慢行駛。
- 九、 除卸放搬運貨物時，升降架可往前傾外，一般貨物升降時，升降架均需保持垂直或往後傾。
- 十、 決不允許任何人員攀搭在貨叉桿或所舉重物上。
- 十一、 有機過氧化物是否遠離日照或金屬異物混入。在危險品倉庫內不得使用堆高機作業。
- 十二、 堆高機上所裝之物料，應整齊放置，其高度不得妨礙司機之視線，並不宜作快速之急轉彎。
- 十三、 貨物太龐大致前面視線被阻擋時，須後退行駛。
- 十四、 堆高機行駛時，司機應注視行進或後退之方向，避免發生碰撞事故。
- 十五、 堆高機負重行駛前，應先將所載物料放低至離地約二十公分左右，始可行駛，因降低重心後，穩度增大。
- 十六、 非必要時，不得將貨物升高至頂端行駛。
- 十七、 搬運及起吊等工具之裝載量，不得超過規定之安全荷量。
- 十八、 司機不得放置其身體之任何部份於車外，但打手勢時例外。
- 十九、 停用時不得未拉緊手剎車即離車而去。
- 二十、 任何時間發現有故障或不安全時，應報告上級迅速處理，不得任意改裝使用。

Article 21: Safety Rules for Operating a Forklifts

1. Only those who have passed training may operate a forklift.
2. Before operating a forklift, check the fuel, water tank, brake fluid, clutch, brake assembly, storage battery, and check to see if other components are loose. Make sure that there is sufficient tire pressure and that nothing is leaking.
3. After starting the engine, let the forklift idle for two to three minutes to warm up the engine before driving it.
4. The top speed of a forklift is 15-20 km/h. Do not drive a forklift on rough surfaces. Check to make sure the ground surface is stable.
5. When driving an unloaded forklift, raise the forks approximately 15 centimeters above ground-level.
6. When driving through a passageway, intersection, or when making a tight turn, come to a complete stop, honk the horn, make a hand signal, and then proceed ahead slowly.
7. Drive the forklift backwards when carrying a heavy load down a slope.
8. Lift, lower, and begin driving at slow speeds.
9. Only tilt the lifting frame forward when releasing a load. Keep the frame straight or inclined backwards when lifting or lowering regular objects.
10. Do not climb on the forks or on lifted items.
11. Keep organic peroxides away from sunlight and metal contaminants. Do not operate a forklift in a storage room for hazardous materials.
12. Arrange materials carried by a forklift neatly. Their height must not affect the driver's vision. Make turns slowly.
13. Drive the forklift in reverse if a loaded item is large enough to affect your field of vision.

14. Pay attention to the front or rear depending on which direction you are driving the forklift and avoid bumping into surrounding objects.
15. When carrying a load, lower the forks to approximately 20 cm above the ground before driving in order to lower the center of gravity and increase stability.
16. Do not raise loads to the top of the frame unless necessary.
17. Do not transport or lift a load that exceeds the maximum load capacity as prescribed in regulations.
18. Do not stick any part of your body outside of the forklift unless you want to make a hand signal to indicate your direction.
19. After parking the forklift, secure the handbrake before getting out.
20. Report any danger or malfunction immediately to a superior. Makeshift modifications to continue using the forklift are prohibited.

第二十二條 固定式起重機作業安全工作守則：

- 一、 從事起重工作時應戴安全帽，以防被落下物件所擊傷。
- 二、 人員不可隨重物一同吊起及立於吊起物之下方，人員不可利用吊車上下。
- 三、 使用主管指定之繩鏈吊具，並作定期檢查。
- 四、 麻索、鋼索通過鋒利的尖稜時，要墊以木板以防割斷。
- 五、 吊起易於擺動之重物要另加麻繩位牽，以便控制其位置減少擺動情形。
- 六、 用吊索網綁圓或表面光滑之物體時，至少須將繩索纏繞於物體上兩週，且須注意網綁牢固。
- 七、 有下列任何一種情況之鋼纜不得作為起重吊掛使用：
 - (一) 鋼纜一撚間有百分之十以上素線截斷者
 - (二) 直徑減少達公稱直徑百分之七者
 - (三) 有顯著變形或腐蝕者
 - (四) 扭結者。
 - (五) 有接頭者。
- 八、 在離電力送配電線十呎以內起重時，應與電力管理人員連絡以策安全。
- 九、 起重機上鋼索要有足夠之長度，在任何情形下捲筒上之餘索不得少於五個。
- 十、 注意起重處之基地是否穩固。
- 十一、 起重機用鋼索及鐵鍊為起重工作必需之物，工作人員對其一般性能、負荷強度、保養方法等應有充分之認識，起重之荷重絕對不可超過鋼索製造廠之規定。
- 十二、 若未徵得主管、部門之許可，在離鐵軌六呎以內地區不得從事起重工作。
- 十三、 動起重機具，應經常保持剎車之靈活，使用前應首先加以檢查。
- 十四、 起吊移動或搬運管件，勿將手台手指放於管端。
- 十五、 重物之搬運，應儘可利用起重工作或搬運工具。
- 十六、 鍊條或鋼索使用前必須整理妥當，不得搓扭打結。
- 十七、 物料、重物提吊、應緩慢加力注意重力，放下時應輕放穩置。
- 十八、 起重設備之拉繩不可網綁於生產設備上。
- 十九、 非經受訓合格者不得擅自操作起重機。
- 二十、 每天應由操作人員檢查起重機一次，查看齒輪、鍊條、軌道、警鈴、總開關、鋼索制動器等是否正常，並應持清潔及注意潤滑。
- 二十一、 對置於瞬間風速可能超過每秒三十公尺或四級以上地震後之固定式起重機，應實施各部安

全狀況之檢點。

二十二、 起重設備之吊鉤或吊具，必須要有防止所吊物意外脫落之裝置，並且不得此裝置卸下。

二十三、 起重機應由使用單位按規定申請實施月度檢查及年度檢查，並將查紀錄保存三年。

Article 22: Safety Rules for Fixed Crane:

1. Wear a safety helmet when operating a crane to protect against falling objects.
2. No personnel may be lifted up with an object or stand underneath a raised object. Personnel may not use a crane to move up to or down from a worksite.
3. Only use a lifting sling that has been approved by a supervisor. Inspect the sling on a routine basis.
4. When using a hemp rope or steel wire rope to lift an object with sharp edges, insert pieces of wood between the sharp edges and the rope to prevent it from snapping.
5. When hoisting an object that sways easily, use hemp rope to secure the object and minimize swinging.
6. When using a sling to hold an object that is round or has smooth surfaces, wrap the sling around the object twice and secure it properly.
7. Do not use steel wire rope to hoist an object under any of the following conditions:
 - (1) Ten percent of the strands that make the steel rope have frayed or snapped.
 - (2) The nominal diameter of the rope has shrunk by 7 percent.
 - (3) There is obvious corrosion or warping.
 - (4) There is a knot.
 - (5) There are fittings on the rope.
8. Contact an electrician to determine safety before an hoisting an object within 10 feet of transmission or distribution wires.
9. Only use steel wire rope of a sufficient length on a crane. There must be at least 5 spare rope reels on hand at all times.
10. The ground supporting the crane must be stable.
11. Personnel must have full knowledge of the general functions, load capacity, and maintenance of the steel wire rope or iron chain being used to hoist an object. The weight of the load must not exceed the limits set by the producer of the steel wire rope.
12. Do not hoist an object within 6 feet of iron rails unless the supervisor or academic program/ administrative division has given permission.
13. Test to make sure the brakes are responsive before operating a crane.
14. Do not place fingers inside the ends of the tubes when hoisting or transporting tubing.
15. Use lifting or transportation machinery to transport heavy objects whenever possible.
16. Untangle iron chains and steel wire ropes before use. Do not use them if there are any twists or knots.
17. Hoist heavy materials and objects slowly. Lower them to the ground firmly but lightly.
18. Do not wrap hoisting ropes on production equipment.
19. Only personnel who have passed training may operate a crane.
20. The operator of a crane must inspect it once daily and ensure that gears, chains, rails, horns, the master switch, and brake cables are functioning properly. Keep the crane clean and lubricated.
21. Perform a safety inspection on all components of a crane if it has been in an area where wind speed exceeds 30 meters per second or there has been an earthquake that reached level 4 or higher on the Richter Scale.

22. The hook must be equipped with a device to prevent hoisted objects from falling loose. Do not remove this device.

23. The academic program/administrative division operating the crane must apply for monthly and annual inspections as required by regulations. Inspection records must be kept for three years.

第二十三條 升降機作業安全工作守則：

- 一、 安全門於升降機停止時，才可打開。
- 二、 剎車制動器要靈活運轉。
- 三、 操作員應定期清潔並檢查道軌、吊具及其他附件。
- 四、 安全開關應保持正確。
- 五、 未經許可人員不得進入控制室、機房等。
- 六、 升降機如有故障應立即禁止使用並貼掛警告標示。
- 七、 如有未經許可擅自使用或妨礙擾亂操作情形，該機負責人應即制止，或報告主管處理。
- 八、 應待樓層指示燈亮後始可進入吊箱，且不可背向而入。
- 九、 升降運載要均勻，搬運負載要小心並不得超載。
- 十、 禁止人員搭乘貨物升降機。
- 十一、 禁止起重超載。
- 十二、 禁止吊箱內荷載長物而插穿天花板。
- 十三、 禁止違反操作安全規則或破壞安全開關或其他安全裝置。

Article 23: Safety Rules for Operating Elevators

1. Only open the elevator door once the elevator has come to a full stop.
2. The elevator brakes must work properly.
3. Routinely clean and inspect the elevator shaft guide rails, hoisting cable, and other components.
4. Keep the safety switch in the correct position.
5. Unauthorized personnel may not enter the control room or engine room.
6. If an elevator malfunctions, post warning signs and suspend usage immediately.
7. If anyone uses the elevator without authorization or interferes with operations, stop the person or report it to the supervisor immediately.
8. The floor light must be illuminated before stepping into an elevator. It is prohibited to step onto an elevator backwards.
9. Distribute the weight of transported objects evenly in the elevator. Transport objects carefully and make sure the weight does not exceed load restrictions.
10. It is prohibited for anyone to ride in a cargo elevator.
11. It is prohibited to exceed load restrictions.
12. It is prohibited to transport an object that is long enough to touch the ceiling of the elevator.
13. It is prohibited to violate operational safety rules, break the safety switch or other safety equipment.

第二十四條 木工金工作業區安全工作守則：

- 一、 每天至少清掃以次以上。
- 二、 避免不當的工作方法使粉塵飛揚。
- 三、 禁止在工作場所飲食或吸煙。
- 四、 應著有效之呼吸防護具。

- 五、 須養成隨時洗手之習慣，工作後必須洗手。
- 六、 設置局部排氣裝置，於作業時間內，不得停止運轉。
- 七、 局部排氣裝置，應依規定每年實施自動檢查一次，並紀錄之。
- 八、 嚴禁在工作場所內嬉戲、喧嘩、跑步、吸煙及從事與作業(實習)無關之活動。
- 九、 發生事故或危險時，應即刻切斷電源，採取緊急應變措施，並依緊急通報流程通報。
- 十、 避免單獨一人於工作場所內進行作業。
- 十一、 熟悉滅火器及急救箱存放位置與使用方法。
- 十二、 作業完畢後，必須切斷所有電源火源，並清潔環境。

Article 24: Safety Rules for Woodworking and Metalworking Areas:

1. Clean areas more than once a day.
2. Do not use an improper technique that stirs up dust.
3. It is prohibited to eat, drink, or smoke in these areas.
4. Wear an effective respirator.
5. Wash your hands frequently and wash them after work is complete.
6. If a local exhaust ventilation system has been installed, it must be running at all times. Do not shut it off.
7. A routine inspection must be performed on the local exhaust ventilation system once per year. The inspection must be recorded.
8. It is prohibited to play, shout, run, smoke, or do work unrelated to metalwork or woodwork in these areas.
9. If there is an accident or potential danger, cut off the power supply immediately, adopt emergency measures, and report the incident in accordance with hazard report procedures.
10. Do not work alone in these areas.
11. Know the locations of fire extinguishers and first aid kits and be familiar with how to use them.
12. After work is complete, clean the environment and shut off all power and fire sources.

第二十五條 鍋爐作業安全衛生工作守則：

- 一、 鍋爐值班懸不得擅自離開鍋爐房，應時時注意鍋爐運轉情形，維持正常狀況下操作，並適時做好保養工作，以防止災害發生。
- 二、 鍋爐點火時應先檢查氣閘門確實開放，並使燃燒室及煙道內充分換氣。
- 三、 排放鍋爐水時不得兼辦其他工作，亦不得單獨一個人從事兩做爐水之排放工作。
- 四、 禁止將引火性物品帶入鍋爐房。
- 五、 非經許可禁止閒雜人員擅自進入鍋爐房。
- 六、 鍋爐操作人員應防止災害發生，並經常注意實施下列事項：
 - (一) 確認水位、安全閥、壓力表及其他安全設備無異後方可使用。
 - (二) 避免急劇之負荷變動。
 - (三) 保持氣壓在最高使用壓力下。
 - (四) 保持安全閥之安全機能。
 - (五) 每天檢點水位測定裝置一次以上。
 - (六) 適時實施排放鍋爐水以防止鍋爐水濃縮。
 - (七) 保持給水裝置機能正常。
 - (八) 自動控制裝置應注意檢點及調整以保持機能正常。

Article 25: Safety Rules for the Boiler:

1. The on-duty operator may not leave the boiler room when the boiler is operating. Pay constant attention to operations and ensure the boiler is operating normally. Perform maintenance at suitable intervals to prevent an accident.
2. Open the air lock valve before igniting the boiler to ensure airflow between the combustion chamber and the flue.
3. Do not perform other work when discharging boiler water. Do not perform discharges alone.
4. It is prohibited to bring pyrophoric objects into the boiler room.
5. Entrance of unauthorized personnel is prohibited.
6. Take measures to prevent an accident, and do the following frequently:
 - (1) Confirm that there are no problems with the water level, safety valve, pressure gauge, or other safety equipment before using the boiler.
 - (2) Avoid making sudden changes to boiler load.
 - (3) Keep air pressure below maximum limits.
 - (4) Keep the safety valve functioning properly.
 - (5) Check the water level indicator more than once a day.
 - (6) Discharge water when necessary to prevent concentrations of impurities.
 - (7) Keep water supply equipment in good working condition.
 - (8) Inspect and adjust automatic controls to ensure they are functioning properly.

第二十六條 侷限空間作業安全衛生工作守則：

- 一、 侷限空間可能引起之危害包含缺氧、中毒、窒息、火災、爆炸等。
- 二、 從事侷限空間作業前，應填具侷限空間進入許可申請書提出申請核准，才可實施作業。
- 三、 從事侷限空間作業時，應指定缺氧作業主管從事下列監督事項：
 - (一) 決定作業方法並指揮勞工作業。
 - (二) 作業開始前、所有勞工離開作業場所後再次開始作業前及勞工身體或換氣裝置等有異常時，應確認該作業場所空氣中氧氣濃度、硫化氫等其他有害氣體濃度。
 - (三) 當班作業前確認換氣裝置、測定儀器、空氣呼吸器等呼吸防護具、安全帶等其他防止勞工罹患缺氧症之器具或設備之狀況。
 - (四) 監督勞工對防護器具或設備之使用狀況。
 - (五) 其他預防作業勞工罹患缺氧症之必要措施。
- 四、 從事侷限空間作業時應指派一人以上之現場監督人員，隨時監視作業狀況，發覺有異常時應即與缺氧作業主管及有關人員聯絡，並採取緊急措施。監督人員不得同時監視一個以上之作業場所。
- 五、 侷限空間作業場所應設置足夠之急救人員，擔任救援工作時並應有足夠之空氣呼吸器等呼吸防護具。
- 六、 對於從事侷限空間作業之勞工，應依勞工安全衛生教育訓練規則施予必要之安全衛生教育訓練。

Article 26: Health and Safety Rules for Operating in Confined Spaces

1. Potential dangers associated with confined spaces include hypoxia, poisoning, asphyxiation, fire, and explosion.

2. Complete the Application Form for Working in Confined Spaces and receive permission before operating in confined spaces.
3. There must be a designated supervisor in charge of operations with risk of hypoxia to monitor the oxygen situation when working in confined spaces. Their duties include to:
 - (1) Decide on work methods and direct the workers.
 - (2) Confirm the concentration levels of oxygen, hydrogen sulfide, and other dangerous gases under the following circumstances: before operations begin; when workers have returned to work after an absence from the site; when a worker experiences a physical issue; or when there is a problem with a ventilator.
 - (3) Check that the following equipment is functioning properly before conducting operations: ventilators, measuring instruments, respirators, respiratory equipment, safety belts, and equipment for preventing hypoxia.
 - (4) Make sure that workers are using protective devices and safety equipment.
 - (5) Employ other essential measures to prevent hypoxia.
4. At least two monitoring supervisors must be appointed to monitor work when operating in confined spaces. They should contact the supervisor in charge of operations with risk of hypoxia and related contact personnel immediately and adopt emergency measures if they discover anything unusual. A monitoring supervisor may not observe more than one work-site at the same time.
5. A sufficient number of rescue workers must be on hand at all operations in confined spaces, and there must be enough breathing apparatuses and respirators on hand for them to conduct rescue operations.
6. Workers operating in confined spaces must receive the necessary health and safety educational training in accordance with Guidelines for Worker Health and Safety Educational Training.

第二十七條 放射性及游離輻射作業安全衛生工作守則：

- 一、 放射性實驗室應張貼適當之輻射警示標語及警語。
- 二、 任何放射性物質及可發生游離輻射設備，非經原子能委員會檢查(審查)合格核發使用(操作)執照，不得使用。
- 三、 處理放射性物質及操作可發生游離輻射設備之人員，必須接受過有關游離輻射防護之訓練，並領有原子能委員會發給之執照。
- 四、 游離輻射作業人員每年必需接受輻射安全防護在職訓練。
- 五、 工作時應配帶輻射防護徽章或劑量筆，並穿戴工作衣、手套、鞋套等，離開工作場所時，應即換下置於指定地點，並徹底清洗雙手。
- 六、 受污染之用具應加以徹底清洗或儲存，待放射性自行衰減至接近背景值時，再予使用。
- 七、 工作場所經檢查，如有放射性污染，應立即予以隔離，並通知輻射防護專業人員到場處理。

Article 27: Health and Safety Rules for Operating with Radiative and Ionising Radiation

1. Ample radiation signage and warnings must be posted outside all laboratories that handle radioactive substances or equipment.
2. Radioactive substances or equipment that can create ionizing radiation may not be used by someone who has not been examined and granted an operator's license by the Atomic Energy Committee.
3. Anyone handling radioactive substances or operating equipment that can create ionizing radiation must have received the necessary protective training for ionizing radiation and must possess a license from the

Atomic Energy Committee.

4. Personnel who conduct operations with ionizing radiation must receive on-the-job training every year on safety and protection against ionizing radiation.
5. Use a film badge dosimeter or fountain pen dosimeter. Wear work clothes, gloves, and shoe coverings. When leaving the work-site, remove these items and place them in the designated area. Wash both hands thoroughly.
6. Clean a tool that has been contaminated or store it until its radiation level has naturally gone down to approximate background levels before using it again.
7. If it is confirmed that a work-site has been contaminated by radiation after inspection, quarantine the site immediately and contact radiation protection professionals to handle the situation.

第二十八條 雷射作業安全衛生工作守則：

- 一、 使用雷射應取得設備保管人之同意方可使用，高功率雷射（大於五毫瓦）應受過訓練測驗合格方可操作。
- 二、 操作高功率雷射時必須要戴護目鏡，護目鏡一定要波長正確同時要保護眼邊。護目鏡的功能，必須是經過護目鏡那段波長的雷射光強度要小於最大允許量。
- 三、 高功率雷射操作時，應於實驗室入口處開啟警示燈號。非工作人員未經實驗室負責人許可不得進入。所有進入實驗室人員均須配戴護目鏡。
- 四、 每位工作人員均應知道雷射的開關所在及切斷方法。
- 五、 暫時離開工作區域時應將雷射關閉或將雷射光束於雷射出口處阻斷。
- 六、 經常推行安全訓練與教育，使工作人員了解他們從事工作的潛在危險性，遵守安全規章，戴合適的護目鏡。
- 七、 工作人員應確實遵守雷射的工作指示（instruction manual）。
- 八、 操作雷射時嚴禁用肉眼直接觀測光束或將光束照射他人眼睛。
- 九、 在工作中不幸被雷射照到，受傷人員應閉上雙眼。立刻送醫治療及關閉雷射光源。

Article 28: Health and Safety Rules for operating a laser:

1. Obtain permission from the person in charge before operating a laser. You must pass training before operating a high-power laser (greater than 5 dBm).
2. Wear protective goggles designed for the proper wavelength and which protect the sides of your eyes when operating a high-power laser. The goggles must provide the proper protection for the strength of the laser.
3. Turn on the warning light at the entrance of the laboratory when operating a high-power laser. Unauthorized personnel may not enter without the permission of the person in charge. Wear safety goggles when entering the laboratory.
4. Know the locations of the power switches for lasers and how to cut power.
5. Turn off the laser or cut off the beam at the mouth of the laser if you will temporarily leave your work station.
6. Education and safety training will be promoted often so that everyone understands the potential dangers of their work, they follow safety guidelines, and they wear appropriate safety goggles.
7. All personnel must carefully follow the laser instruction manual.
8. It is prohibited to observe laser beams with the naked eye or to shine a laser beam into another person's

eyes.

9. Close both eyes if you are shot by a laser beam and seek medical treatment immediately. Shut off the laser.

第五章 教育及訓練

Chapter 5: Education and Training

第二十九條 本校教職員工對於勞工安全衛生教育及預防災變之訓練，有接受之義務。有關安全衛生相關之教育訓練規定、頻率與時數皆依輔仁大學人員環安衛能力與認知管理流程辦理必要之安全衛生教育訓練：

一、 在職對象：

- (一) 職業安全衛生業務主管；
- (二) 職業安全衛生管理人員。
- (三) 勞工健康服務護理人員。
- (四) 勞工作業環境監測人員。
- (五) 施工安全評估人員及製程安全評估人員。
- (六) 高壓氣體作業主管、營造作業主管及有害作業主管。
- (七) 具有危險性之機械或設備操作人員。
- (八) 特殊作業人員。
- (九) 急救人員。
- (十) 各級管理、指揮、監督之業務主管。
- (十一) 職業安全衛生委員會成員。
- (十二) 營造作業、車輛系營建機械作業、高空工作車作業、缺氧作業、局限空間作業及製造、處置或使用危險物、有害物作業之人員。
- (十三) 前述各款以外之一般勞工。
- (十四) 其他經中央主管機關指定之人員。

二、 新僱或調換作業勞工參與或接受教育訓練之時數，不得少於3小時。

Article 29: Instructors, staff, and workers at the University have the duty to attend educational training for accident prevention and worker health and safety. Details about educational training such as regulations, hours, and frequency of educational training for health will be decided in accordance with Fu Jen Catholic University Regulations Governing Knowledge and Skills for Health, Safety, and Environmental Protection:

1. Employees:

- (1) Directors responsible for worker health and safety.
- (2) Management staff responsible for worker health and safety.
- (3) Occupational health service nurses.
- (4) Monitoring personnel in the workplace.
- (5) Safety evaluators for construction and processes.
- (6) Supervisors for operations with high-pressure gas, construction, and hazardous operations.
- (7) Operators of dangerous machinery or equipment.

- (8) Specialized operation personnel.
- (9) Rescue workers.
- (10) Supervisors at all levels of management, command, and supervision.
- (11) Members of the Health and Safety Committee.
- (12) Personnel involved in the following: construction, operating machines or construction vehicles, operating vehicles in high places, operating in low-oxygen environments, operating in confined spaces, and those involved in the production, storage, or use of dangerous or hazardous materials.
- (13) General workers not included in those listed above.
- (14) Other personnel that have been designated by the central authority.

2. New employees or workers that have transferred positions must receive at least 3 hours of educational training.

第六章 健康指導及管理措施

Chapter 6: Health Guidance and Management Measures

第三十條 新進勞工應施行體格檢查；在職勞工應施行定期健康檢查，對從事特別危害健康作業者，應定期施行特定項目健康檢查，健康檢查費用由所屬單位負擔，且員工有接受體格檢查、健康檢查及特定項目健康檢查之義務。

Article 30

Recently hired workers must be given a physical examination. Employed workers must be given a medical examination at routine intervals. Those involved in particularly hazardous work must be given specific medical examinations on a routine basis. The academic program/administrative division employing the worker will pay for the medical examinations. Employees have the duty to receive physical examinations, medical examinations, and specific medical examinations.

第三十一條 在職勞工應依下列規定接受定期健康檢查：

- 一、 年滿六十五歲以上者，每年檢查一次。
- 二、 年滿四十歲未滿六十五歲者，每三年檢查一次。
- 三、 未滿四十歲者，每五年檢查一次。

Article 31

Workers must receive routine medical examinations in accordance with the following regulations:

1. Those over the age of 65 must receive an examination once per year.
2. Those over the age of 40 but below the age of 65 must receive an examination every 3 years.
3. Those under the age of 40 must receive an examination every 5 years.

第三十二條 在職勞工如有執行特別危害健康之作業，應依規定每年接受特殊健康檢查一次。

Article 32

Workers involved in particularly hazardous work must receive a special medical examination once a year in accordance with regulations.

第三十三條 依據職安法第 20 條與勞工健康保護規則第 7 條規定，學校應予保存健康檢查紀錄，並由勞工健康服務護士進行分析、評估及健康管理。

Article 33

In accordance with Article 20 of the Occupational Safety and Health Act and Article 7 of Regulations on Worker Health and Safety, the University shall keep health records which will be analyzed, assessed, and managed by medical personnel engaged in labor health services.

第三十四條 依據勞工健康保護規則第 3 條之規定，定期由勞工健康服務醫護人員與職業安全衛生管理人員進行臨廠健康服務。

Article 34

In accordance with Article 3 of the Regulations on Worker Health and Safety, medical personnel engaged in labor health services and health and safety management personnel will provide health services at the job-site at regular intervals.

第三十五條 本校環安衛中心將配合勞工健康服務醫護人員的專業指導及各單位主管的指揮監督，對下列事項，規劃及採取必要之安全衛生措施：

- 一、依輔仁大學人因性危害預防計畫進行重複性作業等促發肌肉骨骼疾病之預防。
- 二、依輔仁大學異常工作負荷促發疾病預防計畫進行輪班、夜間工作、長時間工作等異常工作負荷促發疾病之預防。
- 三、依輔仁大學執行職務遭受不法侵害預防計畫進行執行職務因他人行為遭受身體或精神不法侵害之預防。
- 四、依輔仁大學女性勞工母性健康保護實施計畫進行規劃及採取必要之安全衛生措施以確保懷孕、產後、哺乳女性勞工之身心健康。

Article 35

The Environmental Health and Safety Center will cooperate with all professional advice offered by medical personnel engaged in labor health services and supervisors from each administrative division. The Environmental Health and Safety Center will make plans and take the necessary health and safety measures as follows:

1. Take active and repeated measures to prevent musculoskeletal disorders in accordance with Prevention Plan for Ergonomic Risk Factors.
2. Prevent ailments that occur as a result of working shifts, working at night, and working long hours in accordance with Fu Jen Catholic University Prevention Plan for Ailments Caused by Unusual Workloads.
3. Prevent wrongful physical or mental harm cause by the behavior of others during the execution of work-related duties in accordance with Fu Jen Catholic University Prevention Plan Against Infringement While Performing Professional Duties.
4. Take the necessary health and safety measures to ensure the physical and mental health of pregnant, post-partum, and breastfeeding workers in accordance with Fu Jen Catholic University Health and Safety Plan for Mothers and Female Workers.

第七章 急救及搶救

Chapter 7: First Aid and Rescue

第三十六條 應變組織編組：

- 一、 各單位依規定制定應變任務編組，於事件發生時依編組執行應變與搶救程序。
- 二、 現場指揮官:現場救災與化學物質處理作業之指揮與佈署，支援需求之提出。
- 三、 應變小組:負責執行現場搶救災變，及外洩等處理並協調連絡有關單位。
- 四、 搶救組:
 - (一) 協助災變分析與安全資料表及救災器材之提供。
 - (二) 協助現場救災，狀況控制與化學物質處理。
 - (三) 提供適時資訊、人力、資源、引導外援單位進入災區。
- 五、 醫護救護組:
 - (一) 於上風處協商學務處衛保組或輔大診所等設置臨時救護中心。
 - (二) 協助傷患人員急救及送醫。
- 六、 消防滅火組:協助消防器材之提供及狀況控制。
- 七、 疏散引導組:
 - (一) 緊急狀況發生時之人員疏散並管制人員進出。
 - (二) 清查人員。
 - (三) 調度支援相關組別人員。
- 八、 機動支援組:
 - (一) 支援協助救災相關業務。
 - (二) 引導救災車輛進出。
- 九、 安全防護組：由教官與警衛擔任，負責各狀況區之管制、警戒、封鎖。

Article 36: Organization of Response Groups

1. Each academic program/administrative division will establish a response team in accordance with regulations. The response team will respond to emergencies and conduct rescue operations.
2. The commander of on-site rescue will lead and direct on-site rescue and the handling of chemical substances, and will make requests for required assistance.
3. The response taskforce will respond to disasters, handle leaks, and provide coordination and communication between administrative divisions.
4. The rescue team will:
 - (1) Assist in analyzing the disaster; provide safety information and rescue tools.
 - (2) Assist in disaster relief, controlling the situation, and handling chemical substances.
 - (3) Provide timely information, manpower, resources, and lead outside help to the disaster area.
5. The medical team will:
 - (1) Assist the Sanitation Division of the Office of Student Affairs and the Fu Jen Clinic to set up temporary medical centers upwind from the disaster.
 - (2) Assist in rescuing and providing medical service to injured personnel.
6. The fire rescue team will control the situation and provide equipment to extinguish fires.
7. The evacuation team will:
 - (1) Assist in evacuating personnel from disaster areas and restrict the entrance of people.
 - (2) Take head counts.

(3) Manage members providing assistance.

8. The mobile support team will:

(1) Assist in rescue operations.

(2) Direct rescue vehicles to the disaster site.

9. The security team is composed of military instructors and security guards. It is responsible for restricting access, providing warnings, and locking down disaster areas.

第三十七條 急救須注意事項：

一、 當實驗室發生意外事故時，應以救出、救護受傷人員為最優先之工作。

二、 化學災害發生時，救護人員進入現場救護前，應先根據實驗室所存放之物質安全資料表實施危害鑑定，同時了解污染源之特性如可燃性、反應性等，配置必要的防護用具，再施行救護工作。

三、 救護的地點應選擇現場上風地帶，給予初步急救後，再根據受傷狀況轉送醫療機構。

Article 37: Important First Aid Information

1. If there is an accident in a laboratory, the priority should be to remove the injured and perform first aid on them.

2. If there is an accident involving chemicals, medical personnel must first consult the list of chemicals stored inside the laboratory to assess the level of danger before entering to provide medical assistance. They must also be familiar with the properties of the source of contamination such as whether it is flammable or reactive, and must wear the necessary personal protective equipment before conducting rescue operations

3. Rescued people should be moved to a place upwind from the accident site and should be given first aid before being sent to a hospital for further medical treatment based on the circumstances.

第三十八條 傷害急救原則：

一、 化學災害救護工作原則：

(一) 封鎖危險區，非必要人員必須遠離現場，並禁止人員進入。

(二) 在不危及人員安全情況下，盡量設法處理污染源。

(三) 醫藥箱應放置於明顯之固定位置。

(四) 搶救人員佩帶自給式呼吸罩，穿著防護衣服，將傷患移置安全或輕度污染場所。

(五) 將受污染之衣物鞋襪脫下並封閉隔離，並區分為感染物為固體或液體，固體則以拍除方式處理，而液體則以沖水方式處理。

(六) 傷患呼吸困難或呼吸停止，應即給予氧氣使用；若當傷患或心跳停止時，應立即施以心外按摩，維持心臟循環。

(七) 應有附近特約醫療機構，並將其位置及聯絡方式公告週知。

二、 一般急救原則：

(一) 進行搶救前先確認自己與傷患無加深危險之虞。

(二) 儘速將患者自高危險區移到安全區。

(三) 現場急救人員應給予傷患立即性的救治，以防傷勢或病情惡化，必要時應送醫救治。

(四) 臉色潮紅患者應使其頭部高於心臟。

(五) 臉色蒼白有休克現象者，應使頭部低於心臟。

(六) 昏迷且有嘔吐者應使頭偏向一側。

(七) 昏迷或失去知覺者，勿給予任何食物或飲料。

三、 一般外傷出血急救原則：

- (一) 抬高出血部位使之高過心臟，勿除去傷口處之凝血，消毒、清洗傷口，以防感染。
- (二) 任何止血方法均需每隔 10 至 15 分鐘即鬆開 15 秒，以防組織壞死。
- (三) 直接止血法一般性出血之處理：以紗布或乾淨毛巾敷蓋傷口，以手加壓至少 5 分鐘。
- (四) 間接止血法使用於動脈出血，直接以指頭壓在出血的近心端，阻止血液由傷口流出，最好與直接加壓法同時進行。
- (五) 止血帶止血法使用於傷患大量出血且無法以直接、間接方法止血時應使用止血帶止血。
- (六) 止血帶要綁在傷口較近心臟部位，如果血流停止，不要繼續綁得太緊。
- (七) 止血帶應標明包紮時間。
- (八) 鼻子出血時應使患者半坐臥且頭部稍向前傾，壓迫鼻子兩側止血，約十分鐘後鬆開，若仍未止血應再壓十分鐘。

四、 一般骨折急救原則：

- (一) 保持折斷的骨骼與鄰近的關節不動。
- (二) 以夾板或擔架固定傷肢。
- (三) 抬高固定的傷肢，以減少腫脹與不適。
- (四) 送醫救治。

五、 吸入中毒急救原則：

- (一) 搶救者穿戴適當的呼吸器具進入災害現場先打開通風口。
- (二) 若罹災氣體屬可燃性氣體不可任意開啟電源、燈源。
- (三) 速搬移患者至新鮮空氣處，鬆開衣服維持其呼吸道暢通之姿勢。
- (四) 昏迷狀態、意識不清、呼吸困難者，應給氧氣。
- (五) 呼吸停止者應施予人工呼吸。
- (六) 心臟停止者應施予心臟按摩。
- (七) 注意休息及保暖。

六、 灼傷、燙傷急救原則：

- (一) 用水沖洗至少 15 分鐘。
- (二) 傷處皮膚若有衣著一面沖水，一面脫下或剪開衣物，避免皮膚組織受損，或擴大污染面積。
- (三) 傷處的水泡不得壓破，以防感染。
- (四) 若眼部受傷，撐開眼皮自內側至外側緩慢沖水，水流高度約 10 至 15 公分。
- (五) 儘速送醫。

七、 誤食急救原則：

- (一) 若食入非腐蝕性的毒物，先行催吐。
- (二) 若食入腐蝕性的毒物，患者尚能吞嚥，可給予少量飲水。
- (三) 若昏迷、抽搐者應禁止催吐，並依其心肺功能實施急救。
- (四) 保留中毒物，與病人一起送醫。

八、 感電傷害急救原則：

- (一) 關掉電源，先確認自己無感電之虞。
- (二) 用乾燥的木棒、繩索將患者與觸電物撥離。
- (三) 依患者之意識，進行救生處理。

九、 輻射傷害急救原則

- (一) 輻射線的防護受時間、距離和掩蔽等的影響。與輻射源相隔的距離愈遠，能儘速做好掩蔽也愈安全。
- (二) 人員應儘速自動撤離輻射源處。
- (三) 受到輻射物質污染的表面，可用肥皂(或其他清潔劑)和大量水洗去，如同洗去塵垢一樣。
- (四) 輻射病灶之徵象包括噁心、嘔吐和頭痛。但這些徵象，有時也可能為神經過分緊張或情緒煩亂所致，仍需專業人員判定。
- (五) 不進入或接近有未加掩蔽的輻射源或確知懷疑受到輻射污染之地區。
- (六) 勿食和勿飲確知或懷疑受到輻射物質污染地區的任何東西。

十、 傷患之緊急搬運原則:

- (一) 搬運傷患前，需先檢查其頭、頸、胸、腹、四肢之傷勢，並加以固定。
- (二) 讓傷患儘量保持舒適之姿勢。
- (三) 若需將患者拖至安全處，應以身體長軸方向直行拖行，不可自側面橫向施行。
- (四) 搬運器材必需牢固。

Article 38: Principles for Rescuing Injured People

1. Rescue principles for accidents involving chemicals:

- (1) Close off the danger zone. All non-essential personnel must keep their distance from the site. Entrance into the area is prohibited.
- (2) Handle the source of contamination as best as possible as long as there is no threat to the safety of workers.
- (3) Place the drug cabinet in a visible and stable location.
- (4) Rescue workers must wear a self-contained breathing apparatus (SCBA) and protective clothing, and move injured personnel to an area that is safe or less contaminated.
- (5) Remove contaminated clothing, socks, and footwear and place them in quarantine. Separate solid and liquid contaminants. Dispose of solids and wash liquids with water.
- (6) Give oxygen to an injured person who has stopped breathing or who has difficulty breathing. Administer CPR to a person whose heart has stopped to keep blood circulating.
- (7) Announce the address and contact information for nearby medical facilities.

2. Basic first aid:

- (1) Before engaging in rescue operations, ensure that there will be no increased danger to yourself or the injured person.
- (2) Move the injured person from a high-danger zone to a safe area as quickly as possible.
- (3) On-site rescue workers must provide immediate treatment to the injured to prevent their medical condition from worsening. When necessary, send the injured to a hospital for treatment.
- (4) If an injured person has a flushed face, place their head in a position higher than their heart.
- (5) If an injured person has a pale face or exhibits signs of shock, place their head in a position lower than their heart.
- (6) If the person is unconscious and has vomited, turn their head to the side.
- (7) Do not give any food or drink to a person who is unconscious.

3. First aid for external bleeding:

- (1) Lift the part of the body that is bleeding so that it is in a position above the heart, and do not remove

any blood clots from the wound. To prevent infection, wash or disinfect the wound.

(2) Loosen anything used to stop bleeding for 15 seconds every 10 to 15 minutes to prevent the killing of tissue (necrosis).

(3) Direct method to stop bleeding for typical wounds: cover the wound with gauze or a clean towel and apply pressure for at least 5 minutes.

(4) Indirect method to stop arterial bleeding: apply pressure with your fingers directly to an area with a pulse around the wound. This method works best if used in concert with direct pressure.

(5) Use a tourniquet when direct and indirect methods fail to stop bleeding.

(6) Apply a tourniquet near the side of the wound closest to the heart. Loosen the tourniquet if bleeding stops.

(7) Write the time that the tourniquet was applied on the tourniquet.

(8) A person with a nosebleed should assume a half-sitting, half-lying position with their nose pointing slightly forward and apply pressure to both sides of the nose. Release after approximately 10 minutes. If bleeding continues, apply pressure for an additional 10 minutes.

4. First aid for bone fractures:

(1) Immobilize the fractured bone and nearby joints.

(2) Apply a splint or place the person on a stretcher.

(3) Lift the immobilized limb to reduce swelling and discomfort.

(4) Send the person for medical treatment.

5. First aid principles for poisoning:

(1) Rescuers must wear a proper respirator and open an air passage before going in to rescue people.

(2) Do not turn on any power supplies or lighting if the gas involved in the accident is flammable.

(3) Quickly move the person to fresh air. Loosen their clothing and put them in a position that opens their airway.

(4) Give the person oxygen if they are unconscious, dazed, or have difficulty breathing.

(5) Give the person artificial respiration if they have stopped breathing.

(6) Begin CPR if the person's heart stops.

(7) Keep the person warm and make sure they rest.

6. First aid principles for burns:

(1) Wash with cool water for at least 15 minutes.

(2) If any clothing is covering the burn, continue washing the burn while removing or cutting off the clothing to avoid damaging skin tissue or spreading the infected area.

(3) To prevent infection, do not break any blisters.

(4) If the eyes have been affected, flip the eyelids inside out and rinse them slowly and gently with water, keeping the water source 10 to 15 cm away.

(5) Send the person for medical treatment as quickly as possible.

7. Basic Principles for first aid for accidental consumption of chemical substances:

(1) Induce vomiting if the person consumed a non-corrosive poisonous substance.

(2) If the person consumed a corrosive substance and is able to swallow, they should drink a small amount of water.

(3) It is prohibited to induce vomiting on a person who is unconscious or convulsing. Provide first aid

based the condition of the heart and lungs.

(4) Keep the poisonous substance and send it with the person when they go for medical treatment.

8. First aid for electrocution:

(1) Turn off the power supply to ensure you are not at risk of electrocution.

(2) Use a dry piece of wood or rope to move the object that caused electrocution away from the injured person.

(3) Perform first aid based on the level of consciousness of the injured person.

9. Basic principles for radiation injury

(1) Protection against radiation is affected by time, distance, and cover. A distance that is further from the source of radiation allows for greater safety and ability to prepare cover.

(2) Personnel must leave the source of radiation as quickly as possible.

(3) Use soap (or another cleaning agent) and lots of water to wash surfaces that have been contaminated by radioactive substances (as if washing away dust).

(4) Nausea, vomiting, and headache are all symptoms of radioactive lesions. However, since these symptoms can also be caused by stressed or unsettled nerves, medical judgment is required for confirmation.

(5) Do not go in or near any radioactive source without cover, and do not go to an area that is confirmed or suspected of being affected by radioactive contamination.

(6) Do not eat or drink anything that was in an area that is confirmed or suspected of being affected by radioactive contamination.

10 Principles for emergency transportation of injured:

(1) Inspect the head, neck, chest, stomach, and all limbs for injury before moving anyone. Make sure the person is immobilized.

(2) Put the person in the most comfortable position possible.

(3) If it is necessary to drag an injured person to a safe area, pull them lengthwise; do not pull them sideways.

(4) Equipment used for transport must be stable.

第三十九條 搶救須注意事項：

- 一、 預防火災、爆炸的發生，除了在實驗操作中，遵循標準作業程序，避免人為的疏失及錯誤，正確的儲存化學藥品及定期維修及檢修制度鑑定。
- 二、 疏散時應隨手將門關上，以防止火煙的擴散。若門板很燙，不可以手為之。進入樓梯時也應隨手帶上安全門，以阻止火災之蔓延。
- 三、 避免讓自己身陷火窟。
- 四、 衣服著火時，避免奔跑，應立即臥倒並滾壓火焰，或是以濕布、厚重衣服或防火毯蓋熄。
- 五、 疏散過程，若經過濃霧區，應在地面匍匐前進，並以濕毛巾掩住鼻子，實行短呼吸。
- 六、 疏散時，應依逃生路線選擇最近的安全門疏散，千萬不可使用電梯，也不可停留在逃生路線的中途或再回到火場。
- 七、 滅火器使用過後，應更換或灌充，以免於發生緊急事故時，拿到的滅火器是空的。

Article 39: Important rescue information:

1. Do the following to prevent fires and explosions: follow all standard operating procedures when working in

the laboratory, avoid human negligence or error, store chemicals correctly, perform routine maintenance, and evaluate maintenance systems.

2. Close the door when evacuating to prevent the spread of smoke. Do not close the door with your hand if it is hot to the touch. Close the emergency door after you have entered the stairway to prevent the spread of flames.

3. Avoid areas with flames.

4. Do not run if your clothing catches fire. Lie down and roll on the ground or extinguish the flames on your clothes with a wet towel, heavy clothes, or a fire blanket..

5. If you pass an area with heavy smoke while evacuating, crawl on the floor, place a damp cloth over your nose, and take short breaths.

6. Take the closest available emergency exit when evacuating. Under no circumstances should you take an elevator. Do not stop in the middle of the evacuation route and do not return to the scene of the fire.

7. If a fire extinguisher has been used, replace or refill it so that it is ready for use in a future emergency.

第四十條 災害搶救原則：

一、 一般火災搶救原則：

- (一) 發現時如屬小火，能以滅火設備撲者，即以適用之滅火設備滅火，並設法通知他人協助滅火，另設法通知事故發生系所主管處理。
- (二) 發現時如火勢已猛，應立即通知事故發生系所主管處理，並通知附近工作人員疏散。
- (三) 當消防隊抵達火災現場時，本校人員須協助滅火救災。
- (四) 不管有無造成人員、設備損害，均應依事故通報流程與調查作業，進行事故調查。

二、 實驗室化學物質引起之火災搶救原則：

- (一) 發現時如屬小火應於安全無虞下盡關閉可能造成更大災害之物質供給開關，能以滅火設備撲者，即以適用之滅火設備滅火。並設法通知他人協助滅火，另設法通知事故發生系所主管。
- (二) 發現時如火勢已猛，應立即通知事故發生系所主管處理，並通知附近工作人員疏散。
- (三) 緊急應變指揮中心成立後展開確認是何種化學物質引起，評估其危害性，以決定救災方式。
- (四) 滅火時，亦應參考著火物之物質安全資料表的反應特性資料，考慮是否已將不相容物質隔離。
- (五) 當消防隊抵達火災現場時，本校人員須協助滅火救災。
- (六) 不管有無造成人員、設備損害，均應依事故通報流程與調查作業，進行事故調查。

三、 一般爆炸(物理非連鎖性爆炸：如壓力試驗) 搶救原則：

- (一) 發現者應儘速關閉造成爆炸源頭，如有感電之虞應先關閉電源或通知電氣人員處理。
- (二) 檢視爆炸附近有無人員受傷，如有時應速通知爆炸發生系所主管處理，健康中心協助傷患急救或送醫。
- (三) 不管有無造成人員、設備損害，均應依，事故通報流程與調查作業進行事故調查。

四、 一般爆炸(物理連鎖性爆炸：如粉塵、鋼瓶引起之火災) 搶救原則：

- (一) 發現者應立即通知爆炸發生系所主管處理。
- (二) 緊急應變指揮中心成立後展開確認是何種物質引起爆炸，評估其危害性，決定救災及控制災害擴大之方式。
- (三) 一方面研判是否須要支援，如須外界支援則由系所主管通知支援救災。
- (四) 不管有無造成人員、設備損害，均應依事故通報流程與調查作業，進行事故調查。

五、 有機溶劑或其蒸氣或混存多種氣體引起之爆炸、火災搶救原則：

- (一) 發現者應立即通知爆炸、火災發生系所主管處理。
- (二) 緊急應變指揮中心成立後即展開確認是何種物質引起，評估其危害性，決定救災及控制災害擴大之方式。
- (三) 依決定救災方式通知消防搶救小組現場滅火、救災，醫護人員將傷患急救或送醫。
- (四) 一方面研判是否須要支援，如須外界支援則由事故系所主管，通知支援救災。
- (五) 同時研判是否須要疏散附近住家、民眾，如須要則由聯絡組通知村里長廣播，請住戶疏散，並請警察機關支援疏散民眾。
- (六) 不管有無造成人員、設備損害，均應依事故通報流程與調查作業，進行事故調查。

六、 一般酸鹼、腐蝕性化學物質洩漏搶救原則：

- (一) 發現者發現小洩漏應速利用現場防護設備將洩漏源關閉。如是大洩漏應於安全無虞下速利用現場防護設備將洩漏源關閉，並速通知發生洩漏部門主管。
- (二) 系所主管即展開確認是何種化學物質洩漏，評估其危害性，決定止漏及除污方式。
- (三) 如該系所即可止洩及除污，則系所自行處理。
- (四) 如該系所無法止洩及除污，則應立即成立緊急應變指揮中心處理。
- (五) 緊急應變指揮中心成立後即決定救災及控制災害擴大之方式。
- (六) 依決定救災方式通知消防搶救小組現場救災工作，醫護人員將傷患急救或送醫。
- (七) 一方面研判是否須要支援，如須外界支援則由事故系所主管通知支援救災。
- (八) 同時研判是否須要疏散附近住家、民眾，如須要則由聯絡組通知村里長廣播，請住戶疏散，並請警察機關支援疏散民眾。
- (九) 洩漏之化學物質及除污物料(沾有化學物質者)，應統一收集處理。
- (十) 不管有無造成人員、設備損害，均應依事故通報流程與調查作業，進行事故調查。

七、 有毒、有害氣體洩漏或其洩漏引起之火災搶救原則：

- (一) 發現者(自動洩漏偵測警報器)發現小洩漏應速利用現場防護設備將洩漏源關閉；如是大洩漏應於安全無虞下速利用現場防護設備將洩漏源關閉，並速通知附近作業人員離開現場到上風處及氣體洩漏發生部門主管處理。如是洩漏引起火災應通知氣體洩漏發生部門主管處理。
- (二) 系所主管成立緊急應變中心後即展開確認是何種氣體外洩，並評估其危害性，以決定救災及控制災害擴大之方式。
- (三) 決定救災方式通知消防搶救小組現場救災、滅火，醫護人員將傷患急救或送醫。
- (四) 一方面研判是否須要支援，如須外界支援則由事故系所主管通知支援救災。
- (五) 同時研判是否須要疏散附近住家、民眾，如須要則由聯絡組通知村里長廣播，請住戶疏散，並請警察機關支援疏散民眾。
- (六) 通報環安衛中心，應於一小時內向當地環保機關報備氣體外洩情形。
- (七) 氣體洩漏吸收液或滅火噴灑之消防水應收集處理，以免造成二次污染。
- (八) 不管有無造成人員、設備損害，均應依事故通報流程與調查，進行事故調查。
- (九) 進入火場救援時，應考慮物質的燃燒或熱分解之危害性。
- (十) 可能具爆炸或具毒性之物質，應有足夠之防護設備才可進行救援或滅火。

Article 40 Rescue principles:

1. Regular fires:

- (1) Use fire protection equipment if the fire is small and can be extinguished with that equipment. Try to

request assistance and notify the academic program/administrative division where the fire occurred.

(2) Immediately notify the academic program/administrative division and all workers to evacuate if the fire is out of control.

(3) University personnel must assist fire teams to extinguish fires and conduct rescue operations when they arrive on the scene.

(4) Regardless of whether there is human injury or damage to equipment, the fire will be investigated in accordance with the Accident Report and Investigation Process.

2. Fires caused by chemical substances in the laboratory:

(1) If the fire is small, and as long as there is no great danger to your personal safety, shut off sources of anything that could lead to a greater disaster. Use fire safety equipment to extinguish the fire if possible and notify the academic program/administrative division where the fire occurred.

(2) Immediately notify the program and all workers to evacuate if the fire is out of control.

(3) After an Emergency Response Control Center has been established, it will confirm which chemical substance ignited the fire, assess the level of danger, and decide on response measures.

(4) Before extinguishing the fire, check the safety information for the chemical to know its reactive properties, and consider whether incompatible chemicals have been removed.

(5) University personnel must assist fire teams to extinguish the fire and conduct rescue operations when they arrive on the scene.

(6) Regardless of whether there is human injury or damage to equipment, the fire will be investigated in accordance with the Accident Report and Investigation Process.

3. General explosions (non-chain reaction: e.g. explosions cause by compressed air)

(1) If you discover an explosion, immediately shut off the source of whatever caused it. Turn off any power supplies or contact an electrician if there is a risk of electrocution.

(2) Check to see if anyone is injured. Notify the program where the explosion occurred and the Sanitary Division (Student Health Center) to provide first aid and send the injured for medical treatment.

(3) Regardless of whether there is human injury or damage to equipment, the explosion will be investigated in accordance with the Accident Report and Investigation Process.

4. General explosions (chain reaction: e.g. explosions caused by dust, cylinders, etc.)

(1) Report an explosion immediately to the head of the academic program/administrative division in which it occurred.

(2) After an Emergency Response Control Center has been established, it will confirm which chemical substance caused the explosion, assess the level of danger, and decide on response measures to prevent the disaster from spreading.

(3) Assess whether assistance is required. If outside assistance is required, the head of the program will request support.

(4) Regardless of whether there is human injury or damage to equipment, the explosion will be investigated in accordance with the Accident Report and Investigation Process.

5. Fires and explosions triggered by organic solvents, vapors, or gas mixtures:

(1) Report an explosion or fire immediately to the head of the academic program/administrative division in which it occurred.

(2) After an Emergency Response Control Center has been established, it will confirm which chemical

substance caused the explosion, assess the level of danger, and decide on response measures to prevent the disaster from spreading.

(3) The fire rescue taskforce will be notified to extinguish the fire and perform rescue operations in accordance with the chosen response measures. Medical personnel will provide first aid to the injured or send them for medical treatment.

(4) Assess whether assistance is required. If outside assistance is required, the head of the academic program/administrative division will request support.

(5) Assess whether nearby residences need to be evacuated. If evacuation is necessary, the Liaison Division will contact the Village Chief to make an evacuation announcement and request police assistance to evacuate residents.

(6) Regardless of whether there is human injury or damage to equipment, the explosion will be investigated in accordance with the Accident Report and Investigation Process.

6. Leaks of general acids, bases, and corrosive chemical substances:

(1) Immediately use the safety equipment on-site to shut off the source of the leak if the leak is small. If there is a major leak, use the safety equipment on-site to shut off the source of the leak as long as there are no risks to your personal safety, and then report it to the head of the academic program/administrative division where the leak occurred.

(2) The head of the academic program/administrative division will confirm which type of chemical substance is leaking, assess the level of danger, and decide how to stop the leak and decontaminate the area.

(3) If the academic program/administrative division is able to stop the leak and decontaminate the area by itself, it shall do so.

(4) If the academic program/administrative division is unable to stop the leak and decontaminate the area, it shall immediately establish an Emergency Response Control Center to handle it.

(5) After an Emergency Response Control Center has been established, it will decide on response measures to prevent the disaster from spreading

(6) The fire rescue taskforce will be notified to extinguish the fire and perform rescue operations in accordance with the chosen response measures. Medical personnel will provide first aid to the injured or send them for medical treatment.

(7) Assess whether assistance is required. If outside assistance is required, the head of the academic program/administrative division will request support.

(8) Assess whether nearby residences need to be evacuated. If evacuation is necessary, the Liaison Division will contact the Village Chief to make an evacuation announcement and request police assistance to evacuate residents.

(9) Collect the leaked chemical substance and objects that need to be decontaminated (anything that came in contact with the substance) and handle them together,

(10) Regardless of whether there is human injury or damage to equipment, the leak will be investigated in accordance with the Accident Report and Investigation Process.

7. Poisonous or hazardous gas leaks and fires triggered by gas leaks:

(1) If you discover a minor leak (from the automatic leak alarm), immediately use the safety equipment on-site to shut off the source of the leak. If you discover a major leak, use the safety equipment on-site to

shut off the source of the leak as long as there are no risks to your personal safety. Quickly notify all personnel to evacuate and proceed to an area upwind, then report the leak to the head of the academic program/administrative division where the leak occurred. If the leak causes a fire, notify the head of the academic program/administrative division where it occurred to handle it.

(2) The head of the academic program/administrative division will establish an Emergency Response Control Center that will confirm which chemical substance is leaking, assess the level of danger, and decide on response measures to prevent the disaster from spreading.

(3) The fire rescue taskforce will be notified to extinguish the fire and perform rescue operations in accordance with the chosen response measures. Medical personnel will provide first aid to the injured or send them for medical treatment.

(4) Assess whether assistance is required. If outside assistance is required, the head of the academic program/administrative division will request support.

(5) Assess whether nearby residences need to be evacuated. If evacuation is necessary, the Liaison Division will contact the Village Chief to make an evacuation announcement and request police assistance to evacuate residents.

(6) Make a report to the Environmental Health and Safety Center, which will notify a local environmental protection agency within one hour regarding the status of the leak.

(7) Collect any absorption liquids or water that was used to extinguish the flames and handle them together to prevent a second contamination.

(8) Regardless of whether there is human injury or damage to equipment, the leak will be investigated in accordance with the Accident Report and Investigation Process.

(9) Consider thermal decomposition and the flammability of substances before entering a fire area to conduct rescue operations.

(10) There must be sufficient protective equipment in order to conduct rescue operations where there are potentially explosive or poisonous substances.

第四十一條 生物傷害搶救原則：

一、「生物試劑洩漏傾倒發生時」且大量或持續洩漏之處理步驟：

(一) BSL-1 實驗室

1. 需立即停止所有作業進行緊急應變處理。
2. 若發生在生物安全櫃內，需保持功能之運作。
3. 聯繫實驗室負責人、系所安全衛生管理人或環安衛中心人員協助理。
4. 確認洩漏特性並確認 Pathogen Safety Data Sheet (PSDS)
5. 處理人員穿戴實驗衣、口罩、手套、護目鏡及安全靴。

(二) BSL-2 實驗室

1. 若發生在生物安全櫃內，需保持功能之運作。
2. 確定實驗室所有人員皆疏散並清點人數，將實驗室房門關閉。
3. 通知實驗室負責人、系所安全衛生管理人、環安衛中心人員協助理，如洩漏無法控制，則環安衛人員需立即通知鄰近區域進行人員疏散。
4. 確認洩漏特性並確認 PSDS
5. 等待 30 分鐘，待氣膠沉降，再進入該實驗空間。

6. 處理人員穿戴防滲透安全防護衣、安全靴、橡膠手套、護目鏡、呼吸防護具等。

- (三) 使用吸液棉覆蓋於洩漏液體上，若範圍很大可先使用吸液條將洩漏範圍圍住。
- (四) 將 5%-10% 漂白水或其他適當殺菌劑傾倒於洩漏區(地板、工作面、凹槽或櫥櫃)，從洩漏區域周圍開始向中心傾倒殺菌劑，傾倒時應避免噴濺，並豎立或標示危險警告標示。請勿嘗試清理 HEPA 濾材或其他安全櫃內部零件。
- (五) 讓殺菌劑停留汙染洩漏區 20 分鐘以上，著雙層手套，以吸液棉擦拭及吸收所有殺菌劑，以夾子將洩漏物及垃圾裝入紅色感染性垃圾袋中綁緊，依本校感染性廢棄物處理方式處置。
- (六) 若含玻璃培養皿或試管等尖銳物時，千萬不可用直接用雙手拿取，應使用夾子、鑷子等夾取或使用清掃器具處理，將其置於防穿刺容器中(如:堅固紙箱)，依本校感染性廢棄物處理方式處置。廢棄針具與尖銳物處理步驟與注意事項
- (七) 須再次使用 5%-10% 漂白水或適當殺菌劑進行所有暴露面之清潔消毒。
- (八) 將所有洩漏物質及處理物置入防滲漏之廢棄物處理容器中；洩漏區之所有物品、器具、設備，均需以下列適當方式除汙:
 1. 器具、設備以 5%-10% 漂白水或適當殺菌劑擦拭。
 2. 可重複使用之物品、器具以消毒滅菌方式處理(如:高溫高壓滅菌)。
 3. 被汙染之物品或吸液棉等除汙用紙，請依本校感染性廢棄物處理方式處置。
 4. 處理洩漏時穿著之防護衣物，需依本校感染性廢棄物處理方式處置或以殺菌劑浸泡殺菌後清洗。
- (九) 除汙工作完成，回報實驗室負責人並填報「輔仁大學校園/實驗場所事故調查處理報告表」回傳環安衛中心。

二、「針扎、割傷、咬傷或直接接觸生物試劑」之處理步驟：

- (一) 因針扎或實驗過程不慎割傷、穿刺接觸到生物試劑時，應立即通知實驗室負責人與環安衛中心人員。
- (二) 立即擠壓傷口處血管，且讓流動的水或 0.9% 生理食鹽水沖洗 5 分鐘。
- (三) 將傷口或污染部位浸於碘酒或 70% 酒精溶液等消毒液中，做簡單消毒處理。
- (四) 確認感染物特性並確認 PSDS
- (五) 立即至輔大診所掛號施打破傷風及抽血(P2 以上實驗室人員需多抽一管血備存)，若需進一步治療與評估，則由輔大診所轉介至署立台北醫院或其他區域級以上之醫療機構；傷者請主動監測自行身體狀況，並定期抽血檢驗。
- (六) 回報實驗室負責人並填報「輔仁大學校園實驗場所事故調查處理報告表」(附件一)回傳環安衛中心。

Article 41: Rescue principles for biological damage:

1. Steps for handling large quantities of spilled biological reagents or continuous leaks:

(1) BSL-1 Laboratory

1. Cease all operations immediately and adopt emergency response measures.
2. If the accident occurs in the biological safety cabinet (BSC), the BSC must continue operating.
3. Contact the person in charge of the laboratory, the coordinator for health and safety at the academic program, or personnel at the Environmental Health and Safety Center for assistance.
4. Check the Pathogen Safety Data Sheet (PSDS) to confirm the properties of the leaking substance.
5. Anyone involved in handling the situation must wear a lab coat, mask, gloves, goggles, and safety

boots.

(2) BSL-2 Laboratory

1. If the accident occurs in the biological safety cabinet (BSC), the BSC must continue operating.
2. Confirm that all personnel have evacuated the laboratory and perform a head count before closing the door to the laboratory.
3. Contact the person in charge of the laboratory, the coordinator for health and safety at the academic program, or personnel at the Environmental Health and Safety Center for assistance. If the leak cannot be controlled, personnel of the Environmental Health and Safety Center must immediately notify neighboring areas to evacuate.
4. Check the Pathogen Safety Data Sheet (PSDS) to confirm the properties of the leaking substance.
5. Wait 30 minutes until aerosols have settled before going back into the laboratory.
6. Personnel involved in clean-up must wear impermeable protective clothing, safety boots, rubber gloves, protective goggles, and a respirator.

(3) Place absorbant cotton over the leaked liquids. If the leak covers a large area, first use a chemical sorbent pad to contain the area.

(4) Prepare water that contains 5 to 10 percent bleach or another suitable bactericide and pour it over the contaminated area (floor, work tables, troughs, cabinets). Begin from the outside of the leak and slowly pour the bactericide towards the center. Avoid splashing while pouring the mixture, and set up a warning sign. Please do not try to clean HEPA filters or other parts of the safety cabinet.

(5) Let the bactericide sit on the contaminated area for over 20 minutes. Wear double layered gloves and use absorbant cotton to wipe away all of the bactericide. Pick up contaminated objects with tongs and place them in a red infectious waste bag, then tie the bag tightly. Dispose of the bag in accordance with the University's procedure for disposing of contaminated waste.

(6) Do not pick up glass culture dishes, test tubes, and other sharp objects with your hands; use tongs, tweezers, or a broom. Place the sharp objects in an anti-puncture container (such as a cardboard box), and dispose of the box in accordance with the University's procedure for disposing of contaminated waste, used needles, and sharp objects.

(7) Use a water mixture that contains 5 to 10 percent bleach or a suitable bactericide to clean and decontaminate all contaminated surfaces once again.

(8) Place all leaked substances and objects that need to be disposed of into an impermeable container for handling waste. Decontaminate all objects, tools, and equipment in the area that experienced the leak in the following manner:

1. Wipe tools and equipment with water containing 5 to 10 percent bleach.
2. Sterilize reusable objects and tools with a method that kills bacteria (such as an autoclave).
3. Dispose of contaminated objects and cotton that was used to soak up contaminated substances in accordance with the University's procedure for disposing of contaminated waste.
4. Dispose of protective clothing that was worn during clean-up operations in accordance with the University's procedure for disposing of contaminated waste or else soak them in an antibacterial agent before washing them.

(9) Once decontamination is complete, make a report to the person in charge of the laboratory, complete the Fu Jen Catholic University Laboratory Accident Investigation Report Form and send it to the

Environmental Health and Safety Center after the lab has been decontaminated.

2. Handling needle pricks, cuts, bites, or direct contact with biological reagents:

- (1) Notify both the person in charge of the laboratory and the Environmental Health and Safety Center if you come in contact with a biological reagent as a result of a needle prick, a cut, or pierced skin.
- (2) Immediately squeeze blood out from the wound and then place the wound under running water, or flush it with water containing 0.9 percent saline solution for 5 minutes.
- (3) Soak the wound or contaminated body part in iodine, a 70 percent alcohol solution, or other disinfectant to kill any bacteria.
- (4) Check the Pathogen Safety Data Sheet (PSDS) to confirm the properties of the contaminant.
- (5) Proceed immediately to the Fu Jen Clinic and register for a tetanus shot and blood test (personnel in a P2 laboratory or above must also provide an extra blood sample). If evaluation or treatment is needed, Fu Jen Clinic will transfer you to a branch of the Taipei Hospital or another treatment facility at the regional-level or above. Please pay attention to your physical condition and go for regular blood tests.
- (6) Report to the person in charge of the laboratory, complete the Fu Jen Catholic University Laboratory Accident Investigation Report Form (Appendix I), and send it to the Environmental Health and Safety Center.

第八章 防護設備之準備、維持與使用

Chapter 8: Preparing, Maintaining, and Using Protective Equipment

第四十二條 防護設備選用原則如下：

- 一、 從事作業應依工作性質穿著適當的實驗衣或工作服，接觸有腐蝕性的化學品應穿防護圍裙。
- 二、 與高低溫、有害氣體、蒸氣、有害光線、有毒物質、輻射設備或物質、或有害病原體接觸時，應選用合格且適當之防護面罩、防塵口罩、防毒面罩、防護眼鏡、防護衣等防護具。
- 三、 選用之防護具應為國家檢驗合格之產品，對於工作的干擾越小越好，且不致造成使用者之不適感。
- 四、 防護具使用者應接受相關訓練課程，以了解防護具之使用及維護方法。
- 五、 從事高架作業或工作場所所有人員受撞擊、跌倒或受墜落物體擊傷之虞者，均應確實配戴安全帽(繫上顎帶)。
- 六、 處置腐蝕性之化學原料或足部有受戳傷、穿刺之虞的作業，應穿著安全鞋，有感電危險之虞者，其安全鞋應能有效絕緣。
- 七、 接觸對眼睛有傷害的氣體、液體、粉塵或強光應戴安全眼鏡或眼罩。
- 八、 粉塵、缺氧、有毒氣體污染的場所，視須要選擇適當的防塵口罩、防毒口罩或呼吸器具。
- 九、 高架(推地面兩公尺以上者)及槽坑作業應繫安全帶。
- 十、 八十五分貝以上的作業場所，應戴耳塞、耳罩。

Article 42: Rules for Selecting Protective Equipment

1. Wear the appropriate laboratory clothing or work clothing based on the nature of your work. Wear a protective apron when working with corrosive chemicals.
2. You must wear a suitable face mask, dust filter mask, gas mask, protective goggles, protective clothing, or other protective equipment when working with high or low temperatures, harmful gases, vapors, harmful rays,

poisonous substances, radioactive equipment, radioactive substances, or may come in contact with harmful pathogens.

3. Protective equipment must pass national quality inspection standards. Equipment should create minimal interference in your work and must not make you uncomfortable.
4. You must receive training on using and maintaining protective gear.
5. Wear a helmet and fasten the chin strap when working in elevated areas or where there is a risk of falling or being struck by a falling object.
6. Wear safety shoes when handling corrosive chemicals or performing operations where there is a chance of being stabbed or poked. Shoes must have effective insulation if there is a risk of electrocution.
7. Wear safety goggles or eye guards if there will be contact with gases, liquids, dust, or intense rays that are harmful to the eyes.
8. Wear a dust filter mask, gas mask, or respirator when working in areas with dust, low-oxygen, or poisonous gas contaminants.
9. Wear a safety harness when working in a pit or an elevated area (2 meters or more above ground-level).
10. Wear ear plugs or ear protectors when there may be a decibel level of 85 in the workplace.

第四十三條 防護設備維護原則如下：

- 一、 個人用防護具應正確使用，用完應予以清潔整理並妥善保管。
- 二、 個人用防護具應保持清潔，並予必要之消毒，應經常檢查，保持其性能，不用時應妥善保存。
- 三、 防護其應有足夠之數量，避免共用，有感染疾病之虞時，應配置個人專用防護具或作預防感染疾病之措施。
- 四、 各單位應指定專人保管公用防護具，並經常檢查以確認其功能。

Article 43 Maintenance on Protective Equipment:

1. Use personal protective equipment correctly. Clean, organize, and store it properly after use.
2. Keep personal protective equipment clean and decontaminate it when necessary. Inspect it regularly, keep it in good working condition, and store it properly when not using it.
3. There must be enough protective equipment for all personnel. Avoid sharing the same piece of equipment. If there is a risk of infectious disease, everyone must have their own individual protective equipment, or there must be other measures to prevent the spread of infectious disease.
4. Each academic program/administrative division shall appoint one person responsible for taking care of common protective equipment. This person will routinely inspect the equipment to ensure that it is functioning properly.

第九章 事故通報與報告

Chapter 9: Reporting Accidents and Making Reports

第四十四條 事故通報：

- 一、 非實驗室事故發生之通報流程如下：
 - (一) 現場人員應立即通報單位主管
 - (二) 單位主管於一小時內通知校安中心

(三) 如為死亡、罹災 3 人以上、罹災 1 人以上需住院，校安中心須於 8 小時內通報環安衛中心及勞動檢查機構。

二、實驗室事故發生通報流程如下為：

(一) 現場人員應立即通知指導老師及系所安全委員

(二) 二者接獲通知後應於 1 小時內通報單位主管

(三) 單位主管於 1 小時內通知環安衛中心

三、通報力求簡短、清楚，內容須包括：

(一) 通報人姓名、電話。

(二) 災害發生時間。

(三) 災害發生地點。

(四) 傷害媒介物。

(五) 傷害人數。

(六) 處置情形。

(七) 所需支援。

Article 44: Reporting accidents:

1. Procedure for reporting non-laboratory accidents:

(1) On-site personnel shall immediately report the accident to the head of the academic program/administrative division.

(2) The head of the academic program/administrative division shall notify the Campus Security Center within one hour.

(3) If the accident involves death, injury to three or more people, or at least one person requires a hospital stay, the Campus Security Center will report it to the Environment Health and Safety Center and labor inspection agency.

2. Procedure for reporting laboratory accidents:

(1) On-site personnel shall immediately notify the adviser and security staff of the program.

(2) The adviser and security staff shall both inform the head of the academic program/administrative division within one hour of being informed.

(3) The head of the academic program/administrative division shall notify the Environment Health and Safety Center within one hour.

3. Reports should be clear, concise, and include the following particulars:

(1) The name and phone number of the person making the report.

(2) Time of the accident.

(3) Location of the accident.

(4) What object/substance caused the injury.

(5) Number of people injured.

(6) How the situation is being handled.

(7) Required assistance.

第四十五條 事故報告：

一、事故發生(含虛驚事故)皆須填寫輔仁大學校園/實驗場所事故調查處理報告表回傳環安衛中心。

二、 事故報告類型與時間如下：

(一) 8 小時內報告(實驗室與非實驗室)

1. 發生死亡災害
2. 發生災害之罹災人數在三人以上
3. 罹災人數一人以上且需住院。

(二) 24 小時內通報(實驗室)

1. 僅有財物損失超過 10 萬元以上者 (含建物設備、教學資源及研究成果)
2. 引起媒體關注採訪者
3. 游離輻射事故。

(三) 7 天內通報(實驗室)

1. 任何人員肢體傷害事故 (不需住院或失能未達一日者)
2. 任何因人員不當操作導致之設備毀損事故(財物損失超過 10 萬元以內者)
3. 任何火災事故 (包含及時撲滅情況)
4. 任何實驗操作/反應超出預期事故
5. 任何感電事故(包含人員無受傷情況)
6. 其他可能引起嚴重災害或人員傷亡之事故

Article 45 Accident reports

1. The Fu Jen Catholic University Laboratory Accident Investigation Report Form must be completed and sent to the Environmental Health and Safety Center for all accidents and false alarms.

2. Report categories and deadlines:

(1) Within 8 hours (both laboratory and non-laboratory accidents)

1. Accident involving death.
2. Accident that injures 3 or more people.
3. At least 1 person requires a hospital stay as a result of the accident.

(2) Within 24 hours (laboratory accidents)

1. Damage to property exceeds NT\$100,000 (includes damage to building, facilities, teaching resources, and research results)
2. Accident has gained media coverage.
3. Accident involved ionizing radiation.

(3) Within 7 days (laboratory accidents)

1. Someone has sustained a physical injury (not requiring hospital stay and incapacitation is for less than 1 day).
2. Damage to equipment caused by improper operations (NT\$100,000 or less in damages).
3. Fires (including fires that were extinguished immediately).
4. Operation or reaction of an experiment exceeded predictions.
5. Accident involving electrocution (including if no one was injured).
6. Accident that could cause a serious disaster or lead to injury or death of personnel.

第四十六條 重大事故類應由事故單位主管負責在時效內通報並進行調查，並須在二週內將調查結果及相關補救措施呈報至校長，影本送校環安衛中心備查。若為死亡、罹災人數在三人以上或罹災人數一人以上且需住院者，應配合檢查機構勘驗、調查。

Article 46

The head of the academic program/administrative division will report and investigate serious accidents by the deadline, send the investigation results and remedial measures to the President within two weeks, and a photocopy to the Environmental Health and Safety Center. If the accident involved death, injury to 3 or more people, or at least 1 person requires a hospital stay, the academic program/administrative division shall cooperate with the inspection agency that is conducting an inquest or investigation.

第四十七條 一般事故類應由事故單位主管負責在時效內通報並進行調查，並在一週內將調查結果及相關補救措施呈報院長及一級單位主管，影本送環安衛中心備查。

Article 47

The head of the academic program/administrative division will report and investigate general accidents by the deadline, send the investigation results and remedial measures to the President within one week, and a photocopy to the Environmental Health and Safety Center.

第四十八條 虛驚事故類由現場主管負責在時效內通報並進行調查，並在3天內將調查結果及相關補救措施呈報單位主管與一級單位主管，影本送環安衛中心備查。

Article 48

The person in charge of the work-site will report and investigate false alarms by the deadline, send the investigation results and remedial measures to the head of the academic program/administrative division and primary administrators within three days, and a photocopy to the Environmental Health and Safety Center.

第四十九條 現場主管應依各類事故調查結果就其基本原因採取防治措施，各級主管應為改善之督促。

Article 49

The person in charge of the work-site shall employ preventive measures based on the causes of the accident as determined by the investigation. Administrators at all levels shall monitor improvements.

第五十條 各單位主管及安全委員各類事故應追蹤其改善成效，加強各級宣導教育，避免事故重演。

Article 50

Administrators at all levels and Safety Committee members shall follow up on remediation plans for all types of accidents, and shall increase educational promotion to avoid a repeat occurrence.

第五十一條 各單位重大事故改善完成經複核後由環安衛中心提報環安衛委員會審結。

Article 51

After the Environmental Health and Safety Center has reviewed the remediation plan after a serious accident, it will pass the plan to the Environmental Health and Safety Committee for review.

第五十二條 事故報告由安全衛生管理人員呈報雇主，若重大事故發生，應於8小時內報告檢查單位。

Article 52

Health and safety management personnel will present accident reports to employers. In the event of a major accident, a report shall be made to the investigating division within 8 hours.

第五十三條 本校遇有前述重大事故發生時，除必要之急救、搶救外，任何人非經司法機關或勞動檢查機構許可，不得移動或破壞現場。

Article 53

After a major accident as described above, the scene of the accident may not be altered except where necessary for first aid and rescue operations, unless permission has been given by a judicial agency or a labor inspection agency.

第十章 附則

Chapter 10: Supplementary Provisions

第五十四條 請仔細閱讀本守則，並充分了解內容，如有疑問或不了解處，應徵詢單位主管或安全衛生人員。

Article 54

Please make sure you read and understand these Rules. If anything is unclear or you have any questions, please consult with the head of your academic program/administrative division, or with health and safety workers.

第五十五條 請本校所有適用人員確切遵照本守則實施。

Article 55

All personnel at the University to whom these Rules apply shall follow them.

第五十六條 凡於本校實驗室、試驗室、實習工廠及試驗工廠任職之勞工〈含教職員、博士後研究員、助教、研究生等〉均應人手一冊，並列入移交。

Article 56

Anyone working in laboratories, test rooms, mechanical workshops, or test workshops (including instructors, post-doctoral researchers, teaching assistants, and research students) will receive a copy of these Rules. It will be noted in the records that they have received a copy.

第五十七條 本守則訂定及修定由本校安全衛生相關人員及勞工代表等訂定，並經環安衛委員會審議，並呈校長或其代理人核定，再報經新北市勞動檢查處備查後方可實施。

Article 57

These Rules are formulated and amended by health and safety personnel and labor representatives. They are then reviewed by the Environmental Health and Safety Committee, sent to the President or a representative of the President for approval, and then implemented after being sent to the New Taipei City Labor Inspection Agency.

第五十八條 本守則應公告於各實驗室、研究室內，各相關人員〈含教職員、博士後研究員、助教、研究生等〉應詳閱後，簽名於本頁下。

Article 58

These Rules shall be posted in laboratories and research rooms. Relevant personnel (including instructors, post-doctoral researchers, teaching assistants, and research students) shall sign the following page after reading these Rules.