



國立嘉義大學

安全衛生工作守則

National Chiayi University
Workplace Safety and Health Rules

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第壹章 總則

Chapter 1: General Provisions

第一條 本校為保障工作者安全與健康，防止職業災害發生，依據職業安全衛生法第34條規定，特訂定本守則。

Article 1 The University has established the Workplace Safety and Health Rules (hereafter referred to as “The Rules”) in accordance with Article 34 of the Occupational Safety and Health Act to prevent workplace accidents and to protect the health and safety of faculty, staff, and students.

第二條 本守則用詞：

一、工作者：指職業安全衛生法第2條第1項第1款所稱人員；工作者依職業安全衛生法第51條第2項比照勞工，即適用職業安全衛生法，在本校工作場所作業，並接受工作場所負責人指揮或監督從事勞動之人員。如志工、勞務承攬派駐人員、派遣工、臨時工或其他受雇主指派至本校工作場所工作之人員等。

二、勞工：指職業安全衛生法第2條第1項第2款所稱勞工及同法第51條第2項比照勞工。

三、公務人員：指依公務人員保障法第3條所稱公務人員及同法第102條準用人員。

四、各級工作場所負責人：指依照本校組織編制表，設置之各級單位，授權負責所轄工作場所，擔任指揮或監督之主管人員。

Article 2 The terms used in The Rules are defined as follows:

1. The term “workers’ as referred to in The Rules refer to the people stated in Subparagraph 1, Paragraph 1, Article 2 of the Occupational Safety and Health Act. In accordance with Paragraph 2, Article 51, workers, as laborers, are applicable to the Occupational Safety and Health Act. Workers include personnel working in workplaces in the University, personnel directed and supervised by the persons in charge in all level of workplaces, for instance, volunteers, stationed agents of labor contractor, contingent workers, part time workers or personnel assigned to workplaces in the University by employers.
2. The term “laborers” as referred to in The Rules refer to the laborers stated in Subparagraph 2, Paragraph 1, Article 2 and Article 51 of the Occupational Safety and Health Act.
3. The term “civil servants’ as referred to in The Rules refer to the legally appointed personnel stated in Article 3 and Article 102 of the Civil Service Protection Act.
4. The term “persons in charge in all levels of workplaces” as referred to in The Rules refer to the directors, who are authorized by all levels of divisions under the University’s organization structure, in positions of direction and supervisions at workplaces.

- 第三條 本守則適用對象包括下列人員：
- 一、本校工作場所之工作者（含非受僱勞工）。
 - 二、本校公務人員。

- Article 3 The Rules are applicable to the following personnel:
1. Workers in work sites in the University (including non-employed laborers)
 2. Civil servants of the University.

第貳章 事業之安全衛生管理及各級人員之權責

Chapter 2 Workplace Safety and Health Management and Administrative Responsibilities

- 第四條 本校安全衛生業務分工如下：
- 一、校園環境安全管理單位應指派人員辦理「工作者」安全衛生業務，其權責如下：
 - (一) 規劃、督導及推動各單位安全衛生稽核及管理。
 - (二) 實施安全衛生教育訓練。
 - (三) 定期或不定期實施巡視，提供改善工作方法。
 - (四) 有關安全衛生防護綜合業務。
 - (五) 其他有關勞工安全衛生管理事項。
 - 二、各級工作場所負責人，負責指揮監督所屬人員，應依照本守則與安全作業標準方法，確實執行職業安全衛生法與相關規定。

- Article 4 The health and safety responsibilities of the University are as follows:
1. The campus safety division should assign personnel to manage safety and health of “workers”. The responsibilities are as follows:
 - (1) To plan and supervise all academic programs/administrative divisions in managing and conducting audits into health and safety measures.
 - (2) To implement educational training for workplace health and safety.
 - (3) To conduct regular and random inspections and provide suggestions for improvement.
 - (4) To handle matters related to safety and health protection.
 - (5) To handle other matters related to the management of labor safety and health.
 2. “Persons in charge of all levels of workplaces” are responsible for directing and supervising personnel, following The Rules and safety operation procedure and complying with Occupational Safety and Health Act and related regulations.

- 第五條 本校針對得標廠商進入本校工作場所作業之職業安全衛生權責如下：
- 一、於得標廠商進場施工前應告知職業安全相關規定。
 - 二、各級工作場所負責人應擔負其安全衛生之監督責任，確實要求廠商相關人員遵守相關安全衛生規定，必要時得停止其作業，督促其確保安全後再行作業。
 - 三、招標發包單位應審查廠商的資格與相關證照文件，並視需要於作業期間進行驗證。

- Article 5 The occupational safety and health related responsibilities the University holds towards tenders in the workplaces of the University are as follows:

1. To inform tenders of occupational safety regulations before construction.
2. Persons in charge of all levels of workplaces should be responsible for supervising safety and regulations, demanding tenders and their personnel to follow the safety and health related regulations, stopping tender's operation when necessary and resuming the operation after safety is ensured.
3. Bidding and contracting divisions should examine the qualifications and related certificates of contractor and conduct verification during construction if necessary.

第六條 單位主管之安全衛生權責如下：

- 一、指揮、監督該單位職業安全衛生管理業務。
- 二、責成該單位職業安全衛生負責人辦理職業安全衛生工作事項。
- 三、執行巡視、考核該單位職業安全衛生有關事項。

Article 6 The responsibilities of directors of all divisions include:

1. To direct and supervise management of occupational safety and health at the division.
2. To supervise the person in charge of division in managing workplace health and safety.
3. To perform inspection tours and to evaluate matters related to workplace safety and health at the academic program/administrative division.

第七條 各級工作場所負責人之安全衛生權責如下：

- 一、督導在該場所內之人員遵守安全衛生工作守則規定事項。
- 二、定期檢查、檢點該場所內之環境、機械、儀器、設備之安全衛生情況並做記錄，發現潛在安全問題立即向上呈報。
- 三、當該場所內有立即發生危險之虞，應立即要求該場所內人員停止作業，並退避至安全場所。
- 四、管制人員進出該場所。
- 五、發生意外事故應立即向上呈報，並做必要之處置。

Article 7 The responsibilities regarding safety and health of persons in charge of all levels of workplaces include:

1. To supervise and ensure that all people in the workplace follow the workplace health and Safety rules;
2. To perform routine inspections, examinations of the safety and health conditions of the environment, machinery, instruments and equipment at workplaces, to keep records and report any potential safety problems;
3. To demand all personnel at the workplace to stop working and evacuate to safe places if an immediate danger is recognized at the workplace;
4. To implement entry control;
5. To report all accidents and conduct necessary responses.

第八條 本守則第三條適用對象，應確實遵守下列事項：
一、本工作守則。
二、遵守標準作業程序，從事相關作業及各級工作場所負責人指示之安全作業規定。
三、參加本校舉辦或指派之安全衛生教育訓練。
四、遇有緊急事故應依通報程序，立即通報各級工作場所負責人及相關單位。
五、遵守安全衛生法令規章及本校相關安全衛生規定。

Article 8 The personnel applicable to Article 3 of The Rules should do the following:
1. Follow The Rules.
2. Follow standard operating procedures and follow the instructions on safety operations given by persons in charge of all levels of workplaces.
3. Receive health and safety educational training of the University or as assigned.
4. Report emergency accidents in accordance with reporting procedures to persons in charge of all levels of workplaces and related divisions.
5. Follow health and safety regulations and related health and safety regulations of the University.

第九條 本校工程或勞務採購，承攬廠商需在本校工作場所施工或指派人員作業時，應依本守則及相關作業危害規定，要求其人員遵守執行，工作場所之負責人員、採購發包單位及校園環境安全管理單位於巡查及督導時，發現有違反職業安全衛生法暨本守則規定，應即制止繼續作業，限期改善，並依採購契約相關規定辦理。

Article 9 Contractors (and their workers) of the construction or services at the University should follow The Rules and related regulations on operation safety. Shall persons in charge of workplaces, procurement division or the Campus Safety Division find any violations during patrol and supervision, stop the operation and demand improvements within a limited time period and handle the violation in accordance with the procurement contract.

第十條 承攬商未遵守本守則，視同違反採購契約，並依契約相關規定處理。

Article 10 If contractors violate The Rules, it is seen as violating the procurement contract and penalties will be imposed in accordance with the contract.

第十一條 各級工作場所負責人針對所轄工作場所，有承攬商施工或指派人員作業時，應負起安全衛生之監督責任。發現有違反職業安全衛生法暨本守則規定，應即制止改善或暫停作業，並通報採購發包單位及校園環境安全管理單位依採購契約相關規定辦理。

Article 11 All persons in charge of workplaces should supervise on the health and safety of the workplaces where contractors or their workers are working. Shall there be any violation against the Occupational Safety and Health Act and The Rules, stop the operation temporarily and demand improvement. Report the violation to the procurement division and the Campus Safety Division in accordance with the procurement contract.

第十二條 得標廠商進入本校場所進行作業，應接受本校相關人員指揮監督，並指派

作業主管負起職業安全衛生法雇主之責。

Article 12 Winning bidders should receive supervision by the University personnel when working at a University workplace and assign an operation director to take on the responsibilities of employers as stipulated in the Occupational Safety and Health Act.

第十三條 工作場所有於高度二公尺以上，未設置防墜設施及未使工作者使用適當之個人防護具，或於道路或鄰接道路從事作業，未採取管制措施及未設置安全防護設施等情形，致有發生墜落危險之虞時，各級工作場所負責人應即令停止作業，並使工作者退避至安全場所。
工作者執行職務發現有前述立即發生危險之虞時，得在不危及其他工作者安全情形下，自行停止作業及退避至安全場所，並立即向工作場所負責人報告。

Article 13 If fall prevention devices or personal protective equipment are not adopted in work two meters or more above the ground, or if control measures or safety protective equipment are not adopted in work on the road or adjacent to the road where there is a concern of potential danger, all persons in charge of all levels of workplaces should stop the operation and demand immediate withdraw to safe places.

第十四條 工作者於本校工作場所作業時，應確實遵守本守則規定。

Article 14 Workers working at workplaces at the University should follow The Rules.

第十五條 各級工作場所負責人於工作者至本校工作場所作業前，應確認提供相關人員個人防護具（如安全帽、工作鞋等）及告知進入該工作場所作業應注意事項（如注意惡犬、突出物、開口等）。

Article 15 All persons in charge of all levels of workplaces should provide personal protective equipment (such as hard hats, safety shoes and etc.) and inform the necessary information for operation at the workplace (such as watch out for dogs, bulging items, openings and etc.)

第參章 機械、設備或器具之維護及檢查

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

第十六條 本校工作場所有關下列事項，應設置符合安全衛生標準之設備、設施：
一、防止機械、設備或器具等引起之危害。
二、防止爆炸性或發火性等物質引起之危害。
三、防止電、熱或其他之能引起之危害。
四、防止採石、採掘、裝卸、搬運、堆積或採伐等作業中引起之危害。
五、防止有墜落、物體飛落或崩塌等之虞之作業場所引起之危害。
六、防止高壓氣體引起之危害。
七、防止原料、材料、氣體、蒸氣、粉塵、溶劑、化學品、含毒性物質或缺氧空氣等引起之危害。
八、防止輻射、高溫、低溫、超音波、噪音、振動或異常氣壓等引起之危

害。

九、防止監視儀表或精密作業等引起之危害。

十、防止廢氣、廢液或殘渣等廢棄物引起之危害。

十一、防止水患或火災等引起之危害。

十二、防止動物、植物或微生物等引起之危害。

十三、防止通道、地板或階梯等引起之危害。

十四、防止未採取充足通風、採光、照明、保溫或防濕等引起之危害。

Article 16 Workplaces at the University should adopt safety and health equipment and measures that comply with regulations for the following items:

1. To prevent the risks of injuries posed by items such as machinery, equipment, and tools;
2. To prevent the risks of injuries posed by materials of an explosive or flammable nature;
3. To prevent the risks of injuries posed by electricity, heat and other energy sources;
4. To prevent the risks of injuries encountered in the course of activities such as quarrying, excavating, loading and unloading, transportation, stockpiling, collecting and logging;
5. To prevent the risks of injuries posed by falling, falling objects, or collapse at workplaces;
6. To prevent the risks of injuries posed by high-pressure gas;
7. To prevent the risks of injuries posed by raw materials, materials, gases, vapors, dusts, solvents, chemical substances and oxygen-deficient air;
8. To prevent the risks of injuries posed by radiation, high temperature, low temperature, ultrasonic waves, noise, and abnormal atmospheric pressure;
9. To prevent the risks of injuries posed by monitoring instruments or high precision operations;
10. To prevent the risks of injuries posed by waste gases, waste liquids and residues;
11. To prevent the risks of injuries posed by flood and fire;
12. To prevent the risks of injuries posed by animals, plants, or microorganisms;
13. To prevent the risks of injuries posed by passages, floors, and stairways;
14. To prevent the risks of injuries posed by failure to adopt adequate ventilation, lighting, illumination, temperature or humidity control.

第十七條 對第十六條所列之各項設備場所，各單位必須依照職業安全衛生管理辦法有關規定實施定期檢查、維護與保養。

各機械設備實施之定期檢查、重點檢查，應就下列事項記錄，並保存三年：

一、檢查年月日。

二、檢查方法。

三、檢查部份（包括有關之工作流程圖、機械設備結構圖）。

四、檢查發現危害與分析危害因素。

五、評估危害風險（嚴重性及可能性分析）。

六、實施檢查者之姓名。

七、定期依檢查及風險評估結果採取改善措施之內容。

八、定期檢討改善措施之合宜性。

對列管危險性機械、設備，必須依法辦理竣工(或使用前)檢查及定期檢查

檢查合格後應公告並影印送校園環境安全管理單位備查。

Article 17 All the equipment and workplaces stated in Article 16 should undergo routine inspections and maintenance performed by all divisions in accordance with the Occupational Safety and Health Act.

The following matters should be recorded in all routine inspections and target inspections and the inspection records must be retained for three years:

1. Date and year of the inspection
2. Methods of inspection
3. Parts which are inspected (including related work flow chart and machinery and equipment structure chart)
4. Danger and factor analysis found in the inspection
5. Assessment on danger and risks (analysis on severity and probability)
6. Names of the inspectors
7. Create improvements measures routinely based on the results of inspection and risk assessment
8. Routine reviews on the appropriateness of improvement measures

All listed and controlled dangerous machinery and equipment must be inspected after completion of operation (or prior to operation) and be routinely inspected. Approved inspection records should be announced, copied and delivered to Campus Safety Division for future reference.

第十八條 本校工作場所列管之設備、設施，採購單位於採購時應確認製造廠商提供之規格、安全作業程序或標準，符合職業安全衛生法暨相關規定，使用管理單位應不定時檢點維護。

Article 18 The procurement division should confirm the specifications, standard operating procedures or standards of the equipment and facilities which are registered at the workplaces in the University. Make sure the equipment complies with related workplace health and safety rules and make random inspections and perform maintenance.

第十九條 本校工作場所之設備、設施，由各使用管理單位負責管理及維護。各級工作場所負責人對所轄工作場所之設備、設施，發現有危險或有害之虞，應即關閉電源或其他控制開關，暫停使用，並辦理維護工作。

Article 19 The equipment and facilities of the workplaces at the University are managed and maintained by each management entities. Persons in charge of all levels of workplaces should turn off the power supply and other control switches, stop operation temporarily before performing maintenance on equipment and facilities of potential hazards or harm.

第二十條 本守則適用對象，使用本校工作場所之設備、設施，應先行實施安全衛生自動檢查工作。發現有危險或危害之虞，應即關閉電源或其他控制開關，暫停使用，並通報工作場所負責人及使用管理單位維護。

Article 20 Personnel applicable to The Rules should perform automatic inspections on health and safety before handling equipment and facilities at workplaces at the University. If there is potential hazard, switch off the power supply or other control switches, stop operation temporarily and report it to the persons in charge and the management entities for maintenance.

第二十一條 工作場所使用之設備、設施於自動檢查發現或接獲通報有危險或危害之虞，應即禁止使用，並實施安全管制。且立即僱請廠商修繕，非確認維護正常或測試安全，不得開放使用。

Article 21 If equipment or facilities at workplaces are found and reported to have potential hazards, stop operation immediately and conduct safety control and hire vendors for repair. No operation is allowed unless maintenance and safety tests are completed.

第二十二條 本校工作場所之設備、設施或其他機械設備轉動部位之掃除、上油、檢查、修理或調整等作業，應於該機械設備完全停止運轉後，始得為之。

Article 22 Operations with equipment, facilities or other rotating parts of machinery equipment, including cleaning, oiling, inspecting, repairing or adjusting, should be conducted after the machinery equipment has come to a complete stop.

第肆章 工作安全及衛生標準

Chapter IV Health and Safety Standards

第二十三條 實驗場所、實習工場、試驗工場一般性安全衛生工作守則：

- 一、操作各種機械前，須檢查電源及機械運轉是否正常。
- 二、依照標準工作方法，不得擅自改變工作方法。
- 三、機器開動後操作人員不得擅自離開工作場所。
- 四、機器儀表發生故障或機器及動力裝備等遇異狀時，須立即停機並在電氣開關處懸掛警告牌，始可進行檢查或維修，以免失誤而造成事故。清掃、擦拭、上油等工作亦應停止運轉該機械。
- 五、隨時保持機器設備及工具之整潔與保持其良好之性能。
- 六、實習工場之安全衛生設備、工具不得任意拆卸或使其失去效能，發現被拆卸或喪失效能時，應即報告場所負責人。工具應保持良好狀態，使用前應檢查有無鬆動或毀損，若有此現象時不得使用，以確保安全；使用後應繳回工具存放處。
- 七、機械或材料上不可任意放置工具，以免掉落擊傷人體。
- 八、工作中之材料半製品、成品勿堆放於通路、安全門、安全梯及各門口，且各安全門於上班時間不得上鎖。
- 九、在工作中所產生之廢料、廢品以及垃圾或其他雜物，應分別放置於指定地點，並經常保持整齊清潔。
- 十、不可靠於機器上工作或休息，以免發生危險。
- 十一、須穿著合身整齊之服裝、工作服，須穿鞋，禁穿拖鞋、木屐等，禁止赤膊、赤腳工作。
- 十二、作業時間內通風換氣設備應連續保持運轉，不得關閉。
- 十三、實習工場裝設之照明設備，不得隨意破壞，遇有損壞立刻報修。

Article 23 General rules for health and safety in laboratories, mechanical workshops and test workshops

1. Inspect for any malfunction in power switches and machinery operation before operating any kind of machinery.
2. Follow the standard operating procedures and make no changes.
3. Do not leave the room if any machine is in use.
4. If machinery or equipment malfunctions, requires repair, or experiences other problems, stop operation immediately and place a warning sign before conducting any inspection or maintenance. Machinery operation should be stopped before cleaning, wiping and oiling.
5. Keep all machinery equipment and tools clean and well-functioning.
6. Do not disassemble or tamper with tools or equipment for health and safety at mechanical workshops. If a tool or equipment has been disassembled or is not working properly, report it immediately to persons in charge of all level of workplaces. Keep all tools in a good condition. Inspect them for damage or loose parts before use. Do not use a tool if it is damaged or has loose parts. Place tools in a proper storage area after use.
7. Do not place tools on top of machinery or materials to avoid injuries.
8. Do not leave materials, semi-finished products and products in pathways, by emergency exits and emergency ladders and doors. Keep all emergency exits unlocked during working hours.
9. Place waste materials, waste products, trash and sundries that were produced during work in designated areas and keep them neat and clean at all times.
10. Do not lean on machinery while working or resting to avoid danger.
11. Wear tidy, close-fitting clothing. Shoes must be worn. Sandals and wooden shoes/sandals are prohibited. It is prohibited to be topless or barefoot.
12. Keep air ventilators running continuously during operations.
13. Do not break illumination equipment intentionally in mechanical workshops. Report damaged or broken illumination equipment immediately for maintenance.

第二十四條 實驗室一般性安全衛生工作守則：

- 一、進入實驗室前須詳讀並遵守本守則之規定。
- 二、進入實驗室時必須穿著實驗衣。
- 三、非實驗課時間，未經該實驗室負責人或管理人員許可，禁止進入實驗室。
- 四、實驗課上課時間，未經授課教師許可，禁止攜伴進入實驗室。
- 五、實驗室內禁止吸煙、飲食、喧嘩、嬉戲或其他妨礙及影響安全之行為。
- 六、實驗室內禁止穿拖鞋、涼鞋及短褲(裙)、需加戴安全眼鏡或一般眼鏡。
- 七、實驗進行中，髮長過肩應將頭髮束於腦後或盤起。

- 八、實驗前須瞭解滅火器、消防設備、沖身洗眼器之位置及使用方法。
- 九、實驗操作前必須詳讀實驗步驟及相關注意事項。操作實驗必須在指定之桌次與位置進行。
- 十、實驗進行前後，若有不瞭解之處，應詢問授課教師或設備管理人，勿擅自操作及使用。
- 十一、操作儀器設備時，必須按照說明書或安全作業標準操作。
- 十二、操作揮發性有機溶劑及危險藥品時，必須於指定之排煙裝置中進行。
- 十三、酒精燈用畢應隨即熄滅。試管加熱或反應中時，不可將管口朝向自己或他人之身體。
- 十四、禁止用嘴吸取或口嚐任何試液與藥品，或與皮膚直接接觸。避免咬手指之習慣。
- 十五、無菌操作台內及排煙櫃應隨時保持淨空，非與實驗有關之器具應隨時清理。
- 十六、含菌之容器應加蓋，非必要時勿任意開啟。
- 十七、操作高溫、高腐蝕或毒性實驗時，需配戴安全眼鏡、防護手套或其他必要之防護具。
- 十八、配置化學藥品時，必須標示試藥名稱、濃度、日期、有效期限及配置人，並分別儲存。
- 十九、培養基於接種微生物前，應標明培養基名稱，於接種時應標明接種者姓名、接種日期、菌種名。
- 二十、滅菌釜不可無水加熱。操作過程中，不可打開上蓋。開啟前須確定壓力表已降為 0 kg/cm^2 。
- 二十一、接觸微生物或檢體之物品，嚴禁倒入水槽或一般垃圾桶，需先以高溫高壓處理後，再分類暫存及拋棄。其餘廢棄物及廢液，置於指定容器中，分類儲放，並注意其化學相容性。
- 二十二、實驗完畢須清理桌面、水槽及地板四週。
- 二十三、實驗完畢須歸還所借用之器材與藥品，並排列整齊，禁止私自攜出實驗室。
- 二十四、實驗完畢須關閉所使用之儀器、電源與水龍頭等開關。
- 二十五、實驗室內不得使用延長線，如需使用應經授課老師同意且使用期間不得離開實驗場所。
- 二十六、本守則未盡事宜之處，依授課教師及管理人員之規定辦理。

Article 24 General Health and Safety Rules for Laboratory

1. Read The Rules carefully before entering a laboratory and follow the rules.
2. Always wear a lab coat in the laboratory.
3. It is prohibited to enter to the laboratory without permission from lab directors or managers during non-experiment course hours.
4. It is prohibited to bring companies into the laboratory without instructors' permission in experiment course hours.
5. Smoking, eating and drinking, loud talking, horseplay and other behaviors which may interfere with safety are prohibited.
6. Slippers, sandals, shorts and short skirts are prohibited. Goggles or glasses must be worn.
7. Tie up hair which is longer than shoulder length as a ponytail or a bun while conducting an experiment.

8. Be familiar with the locations of fire extinguishers, fire-protection equipment and emergency shower and eyewash stations and be familiar with how to use them.
9. Read experiment procedure and notices before conducting an experiment. All operations must be conducted at the assigned table and location.
10. Enquire the instructors or the persons in charge of the equipment if there is any question before, during or after an experiment. Do not operate or use the equipment without authorization.
11. Follow the instructions or standard operating procedures while operating instruments and equipment.
12. Handle volatile organic solvent and hazardous chemicals under assigned ventilation equipment.
13. Put out the flame after using an alcohol lamp. Do not point a test tube toward yourself or others while the test tube is being heated or while a reaction is being triggered.
14. It is prohibited to touch or taste any test solution and chemical and avoid contact with skin. Do not bite nails.
15. Keep aseptic stations and ventilation cabinets empty at all times. Clean up items that are not related to experiment operation.
16. Properly cover containers that contain bacteria. Open the containers only when necessary.
17. Wear goggles, protective gloves and other necessary protective equipment while conducting experiments that involve high temperature, poisonous and corrosive chemicals.
18. All chemicals handled must be labeled with the name of the chemical, concentration, production date, expiration date and persons in charge and must be stored accordingly.
19. Before inoculating microorganism in a culture medium, the name of the culture medium must be labeled. The name of the person conducting the inoculation, inoculation date and name of the bacteria must be labeled upon inoculation.
20. Autoclaves must not be heated without water. The upper lid must be kept closed throughout the operation. Make sure the pressure meter shows a drop to 0 kg/cm^2 before opening the lid.
21. Do not pour objects that have come in contact with microorganism or specimen in the sink or regular trash cans. Sterilize with high temperature and pressure before storing and disposing accordingly. Other waste and waste liquid must be placed and stored in designated containers accordingly. Pay extra attention to the chemical compatibility.
22. Clean the tabletop, sink and floor after an experiment has been completed.
23. Return all the borrowed equipment, chemicals and organize them neatly after an experiment has been completed. It is prohibited to take them out of the laboratory without permission.
24. Turn off all the instruments, power switch and tap after an experiment.
25. Do not use an extension cord in the laboratory. Permission from the instructor is required before using an extension cord. Do not leave the

experiment site when an extension cord is in use.

26. What is left unmentioned in The Rules may be regulated by instructors and lab managers.

第二十五條 餐飲實習室、廚房之一般性安全衛生工作守則：

- 一、廚房地面須有防滑裝置，油膩之區域應加強防滑，避免工作人員滑倒。
- 二、防滑裝置或墊片如有損壞應立即修護或更新。
- 三、食物殘渣、飲料空瓶、破碎碗盤等應隨時清除乾淨，不可留存於廚房或工作場所。
- 四、各種管線（如瓦斯，蒸氣、熱水、冰水等）均應分別以顏色標明並保持清潔無油污狀態，隨時檢視其安全狀況。
- 五、碳酸飲料（如汽水）不可堆放於廚房內，以免因高溫發生爆裂危害作業人員。
- 六、電扇須用 1/2 英吋間隙之網子罩住，以免工作人員頭髮、衣物或手指捲入其中，且工作人員應戴髮罩。
- 七、麵糰攪拌機、滾筒、切割機等設備應由專人使用，並加裝「非作業人員請勿操作」之標示，以避免發生危險。
- 八、微波爐應遵照規定方式使用，並保持清潔，使用中亦不可直接從正前方透明窗窺視食物是否調理妥當，以免因微波爐能量傷害眼睛水晶蛋白而導致失明；微波爐應保持乾淨狀態使用時，以免微波爐折射不良之熱效應轉換，造成微波爐發生燃燒、爆炸之情形。
- 九、訂定安全作業程序及每日清洗整頓規則，務求於每日下班收工前將廚房內收拾乾淨，各種物品均歸定位，並確認爐灶已完全熄火。
- 十、排油煙機的煙罩及導管，務求每日整理清洗，方可確保導管或氣罩不會積存過多油污，致因明火而發生延燒、悶燒的現象釀成大災。
- 十一、確認刀械置放架、電器切割器具安全性。
- 十二、廚房勿堆放大量易燃物品，僅能放置當日使用的物料、材料，以免佔據空間易產生危險。

Article 25 General Health and Safety Rules for Food and Beverage Training Room and Kitchen

1. Anti-skid flooring must be applied in the kitchen, especially in oily areas to prevent slips and falls.
2. Broken anti-skid mechanisms or patches must be maintained or replaced immediately.
3. Remove all food debris, empty bottles or cans, and broken dishes and keep them out of the kitchen or the workplaces.
4. All pipes (gas, steam, hot water, cold water and etc.) should be marked with different colors and be kept clean and stainless. Make safety inspections all the time.
5. Carbonated drinks (such as soda) must not be stored in the kitchen to prevent explosion caused by high temperature.
6. All electric fans should be covered with nets of 1/2 inch gaps to protect hair, clothes and fingers from being caught in fans. Workers must wear hair covers.
7. Dough mixers, rollers and slitters should be operated by special personnel. Place a "Specialized Operators Only" sign by the machines.

8. Follow instructions on how to use a microwave and keep it clean. Do not look into the front transparent window to check the food to prevent risk of becoming blind due to the microwave's effect on crystalline in the eye. Microwaves should be kept clean so that no burning or explosions will be caused by poor microwave reflections and thermal effects.
9. Formulate safety operating procedures and cleaning and organizing rules. Clean and tidy up the kitchen by end of day. Make sure the stoves are turned off completely.

第二十六條 電氣安全之一般性安全衛生工作守則：

- 一、在修理電氣設備中切斷之開關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。
- 二、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，並立即聯絡當地供電機構。
- 三、電線間直線、分歧接頭及電線與器具間接頭，應確實接牢。
- 四、拆除或接裝保險絲以前，應先切斷電源，並不得以銅絲或其他金屬代替保險絲。
- 五、以操作棒操作高壓開關，應使用橡皮手套。
- 六、電氣設備及電氣修護工作應由合格電工處理負責，其他人不准擔任。
- 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上。
- 八、不得使用未知規格之工業用電氣器具，且須符合國家規定者方能使用。
- 九、電動機械操作開關不得設置於須使工作人員跨越操作之位置。
- 十、電氣器材之裝置設備與保養（包括修理、換保險絲等），非領有電匠執照或極具經驗之電氣工作人員外，不得擔任。
- 十一、為調整電動機械而停電，其開關切斷後須掛牌標示。
- 十二、變電室或受電室，非工作人員不得任意進入。
- 十三、不得以肩負方式攜過長物體（如竹梯、鐵管等）通過電力設備或其中間。
- 十四、開關之關閉應完全，如有鎖緊設備，應於操作後加鎖。
- 十五、拔卸電氣插頭時，應拔插頭處。
- 十六、切斷開關應迅速確實。
- 十七、不得以濕手或濕操作棒操作開關。
- 十八、非職權範圍，不得擅自操作各項電氣設備。
- 十九、如遇電氣設備或電路著火，須用不導電滅火設備，如乾粉滅火器及砂等滅火。
- 二十、遇停電或電氣設備運轉中有不正常情形時，應即關閉機器之電氣開關。
- 二十一、勿於電線插座上接裝過多之電器，以免造成負荷過量而發生火災。
- 二十二、各動力機器必須經常保持良好接地線。
- 二十三、電氣技術人員或其他電氣負責人員，除應遵守電氣有關法規外，並應遵守下列事項：
 - (一)隨時檢修電氣設備，遇有重大電氣故障及電氣火災時，應切斷電源，並立即聯絡當地供電單位。
 - (二)電線間、直線、分歧接頭及電線與器具間接頭，應確實接牢。
 - (三)拆除或接裝保險絲以前，應先切斷電源。
 - (四)以操作棒操作高壓開關，應使用橡皮手套。

(五)熟悉發電室、變電室、受電室等本人所應工作之各項電氣設備
操作方法及操作順序。

Article 26 General Health and Safety Rules for Electric Safety

1. Hang a warning sign on electric equipment when power has been shut off for repairs. Only the person conducting repairs may remove the sign.
2. 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.
3. Ensure a secure connection between electric tools and power lines, connectors, and electric cables.
4. Shut off the power supply before removing or installing a fuse. It is prohibited to use a brass wire or other metallic object to replace a burst fuse.
5. Use an operating rod to operate high-voltage switches and wear rubber gloves.
6. Only a certified electrician may perform maintenance on electric equipment.
7. Do not hang or store any objects unrelated to electric circuit on electric cables or electric equipment.
8. Do not use an electric tool with unknown specifications. All electric tools must meet related national safety regulations.
9. The switch of an electric machine must not be positioned at a place where an operator has to stride over.
10. Only a certified electrician may install or perform maintenance on electric equipment (including conducting repairs and replacing a fuse.)
11. Hang a warning sign on a machine if power has been shut off for adjustments.
12. Only the staff is allowed to enter the substation room or power intake room.
13. Do not carry items on the shoulders that are too long (e.g. bamboo ladders or iron bars) while passing or walking through power equipment.
14. Make sure power switches are securely in the on or off position. Equipment must be locked if there is a locking mechanism.
15. Grab the head of a plug when removing it from a socket.
16. Confirm that power is actually off after shutting off the equipment.
17. Do not turn power on or off with wet hands or wet operating rods.
18. Only use electrical equipment for which you have professional authorization.
19. Use non-conducting fire protection equipment (e.g. dry-power extinguisher and sand) to extinguish a fire caused by an electric circuit or electric equipment.
20. Shut off equipment and place the power switch in the off position if there is a power outage or malfunction.
21. It is prohibited to attach an excessive amount of electric appliances on a single power line as this could overload the line and start a fire.
22. All power machines must be properly connected to a ground wire.
23. Electric technicians or other persons in charge of electric equipment should abide by the following rules as well as related regulations for electric equipment:
 - (1) 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.

- (2) Ensure a secure connection between electric tools and power lines, connectors, and electric cables.
- (3) Shut off power supply before removing or installing a fuse.
- (4) Use an operating rod to operate high-voltage switches and wear rubber gloves.
- (5) Be familiar with the electric equipment, instructions and operation procedures of the power house, substation room and power intake room.

第二十七條 有機溶劑作業之一般性安全衛生工作守則：

- 一、所有用畢之化學溶劑，均須即刻蓋上。
- 二、須養成隨時洗手之習慣，工作後必須洗手。
- 三、化學溶劑具有揮發性高、易燃之特性，使用時應注意通風，嚴禁煙火。
- 四、有機溶劑應於特定場所，加以局部抽風槽或容器內使用。
- 五、未使用之溶劑應密閉緊蓋。
- 六、應利用器具噴洗或擦洗，須用手接觸溶劑或沾有溶劑之材料，則應戴橡皮手套，防止皮膚吸收。
- 七、接近清洗槽取物上下時，應戴防毒口罩。
- 八、不得將溶劑做非生產用途。
- 九、有機溶劑濺及皮膚時，應速用清水清洗。
- 十、不得將有機溶劑倒入水溝。
- 十一、有機溶劑局部排氣裝置於有機溶劑作業時間內，不得停止運轉。
- 十二、有機溶劑局部排氣裝置，應依規定每年實施自動檢查一次，並記錄之。
- 十三、有機溶劑會使人發生頭痛、疲倦感、目眩、貧血、肝臟障礙、刺激皮膚等不良影響，作業人員應謹慎處理。
- 十四、有機溶劑作業人員應儘可能在上風位置工作，以避免吸入蒸氣。
- 十五、有機溶劑容器：
 - (一) 儲存於陰涼處，避免陽光直射。
 - (二) 應遠離熱、火花、明火等。
 - (三) 應避免吸入其蒸氣，勿與眼睛、皮膚、衣服等接觸。
 - (四) 保持容器密閉。
 - (五) 使用時應保持適當通風。
 - (六) 勿用於洗手、洗地板或設備。
 - (七) 空桶應加蓋堆置於室外。

Article 27 General Health and Safety Rules for Handling Organic Solvent

1. Cover all the containers of chemical solvent immediately after use.
2. Wash your hands frequently and wash them after work is complete.
3. Chemical solvent is highly volatile and flammable. Keep good ventilation. Smoke and fire are prohibited.
4. Handle organic solvents in areas with local ventilating equipment or containers.
5. Containers of unused solvents should be kept tightly sealed.
6. Use tools while spraying and wiping. Wear rubber gloves to prevent contact with solvent or materials dipped with solvent.
7. Wear a respiratory mask when approaching a washing tank.
8. Solvents should not be used for non-production purposes.

9. When organic solvent is splashed on skin, wash with water immediately.
10. Do not dispose organic solvents in a ditch.
11. The local exhaust ventilating system of organic solvents must maintain in operation at all times while handling with organic solvents.
12. The local exhaust ventilating system of organic solvents should be inspected once a year in accordance with regulations. The inspection record must be recorded.
13. Handle organic solvents with caution for they may result in headaches, tiredness, dizziness, anemia, liver problems, irritated skin and etc.
14. Handle organic solvents upwind from the work station to prevent inhaling in steam.
15. Containers of organic solvents:
 - (1) Store in a cool and dry place.
 - (2) Keep away from heat, sparks, flame and etc.
 - (3) Avoid inhaling in its steam and avoid contact with eyes, skin, clothes and etc.
 - (4) Keep containers tightly closed.
 - (5) Keep good ventilation while handling these containers.
 - (6) Do not use them in hand-washing, flooring washing or any equipment.
 - (7) Empty barrels should be lidded and stored outdoors.

第二十八條 特定化學物質作業之一般性安全衛生工作守則：

- 一、本守則依據特定化學物質危害預防標準法令訂定之。
- 二、本守則所定事項使用人應確實遵守。
- 三、每位使用人必需熟悉滅火設備放置處，並熟悉如何使用各類消防設備及疏散路線等。
- 四、應熟悉急救藥品所在及使用方法。
- 五、應知悉緊急水源所在，以便緊急事故時能迅速處理。
- 六、機械電氣設備之使用應確實保養檢查，以免引起失火事故。
- 七、排氣設備於作業時間內應保持運轉，且門窗開啟，以防止吸入聚集過多之氣體或蒸氣危害身體。
- 八、搬運化學品時應穿戴橡膠手套、膠圍裙、膠鞋，並將地面清理乾淨，注意防止滑溜。
- 九、應熟知公告所列事項，特定化學物質之危害性、其侵入途徑、影響症狀處理、保管注意事項、洩漏處置及緊急措施、滅火方法及防護具使用等。
- 十、防護具應保持其性能及清潔，不用時應保持其乾燥。
- 十一、傾倒化學品於處理槽或處理換液時，均應依規定穿著圍裙，戴橡膠手套、膠鞋、防護眼鏡，必要時佩戴防護面罩。
- 十二、廢酸液應集中於廢液貯槽，不可任意放流。
- 十三、試料取樣分析測試時，應戴化學用手套，並使用規定容器操作。
- 十四、試料採取應於指定處所為之，容器應保持清潔，並放置規定場所。
- 十五、使用人有義務接受各項安全衛生教育訓練，不得推諉。
- 十六、使用人應熟知現場所放置之物質安全資料表所列事項。

Chapter 28 General Safety and Health Rules for Specified Chemical Substances

1. The Rules are established in accordance with Hazard Prevention Standards

- for Specified Chemical Substances.
2. The items regulated in The Rules must be strictly followed by all personnel.
 3. Be familiar with the locations of fire extinguishing equipment and the evacuation route, and be familiar with how to use the equipment.
 4. Be familiar with the location of first aid kits and be familiar with how to use them.
 5. Be familiar with the location of emergency water source for prompt emergency use.
 6. Mechanic and electric equipment must be maintained and inspected to prevent fire accidents.
 7. Ventilating equipment must keep running throughout the operation. All doors and windows must be kept open to prevent excessive inhalation of gas or steam.
 8. Rubber gloves, rubber aprons, and rubber shoes must be worn while moving chemicals. Floors must be cleaned to prevent slips and falls.
 9. Be familiar with all the announcements, the potential danger of specific chemical substances, how they affect human bodies, instructions on treatment, instructions on storage, emergency procedures for leakage, and instructions on how to extinguish fires and how to use protective equipment.
 10. Protective equipment must be functional at all times and must be kept dry if not in use.
 11. Wear an apron, rubber gloves, rubber shoes and protective goggles while pouring chemicals in the sink or changing liquids. Wear respiratory masks if necessary.
 12. Waste acid liquids must be collected in the waste liquid storage tank. Do not pour them down in a drain.
 13. Wear chemical-resistant gloves and use specified containers when handling test materials for analysis and tests.
 14. Handle test materials at specified locations. All containers must be kept clean and placed in specified locations.
 15. All users are required to receive safety and health educational training. No excuses for absences are accepted.
 16. Users should be familiar with all the items listed in the Substance Safety Chart of the workplace.

第二十九條 研磨機作業之一般性安全衛生工作守則：

- 一、採用合格速率試驗的研磨機，且明確記載試驗速率。
- 二、研磨機上所裝置之護罩不得任意拆卸。
- 三、使用時不得超過最高轉速，不得使用側面研磨。
- 四、使用時應戴安全眼鏡，不得戴用手套。
- 五、每日開始作業前，應試轉一分鐘以上。
- 六、每日應由維護人員作檢查與調整。
- 七、換置新磨輪時，應檢查有無裂痕，並於防護罩上試轉三分鐘以上。
- 八、發現磨輪不妥，即應更換。
- 九、工作時須留意身旁人員動向，並保持距離，以免火花細粒噴濺。
- 十、為顧及火花產生所造成之安全問題，施工前必須清理工作區地面及嚴禁可燃性物品。

Article 29 General Health and Safety Rules for Milling Machine

1. Use milling machines which have passed a spindle speed test. The tested spindle speed must be accurately recorded.
2. The protective covers of milling machines should not be removed without permission.
3. Do not exceed the maximum spindle speed. Do not use the sides of a milling machine to grind.
4. Wear safety goggles during operation. Gloves are prohibited.
5. Test the machine for one minute before operating the machine for the first time in a day.
6. The machines must be maintained and adjusted by the maintenance personnel.
7. Before installing a new abrasive wheel, inspect for cracks. Conduct a test run of the new abrasive wheel for at least three minutes with the protective cover on.
8. If an abrasive wheel is damaged or malfunctioning, replace it immediately.
9. Watch out for the personnel around while working. Keep a safe distance from them to prevent injuries caused by sparks.
10. Clean the floor surface of the work zone before construction to prevent any injuries or accidents caused by sparks. Flammable objects are prohibited.

第三十條 自動刨木機及圓盤鋸作業之一般性安全衛生工作守則：

- 一、本類機具屬於高危險機器，須經老師示範教學，並獲准後，方得使用。
- 二、作業時髮型、服裝需合於規定，並使用合格之安全眼鏡與口罩。
- 三、凡木材已扭曲或老舊不堪加工時，不得使用刨木機。
- 四、當送料滾軸壓著木料運作時，兩手務必與滾軸保持安全距離，且人員禁止站於正前方或後方窺視刨床，以防被木料彈擊到身體。
- 五、刨短木料時，手指勿置於板料上、下。
- 六、刨木料時，須有另一人協助幫忙移去刨好之木料。
- 七、刨木料前需檢視木料上是否有鐵釘、膠漆等是否清除，以免造成機具刀片之受損，縮短使用時效。
- 八、本機具各活動部位，必須時常保持機具潤滑與清潔。
- 九、勿同時刨厚度參差不齊的木料，以防止木料被急速力量彈回的危險。
- 十、欲刨除的厚度較大時，需分數次執行，以防機器負荷過重，或無法推入木板。
- 十一、馬達有異音或任何異常時，應立即停止使用，並報告老師或辦公室人員。
- 十二、圓盤鋸裁板機週邊或鋸臺上，不可放置物品或工具，以免影響工作與安全。
- 十三、裁切之木料應詳細檢查，嚴禁鐵釘、砂石、膠漆等物未清除，以免造成鋸片受損與影響安全問題。
- 十四、機具未啟動前，需先確定裁切的尺寸，並作好記號；機具運轉時，勿臨時變更。
- 十五、操作本類機器時，吸塵器須同時啟動，並嚴禁交談。

- 十六、嚴禁手不當越過鋸片上、前、後方檢拾材料，以防意外發生。
- 十七、機器運轉過程中，有任何事情發生時，應立即關閉開關，並報告任課老師或通知辦公室人員處理。
- 十八、機器使用完畢，應立即關閉開關，並將鋸齒調降至鋸臺面之下。
- 十九、吸塵器須定時定量清除，以免帆布鼓風袋受潮。

Article 30 General Health and Safety Rules for Automatic Wood Planer and Circular Saw

1. These types of machines are highly hazardous. Operations with these machines are allowed only after an instructor's demonstration and permission are given.
2. Follow the regulations on hairstyle and clothing. Wear certified safety goggles and masks.
3. If the wood is twisted or is too old or worn out for further processing, do not use a wood planer.
4. During an operation, when the roll material feeder is functioning on the wood materials, work at a safety distance with both hands away from the machine. The person operating the machine must not stand in front of or in the back of the machine to look at the planer to avoid injuries caused by flying wood materials.
5. While planing short wood materials, do not put your fingers on or below the plates.
6. Have another person remove the planed wood during the operation.
7. Inspect for iron nails, glue or paint on the wood materials and remove them before planing to avoid damaging the machine and blade.
8. All the removable parts must be cleaned and lubricated at all times.
9. Do not plane wood materials of inconsistent thickness to avoid dangers caused by rebounded wood materials.
10. When planing thicker wood materials, do it in several stages in case the machine is overloaded or the wood is not able to be pushed in the machine.
11. Stop using a motor if it makes abnormal sounds or shows an irregularities, Report the irregularities to instructors or the office personnel immediately.
12. Do not put any item or tool around the circular saw or on the sawing platform.
13. Inspect the wood materials for cutting thoroughly for nails, sand and gravel, glue, paint and etc. to avoid damaging the saw blade.
14. Before turning on a machine, determine the desired size of the cut and mark on the material. Do not make changes in the middle of an operation.
15. Turn on a vacuum while operating the machines. Do not make conversations.
16. Do not collect materials from above, in front of or below the saw blade.
17. If anything happens during an operation, turn off the power and report it to the lecturer or the office personnel.
18. Turn off the power supply when an operation is stopped. Lower the sawtooth to the height below the sawing station.
19. Empty vacuum bag filters regularly to avoid damp canvas air bags.

第三十一條 線鋸機作業之一般性安全衛生工作守則：

- 一、作業時髮型、服裝需合於規定，並使用合格之安全眼鏡與口罩。
- 二、啟動機具前，需先安裝鋸條，鋸齒必須朝下，安裝時應先切斷電源開關及機上開關，以免不慎觸及開關而造成危險。
- 三、安裝步驟：需先將鋸條固定鎖緊於鋸臺下方之固定夾，鋸條穿過木料後，需先將緊縮把手拉下，方可進行鋸條上方的固定，然後再將緊縮把手放回，鋸條確實固定後，方可操作下個步驟。
- 四、確定鋸條安裝妥當，方能開啟電源進行工作，操作中勿使木料推進速度過快，或使用時間過長，如此都會因磨擦過熱造成鋸條折斷的危險。
- 五、遇到鋸條發生折斷的情況時，請先將腳迅速離開踏板暫停操作，並立即關掉電源，再行換上新鋸條的動作後，再開啟電源繼續操作。
- 六、線鋸機中負責緊縮功能的把手，需時常潤滑保養，使磨擦損耗減至最少，增加機具使用年限。
- 七、操作完畢，使用者須確認電源是否關閉，免得後面使用同學誤踩踏板而造成危險。
- 八、關閉機具電源後，需清理鋸下之木料，大塊木片則需先行掃除後，細木粉末的部份方能使用吸塵器處理。
- 九、吸塵口的高低需隨施工木板厚度作調整。
- 十、有異狀或異音時，應立即停止使用，並報告老師或辦公室人員。

Article 31 General Health and Safety Rules for Scroll Saw

1. Follow the regulations on hairstyle and clothing. Wear certified safety goggles and masks.
2. Cut off the power and then install the blade before starting the machine. The saw tooth must face downwards.
3. Installation instructions: fix the blade tightly on the securing clamp under the sawing platform. Pierce the blade through the wood material, pull down the tightening handle and then fix the upper part tightly. Release the tightening handle, fix the blade and move on to the next step.
4. Make sure the blade is properly placed before switching the power on. Do not push the wood material too fast or operate the machine for too long, which might result in overheating and broken blades.
5. If the blade breaks, remove your foot away from the paddle and stop the operation. Turn off the power, replace the broken blade with a new one, turn on the power again and resume operation.
6. The tightening handles must be maintained and lubricated at all times to minimize the wear and loss and thus extend the service life of the machines.
7. Make sure the power is off after operation in case the next user would step on the paddle accidentally.
8. Clean the sawn wood after turning off the power. Clean large pieces of wood before vacuuming the wood powder.
9. Adjust the angle of vacuum nozzle according to the thickness of wood.

10. Report any irregularities or abnormal sounds to teachers or the office personnel.

第三十二條 車床作業之一般性安全衛生工作守則：

- 一、啟動前須檢查各油箱油料是否充足。
- 二、啟動前須檢查刀具、工件、尾座是否夾緊及牢固。
- 三、夾頭上不可留有扳手、工具，以免機器轉動時飛出傷人。
- 四、裝卸夾頭或面盤時，應在床臺上放置木板作為承托。
- 五、轉動中之工作物或機件，勿以工具碰觸。
- 六、兩心間加工細長工作物時，宜使用穩定支架（固定中心架）或在床鞍上裝置隨刀支架（跟刀架）。
- 七、不可徒手清除鐵屑，應以鐵鉤清除。
- 八、機器運轉中，操作者不可離開。
- 九、操作機器時應戴上安全眼鏡，並勿戴手套。
- 十、機器運轉中若有任何異常狀況，應採取必要措施，並停止作業。
- 十一、機器仍以慣性迴轉時，勿試圖以手、腳、工具等使其停止。
- 十二、加工時以正確切削條件設定之。
- 十三、工作完畢時應關閉電源，並將各機件置於正確停止位置，工具收妥並適當清理機器。
- 十四、非經指導或許可，禁止操作機器。
- 十五、操作機器前，須熟悉各開關及操縱桿之作用，並確實瞭解。

Article 32 General Health and Safety Rules for Lathe

1. Make sure there is enough fuel in the fuel tank before operation.
2. Make sure the blades, parts, and tail stock are tightly screwed and fixed.
3. Do not leave any wrench or other tools on the lathe chuck to prevent injuries caused by flying tools.
4. Place a piece of wood plate on the lathe bed before installing and removing the lathe chuck or faceplate.
5. Do not use tools to touch the machine parts or spinning materials.
6. It is suggested to use a steady rest or place a tool post on the lathe saddle while working on thin and long materials between two centers.
7. Do not clean iron filings with bare hands. Clean with iron hooks.
8. The person operating the lathe is prohibited to leave the workplace while the machine is in operation.
9. Wear safety goggles while operating the lathe. Do not wear gloves.
10. Take necessary steps and stop the operation if there is any irregularities.
11. Do not attempt to stop the lathe with one's hands, feet or tools when the lathe is still rotating after the power is turned off.
12. Use correct cutting settings for processing.

13. Make sure the machine is turned off and all parts are in the correct positions. Put away the tools and clean the machine properly.
14. It is prohibited to operate the lathe without instructions or permission.
15. Be familiar with and understand the functions of all the switches and operation handles.

第三十三條 鑽床、電鑽作業之一般性安全衛生工作守則：

- 一、操作時需戴合格之安全眼鏡。啟動機器前先檢查鑽頭及工件是否夾緊。
- 二、操作機器時不得穿戴手套，並須穿著適當衣物及戴上安全眼鏡。
- 三、鑽孔較深時應將鑽削速度及進刀量降低。
- 四、鑽貫穿孔時，在即將鑽通之際，應減少進刀力量及降低進刀速度，以免工件咬齒而發生危險，同時須注意工件位置是否會傷及床臺。
- 五、鑽孔過程中，須隨時注意工件是否有鬆動或不穩固現象。
- 六、除特殊情形外，絕不可用手握持工作物加工，應以夾具夾持。
- 七、勿試圖以手、腳、工具等使主軸停止轉動。

Article 33 General Health and Safety Rules for Drill Press and Electric Drill

1. Always wear certified safety goggles. Make sure the drill bits and parts are securely tightened.
2. Do not wear gloves. Wear proper clothing and safety goggles.
3. If the hole to be drilled is deep, slow down the drilling speed and feed the workpiece slowly.
4. Adjust the feed stroke and speed when a hole is to be drilled through to prevent the workpiece from getting stuck. Make sure the workpiece is properly positioned so that it doesn't damage the drill table.
5. Watch out for loosen work pieces throughout the operation.
6. Never hold the work pieces by hand. Use clamps.
7. Do not attempt to stop the spindle with your hands, feet or tools.

第三十四條 電窯作業之一般性安全衛生工作守則：

- 一、本類機器限定由老師或指定專人指揮操作；燒窯期間必須接觸窯體時，須戴防熱手套。
- 二、倘發現窯體各部位若有鬆動、電線過熱，或其他異樣時，應立即報告老師或場所負責人。
- 三、窯體附近嚴禁放置易燃物，以免引起火災，發生危險。
- 四、各項配件均依規定使用，嚴禁使用其他材料，以免造成機具損害。
- 五、電窯啟動前請先確定溫度棒是否安裝完成。
- 六、一切按照規定使用，嚴禁超過限定溫度、性能。
- 七、微電腦溫度控制器需依說明書操作。

- 八、電窯於低溫時（未達攝氏 400 度），窯門不可完全關閉。
- 九、電窯於升溫、恆溫、及退溫時溫度極高，請勿碰觸。
- 十、退冷過程需依照規定實施，以免造成作品龜裂，窯壁損裂。
- 十一、燒窯執行完畢，於開啟窯門前需再次確認窯內溫度，以免燙傷。

Article 34 General Health and Safety Rules for Electric Kiln

1. This type of machine can only be operated by instructors or operated under surveillance and instructions of specified personnel. Heat-resistant gloves must be worn for any contact with the kiln in use.
2. If there are any loose parts, overheating or any irregularities, please report it to the instructor or the person in charge.
3. Flammable objects are prohibited around the kiln to prevent fires.
4. Follow the instructions on how to use the accessories. It is prohibited to use other materials to prevent damage to the machine.
5. Make sure the thermocouple is accurately installed before turning on the power.
6. Follow the instructions strictly. It is prohibited to exceed the maximum temperature and capacity.
7. Follow the instructions on how to use the temperature controller.
8. Do not close the kiln door tightly when the kiln temperature is lower than 400 degrees Celsius.
9. Do not touch the kiln. The kiln is extremely hot when it's heating, cooling or stabilizing temperatures.
10. Follow the instructions on cooling to prevent the work pieces and kiln walls from cracking.
11. Before opening the kiln door after operation, check the inlet temperature first to avoid burns.

第三十五條 砂輪機作業之一般性安全衛生工作守則：

- 一、非經指導，不得任意使用砂輪機。
- 二、安裝砂輪前需先檢查砂輪有無瑕疵，可輕敲擊試驗。
- 三、校對砂輪機轉速，勿使砂輪超過規定迴轉速度。
- 四、確認工件扶持架與砂輪面距離勿大於 3 mm。
- 五、新裝之砂輪需先試轉三分鐘，每天使用前需先試轉一分鐘。
- 六、砂輪機啟動時或使用中，勿站立在正前方。
- 七、禁止在平直砂輪之邊側磨削。
- 八、依材料性質選擇合適之砂輪。
- 九、在使用時，不可讓工件過度擠壓砂輪。
- 十、砂輪機聲音不正常或有不正常晃動時，應立即停止使用。
- 十一、砂輪之固定基座須牢固。
- 十二、磨削時須使用防護設備，如口罩、安全眼鏡、擋屑板。

十三、砂輪使用完畢應隨時關閉電源。

Article 35 General Health and Safety Rules for Grinder

1. It is prohibited to use a grinder without instructions and guidance.
2. Tap on the grinding wheel and inspect for flaws before installation.
3. Check the rotational speed of the grinder. Make sure it doesn't exceed the maximum speed.
4. Make sure the distance between the tool rest and the grinding wheel is no wider than 3mm.
5. Make a test run on a newly installed grinding wheel for three minutes.
Test the machine for one minute for the first operation of a day.
6. Do not stand directly in front of the machine when it is turned on or in operation.
7. Secure the base of the grinding wheel tightly.
8. Select the appropriate grinding wheel for different materials.
9. Make sure the work piece is not pressed against the grinding wheel too much.
10. Stop the grinder immediately when there is abnormal sound or vibration.
11. The base of the grinder must be securely tightened.
12. Wear protective equipment, such as masks, safety goggles and chip guard.
13. Turn off the power after use.

第三十六條 空壓機作業之一般性安全衛生工作守則：

- 一、開動前應先檢查各關係部份，例如：檢查壓力錶、安全閥、壓力調節閥、逆流防止閥等，是否妥善調整配壓閥的負荷調整裝置，並先放出空氣水等，經確視其機能正常後，始得啟動。
- 二、在運轉中，不得以手碰觸機器。
- 三、勿以壓縮機空氣吹向人體，更不得用於吹除頭上、手上、鞋上及衣服上之塵埃，免為壓縮空氣帶出鐵屑、碳粒等雜物所擊傷。
- 四、勿在運轉中修理機件，修理工作完畢後，應將防護罩裝復。
- 五、每日工作後，應放盡貯氣筒底部之積水。
- 六、每日工作完畢或停用時間較久而無人看管時，均應放洩貯氣筒內殘存之壓縮空氣。

Article 36 General Health and Safety Rules for Air Compressor

1. Inspect all related parts before turning on the machine, for example, pressure gauge, safety valve, pressure regulating valve, non-return valve and etc.
Make sure the pressure valves are properly adjusted, air and water are released. Turn on the machine after making sure that the machine can

function normally.

2. Do not touch the machine by hand during operation.
3. Do not blow people on the body, head, hand, shoes, or clothes with an air compressor. It may blow out iron filing or carbon particles.
4. Do not repair the machine parts while the machine is operating. Put the protective shield back after the machine is repaired.
5. Release the water stored at the bottom of air storage tank at the end of day.
6. Release the compressed air in the air storage tank at the end of day or when the machine is stopped for a longer period of time without supervision.

第三十七條 集(吸)塵器、機作業之一般性安全衛生工作守則：

- 一、吸塵器開機前應先檢查集塵布囊有無固定好，使用時不用之管孔需塞好，以免漏氣。
- 二、作清潔工作時，較大木塊或其他材質垃圾需先清除後，只剩餘木屑時方可使用。
- 三、集塵布囊內木屑需於使用後清除，以免發霉，有礙健康。
- 四、使用時應打開門窗，以利空氣流通。
- 五、馬達風扇如有異音或異狀，應先停機，待原因排除後再開機。
- 六、使用最後應連機身上之灰塵一併吸除。

Article 37 General Health and Safety Rules for Vacuums and Dust Collector

1. Make sure the dust bag is securely tightened. Cover any unused holes to prevent leaks.
2. Use the machine to vacuum wood powder only after larger pieces of wood or trash of other materials have been removed.
3. Wood powder in a dust bag must be removed after each use to prevent moles.
4. Keep the doors and windows open for good ventilation.
5. Stop the grinder immediately when there is abnormal sound or any irregularities. Fix the problem before turning on the machine again.
6. Vacuum the dust on the machine before completing the vacuum work.

第三十八條 真空煉土機作業之一般性安全衛生工作守則：

- 一、剛開始煉土時不需開真空幫浦，最後一次出土時再開即可。使用前，稍微打開出土口下方真空幫浦排水扳手，放掉沉澱於機油下方的水，機油不足時需補充專用油至油鏡二分之一；用畢真空幫浦時需打開上方氣閥，回復真空幫浦內氣壓再扳回扳手。
- 二、煉土時應注意服裝，長髮需妥當處理，以免被機器捲入。
- 三、煉土前應先將土泡成適當軟硬度，並仔細去除土中雜物如鐵釘、塑膠繩、石塊等等。
- 四、煉土前需先將土切割成適當大小，以免造成進土困難。出

- 土口需保持暢通，隨時將煉好土條取走。
- 五、送土口內嚴禁用手或其他棒棍類推壓泥土，應正確使用送土口之押土板押土，以免手指被捲入而發生危險。
 - 六、欲煉不同材料泥土時，須注意機器內前次殘留餘土，以免造成材料混雜。
 - 七、電源開動後才可放入土開始煉土，出土口的土倘不及移開時，應暫時關掉電源，煉完土時應立即關閉電源，不得任其空轉。
 - 八、使用期間若有怪聲或故障時，應立即關掉電源停止使用，並報告老師或辦公室人員處理。
 - 九、嚴禁不當硬土加水煉製，倘使用不合常理的煉土方法，機具因而損壞，須負責賠償。
 - 十、煉完土後需以塑膠布蓋好送、出土口，以免泥土在機器內乾燥硬化，使機器無法運轉造成馬達燒毀或齒輪崩壞。
 - 十一、使用後，機器外觀若有髒污應打掃，並擦拭乾淨。

Article 38

General Health and Safety Rules for Vacuum Clay Mixer

1. There is no need to turn on the vacuum pump in the initial phase of mixing. Turn on the pump when the clay is extruded for the last time. Slightly switch on the draining handle of the vacuum pump under the nozzle, release the water which is carried down underneath the layer of motor oil. If there is not sufficient motor oil, add specialized oil for refilling to the height of 1/2 of the oil lens. Open the valve on the top after using the vacuum pump. Restore pressure inside the vacuum pump and switch back the handle.
2. Wear proper clothing and tie up long hair to prevent hair from being caught in the machine.
3. Soften clay in water beforehand. Remove impurities, such as nails, plastic strings, stone and etc.
4. Cut clay into proper sizes for easier clay feeding. Keep the nozzle clear and collect the processed clay once it is extruded.
5. It is prohibited to use hands, sticks or rods to press the clay. Use the pressing plate accurately to prevent fingers from being caught in the machine.
6. Before feeding clay of different materials, make sure to remove the clay left from the previous operation to avoid material mixture.
7. Feed clay after the power is turned on. If the processed clay coming out of the nozzle is not collected in time, turn off the power temporarily. When the operation is completed, turn off the power immediately. No idling is allowed.
8. Turn off the power and stop the machine immediately when there is abnormal sound or malfunction. Report the problem to instructors or the office personnel.
9. It is prohibited to feed hard clay with water. If the machine is damaged

because of incorrect operation, the user has to pay compensation for damage.

10. Cover the nozzles with plastic sheets after operation to prevent clay from hardening inside the machine which may lead to the burning of motor or gear destruction.

11. Clean and wipe the exterior of the machine after operation.

第三十九條 噴釉檯作業之一般性安全衛生工作守則：

- 一、噴釉時應戴防護面具，始能操作。
- 二、開機前應先確認，排氣扇出風口是否接至室外，掀開操作檯面板，水槽內的水有無超過循環馬達。
- 三、使用該機具時必須開啟排氣風扇及水循環開關，並依規定方向噴施釉藥。
- 四、施釉完畢後，應讓排氣風扇繼續操作數分，待懸浮空氣中釉藥排除後，再行關機、關水。
- 五、使用完畢後應回收或清除機器內的釉藥水，並將機身擦拭乾淨。

Article 39 General Health and Safety Rules for Glaze Spray Booth

1. Always wear a respiratory mask during an operation.
2. Make sure the ventilating pipes are connected to outdoor spaces before turning on the machine. Flip open the cover of work table and make sure the water in the sink is not higher than the height of circulating motor.
3. Turn on ventilating fans and water circulation system when the machine is in operation. Spray glaze in the specified direction.
4. Keep fans working for a few more minutes after spraying glaze. Turn off the machine and tap after the glaze in the air is exhausted.
5. Recycle or clean the remaining glaze in the machine and wipe the machine clean.

第四十條 電動輓轆作業之一般性安全衛生工作守則：

- 一、本機器限定只由選修該課程同學及負責教師使用。
- 二、使用時先插上電源，再開動方向電源開始拉胚。準備期間方向電源需關掉，使用完畢後需拔掉電源插頭。
- 三、未啟動開關前，勿移動調速桿。
- 四、使用前陶土必須揉練扎實，並固定在轉盤中心點。
- 五、剛開機移動調速桿，不可貿然加速過快，以免發生危險。
- 六、啟動開關，REV 為逆時針方向，FWD 為順時針方向，欲改變轉向時，需先將開關切至 OFF，待馬達完全停止後再轉到另一個方向。
- 七、拉胚時胚體若需要加水，不可一次貿然澆上大量的水，以免轉動時泥水噴向四方。
- 八、關機前需將調速桿調回原位。
- 九、使用完畢後需擦洗乾淨，並排出水槽內的水。
- 十、拉胚時間分配依當日到課人數公平分配，不得技術性佔用

Article 40 General Health and Safety Rules for Electric Pottery Wheel

1. Only instructors and students of the course may use the machine.
2. Plug in, turn on the direction power and start throwing. Turn off the direction power during preparation and unplug the cord after every use.
3. Do not adjust the speed controller when the power is not turned on.
4. Wedge your clay properly beforehand and set it in the center of the bat.
5. Do not speed up quickly in the beginning phase.
6. Switch on the power. REV means going counter clockwise and FWD means going clockwise. Turn switch to OFF to change the rotation direction only after the motor has come to a complete stop.
7. Do not pour too much water at one time to avoid splashing.
8. Adjust the speed control lever to its original position before turning off the machine.
9. Wipe the machine clean and drain the water in the machine after operation.
10. Students will equally share the time to use the machine. It is prohibited to occupy the machine for individual use.

第四十一條 電動磨釉機作業之一般性安全衛生工作守則：

- 一、本機器限由受過訓練之指定專人使用。
- 二、釉藥研磨中嚴禁打開上蓋，使用中若有異狀或異聲時，應立即關機停止使用，並報告老師或辦公室。
- 三、將磨釉機牆上電源打開。
- 四、將不鏽鋼桶內釉結晶沖洗乾淨，倒去多餘水分後，將釉結晶放入研磨鉢中約三分之二滿，再加入研磨球至九分滿。
- 五、將研磨鉢蓋上蓋子後置入釉藥研磨機中固定。(先扣上固定桿後，鎖上，再旋緊旋桿，確定固定研磨鉢後，關上鐵蓋並扣上。研磨鉢固定桿需隨時扣好，以免誤觸開關打壞機械內部)
- 六、依釉藥性質設定研磨時間約 40 分鐘，按綠色按鈕開始研磨。
- 七、研磨終了後，自研磨機取出研磨鉢，將釉藥倒入不鏽鋼盆中挑出研磨球，將釉料靜置沉澱並倒出多餘水分，放在架上晾乾。
- 八、將完全乾燥的釉藥用研鉢磨成粉狀後，一層釉藥一層研磨球的放入研磨鉢中至九分滿，不加水乾磨約 40 分。磨完後將釉粉倒出放入容器中備用，並標明成分，練成日期重量。
- 九、不論乾磨或濕磨，用過的研磨鉢與球需加入清水，置回磨釉機搖五分鐘清洗乾淨後，將研磨鉢與研磨球分開晾乾。
- 十、使用後必須關掉無融絲保險開關，若有污損機具應擦拭乾淨。

Article 41 General Health and Safety Rules for Electric Glaze Grinder

1. Only trained personnel may use the machine.
2. It is prohibited to open the upper cover during a grinding operation. If there is any abnormal sound or other irregularities, turn off the machine and report it to instructors or the office personnel.

3. Turn on the power on the glaze grinder's wall.
4. Wash off the remaining crystal glaze in the stainless steel barrel. Pour the excessive water out, put in crystal glazes in the grinding bowl until it is two thirds full and add grinding balls until the bowl is ninety percent full.
5. Cover the grinding bowl and securely position it in the glaze grinder. (Buckle the fixed link, lock and tighten it. Make sure the bowl is fixed, cover the iron cover and buckle it. Keep the fixing rod of the grinding bowl buckled at all times so that the machine inlet will not be damaged because the switch is accidentally pressed.
6. Set grinding time for different glazes (about 40 minutes). Press the green button and begin the grinding process.
7. When grinding is completed, take out the grinding bowl from the grinder, pour glaze into a stainless steel bowl and take out the grinding balls. Keep the glaze still and remove excessive water. Dry the glaze on a shelf.
8. Grind the fully dried glaze into powder. Put glaze in a layer and grinding balls in another and so on until the grinding bowl is ninety percent full and dry grind for 40 minutes without adding water. Pour out the ground glaze powder and store it in containers. Label names of ingredients and production date and weight on the container.
9. After either dry or wet grinding, add clean water in used grinding bowl and grinding balls. Put them back in the grinder and shake for five minutes for cleaning. Dry the grinding bowl and grinding balls separately.
10. Turn off the no-fuse breaker after operation. If the machinery is stained, wipe it clean.

第四十二條 安全眼鏡之使用安全守則：

- 一、佩戴前應適當調整，適合臉型。
- 二、杯式安全眼鏡之橡皮帶、頭帶應長短適應，使能安穩佩戴於臉上。
- 三、眼鏡片應經常保持清潔，如有損壞應立即更換。
- 四、確保頭帶之情況和彈性良好，如有損壞應立即更換。
- 五、鏡片裝牢，如有裂紋或擦傷應立即更換。
- 六、鏡片凝結過多之水霧，可使用清潔劑、抗霧混合劑防止。
- 七、安全眼鏡不用時應裝入鏡盒，不可放在工具箱或抽屜內，以免損壞

Article 42 General Safety rules for Safety Goggles

1. Adjust the goggles to fit close to your face.
2. Adjust the elastic band and head band to fit close to your face.
3. Always keep the lenses clean. Any worn and damaged lens must be replaced immediately.
4. Make sure the head band is elastic and in good condition. Any worn and

damaged head band must be replaced immediately.

5. The lenses must be fixed tightly. Any cracked or damaged lens must be replaced immediately.
6. Apply cleansers and anti-fog spray to prevent lenses from fogging up.
7. Store goggles in a container when not in use. Do not store them in a tool box or drawer.

第四十三條 鋼瓶之使用安全守則：

- 一、氧氣鋼瓶儲存地區須有良好通風並嚴禁煙火。
- 二、搬動氧氣鋼瓶時，可沿底部轉動，不得拖曳或滾動，並避免撞擊。
- 三、氧氣鋼瓶應放安全地點，遠離熱源或火源，及避免油污滴濺。
- 四、禁止利用氧氣鋼瓶作滾動或支撐之用。
- 五、開啟鋼瓶閥時，不可面對閥口，以避免高壓氣體之衝擊。
- 六、鋼瓶內氣體不可用盡，應保留餘氣，餘氣壓力應不低於 $1.7\text{kg}/\text{cm}^2$ 。
- 七、試驗漏氣應使用肥皂水，不可用火。

Article 43 Safety Rules for Cylinder

1. Store oxygen cylinders in well-ventilated areas. Smoke and open flames are prohibited.
2. To move an oxygen cylinder, rotate from the bottom. Do not drag or roll cylinders.
3. Store oxygen cylinder in safe storage areas. Keep away from heat sources and fire sources. Avoid oil or grease stain splattering on the cylinders.
4. It is prohibited to roll gas cylinders or use them as a support for other items.
5. Do not stand in front of a valve while opening it to prevent potential hazards caused by high-pressure gas.
6. Cylinders must not be emptied to a pressure lower than $1.7\text{kg}/\text{cm}^2$.
7. Use soap and water solutions to do leak test on cylinders. Do not use fire.

第四十四條 乾燥設備及附屬設備之使用安全守則：

- 一、作業前應檢視乾燥機內面、外面及外部之棚櫃等有否損傷、變形或腐蝕。
- 二、使用乾燥設備前應排除因乾燥產生之氣體、蒸氣或粉塵等堆積物，以維持正常溫度。
- 三、窺視孔、出入孔等開口部份有無異常。
- 四、內部溫度測定裝置及調整裝置有無異常。
- 五、設置於內部之電氣機械器具或配線有無異常。
- 六、不得使用於加熱或乾燥有機過氧化物。
- 七、勞工應將乾燥物件放置整齊，不得有脫落或傾倒之情形。
- 八、經加溫乾燥設備之物品，需待其冷卻後，始行收存。
- 九、於乾燥機運行中，不得將乾燥機蓋（門）打開。
- 十、使用乾燥設備時，應注意鄰近場所，不得堆放易引起火災之物品。
- 十一、作業中應注意乾燥溫度與時間是否保持正常狀態。

- 十二、作業完成後，應確實檢視乾燥器具內是否仍存有物件，且應確實將電源（或其他熱源）關閉。
- 十三、乾燥設備及其附屬設備，應每年依下列規定定期實施檢查一次：
- (一)內面、外面及外部之棚櫃等有否損傷、變形或腐蝕。
 - (二)危險物之乾燥設備中，供排出因乾燥產生之氣體、蒸氣或粉塵等之設備有無異常。
 - (三)使用液體燃料或可燃性液體為熱源之乾燥設備，燃燒室或點火處之換氣設備有無異常。
 - (四)窺視孔、出入孔、排氣孔等開口部有無異常。
 - (五)內部溫度測定裝置及調整裝置有無異常。
 - (六)設置於內部之電氣機械器具或配線有無異常

Article 44 Safety Rules for Drying Equipment and Auxiliary Equipment

1. Examine the interior, exterior, outer shelf for damage, distortion or corrosion before operation.
2. Remove gas, steam or powder and dust before operating a drying machine to regulate the temperature.
3. Inspect the peep hole and access hole for irregularities.
4. Inspect the interior temperature measuring device and regulating device for irregularities.
5. Inspect the interior electric and mechanical equipment or wiring for irregularities.
6. Do not use the machine to heat or dry organic peroxide.
7. Keep all parts and tools neatly organized. Prevent the parts from falling off or tilting.
8. Store the heated and dried items after they cool off.
9. Do not open the cover (door) of the drying machine during operation.
10. Do not store flammable items around drying machines.
11. Make sure the temperature and operating time are normal during operation.
12. Inspect for any item left in the drying machine and turn off the power (or other heat source) after operation.
13. Inspect the drying equipment and auxiliary equipment once a year and do the following:
 - (1) Inspect the shelves and cabinets on the outside, inside and the external shelves for damage, distortion or erosion.
 - (2) Inspect the ventilating system of drying equipment for hazardous substances that emit gases, steam or dust produced in the drying process for abnormalities.
 - (3) Inspect the ventilating equipment in the firing chamber, or ignition device of the drying equipment that are heated by liquid fuel or

flammable liquids for irregularities.

(4) Inspect openings, including peep holes, access holes, vent holes and etc. for irregularities.

(5) Inspect the interior temperature measuring device and adjustment device for irregularities.

(6) Inspect the electric and mechanic tools or wiring for irregularities.

第四十五條 壓力容器之使用安全守則：

- 一、應設專任操作人員，操作人員應由具有操作知識技術者擔任之。
- 二、操作人員不得同時兼任第一種壓力容器操作以外之工作，但經檢查機構認為不妨礙其安全及管理職務者不在此限。
- 三、購置經製造過程檢查合格者之此等設備，且購置使用後應作定期檢查，停用時應向檢查機構報備。
- 四、為防止災害發生，凡發現有異狀時，操作人員應即採取適當之措施，並應經常注意實施下列事項：
 - (一) 確認安全閥壓力錶及其他安全設備無異狀後方可使用。
 - (二) 儘力避免急劇之負荷變動。
 - (三) 保持汽壓在最高許用壓力之下。
 - (四) 儘力保持安全閥之機能正常。
 - (五) 沒有自動控制裝置者應經常注意檢點及調整以保持正常機能。
 - (六) 如設置冷卻水回收裝置，應保持機能正常。
- 五、壓力容器使用人，對於安全閥及附屬配件之管理應負責維持下列事項：
 - (一) 安全閥有兩具時均應調節在限制壓力以下跳開，但經檢查後其中之一應予固定，非經檢查員同意不得變更。
 - (二) 壓力錶應保持在使用中不致振動且其內部不致凍結或溫度不致達到攝氏四十度以上。
 - (三) 壓力錶刻度板上易見處，應標示最高使用壓力。
- 六、壓力容器使用人，從事其清掃、修理保養等，或遇有工人為清掃或修理保養而需進入該容器內時，應採下列措施：
 - (一) 冷卻該容器。
 - (二) 實施該容器內之換氣及安全檢查(檢測氧氣濃度、有害物濃度)

Article 45 Safety Rules for Pressure Vessel

1. Assign full time operators who have professional knowledge and skills.
2. The operators should not take on work other than operating pressure vessels except the work which is approved and do not obstruct the operators' responsibilities on safety and management.
3. Purchase equipment which has passed the manufacturing process test. Inspect equipment regularly and report any out of use equipment to the inspection organization.
4. Take appropriate measures to handle any irregularities for disaster prevention. Check the following items regularly:

- (1) Operation is allowed only after the safety relief valve, pressure gauge and other safety equipment are inspected.
- (2) Avoid dramatic changes in loading.
- (3) Make sure the vapor pressure does not exceed the maximum value.
- (4) Ensure the normal operation of safety relief valves.
- (5) Vessels without automatic control devices should be inspected and adjusted regularly to ensure normal operation.
- (6) If there is a cooling water recycling device, keep it well-functioning.
5. Operators of pressure vessels should manage the safety relief valves and auxiliary accessories and do the following:
 - (1) If there are two safety relief valves, both should be adjusted to actuate below the limited pressure value. One of them should be fixed after inspection. No changes are allowed without an inspector's permission.
 - (2) The pressure gauge should be kept still during operation. The interior of the pressure gauge should not be frozen and the temperature should not exceed 40°C.
 - (3) Mark the maximum pressure value on the scale where it can be easily seen.
6. Operators of pressure vessels should take the following measures when one enters pressure vessels for cleaning and maintenance:
 - (1) Cool the vessel.
 - (2) Conduct the ventilation and safety inspection on the vessel (inspect the oxygen concentration and the concentration of harmful substances)

第四十六條 人體安全防護安全守則：

- 一、工作人員應隨時防範自己身體安全及維護經管機器設備之操作安全。
- 二、在可能傷及身體之危險場所工作時，須確實配戴各種適當之安全防護具，以確保安全。
- 三、在有發生塵埃之場所工作時，應佩戴防塵口罩。
- 四、服裝應保持清潔衛生。
- 五、現場工地及高處危險場所，應戴安全帽。

Article 46. Safety Rules for Body Protection

1. All personnel should ensure personal safety and safe operation of the machines and equipment.
2. Wear appropriate personal protective equipment while working at areas of potential hazards.
3. Wear dust masks while working at areas with dusts.
4. Keep one's garment clean and sanitary.
5. Wear hard hats while working at construction sites or at height.

第四十七條 鍋爐作業安全衛生工作守則

- 一、鍋爐值班人員不得擅自離開，應隨時注意鍋爐運轉情形，以保持正常狀況下操作，並適時作好保養工作，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份換氣。
- 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座爐水之排放工作。

- 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以下。
 - (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 47

Health and Safety rules for Boiler:

1. The on-duty operator shall not leave the boiler room when a boiler is in operation. Pay constant attention to operations and ensure the boiler is operating normally. Perform maintenance at suitable intervals to prevent accidents.
2. Open the air lock valve before igniting a boiler to ensure good airflow between the combustion chamber and the flue.
3. Do not perform other work while discharging boiler water. Do not perform discharges alone.
4. It is prohibited to bring pyrophoric objects into the boiler room.
5. Entry 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 a boiler.
 - (2) Avoid making dramatic changes to boiler load.
 - (3) Keep air pressure below maximum limits.
 - (4) Keep safety valve functioning properly.
 - (5) Check the water level indicator more than once a day.
 - (6) Discharge water when necessary to prevent boiler water from concentrating.
 - (7) Keep water supply equipment in good working condition.
 - (8) Inspect and adjust automatic controls to ensure they are functioning properly.

第四十八條 對於進行營繕工程工作場所，應依下列規定設置適當區隔、圍籬、警告標示：

- 一、工作場所之周圍應設置固定式圍籬，並於明顯位置裝設警告標示。
- 二、大規模施工之土木工程，或設置前款圍籬有困難之其他工程，得於其工作場所周圍以移動式圍籬、警示帶圍成之警示區替代之。

Article 48

Set up appropriate boundaries, fences and warning signs in all construction sites according to the following rules.

1. Set up fixed fences around a construction site and put up warning signs where they can be easily seen.
2. For large scale of civil engineering or other construction sites where there are difficulties setting up fences as mentioned in the previous rule, set up portable fences or warning barricade tapes around the site instead.

- 第四十九條 對於進入營繕工程工作場所作業人員，應提供適當安全帽，並使其正確戴用。
- Article 49 Provide all personnel entering a construction site with proper hard hats and ask them to use the hard hats correctly.
- 第五十條 工作場所、機械、設備依規定所裝置之各種安全衛生防護設備，工作者應遵守下列事項：
一、不得任意拆卸或使其失去效能。
二、如確因工作需要，暫時拆除或使其失去原有效能時，應於工作完畢後，立即恢復原狀。
三、發現被拆除或有喪失其效能時，應依權責予以補救並報告上級主管。
- Article 50 For all the protective equipment equipped at workplaces, machines, and equipment, workers should do the following:
1. Do not disassemble or tamper with the equipment.
2. If equipment has to be disassembled or tampered temporarily because work requires, restore it to its original state immediately after work is completed.
3. If equipment has been disassembled or is not working properly, it is the operator's responsibility to take remedial measures and report it immediately to the supervisor.
- 第五十一條 對於物料之搬運，應儘量利用機械以代替人力，凡四十公斤以上物品，以人力車輛或工具搬運為原則，五百公斤以上物品，以機動車輛或其他機械搬運為宜；運輸路線，應妥善規劃，並作標示。
- Article 51 Use machinery instead of human power to move objects as much as possible. Use a pushcart or other transportation equipment to move an object exceeding 40 kg. Use motorized vehicles or machinery to transport an object exceeding 500 kg. Properly plan and mark transportation routes.
- 第五十二條 為防止墜落災害，高處作業之工作者應遵守下列事項：
一、在高度 2 公尺以上處所進行作業時，應於該處所架設施工架等方法設置工作台。
二、在高度 2 公尺以上之屋頂、地面、樓面、牆面開口部分，階梯、坡道、工作台等場所作業時，應裝置護欄、護網或設置護蓋等設施。
三、高度在 1.5 公尺以上之作業場所，應設置安全上下之設備。
四、在高度 2 公尺以上處所作業時，應確實使用安全帶、安全帽等必要之防護具。
- Article 52 To prevent falls, workers working at heights should do the following:
1. Deploy a working platform such as scaffolds when the height is 2 meters or more above the ground.
2. Deploy rails, safety nets or covers when working at a roof, ground, floor, wall opening, stairs, ramp or working platforms that are 2 meters or more above the ground.
3. Deploy safe climbing equipment for work 1.5 meter or more above the ground.
4. Use necessary protective equipment like safety harness, hard hats and etc. for work 2 meters or more above the ground.

第五十三條 為防止電氣災害，所有作業之工作者應遵守下列事項：

- 一、電氣器材之裝設與保養，非合格之電氣技術人員不得為之。
- 二、為調整、修理電氣機械設備時，其開關切斷後，應於開關處掛牌揭示之。
- 三、發電室、變電室或受電室等處所，非電氣技術人員不得進入。
- 四、不宜肩負過長之鐵（鋼、銅、鋁）管、竹梯等長形物接近高壓電氣線路。
- 五、電氣開關之啟閉應確實，如有加鎖設備，則應於操作後確實加鎖。
- 六、拔卸電氣插頭時，應拔插頭，不宜拉導線。
- 七、切斷電氣開關動作，應迅速確實。
- 八、不得以濕手或濕操作棒，操作電氣開關。
- 九、於潮濕地帶或良導體內部使用之電氣機具，各線路應設置漏電斷路器。
- 十、電動機具之外殼應妥為接地。
- 十一、使用之交流電焊機應裝設自動電擊防止裝置。
- 十二、於架空電線或電氣機具電路接近場所工作，該電路四周應設置絕緣用防護裝置。

Article 53 Workers of all operations should do the following to prevent electrical hazards:

1. Only a certified electrician may install or perform maintenance on electric equipment.
2. Place a warning sign on electric mechanic equipment when power has been shut off for repairs.
3. Only an electrician may enter the power house, substation room and power intake room
4. Do not carry iron (or steel, copper, aluminum) bars that are too long on the shoulders near high voltage electric circuit.
5. Make sure power switches are securely in the on or off position. Equipment must be locked if there is a locking mechanism.
6. Grab the head of a plug when removing it from a socket. Do not pull the conducting wire.
7. Confirm that power is actually off after shutting off equipment.
8. Do not turn power on or off with wet hands or wet operating rods.
9. Deploy residual current circuit breakers on electric machinery and wires located in wet areas or good conductors.
10. The outer casing of all electrical equipment must be connected to a ground wire.
11. Install an automatic electric shock prevention device on AC arc welders that are in use.
12. Deploy insulated protective equipment around the circuits when working at an area with overhead wires and electric machinery circuits.

第五十四條 為防止堆置物件發生倒塌、崩塌或掉落，所有作業工作者應遵守下列事項：

- 一、應使用繩索捆綁、加置護網、設置擋樁、限制高度或變更堆積等方式。
- 二、除作業人員外其他無關人員不准進入該場所內。
- 三、施工架應與建築物妥實連接或以斜撐作適當而充分之支撐。
- 四、鋼管支撐之支柱，於高度 2 公尺以內，應設置足夠強度之縱向、橫向水平繫條。

Article 54 To prevent stacked objects from falling and collapsing, workers of all operations must do the following:

1. Tie and secure objects with ropes, install safety nets, use blocks, limit heights or change ways of stacking.
2. Only operating personnel are allowed at the site.
3. Securely attach scaffolds to the building or use bracing to support the building.
4. Set up vertical and horizontal tie bracings strong enough to support steel pipe shoring which is two meters tall or under.

第五十五條 對於工作者使用之合梯，不得以合梯當作兩工作面之上下設備使用，並禁止站立於頂板作業，且應符合下列規定：

- 一、 具有堅固之構造。
- 二、 其材質不得有顯著之損傷、腐蝕等。
- 三、 梯腳與地面之角度應在七十五度以內，且兩梯腳間有金屬等硬質繫材扣牢，腳部有防滑絕緣腳座套。
- 四、 有安全之防滑梯面。

Article 55 Workers should not use herringbone ladders as a climbing device between two working faces. It is prohibited to operate on the top board. Herringbone ladders should meet the following requirements:

1. Ladders should be sturdy.
2. There should be no obvious damage or corrosion on the material.
3. Ladders should lean at a 75 degree angle from the ground and should be secured with spreaders made of metal or other hard tying materials. The feet should be covered with anti-slip and insulated pads.
4. Ladders should have anti-slip pedals.

第五十六條 對於處理有害物、或工作者暴露於強烈噪音、振動、超音波及紅外線、紫外線、微波、雷射、射頻波等非游離輻射或因生物病原體污染等之有害作業場所，應去除該危害因素，採取使用代替物、改善作業方法或工程控制等有效之設施。

Article 56 For workplaces which involve harmful substances and where workers are exposed to strong noises, vibration, ultrasonic and infrared rays, ultraviolet rays, microwave, laser, radio frequency wave and other non-ionizing radiation or pollution caused by biologic pathogens, adopt effective measures to remove the hazardous factors, such as using substitutes, improving operating methods or conducting engineering control.

第五十七條 對於顯著濕熱、寒冷之室內作業場所，對工作者健康有危害之虞者，應設置冷氣、暖氣或採取通風等適當之空氣調節設施。

Article 57 For workplaces that are hazardous to workers' health due to high humidity, heat or low temperature, install appropriate air conditioning equipment, such as air conditioners, heaters or ventilation system.

第五十八條 對於工作者經常作業之室內作業場所，除設備及自地面算起高度超過四公

尺以上之空間不計外，每一工作者原則上應有十立方公尺以上之空間。對於工作者工作場所應使空氣充分流通，必要時，應依下列規定以機械通風設備換氣：

- 一、應足以調節新鮮空氣、溫度及降低有害物濃度。
- 二、其換氣標準如表一所示：

Article 57 For indoor workplaces where workers often work in, the ideal work space per person should be ten cubic meters or more, not including the space where equipment stands and the space four meters high or more above the ground. If necessary, do the following to ventilate with mechanic ventilating equipment to improve ventilation:

1. The ventilation system should be able to regulate fresh air, temperature and lower the concentration of harmful substances.
2. The ventilation standards are shown in Table 1.

表一：換氣標準表 Table 1: Ventilation Standards	
工作場所每一工作者所佔立方公尺數 Occupancy per person/ m ³	新鮮空氣之立方公尺數 Fresh air rate m ³
未滿五·七 lower than 5.7	○·六以上 0.6 or more
五·七以上未滿十四·二 5.7 or more, lower than 14.2	○·四以上 0.4 or more
十四·二以上未滿二八·三 14.2 or more, lower than 28.3	○·三以上 0.3 or more
二八·三以上 28.3 or more	○·一四以上 0.14 or more

第五十九條 對於工作者工作場所之採光照明，應依下列規定辦理：

Article 59 For lighting and illumination at workplaces, do the following:

- 一、各工作場所須有充分之光線，但處理感光材料、坑內及其他特殊作業之工作場所不在此限。
- 二、光線應分佈均勻，明暗比並應適當。
- 三、應避免光線之刺目、眩耀現象。
- 四、各工作場所之窗面面積比率不得小於室內地面面積十分之一。
- 五、採光以自然採光為原則，但必要時得使用窗簾或遮光物。
- 六、作業場所面積過大、夜間或氣候因素自然採光不足時，可用人工照明，依表二規定予以補足：

1. All workplaces should be fully illuminated. Workplaces where photosensitive materials or other special operations are conducted or workplaces in a pit are not included in this rule.
2. Lights should be evenly distributed with proper lighting ratio.
3. Avoid light glare.
4. The total window area should not be lower than 1/10 of the indoor floor area.
5. Use natural lights as much as possible and use curtains or other sunshades when necessary.
6. When there is a lack of natural lights in work sites because the night time or weather, use artificial illumination and follow Table 2 for supplement lighting:

表二：人工照明表 Table 2: Artificial Illumination

照度表 Illuminance		照明種類 Type of lights
場所或作業別 Work sites or operations	照明 Illuminance 米燭光數 lux	場所別採全面照明， 作業別採局部照明 Global illumination for work sites Local illumination for operations
室外走道、及室外一般照明 outdoor hallways and general outdoor lighting	至少二〇米燭光 以上 minimum 20 lux	全面照明 Global illumination
一、走道、樓梯、倉庫、儲藏室堆置粗大 物件處所。 二、搬運粗大物件，如煤炭、泥土等。 1. Hallways, stairs, warehouses, storage rooms with large objects 2. Moving large objects, such as coals, dirt and etc.	至少五〇米燭光 以上 minimum 50 lux	一、全面照明 二、全面照明 1. Global illumination 2. Global illumination
一、機械及鍋爐房、升降機、裝箱、精細 物件儲藏室、更衣室、盥洗室、廁所 等。 二、須粗辨物體如半完成之鋼鐵產品、配 件組合、磨粉、粗紡棉布極其他初步 整理之工業製造。 1. Machinery and boiler room, elevator, packing, storage room for delicate objects, fitting room, lavatory, restroom, and etc. 2. General classification of objects such as unfinished steel and iron products, assembling parts, grinding powder, carding cotton and other preliminary preparation for industrial production.	至少一〇〇米燭 光 以 上 minimum 100 lux	一、全面照明 二、局部照明 1. Global illumination 2. Local illumination
須細辨物體如零件組合、粗車床工作、普 通檢查及產品試驗、淺色紡織及皮革品、 製罐、防腐、肉類包裝、木材處理等。 Fine classification on objects such as parts, lathe operation, general inspection and product test, light color textile and leather products, canning, preservation with antiseptics, meat packaging, handling wood and etc.	至少二〇〇米燭 光 以 上 minimum 200 lux	局部照明 Local illumination
一、須精辨物體如細車床、較詳細檢查及 精密試驗、分別等級、織布、淺色毛 織等。 二、一般辦公場所 1. Classification of objects such as lathes, more detailed inspection and precision	至少三〇〇米燭 光 以 上 minimum 300 lux	一、局部照明 二、全面照明 1. Local illumination 2. Global illumination

test, level classification, weaving, light colored wool fabrics and etc. 2. General offices		
須極細辨物體，而有較佳之對襯，如精密組合、精細車床、精細檢查、玻璃磨光、精細木工、深色毛織等。 Sophisticated classification of objects with better contrast, such as precision packages, sophisticated lathes, precision inspection, glass polishing, sophisticated carpentry, dark colored wool fabrics and etc.	至少五〇〇至一〇〇〇米燭光以上 500~1000 lux	局部照明 Local illumination
須極精辨物體而對襯不良，如極精細儀器組合上、檢查、試驗、鐘錶珠寶之鑲製、菸葉分級、印刷品校對、深色織品、縫製等。 Sophisticated classification with poor contrast, such as fine instrument assembly, inspection, test, embedding clocks, watches and jewels, sorting tobacco leaves, publication proofreading, dark colored fabric, sewing and etc.	至少一〇〇〇米燭光以上 minimum 1000 lux	局部照明 Local illumination

第六十條 Article 60 對於下列場所之照明設備，應保持其適當照明，遇有損壞，應即修復：
Keep illumination equipment in the following areas well-functioning. Repair the damaged or broken equipment immediately.

- 一、階梯、升降機及出入口。
 - 二、電氣機械器具操作部份。
 - 三、高壓電氣、配電盤處。
 - 四、高度二公尺以上之勞工作業場所。
 - 五、堆積或拆卸作業場所。
 - 六、其他易因光線不足引起勞工災害之場所。
1. Stairs, elevators and exits.
 2. Working areas of electric machinery tools.
 3. High-voltage electric equipment and distribution board.
 4. Areas of stacking and disassembling operations.
 5. Other areas of insufficient lighting which may lead to occupational hazards.

第六十一條 對於工作場所，應經常保持清潔，並防止鼠類、蚊蟲及其他病媒等對勞工健康之危害。

Article 61 Keep workplaces clean. Keep away rats, mosquitos and bugs, and other vectors from endangering workers' health.

第六十二條 不得使妊娠中之女性勞工從事下列危險性或有害性工作：

- 一、鉛及其化合物散布場所之工作。
- 二、異常氣壓之工作。
- 三、處理或暴露於弓形蟲、德國麻疹等影響胎兒健康之工作。
- 四、處理或暴露於二硫化碳、三氯乙烯、環氧乙烷、丙烯醯胺、次乙亞

胺、砷及其化合物、汞及其無機化合物等經中央主管機關規定之危害性化學品之工作。

- 五、鑿岩機及其他有顯著振動之工作。
- 六、人力提舉、搬運、推拉重物。
- 七、有害輻射散布場所之工作。
- 八、已熔礦物或礦渣之處理工作。
- 九、起重機、人字臂起重桿之運轉工作。
- 十、動力捲揚機、動力運搬機及索道之運轉工作。
- 十一、橡膠化合物及合成樹脂之滾軋工作。
- 十二、處理或暴露於經中央主管機關規定具有致病或致死之微生物感染風險之工作。
- 十三、其他經中央主管機關規定之危險性或有害性之工作。

- Article 62 A pregnant female laborer shall not be assigned to perform any of the following potentially dangerous or harmful work:
- 1. Work at a site where lead and its compounds are spread;
 - 2. Work under abnormal air pressure conditions;
 - 3. Work involving the handling of or exposure to *Toxoplasma gondii*, rubella or other microorganisms or viruses which potentially affect the health of the fetus;
 - 4. Work involving the handling of or exposure to carbon disulfide, trichloroethylene, ethylene oxide, acrylamide, ethyleneimine, arsenic and its compounds, mercury and its inorganic compounds and other chemicals designated as hazardous by the central authority;
 - 5. Work involving the operation of a rock drill or other machinery with excessive vibration;
 - 6. Work involving the handling of lifting, moving, pushing and hauling objects above a specific weight by man power;
 - 7. Work at a site where harmful level of radiation is present;
 - 8. Work involving the handling of smelted minerals or slag;
 - 9. Work involving the operation of a crane or derrick cranes.
 - 10. Work involving the operation of a powered winch, powered carrier, or cableway;
 - 11. Work involving the operation of rolling and grinding mills for rubber compounds or synthetic resin;
 - 12. Work involving the handling of or exposure to disease or lethal microorganism designated potentially infectious by the central authority;
 - 13. Other work determined to be of a potentially dangerous or harmful nature by the central authority.

- 第六十三條 不得使分娩後未滿一年之女性勞工從事下列危險性或有害性工作：
- 一、鉛及其化合物散布場所之工作。
 - 二、鑿岩機及其他有顯著振動之工作。
 - 三、人力提舉、搬運、推拉重物。
 - 四、其他經中央主管機關規定之危險性或有害性之工作。

- Article 63 Female laborers who are still within their first postpartum year shall not be assigned to perform any of the following potentially dangerous or harmful work:

1. Work at sites where lead and its compounds are spread;
2. Work involving the operation of a rock drill or other machinery involving excessive vibration;
3. Work involving the handling of lifting, moving, pushing and hauling objects above a specific weight by man power;
4. Other work determined to be of a potentially dangerous or harmful nature by the central authority.

第伍章 教育及訓練

Chapter 5: Education and Training

第六十四條 工作者對於職業安全衛生教育及預防災變之訓練，有接受之義務。

Article 64 Workers are obliged to attend educational training for occupational health and safety and accident prevention.

第六十五條 本校安全衛生教育訓練事項：

一、對於新僱工作者或在職工作者於變更工作前，應依實際需要排定時數，接受至少 3 小時之一般職業安全衛生教育訓練。課程：

- (一) 作業安全衛生有關法規概要。
- (二) 勞工安全衛生概念及安全衛生工作守則。
- (三) 作業前、中、後之自動檢查。
- (四) 標準作業程序。
- (五) 緊急事故應變處理。
- (六) 消防及急救常識暨演練。
- (七) 其他與作業有關之安全衛生知識。

二、其他職業安全衛生事項之教育訓練。

Article 65 The educational training for health and safety of The University includes:

1. New employees or workers before transferring positions must schedule training courses based on one's needs and receive at least 3 hours of educational training. Courses include:
 - (1) Overview on health and safety related regulations
 - (2) Concept of labor health and safety, workplace health and safety rules
 - (3) Automatic inspection before, during and after operations
 - (4) Standard operating procedures
 - (5) Emergency response measures
 - (6) General knowledge and practices on fire prevention and first aid
 - (7) Other health and safety knowledge related to operations
2. Other educational training related to occupational safety and health.

第六十六條 依職業安全衛生教育訓練之相關規定，應使工作者接受適當時數之在職教育訓練。

Article 66 Workers should receive appropriate hours of on-the-job educational training in accordance with related regulations on occupational safety and health education and training.

第六十七條 其他有關職業安全衛生法規定須有證書者始得擔任之工作，應依據職業安

全衛生教育訓練規則辦理。

Article 67 Work which requires certificates required by related occupational safety and health rules should follow regulations on occupational health and safety education and training.

第六十八條 依法指定具有危險性之機械或設備，未經中央主管機關認可之訓練或經技能檢定合格之人員，不得充任為操作人員。

Article 68 Only personnel who are trained or certified by the central governing authority can operate machinery or equipment of potential hazards as stipulated in law.

第陸章 健康指導及管理措施

Chapter 6: Health Guidance and Management Measures

第六十九條 經指派之職業醫學專科醫師與護理人員（以下簡稱醫護人員）辦理健康保護事項：

- 一、**健康管理**：如一般及特殊健康檢查分級管理、職業傷病統計分析與健康風險評估等措施。
- 二、**健康促進**：如教職員工與學生之健康、衛生教育與指導、工作壓力舒緩及其它身心健康促進方案。
- 三、**協助辦理職業病預防**：加強職業安全衛生業務主管走入工作場所，時常到工作現場巡查，發現可能存在的潛在健康危害因子，提供現場職業衛生保健諮詢等各項工作。

Article 69 The following health and safety measures will be conducted by specific occupational medicine doctors and nurses (hereafter referred to as medical personnel).

1. **Health management**: Measures such as general and special health examination classification management, and statistics analysis on occupational injuries and diseases and health risk assessment.
2. **Health promotion**: Programs such as faculty, staff and student health, health education and instruction, stress relief and other mental and physical health promotion.
3. Occupational disease prevention: supervisors of occupational health and safety division shall inspect work sites regularly to spot potential health risks and shall offer on-site consultancy on occupational health and safety.

第七十條 新進勞工應確實施行體格檢查，在職勞工並應依規定接受校園環境安全管理單位所排定之各項健康檢查。

Article 70 Recently hired laborers must be given a physical examination. Employed laborers must receive all the scheduled medical examinations as arranged by the environment safety management division of the University.

第七十一條 在職勞工應依下列規定接受定期健康檢查：

- 一、年滿 65 歲以上者，每年定期檢查一次。
- 二、年滿 40 歲未滿 65 歲者，每三年定期檢查一次。
- 三、年齡未滿 40 歲者，每五年定期檢查一次。

Article 71 Laborers must receive routine medical examinations in accordance with the following regulations:

1. Those aged 65 or over must receive an examination once per year.
2. Those aged 40 or over 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.

第七十二條 醫護人員臨校服務辦理下列事項：

- 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、協助校長選配校內工作者從事適當之工作。
- 四、校內工作者體格、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、協助校長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。

Article 72 Medical personnel will provide the following services on campus:

1. To plan and implement programs for health education, health promotion and healthcare guidance.
2. To prevent workplace disease and injury, provide health consultations, provide first aid, and handle emergencies.
3. To assist the President 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 the President and staff involved in workplace safety and health in implementing measures to prevent disease and improve work environment.

第七十三條 醫護人員應配合職業安全衛生及相關部門人員訪視現場，辦理下列事項：

- 一、辨識與評估工作場所環境及作業之危害。
- 二、提出作業環境安全衛生設施改善規劃之建議。
- 三、調查校內工作者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。
- 四、提供復工校內工作者之職能評估、職務再設計或調整之諮詢及建議。

Article 73 Medical personnel shall cooperate with the staff from workplace health and safety related divisions on the following work:

1. To recognize and evaluate dangers associated with operations and the work environment.
2. To provide recommendations and plans to improve health and safety facilities at workplaces.
3. 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.
4. To provide consultations and suggestions for occupational assessment, job redesign, or adjustment for returning workers.

- 第七十四條 於校內工作者經一般體格檢查、特殊體格檢查、一般健康檢查、特殊健康檢查或健康追蹤檢查後，應採取下列措施：
- 一、參採醫師建議，告知校內工作者，並適當配置校內工作者於工作場所作業。
 - 二、對檢查結果異常之校內工作者，應由醫護人員提供其健康指導；其經醫師健康評估結果，不能適應原有工作者，應參採醫師之建議，變更其作業場所、更換工作或縮短工作時間，並採取健康管理措施。
 - 三、將檢查結果發給受檢校內工作者。
 - 四、將受檢校內工作者之健康檢查紀錄彙整成健康檢查手冊。

Article 74 Workers should take the following measures after receiving general physical examination, special physical examination, general health examination, special health examination or follow up examination:

1. Take doctor's recommendation, inform the worker and select a suitable workplace for the worker.
2. Where a health examination finds an abnormal condition in laborers, medical personnel shall provide the laborer with health guidance. Where the results of a physician's health assessment indicate that a laborer is not suited for his or her original work, the physician's recommendations shall be referred to in changing the laborer's job sites, reassigning the laborer to different duties, or shortening his or her working hours, and adopting health management measures.
3. Give the examination results to workers who have received an examination.
4. Keep records of the health examination results and compile the records into a health examination manual.

第七十五條 工作者可參加運動性之社團或活動、政府機構辦理等活動，以促進健康。

Article 75 Workers are allowed to join sports clubs or participate in sports activities or activities held by government agencies to promote their health.

第七十六條 針對重複性作業、輪班、夜間工作、長時間工作等促發疾病，或執行職務因他人行為遭受不法侵害等，採取預防及保護措施。

Article 76 Take preventive and protective measures to prevent ailments that occur as a result of working repetitive operations, working shifts, working at night, long working hours, and to prevent a wrongful physical or mental harm caused by the actions of others during the execution of work duties.

第七十七條 針對重複作業等促發肌肉骨骼疾病等，採取預防及保護措施。

Article 77 Take preventive and protective measures to prevent musculoskeletal disorders induced by repetitive operations.

第七十八條 工作者倘若覺得身體健康不適或出現異常時，請立即向各級工作場所負責人及本校校園環境安全管理單位及衛保單位反應。

Article 78 If workers feel unwell or detect abnormality, report it immediately to the persons in charge at all levels of workplaces, the Campus Safety Division, and the health and the Sanitation Division.

第七章 急救及搶救

Chapter 7: First Aid and Rescue

第七十九條 本校各項急救原則：

- 一、進行急救搶救前應先考量自己之安全，勿貿然進行。
- 二、任何傷害事故(不論輕重)應即向主管報告，不得隱匿不報。
- 三、遇感電災害時，應先設法切斷電源並確認無感電之虞後，再施以急救搶救。
- 四、對危害物災害之處置，應考量危害物質之性質及相容性，運用適當之方法進行急救及搶救。
- 五、任何急救之處理僅在維持傷者之生命或避免傷害擴大，對於重大傷患應緊急送往醫療院所進一步處理。

Article 79 First Aid Principals of the University

1. Put your own safety first before performing first aid and rescue. Do not act rashly.
2. Report all injuries and accidents (regardless of severity) to supervisors. It is prohibited to fail to report an accident.
3. In an electrocution accident, try to cut off the power supply and perform first-aid and rescue once it has been confirmed that there is no risk of electrocution.
4. For handling accidents involving hazardous objects, consider the properties and compatibility of the hazardous substances, take appropriate measures for first aid and rescue.
5. The purpose of first aid is to save life and to prevent the condition from worsening. Arrange for the removal of the casualties with catastrophic injuries to the care of hospitals as soon as possible.

第八十條

有關急救應注意事項如下：

一、一般性急救

- (一) 在醫護人員抵達前，可由受過急救訓練之校內工作者立刻對傷患作適當處理，避免導致更嚴重的後果。
- (二) 在沒有確定受傷之實情前，應將傷患平臥，可防止昏厥與休克。
- (三) 休克處置時，可用棉被、衣物等保持傷患之體溫。
- (四) 速召救護車或運送傷患至醫療處所或速請醫護人員。
- (五) 急救者的責任在於救命、防止傷勢或病情轉惡、保持傷患安靜及舒適，以靜候醫護人員到來。
- (六) 在場急救者，應協助傷患述說病情原因等，以幫助醫護人員治療及診斷。

二、外傷急救

- (一) 外部創傷之種類分為破開傷、擦傷、切傷、撕裂傷等，就醫前應注意止血及防止細菌進入傷口。
- (二) 外傷的急救是以消毒之紗布敷蓋於傷口處，急救人員應有消毒觀念，手指不能直接接觸傷口，清洗消毒應由醫護人員行之。
- (三) 止血時應先查看血色，如為鮮紅色澤表示主動脈血，應在心臟

及傷口間用帶束緊，暗紅色為靜脈血，應在傷口及身體外緣之間束緊。

三、 觸電急救

(一) 觸電時應關閉電源或以非導電物體移開電源。

(二) 將患者移至通風良好的地方，解開上衣仰臥，將頭抬起必要時實施人工呼吸直至救護人員到來。

四、 異物掉入眼內之急救

即將眼瞼翻開用清水輕輕沖洗(配戴隱形眼鏡者需先行取出)。沖洗至少 15 分鐘，速將患者送醫診治。

Article 80 Important First Aid Information

1. Basic first aid

- (1) Before the medical personnel arrive, workers on campus with first aid training shall provide immediate treatment to the injured to prevent the condition from worsening.
- (2) Before confirming the type of injury, have the injured lay down flat to prevent syncope and shock.
- (3) When handling shock, cover the injured with a blanket or clothes to maintain their body temperature.
- (4) Call an ambulance or the medical personnel immediately or transport the injured to hospitals.
- (5) The responsibilities of a rescue worker are to save life, prevent the injuries or medical condition from worsening, keep the injured quiet and comfortable and wait for the medical personnel.
- (6) On-site rescue workers should assist the injured to describe their condition and help the medical personnel in treatment and diagnosis.

2. First aid for external injuries

- (1) External trauma includes open injuries, abrasion, cuts, and lacerations. Stop the bleeding and keep bacteria away from the wound.
- (2) Cover the wound with sanitized gauze. Do not touch the wound directly with one's fingers. Cleaning and decontamination should be performed by the medical personnel.
- (3) Check the color of blood when stopping the bleeding. Bright red signifies arterial bleeding. Apply pressure with bandage on the area between the heart and the wound. Dark red signifies venous bleeding. Apply pressure with bandage on the outer part of the wound and body.

3. First aid for electrocution

- (1) Turn off the power supply and use a non-conducting object to move the source of electricity.
- (2) Move the injured to an area with good ventilation. Take off the person's shirt and elevate the head to perform artificial respiration when necessary and wait for the medical personnel.

4. First aid for object in the Eye

- (1) Lift the eye lid and flush the eyes gently with water (take off contact lenses if there are any)
- (2) Flush for at least 15 minutes before transporting the injured to a hospital.

第捌章 防護設備之準備、維持及使用

Chapter 8: Preparing, Maintaining, and Using Protective Equipment

第八十一條 各級工作場所負責人，平時應監督所轄工作者確實依下列規定辦理，校園環境安全管理單位得隨時巡視檢查：

- 一、工作場所、機械、設備等設置之防護設施，應經常檢查並保持其性能。
- 二、個人防護器具，使用後應妥為清理、維護，並做妥善之保管。

Article 81 The person in charge of each level of work site should do the following when supervising workers. The campus environment safety management division can make random inspections:

第八十二條 工作者從事下列作業時，應佩戴防護器具：

Article 82 Workers should wear protective equipment when performing work involving the following operation:

對於搬運、置放、使用有刺角物、凸出物、腐蝕性物質、毒性物質或劇毒物質時，應使用適當之手套、圍裙、裹腿、安全鞋、安全帽、防護眼鏡、防毒口罩、安全面罩等防護器具。

- 一、操作或接近運轉中之原動機、動力傳動裝置、動力滾捲裝置，或動力運轉之機械，工作者之頭髮或衣服有被捲入危險之虞時，應確實著用適當之衣帽。
- 二、作業中有物體飛落或飛散之虞時，應使用適當之安全帽、安全護鏡及其他防護。
- 三、在高度 2 公尺以上之高處作業，有墜落之虞者，應確實使用安全帶、安全帽及其他必要之防護具。
- 四、於強烈噪音之工作場所，應確實戴用耳塞、耳罩等防護具。
- 五、從事電氣工作之工作者，應使用電工安全帽、絕緣防護具及其他必要之防護器具。

Wear appropriate protective equipment such as gloves, aprons, leggings, safety shoes, hard hats, protective goggles, respirators, or safety masks when moving, placing, and using objects with sharp corners, bulging objects, corrosive substances, toxic substances or highly toxic substances.

1. Wear appropriate clothing and hats when operating and approaching operating prime mover, power transmission, power rolling device, power machinery to prevent hair or clothes from being caught by machines.
2. Wear appropriate hard hat, safety goggles and other protective equipment when the work involves risks caused by falling or splattering objects.
3. Wear safety harness, hard hat, and other necessary protective equipment for work at height of 2 meters or more to prevent falls.
4. Wear ear plugs, earmuffs or other protective equipment when working at a site with strong noises.
5. Workers handling electric work should wear electrician hard hats, insulating protective equipment and other necessary protective equipment.

第八十三條 各級工作場所負責人，應責成相關人員對個人防護具或防護器具，保持清潔，予以必要之消毒，並經常檢查，保持其性能，性能不良時，應隨時更換，不用時並應妥予保存，校園環境安全管理單位得隨時巡視檢查。

Article 83 The person in charge of each level of work site should authorize designated

personnel to clean and sterilize personal protective equipment or protective equipment, to inspect and maintain the protective equipment regularly, to replace the malfunctioning equipment and to store the equipment properly when not in use. The campus environment safety management division can make random inspections

第玖章 事故通報及報告

Chapter 9 Reporting Accidents and Making Reports

第八十四條 任何事故或意外狀況發生時，除立即依權責予以應變處理外，並應立即循本校緊急應變程序通報，校園環境安全管理單位於接獲通報後，應會同各級工作場所負責人依情況予以必要之處置。

Article 84 When an accident occurs, take necessary measures as authorized and report it following the University emergency response procedure. The campus environment safety management division will cooperate with all persons in charge of all levels of workplaces to take necessary actions after receiving a report.

第八十五條 勞動場所發生下列職業災害之一者，除採取緊急急救、搶救等措施外，應於 8 小時內報告勞動檢查機構：

- 一、死亡災害時。
- 二、發生災害之罹災人數在 3 人以上。
- 三、發生災害之罹災人數在 1 人以上，且需住院治療。
- 四、其他經中央主管機關指定公告者。

Article 85 For workplace accidents of the following categories, in addition to performing first aid and rescue, report the accidents to the labor inspection agencies within 8 hours.

1. Accident involving death
2. Accident that injures 3 or more people.
3. 1 or more persons require a hospital stay as a result of the accident.
4. Other accidents announced by the central authority.

第八十六條 工作場所發生職業災害時，除必要之急救、搶救外，該現場非經司法機關或勞動檢查機構之許可，不得任意移動或破壞。

Article 86 If a workplace accident occurs, 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 labor inspection agency.

第八十七條 工作場所發生職業災害時，本校校園環境安全管理單位及代表工作場所負責人會同工作者代表，實施災害發生原因之調查、分析與作成紀錄，並擬訂妥善之因應對策，依行政作業程序層報經校長核定後，確實實施。

Article 87 If a workplace accident occurs, Campus Safety Division and the persons in charge of workplaces will cooperate with worker representatives to investigate, analyze and keep records of the accident and its causes, and take appropriate corresponding measures which will be implemented after being approved by the President.

第拾章 其他有關安全衛生事項

Chapter 10 Other Health and Safety Related Information

第八十八條 使工作者於夏季期間從事戶外作業，為防範高氣溫環境引起之熱疾病，應視天候狀況採取降低作業場所之溫度、提供陰涼之休息場所、提供適當之飲料或食鹽水、調整作業時間、留意身體健康狀況及強化作業場所巡視等危害預防措施。

Article 88 If workers are required to work outdoors in summer, supervisors should lower the temperature of the site, provide cool resting places, offer drinks or saline solution, adjust working hours, pay attention to workers' health condition and patrol the work site more frequently to prevent heat illness caused by high temperature.

第八十九條 使工作者於颱風天從事外勤作業，有危害工作者之虞者，應視作業危害性，置備適當救生衣、安全帽、連絡通訊設備及其他必要之安全防護設施與交通工具。

Article 89 If workers are required to perform field operation on typhoon days, provide workers with life jackets, hard hats, communication devices and other necessary protective equipment and transportation based on the type of risks involved in the operation.

第九十條 對於連續站立作業之工作者，應設置適當之坐具以供休息之用。

Article 90 Provide workers who have to stand continuously with appropriate seating arrangement.

第九十一條 對違反本守則規定之工作者或代表各級工作場所負責人，本校得依相關法令規定處理。

Article 91 If workers or persons in charge of all levels of workplaces violate The Rules, the University shall impose penalties in accordance with related laws and regulations.

第拾壹章 附則

Chapter 11 Supplementary Provisions

第九十二條 本守則經環境保護及安全衛生委員會議會同勞工代表審議訂定，並報經勞動部南區職業安全衛生中心備查後公告實施。修改與增訂時亦同。

Article 92 The Rules are reviewed and approved by the Environmental Health and Safety Committee and labor representatives, reported to the Southern Occupational Safety and Health Center, Ministry of Labor for future reference, announced and implemented. The same applies to the revisions and amendments.

第九十三條 得標(外包)廠商除應遵守本校安全衛生工作守則外，亦應遵守本校採購發包單位採購發包決標後之開工會議告知之相關事項。

Article 93 The winning bidder (outsourcing vendor) should follow the University

Workplace Safety and Health Rules, and follow the announcements made in the kick-off meeting which is held after a bid is awarded by the University procurement division.