



駐龍精密機械股份有限公司
Drewloong Precision Inc

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Drewloong Precision, Inc.

安全衛生工作守則

Safety and Health Code of Practice



文件編號 Doc. No.	MP-AM-02	版期 Rev.	NC
標題 Title	安全衛生工作守則 Safety and Health Code of Practice	日期 Date	02/17/2016

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1. 總則 General Principles

- 1.1. 本守則依職業安全衛生法第三十四條第一項規定訂定之。
This code of practice is based on Article 34 of Occupational Safety and Health Acts.
- 1.2. 本守則所稱雇主，係指事業主或事業之經營負責人；本守則所稱工作場所負責人，指雇主或於該工作場所代表雇主從事管理、指揮或監督工作者從事勞動之人；本守則所稱勞工，係指受本單位僱用從事工作獲致工資者。
The term “employers” referred to in this Act means the owners of business entities. The term “person in charge” referred to in this Act means the owner or the representative who is in charge of managing, directing or supervising the workers in workplaces. The term “laborers” referred to in this Act means the people employed to work for wages.
- 1.3. “安全第一”，“零災害運動”是本公司所欲追求的目標，建立一個既舒適又安全的工作環境，是本公司既定的政策。
“Safety first” and “zero disaster” is the target to pursue. Set up a comfortable and safe working environment is our established policy.

2. 安全衛生管理及各級主管之權責 Safety and health management and responsibilities of managers at all levels

- 2.1. 本公司設置職業安全衛生管理人員，負責督導辦理職業安全衛生管理計畫事項：
DPI has assigned a safety and health personnel who is responsible for supervising and handling the safety and health management plan matters:
- 2.2. 工作環境或作業危害之辨識、評估及控制。
Identification, evaluation and control of work environment or work hazards
- 2.3. 機械、設備或器具之管理。
Management of machinery, equipment or apparatus
- 2.4. 危害性化學品之分類、標示、通識及管理。
Classification, labeling, knowledge and management of hazardous chemicals
- 2.5. 有害作業環境之採樣策略規劃及監測。
Sampling, planning and monitoring of the hazardous work environment
- 2.6. 危險性工作場所之製程或施工安全評估。
Evaluation of the process or the construction of hazardous workplace
- 2.7. 採購管理、承攬管理及變更管理。
Procurement management, contract management and change management.



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2.8. 安全衛生作業標準。

Occupational safety and health standards

2.9. 定期檢查、重點檢查、作業檢點及現場巡視。

Regular inspection, key inspection, occupational check and site survey

2.10. 安全衛生教育訓練。

Health and safety education and training

2.11. 個人防護具之管理。

Management of personal protective equipment

2.12. 健康檢查、管理及促進。

Health examination, management and improvement

2.13. 安全衛生資訊之蒐集、分享及運用。

Gathering, sharing and usage of the safety and health information

2.14. 緊急應變措施。

Emergency response measures

2.15. 職業災害、虛驚事故、影響身心健康事件之調查處理及統計分析。

Investigation and statistical analysis of occupational accident, near miss and physical and mental health issue

2.16. 安全衛生管理紀錄及績效評估措施。

Health and safety management record and performance evaluation measures

2.17. 其他安全衛生管理措施。

Other safety and health management measures

3. 各部門主管管理、指揮、監督等有關人員，負責執行下列安全衛生事項：The manager related in management, direction and supervision of each department shall be responsible for the implementation of the following safety and health matters:

3.1. 職業災害防止事項。

Occupational accident prevention matters

3.2. 職業安全衛生管理計畫等執行事項。

Execution of occupational safety and health management plans

3.3. 定期檢查、重點檢查、檢點及其他有關檢查督導事項。

Regular inspection, key inspection, check and other matters relating to the inspection and



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supervision

- 3.4. 定期或不定期實施巡視。

Implementation of regular or irregular survey

- 3.5. 提供改善工作方法。

Provide improved methods of work

- 3.6. 擬定安全作業標準。

Develop safe operation standards

- 3.7. 教導及督導所屬依安全作業標準方法實施。

Teach and Supervise in accordance with safe operation standards

- 3.8. 其他雇主交辦有關安全衛生管理事項。

Other matters employer assigned in relation to the safety and health management

4. 現場作業人員之安全衛生職責 Health and safety responsibilities of the operator

- 4.1. 遵守安全衛生法規、守則及各項措施。

Comply with safety and health regulations and other measures

- 4.2. 確實遵照安全作業標準、作業程序書及工作安全檢核表施作。

Operate in compliance with safe operation standards, operational procedures and safety checklist

- 4.3. 維持工作場所之整理、整頓、清掃、清潔及紀律。

Maintain the order, cleanliness and discipline in the workplace

- 4.4. 確實使用個人防護具，做好工作場所各項安全措施。

Correctly wear personal protective equipments for safety protection

- 4.5. 參與各項安全衛生活動。

Participate in safety and health activities

- 4.6. 報告所有傷害事故經過及設備損害情況。

Report every injuries and equipment damage situation

- 4.7. 報告不安全或不衛生情況，提供安全衛生建議。

Report unsafe or unsanitary conditions and provide health and safety recommendations

- 4.8. 落實實施作業有關之安全衛生檢點。

Implement the operation related safety and health check

- 4.9. 遵行各級主管之安全衛生指導。



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Comply with the safety and health guidance from directors at all levels

4.10. 明瞭緊急事件之應變任務。

Fully understand the emergency response measures

4.11. 受僱時應施行體格檢查，並應接受定期健康檢查及遵守健康管理。

Implement pre-employment physical examination and regular health examination, and comply with the health management

4.12. 接受安全衛生教育訓練之義務。

Comply with the obligations of health and safety education and training

4.13. 未具備合格操作人員資格者，不得從事危險性機械、設備之操作。

Non-qualified operator shall not engage in operating dangerous machinery or equipment

4.14. 其他有關安全衛生應遵守事項。

Comply with other matters relating to safety and health

5. 機械、設備或器具之維護與檢查 Equipment maintenance and inspection

5.1. 對工廠內各項設備各單位主管必須督導所屬人員依照職業安全衛生組織管理及自動檢查辦法有關規定，實施定期檢查、重點檢查、檢點、維護與保養。

Each equipment shall be periodic inspect and maintain by the operators under the supervision of the supervisors at all levels in accordance with the Occupational Safety and Health Management and Self-Inspection Regulations.

5.2. 檢查方式區分為定期檢查、重點檢查、作業檢點等，由使用單位及安全衛生管理室會同訂定後依計劃實施。

The methods of inspection include periodic inspection, key inspection, occupational check, etc. Implement in accordance with the plan after formulation by operating department and Safety and Health Management Office.

5.3. 各項檢查須詳細記錄，須送安全衛生管理室備查，自動檢查紀錄包括下列各要項：

Each inspection shall be documented and be sent to Safety and Health Management Office for future reference. Self-Inspection includes the following matters:

5.3.1. 檢查年月日。

Check the date

5.3.2. 檢查方法。

Check the method

5.3.3. 檢查部分(包括有關之工作流程圖、機械設備結構圖)。

Check the workflow chart, mechanical equipment construction diagram



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- 5.3.4. 檢查發現危害、分析危害因素。
Check the hazards found and analysis the causes
- 5.3.5. 評估危害風險(嚴重性及可能性分析)
Evaluate the risk of hazard (severity and probability analysis)
- 5.3.6. 實施檢查者姓名。
Name of inspector
- 5.3.7. 依檢查及風險評估結果採取改善措施之內容。
Content of the improvement measures in accordance to the result of inspection and risk analysis
- 5.3.8. 定期檢討改善措施之合宜性。
Periodic review the applicability of improvement measures
- 5.4. 對列管之危險性機械、設備，必須依法辦理竣工（或使用前）檢查及定期檢查，檢查合格證公告並影印送安全衛生室備查。
Inspect the dangerous machinery, equipment periodic, or before and after the project in accordance with the regulations. Announce the certificate and store a copy in Safety and Health Office for future reference.
6. 一般安全衛生守則 General safety and health regulations
- 6.1. 工作人員應隨時注意自我身心健康調適，睡眠要充足，睡眠不足，精神不振最容易發生事故。
Self-regulation is important for operator. Schedule enough time for sleep. Lack of sleep may cause accident easily.
- 6.2. 上班要有充分時間離開家門，避免遲到和慌慌張張的上班，騎乘機車應戴安全帽，以策安全。
Leaving for work from home earlier to avoid being late or rush. Wear helmet when riding motorcycle for safety.
- 6.3. 工作場所應適時整理整頓，經常保持整齊清潔，避免油漬滑溜的危險。
The workplace shall be periodically maintained to avoid the risk of slippery
- 6.4. 不得隨處丟棄垃圾。
Must not litter
- 6.5. 工作場所禁止抽煙，抽菸應在規定處所，煙蒂須捺熄且不得隨意丟棄煙蒂。
Smoking is in the workplace, but the designated area. The cigarette shall be put out and is not allowed to be littered.



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- 6.6. 處置危險物時應正確使用相關防護具。
Wear protective equipment when handling dangerous article
- 6.7. 危險物應確實標示並不得任意毀損。
Dangerous articles shall be clearly labeled and stored under protection
- 6.8. 每年應定期舉行大掃除，必要時施行消毒。
Year-end cleanup shall be held annually. Implement disinfection when necessary
- 6.9. 全體員工務必保持廠區環境整潔衛生，養成工作完畢立即清掃現場之良好習慣。
All personnel shall maintain a clean workplace, and develop a good habit of cleaning the workplace when the work is completed.

7. 一般工作安全守則 General safety regulation

- 7.1. 從事各項工作均應遵循有關安全作業標準、作業程序書及工作程序安全檢核表施作及檢核。
Each work should be operated and inspected under the safety operating standards, operational procedures and safety checklist.
- 7.2. 臨時性或非經常性作業無該類安全作業標準可循者，不可冒然著手，應活用既有安全作業標準再與工作負責人會商討論後決定應採取之安全步驟及方法。
Temporary or non-regular work without operating standard shall not be proceeded temerarious. Utilize the existing operating standard and consult with the work operator to decide the safety procedures and measures.
- 7.3. 從事高度二公尺以上之高架作業或作業中有物體飛落或飛散等及現場檢驗、督導人員均應確實戴用安全帽。
Wear helmet when operating the overhead works or exposing in the workplace with object falling or scattering, as well as the site inspector and supervisor.
- 7.4. 在未設平台及護欄且高度離地二公尺以上之桿、塔、構架上或工作場所邊緣及開口部分作業時，應正確使用安全帶頭盔及輔助繩或安全繩索。
Wear helmet and safety rope when operating on unstructured stick, unfenced shelf or the edge of workplace.
- 7.5. 工作時應穿著整齊清潔，禁止穿拖鞋。
Neatly and clean dressed is necessary. Wearing slippers is forbidden.
- 7.6. 上班前或工作中，嚴禁喝酒或含酒精成分之飲料。
Drinking alcohol or alcoholic beverage is banned before and during work.
- 7.7. 機具使用不得超過最高使用負荷。
Operate the machinery under the load limit.



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- 7.8. 工作時間內，嚴禁惡作劇或做出其他不安全行為。
Playing or making other unsafe behavior is banned during the work.
- 7.9. 工作人員須視工作需要及工作場所，佩帶工作場所必須的各種安全防護具。
The operator shall wear the protective equipment in accordance with the work needs and the workplace.
- 7.10. 未獲許可，不得任意操作機械或設備。
Operating machinery or equipment without permission is not allowed.
- 7.11. 機器儀表發生故障修理時，或機器及動力裝備等異常時，須立即停機並在電氣開關處懸掛警告牌，始可進行檢查修理，以免失誤而造成事故。而清掃、擦拭、上油等工作亦應停止運轉該機械。
The machinery should be shut down and a warning sign should be hanged on the switch whenever the machinery is malfunction or under reparation or maintenance in order to prevent any accident.
- 7.12. 設置之安全衛生設備、工具，不得任意拆卸或使其失去效能，發現被拆或喪失效能時，應即報告主管人員。
The equipments or tools set up for safety and health purpose are not allowed to be removed or deactivated. Whenever any removed or deactivated equipment or tool is found, the supervisor shall be notified immediately.
- 7.13. 機械或材料上面不可任意放置工具，以免掉落擊傷人體。
Any tool should not be placed on any machinery or material in order to prevent injury from falling tool.
- 7.14. 嚴禁煙火區域內，禁止吸煙或攜帶任何火種。
Smoking or carrying any kindling are banned within the flammable area.
- 7.15. 工作場所通道、樓梯，應保持暢通，不可堆置器材、工件、物料等，妨礙人員通行。
The passage and stairs should be kept clear. No equipment, workpiece or material should be placed to obstruct access.
- 7.16. 工作場所地面應保持乾淨，若有油類傾倒地面，應立即清除乾淨，以免滑溜危險。
The floor of workplace should be kept clean. Any oil sludge should be cleaned immediately in order to prevent a slippery situation.
- 7.17. 非工作人員禁止進入控制室或標示「禁止進入」之地區。
Unauthorized personnel are not allowed to enter the control room or any area with “No Entry” sign.
8. 各項工作安全守則 Various safety regulations



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8.1. 電氣作業安全守則

Safety regulations of electrical works

- 8.1.1. 電氣技術人員在修理電氣設備中切斷之開關，必須懸掛明顯之標示牌，且應派人監視或上鎖，電氣技術人員外，任何人不得將該標示牌取下，以免發生傷亡。
A warning sign should be hanged on the switch and supervised or locked whenever the electrical equipment is under reparation. No personnel may remove the sign, but the electrical technician, in order to prevent any injury.
- 8.1.2. 勿在電線上接裝過多之電氣器具，以免造成過負荷而發生火災。
Do not share the power with too many electrical equipments in order to prevent the fire accident from overload.
- 8.1.3. 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。
Any object unrelated to the circuit may not be hanged or placed on the wire or the electrical equipment.
- 8.1.4. 不得使用未知或不明規格之工業用電氣器具。
Do not use any unknown or unspecified electrical equipment.
- 8.1.5. 電氣器材之裝設與保養（包括修理、換保險絲等）非合格之電氣技術人員不得擔任。
Any unqualified electrical technician may not involve in the installation and maintenance of any electrical equipment, such as reparation or fuse replacement.
- 8.1.6. 為調整電動機械而停電，在電源開關切斷後，需掛牌標示並盡可能加鎖。
A warning sign shall be hanged and locked on the switch whenever the power is cut off for machinery maintenance.
- 8.1.7. 不得以濕手或濕操作棒操作開關。
Do not touch the switch with wet hands or operate with wet operating stick.
- 8.1.8. 如遇電氣設備或電路著火，需用不導電滅火設備，如二氧化碳、乾粉滅火器等。
Extinguish the fire with nonconductive extinguisher in case the electrical equipment is on fire, such as carbon dioxide extinguisher or dry powder extinguisher.
- 8.1.9. 遇停電時應指派人員關閉機器之電氣開關。
Assign personnel to turn off the power of electrical equipment in case of a power failure.
- 8.1.10. 如發現電線之被覆有破裂時，應即通知維護人員更換新品，以免發生災害
Broken wire should be replaced immediately by the maintenance engineer in order



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to prevent any accident.

- 8.1.11. 電氣機械運轉中，如發現不正常情形時，應立即報告，但如時間上不允許，應先切斷電源，切勿驚惶逃避，以免災害擴大。

Notify the supervisor immediately in case the electrical equipment is operating under any abnormal situation. In case of an emergency, cut off the power and stay calm in order to prevent more damage.

- 8.1.12. 所有電氣設備接地線外殼，不得任意拆掉。

The grounding cap shall not be removed without authorization.

- 8.1.13. 依規定需加裝漏電斷路器之電氣線路，不可任意將該漏電斷路器拆除或短接。

The Earth Leakage Circuit Breaker (ELCB) installed in accordance with the provision may not be removed or short without authorization.

- 8.1.14. 發電室、變電室或受電室，非工作人員不得任意進入。

Unauthorized personnel may not enter the generator room, transformer room or power intake room.

8.2. 物料儲存搬運安全守則 Safety regulations of the storage and remove of material

- 8.2.1. 倉庫內嚴禁煙火，並保持其整潔。

No fire within the warehouse. The warehouse shall be maintained and cleaned periodically.

- 8.2.1. 物料堆積要有規則、整齊及穩妥，同時不可過高，防止倒塌、崩塌或掉落。

Material shall be stored regularly, stably and not too high. Any collapse or falling shall be prevented.

- 8.2.3. 堆積的物料不得由其下部抽取使用。

Prevent to pull the material out from the bottom of material pile.

- 8.2.4. 物料儲存不可影響交通或突出於通行道上，導致危險。

The stored material shall not obstruct or occupy the passage in order to prevent any accident.

- 8.2.5. 物料儲存不得超過堆放地最大安全負荷。

The stored material shall not exceed the maximum load capability of the stack-up site.

- 8.2.6. 物料儲存不得影響照明。

The stored material shall not cover the lighting illumination.

- 8.2.7. 物料儲存不得妨礙機械設備之操作。



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The stored material shall not obstruct the operation of mechanical equipment.

8.2.8. 物料儲存不得阻礙交通或出入口。

The stored material shall not obstruct the passage or entrance/exit.

8.2.9. 物料儲存不得減少自動灑水器及火警警報器有效功用。

The stored material shall not lower the efficacy of automatic sprinkler (water sprayer) and fire alarm.

8.2.10. 物料儲存不得妨礙消防器具之緊急使用。

The stored material shall not obstruct the emergency use of any fire extinguishing equipment.

8.2.11. 搬運粗糙物件時，應戴上防護手套。

Wear protective gloves when carrying rough object.

8.2.12. 單人用手搬起重物時，應先以半蹲姿勢抓牢工作物，然後用腿力站起，藉以連帶負起重物，切勿彎腰搬起重物，以免扭傷腰部。

Grab the object in squat position. Use the strength of legs to lift up the heavy object. Do not bend over to lift any heavy object up in order to prevent from being sprained at waist.

8.2.13. 下班後或倉庫無人看管時，應切斷一切電源。

The power shall be cut off when the warehouse is unattended.

8.2.14. 危險物品應分類隔離儲存。

The dangerous goods shall be categorized and isolated stored.

8.2.15. 在電線及電氣設備附近搬運物件時，應特別小心，切勿觸及供電線路。

Be careful not to touch the wire of electrical equipment nearby when moving the object.

8.3. 成型機安全工作守則 Safety regulation of operating forming machine

8.3.1. 機械運轉前，需要由組長先行檢查各部機件功能是否正常並空轉機械查看性能。

The supervisor shall check the function and performance of machine before operation.

8.3.2. 非操作人員禁止操作。

Unauthorized personnel shall not operate the machine.

8.3.3. 壓力計、溫度計或其他儀表控制裝置等必須保持正確靈活。

Manometer, thermometer or any other meter control device shall be functioning properly at any time.



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- 8.3.4. 安全閥、壓力計、溫度計須注意檢查並定期校對。
Safety valve, manometer and thermometer shall be carefully checked and regularly proofread.
- 8.3.5. 電氣故障不得擅自修理，必須請電氣人員為之。
Malfunctioned electrical machine shall be repaired by authorized electrical engineer only.
- 8.3.6. 操作人員須注意手指動作，不可戴手套工作。
Gloves may affect the fingers movement. Operator shall not operate with gloves.
- 8.3.7. 管路須定期檢查並加適當保護，以免破損漏氣。
The pipeline shall be properly protected and regularly inspected in order to prevent damage or leak.
- 8.3.8. 應定期保養及上油，以保機件之運轉靈活。
The machine shall be maintained and oiled periodically in order to maintain its efficacy.
- 8.4. 銑床安全工作守則 Safety regulations of operating milling machine
- 8.4.1. 按照規定作好保養工作，使銑床在良好安全的情況中。
Maintain the milling machine in good condition in accordance with the provisions.
- 8.4.2. 應確實知道如何緊急停車。
Know how to emergency stop the machine.
- 8.4.3. 如有任何差錯立即關掉銑床電源，並通知主管人員修理。
Shut down the milling machine immediately and notify the supervisor in case any faulty occurred.
- 8.4.4. 作業完畢或離開工作崗位應將銑床之主電源開關關掉始可離開。
The milling machine shall be shut down before operator leaves the position or after the completion of work.
- 8.4.5. 切削前應先檢查刀具旋轉方向是否符合需要。
The rotating direction of the cutting tool shall be checked before cutting.
- 8.4.6. 工具不使用時應置於工具箱內或工具架上等規定處所。
Non-using tools shall be placed in the tool box or on tool holder
- 8.4.7. 作業中應使用安全眼鏡、對於重工件或夾具，應使用適當之起重設備。
Wear safety glasses when operation. Use the appropriate lifting equipment for heavy parts or fixtures.



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- 8.4.8. 在起動機械之前，應使所有防護罩均已裝妥，並嚴禁拆開以防發生危險。
Before starting the machine, each protective cover shall be installed properly and not allowed to be removed in order to prevent any accident.
- 8.4.9. 在起動前，先檢查工作區域有無障礙物並清除之。
Before starting the machine, any obstacle shall be removed from the working area.
- 8.4.10. 在起動前，勿使進刀裝置在未接合狀態。
Before starting the machine, ensure the feeder is not in a state of “Unengaged”.
- 8.4.11. 在使用吊索前應檢查有無磨損之處，以防作業中發生危險。
Check any damage on the sling before using in order to prevent any accident.
- 8.4.12. 裝置齒輪系時雙手動作須格外小心。
Be aware of the hands movement when installing the gears.
- 8.4.13. 運轉中不可以手或抹布除去切屑，如有須要應以刷子或耙清除。
The chips shall be cleaned by brush or rake when operation, instead of by hand or cloth.
- 8.4.14. 銑床操作禁止帶手套，以防發生手套與銑刀及轉軸糾纏。
Do not wear gloves when operation in order to prevent the gloves from being entangled with the cutter and shaft.
- 8.4.15. 絕不讓轉動之銑削工具在其軸桿滑動。
The cutter shall be fixed when operation.
- 8.4.16. 工作人員不得穿戴寬大之衣服。
The clothing of operator shall not be too loose.
- 8.5. 車床安全工作守則 Safety regulations of operating lathe
- 8.5.1. 操作各種車床近旁工作時，不得打領帶或穿著袖口懸垂及過於寬大的衣服。
Do not wear a tie or loose clothing when operating lathe.
- 8.5.2. 使用砂輪機時不得戴用手套。
Do no wear gloves when operating abrader.
- 8.5.3. 不得使用無柄銼刀。
Do not use any rasp without handle.
- 8.5.4. 操作各種車床應戴安全眼鏡，若為主管准許不在此限。
Wear safety glasses when operating lathe.
- 8.5.5. 勿在懸吊物體下站立。
Do not stand under the suspended object.



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- 8.5.6. 修理車床須先報告主管。
Notify the supervisor before repairing the lathe
- 8.5.7. 勿將工具機件、材料置於通行之走道上。
Do not place any tool or material on the passage.
- 8.5.8. 置廢油布於有蓋之垃圾桶內。
Oilcloth shall be placed in a covered bin.
- 8.5.9. 不用機油或刈切油洗手。
Do not wash hands with machine oil or cutting oil.
- 8.5.10. 不得將機器之防護裝置拆除或毀壞。
Do not remove or destroy the protective device of the machine.
- 8.5.11. 車床修理前須開關切斷。
The power shall be cut off before repairing the lathe.
- 8.5.12. 當操作車床時盡量避免用手接觸車刀之刀鋒。
Prevent to touch the cutter when operating the lathe.
- 8.5.13. 車床上裝砂輪，磨細小物件時，砂輪加罩子，工作品下面須放盛水之鐵盤。
A water filled iron plated shall be placed under the processed object when operating the abrader.
- 8.5.14. 請用刷子清掃鐵屑，切不宜用手。
Iron chips shall be cleaned with brush.
- 8.5.15. 若不熟識各項開關操縱設備的作用，切不操作。
Do not operate the equipment without operation know-how.
- 8.5.16. 不用不圓的砂輪，不站在高速度砂輪的正前方
Do not use the deformed abrader. Do not stand in front of the abrader when operation.
- 8.5.17. 清掃、加油或調整，請先停機。
Stop the machine for cleaning, refueling or adjusting.
- 8.5.18. 地上有油漬須即揩乾。
Any oil grunge on the ground shall be cleaned.
- 8.5.19. 運轉中不宜測量加工件尺寸。
Do not measure the processed object when operating machine.
- 8.6. 沖壓機械安全工作守則 Safety regulations of operating stamping machine



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- 8.6.1. 工作前必先檢查沖床各部螺絲、插屑是否有鬆動及故障現象。
Check the stamping machine before operation for any loose screw or malfunction.
- 8.6.2. 每天開始工作前，應先將沖床注油之部分先行注油。
Maintain and oil the stamping machine before starting the work.
- 8.6.3. 不可把工具、材料隨意放於沖床四周妨礙工作之安全。
Do not place any tool or material around the stamping machine in order to prevent any accident.
- 8.6.4. 如有故障需修理、調整時須報告上司並作記錄。
Notify the supervisor and record before repairing or adjusting the stamping machine
- 8.6.5. 沖床安全開關應遵照規定方法使用。
Follow the regulations to operate the safety switch of stamping machine.
- 8.6.6. 工作時雙手絕對不可伸入模具內。
Keep hands away from the mold when operating the machine.
- 8.6.7. 工作前後注意現場的整頓及清潔
The workplace shall be cleaned before and after work.
- 8.6.8. 工作中遇有模具故障時，須修理時應先把電源關閉使沖床停止轉動再行修理，必要時開關派人看守或加鎖掛牌。
Shut down the machine, lock the switch and hang a warning sign in case the mold is out of order.
- 8.6.9. 遇有大型模具時，不宜二人夾搬運，宜用堆高機搬運以策安全。
Any large mold shall be moved by the forklift for safety reason.
- 8.6.10. 操作人員從事動力衝剪機械金屬模之安裝、拆模、調整及試模時，為防止滑塊突降之危害，應使勞工使用安全塊、安全插梢或安全開關鎖匙等之裝置。
The operator shall use safety block, fork pin or safety key when the installation, removal or adjustment of the mold for safety reason.
- 8.7. 鑽床工作安全守則 Safety regulations of operating drilling machine
- 8.7.1. 作業中不得戴手套，以防手指被鑽軸捲傷。
Do not wear gloves when operating the machine in order to prevent any finger injury.
- 8.7.2. 操作前先檢查鑽頭並調整機器夾具。
Check the drill bit and adjust the fixture before operating the machine.



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- 8.7.3. 工作物不論大小，應確實使用夾具夾牢。
The object shall be fixed for operation no matter the size.
- 8.7.4. 操作鑽頭於工作物時壓力應均勻、穩定，不可猛力衝擊。
The object shall be drilled under a fully stressed and stable condition. Operate forcibly is not acceptable.
- 8.7.5. 時常注意鑽孔用把手，如有故障，鑽頭可能急遽下降而發生危險。
The handle of drilling machine should be checked regularly. Any malfunction may cause danger.
- 8.7.6. 鑽孔操作需時常注意固定夾是否失效，以免造成事故。
The fixture shall be checked before operating the drilling machine. Any failure may cause accident.
- 8.7.7. 變更皮帶速度時，必須使馬達完全停止運轉，方可進行更換。
The engine shall be fully stopped before shifting the speed of belt.
- 8.7.8. 鑽頭之固定螺栓盡可能使用最短的，開動前夾鍵及緊柄均應取下。
Fix the drill bit with the shortest screw. Fixture clip and locking bar shall be removed before operation.
- 8.7.9. 銅、黃銅、鋼鐵等不同金屬，所使用之鑽頭不同，應妥為選用。
Different metals shall be drilled with appropriate drilling bits.
- 8.7.10. 使用鋼絲刷清理屑末，刷之方向應向身體之外側。
Metal chips shall be cleaned with the steel brush. Brush towards the opposite direction of the operator.
- 8.7.11. 進行鑽床作業時，應配戴安全眼鏡。
Wear safety glasses when operating the drilling machine.
- 8.7.12. 若發現機器有任何異常，應立即切斷電源停止作業。
Cut off the power immediately in case any abnormal situation of machine is found.
- 8.8. 剪床工作安全守則 Safety regulations of operating shearing machine
- 8.8.1. 瞭解剪床之噸數、控制、操作模式及安全防護。
Weight, controlling and operating methods and safety protection of shall be fully understood.
- 8.8.2. 檢查安裝是否適當，防護是否確實。
Installation and protection shall be fully checked.
- 8.8.3. 檢查刀片銳利及間隙正確。



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The sharpness of blade and the gap shall be fully confirmed.

- 8.8.4. 檢查夾頭機構及下壓裝置操作正常。
Check the function of the chuck and the pressing device before operation.
- 8.8.5. 檢查工作區域前部及後部之清潔及未有置放雜物。
Maintain the cleanliness of the workplace.
- 8.8.6. 保持剪床未有置放工具及材料。
No tool or material shall be placed on the shearing machine.
- 8.8.7. 必須備有手工具以及個人防護具，如安全眼鏡、耳塞、耳罩、手套、安全鞋等，並確實配戴使用。
Hand tools and personal protective equipments shall be properly prepared and used, such as safety glasses, earplugs, earmuffs, gloves, safety shoes.
- 8.8.8. 穿著鬆緊適中之衣物，儘量避免配戴飾物。
The clothing of operator shall not be too loose. Wearing accessories to work shall be prevented.
- 8.8.9. 立即報告主管有關剪床安全操作之任何不良狀況。
Any abnormal condition shall be reported to the supervisor immediately.
- 8.8.10. 保持手部遠離工作點以及材料與剪床床台之間。
Keep hands away from the shearing point.
- 8.8.11. 確認與工作無關之人員已離開剪床作業區域，始可開動剪床。
Non relative personnel shall not stay in the working area of the shearing machine.
- 8.8.12. 隨時保持警覺，集中注意力於工作。
Stay alert and focus on work.
- 8.8.13. 離開剪床作業區域時，應關閉電源，使控制失效。
The shearing machine shall be shut down when operator leaves the workplace.
- 8.8.14. 所有工作點之防護裝置應使其狀況良好並調整正確。
The safety device of each workplace shall be in good condition and properly adjust.
- 8.8.15. 所有夾手點之護罩應安裝適當，並牢固於正確位置。
The safety device of each pinch point should be installed appropriately and firmed in correct position.
- 8.8.16. 應檢查所有操作模式及控制開關，且必須操作正常。
Each operating mode and control switch shall be checked.



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8.9. 起重吊掛作業安全守則 Safety regulations of operating crane

- 8.9.1. 使用不得超過額定負荷重量以上。
The weight of the lifted object shall not exceed the maximum load capability.
- 8.9.2. 不得乘載或吊升勞工從事作業。
Operator shall not be lifted by the crane.
- 8.9.3. 於作業時，禁止人員進入吊舉物下方。
Do not stand below the lifted object.
- 8.9.4. 於作業前應檢查防止所吊物脫落的安全裝置是否完好。
Anti-fall safety device shall be checked before operation.
- 8.9.5. 除指定之訓練合格起重機操作人員外，其他無關人員不得擅自操作起重機。
Neither unqualified nor authorized personnel shall operate the crane.
- 8.9.6. 有關作業人員一律佩帶安全帽。
Every operator and worker shall wear helmet.
- 8.9.7. 吊掛作業前吊掛作業人員應依規定檢查鋼索、吊鏈、吊鉤、纖維索等吊掛用具是否有斷索、腐蝕、變形或扭結者換新。
Operator shall check the cable, chain, hook, fiber cable before operation. Any damaged, corroded or deformed item shall be replaced.
- 8.9.8. 起重機操作人員應依指揮人員之運轉指揮信號操作。
The operator shall follow the signal from the commander to operate the crane.
- 8.9.9. 物品應從垂直起吊，而貨物橫牽引時，不可作傾斜吊掛。
The object shall be vertical lifted. Tilt lifting is not acceptable.
- 8.9.10. 起吊物件時應徐徐吊離地，捲上至一定高度後，再開始作水平移動。
The object shall be lifted slowly, and moved laterally after reaching a required height.
- 8.9.11. 吊舉行走時應注意是否會撞到障礙物，並確認所經路徑附近無人作業或無人通行。
Be aware of any obstacle when moving with hanging any object. The path shall remain clear when passing.
- 8.9.12. 禁止突然的按下全速開關，或從全速急驟地停止，將使荷物動搖，所以必須運轉平順圓滑，以防止意外發生。
Sudden acceleration or sudden brake may cause the hanging object swayed. Operate smoothly to prevent any accident.



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- 8.9.13. 吊舉物吊起或放下時，吊掛作業人員不得以手握持吊索或吊鏈。
Do not hold the cable or chain when operating the crane.
- 8.9.14. 起重機操作人員在吊舉物懸空狀態，不得離開工作崗位。
Operator shall not leave the object hanged in the air.
- 8.9.15. 有人在桁架上或軌道上工作，嚴禁開動起重機。
The crane shall not be started when any personnel is on the truss or track.
- 8.9.16. 起重操作中忽然停電時，須將控制器手輪轉至「停止」位置，切離電氣總開關，等待送電。
Shut down the crane and roll the handwheel to “Stop” position in case of a sudden power failure.
- 8.9.17. 工作完畢或休息時，起重機須停在指定場所，並將剎車確實剎住，並按上剎車及鎖定等必要安全裝置(如齒輪檔等)，再切斷電氣總開關方可離開。
The crane shall be stopped and locked at an appointed place, put on a safety device if necessary, when the work is completed or on a break.
- 8.9.18. 任何人欲往起重機頂上工作，均應切斷總電源開關，並掛上禁止操作卡，即使是工作時間短暫，亦應如此。
The crane shall be shut down when any personnel is working above the machine even in a short period of time.
- 8.10. 升降機使用安全守則 Safety regulations of operating lift
- 8.10.1. 使用升降機，不得超過額定乘載人數及額定積載負荷。
Do not exceed the maximum passenger capacity when operating the lift.
- 8.10.2. 載貨用之升降機，嚴禁搭載人員。
Cargo lift shall not carry any personnel.
- 8.10.3. 使用升降機，應熟悉升降機的操作使用方法、載重量及其他應行注意事項等。
Operating methods, maximum capacity and other know-how shall be fully understood before operating the lift.
- 8.10.4. 使用前，應注意升降機的機件、動作是否正常。
Check the lift and its movement before operation.
- 8.10.5. 進入升降機前，應注意門內有無升降機箱。
Make sure the lift cage is behind the lift doors before entering the lift.
- 8.10.6. 升降機內外上下按鈕，應確定前往之處再按，切勿亂按亂押，以擾亂升降機的動作，影響升降機安全。



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Press the correct button to lift up or down. Press the button improperly may interrupt the signal of the lift.

8.10.7. 升降機內嚴禁吸煙，以維持空氣新鮮。

No smoking, in the lift in order to maintain fresh air.

8.10.8. 升降機門安全連鎖裝置損壞或升降機箱未達定位時，嚴禁人員使用。

Do not operate the lift when its safety interlock device is defected or the lift cage is not in a right position.

8.10.9. 如利用升降機搬運物料、機件時，應預估其重量，嚴禁超載。

Be aware of the maximum capacity when lifting materials or parts.

8.10.10. 發現升降機動作不正常時，應立即停止使用，並通知有關人員檢修。

The lift shall be stopped immediately and notify the engineer in case any abnormal movement is found.

8.10.11. 發現升降機門自動開關不正常時，應請有關人員檢修，切勿強行推拉，以免發生危險，損壞設備。

Do not open the defected lift door forcibly in order to prevent any accident or equipment damage.

8.10.12. 如遇緊急事故，請按緊急按鈕靜候有關人員前來處理切勿慌張。

Press the emergency button and wait for help calmly in case of any emergency.

8.10.13. 升降機檢修時，在各樓電梯口應掛「檢修中禁止操作」等標示牌，並切斷總電源，掛「禁止操作卡」。

A "Under Repair" sign shall be hanged on the lifts on each floor, and a "Do Not Operate" sign shall be hanged on the switch in case the lift is under repairing.

8.11. 電焊作業安全守則 Safety regulations of welding

8.11.1. 電焊人員應佩戴電焊面罩、皮手套、皮手臂袖、圍裙、膠鞋或膠底鞋。

Welder shall wear welding mask, leather gloves, leather arm sleeves, aprons and safety shoes.

8.11.2. 電焊時弧光不可直照眼部，甚至其他部分之皮膚，從事焊接工作時應穿長袖工作服，並遮蓋身體所有露出之部分。

Protect the eyes and skins from the welding arc. Wear long-sleeve clothes to cover the body when welding.

8.11.3. 應使用絕緣良好的電焊把手，以防漏電。

Welding handle shall be well insulated in case of leakage.

8.11.4. 於良導體機器設備內之狹小空間或於高度兩公尺以上之鋼架上作業時從事



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電焊工作，應使用裝有自動電擊防止裝置的電焊機。

Use Welding machine with the automatic shock prevention device when operating in a conductive space or on a scaffold over two meters.

8.11.5. 應防電焊條觸及身體，更不可用電焊條點燃香煙。

Be aware of the welding rod. Do not light up the cigarette with the welding rod.

8.11.6. 電焊工作場所，應圍妥遮光屏障，以防弧光傷人眼睛。

The welding workplace should be properly covered in order to prevent the accident from welding arc.

8.11.7. 工作場所通風應良好，必要時應使用換氣通風扇，幫助通風。

The workplace shall be well ventilated. Use the circulating fans if necessary.

8.11.8. 居高臨下工作，電焊火花四濺，影響現場人員及機器設備安全，其下方有乙炔鋼瓶或可燃物品更屬危險，應先將危險環因素去除，及採取適當防止火花掉落。

The falling welding sparks, which may affect the safety of workers and equipments especially when falling on acetylene cylinder or any inflammable, shall be avoided.

8.11.9. 電焊作業前，應事先清除四周易燃危險物，並準備滅火器。

Any inflammable around shall be cleared and fire extinguisher shall be prepared before welding.

8.11.10. 電焊機接地線不得連接在油管或其他代化學品之管路上。

Be aware the ground wire shall not attach to the oil pipe or any other chemical pipe.

8.11.11. 每一個電焊機接地線，必須確實接妥後才可接通電源。接地線不可用裸銅線亦不可用鐵板、鐵條、鋼筋等替代。

Each ground wire shall be properly attached before operation and may not be replaced by iron plate, bar or steel.

8.11.12. 電焊作業使用電焊電纜線必須使用合規格之包以厚橡皮之電焊軟線。電纜之使用必須合於電流流量，與電焊機之接合部分絕緣必須包紮良好，橫越通道之電纜，若無法架高，則必須設保護蓋。

The welding cable shall be coated with specified rubber tube and meet the current capacity. The connection between machine and cable shall be properly covered. Install a protective cover when the cable has to cross the passage.

8.11.13. 作業人員清除焊渣時，必須使用防護眼鏡等防護具。

Wear protective glasses when cleaning the welding slag.



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- 8.11.14.不可將電焊把手置入水中冷卻，否則極易感電。
The handle may not be cooled in the water in order to prevent the electrification.
- 8.11.15.對盛裝(過)可燃性氣體或液體之容器，實施焊接修理工作，有爆炸的危險，對該項容器應先行澈底清洗，並經測定及檢查無安全顧慮後，始可施工。
Container contained any flammable gas or liquid shall be cleaned and checked before welding in order to prevent the explosion.
- 8.11.16.在潮濕地點從事電焊作業應穿絕緣安全鞋。
Wear safety shoes when welding at a humid workplace
- 8.11.17.搬移電焊機時需先切斷電源。
Cut off the power before moving the welding machine.
- 8.11.18.電焊作業人員於工作完畢後，應確實將電焊機電源切斷。
Ensure the power is cut off when the work is completed.
- 8.11.19.不可赤手或戴濕手套於潮濕之處更換焊條。
Do not replace the welding rod with bare hands or with wet gloves.
- 8.11.20.焊接後所剩之焊條，不可隨便丟棄，以免燙傷他人。
The welding rod left shall not be abandoned randomly in order to prevent any accident.
- 8.12. 有機溶劑作業安全衛生守則 Safety regulations of organic solvent
- 8.12.1. 須由專人負責。
Assign a person in charge of the work.
- 8.12.2. 所有畢之化學溶劑，均須即刻蓋上。
Any chemical solvents shall be immediately covered after usage.
- 8.12.3. 須養成隨時洗手之習慣，工作後必須洗手。
Wash hands after work.
- 8.12.4. 所有化學溶劑均具有揮發性高，易燃之特性，使用時應注意通風，嚴禁煙火。
All chemical solvents are highly volatile and flammable. Keep air fresh and no smoking in the workplace.
- 8.12.5. 有機溶劑應於特定場所，加以局部抽風之槽或容器內使用。
Any organic solvent shall be used in a tank or container with exhaust fan in a particular workplace.
- 8.12.6. 未使用之溶劑應密閉緊蓋。



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Any unused organic solvent shall be sealed.

8.12.7. 應利用器具噴洗或擦洗，必須使手接觸溶劑或沾有溶劑之材料，則應戴用橡皮手套，防止皮膚吸收。接近清洗槽取物上下時，應戴防毒口罩。

Wear rubber gloves in order to prevent the hands touch any organic solvent directly. Wear mask when approaching the purge tank.

8.12.8. 不得將溶劑做非生產用途。

The organic solvent is for production purpose only.

8.12.9. 工作人員如有任何異常不適情形，應即報告其主管請醫師診療。

Notify the supervisor and shall be checked by doctor in case operator is feeling uncomfortable.

8.12.10. 有機溶劑濺及皮膚時，應速用清水清洗。

Clean with water immediately in case any organic solvent is splashed on skin.

8.12.11. 不得將有機溶劑倒入水溝。

Organic solvent shall not be poured in ditch.

8.12.12. 盛有機溶劑之容器應標示溶劑之名稱，並分別標明其為第一、第二或第三有機溶劑。

Any organic solvent shall be indicated on the each container and marked sequentially.

8.12.13. 有機溶劑作業員，應按規定，應接受有機溶劑作業特殊健康檢查。

Organic solvents extractor shall have organic solvent related health examination.

8.12.15. 曾儲存有機溶劑之空容器，應予密蓋堆存於室外之一定場所。

Empty organic solvent container shall be sealed and stored at an outdoor place.

8.12.16. 有機溶劑可使人發生頭痛、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。

Organic solvent may cause headache, fatigue, dizziness, anemia, liver disorders, skin irritation and other adverse effects, shall be handled with care.

8.12.17. 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。

The organic solvent extractor shall stay upwind in order to prevent inhalation of vapor.

8.12.18. 如果發生有機溶劑急性中毒時，應按下述方法實施急救：

In case organic solvent poisoning occurs, implement the following emergency treatments:

8.12.18.1. 立即將中毒人員移到空氣流通的地方，應放低頭部使其側臥或仰



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臥。

Move the person poisoned to airiness place immediately, low the head and stay in lateral or supine position.

8.12.18.2. 通知醫務人員，現場負責人及安全衛生管理人員處理。
Notify the medical personnel, site supervisor and safety and health manager.

8.12.18.3. 中毒人員如失去知覺時，應立即將嘴中東西取出。
Ensure an open airway in an unconscious patient.

8.12.18.4. 中毒人員，如果停止呼吸時，應立即替他施行人工呼吸。
Begin CPR on the breathless patient.

8.12.19.有機溶劑容器 Organic solvent container

8.12.19.1. 儲存於陰涼處，避免陽光直射。
Store in a cool place and keep away from direct sunlight.

8.12.19.2. 應遠離熱、火花、明火等。
Keep away from heat, sparks, and open flame.

8.12.19.3. 應避免吸入其蒸氣，勿使眼睛、皮膚、衣服等接觸。
Avoid inhaling its vapor and contact with eyes, skin and clothing.

8.12.19.4. 保持容器密閉。
Keep container tightly sealed.

8.12.19.5. 使用時應有適當通風。
Keep air fresh when operation.

8.12.19.6. 勿用於洗手、洗地板或設備。
Not for hands, floors or equipments washing purpose.

8.12.19.7. 空桶應加蓋堆置於室外。
Empty container shall be placed outdoor.

8.13.3. 如果勞工發生中毒時 In case poisoning occurs

8.13.3.1. 立即將中毒勞工移到空氣流通的地方，放低頭不使其側臥或仰臥，並保持他的體溫。
Move the person poisoned to airiness place immediately, low the head and stay in lateral or supine position and keep warm.

8.13.3.2. 立即通知現場負責人、安全衛生管理員或其他相關人。
Notify the site supervisor, safety and health manager and any another



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related person.

8.13.3.3. 中毒勞工如果失去知覺時，應立即將口中東西取出。
Ensure an open airway in an unconscious patient.

8.13.3.4. 中毒勞工如果停止呼吸時，應立即替他施行人工呼吸。
Begin CPR on the breathless patient.

8.13.4. 其他使用有機溶劑應注意事項 Other regulations of using organic solvent

8.13.4.1. 使用有機溶劑應遵守標準作業程序。
Follow standard operating procedures to use organic solvent.

8.13.4.2. 有機溶劑應儲存於固定且通風設備良好之暗室內，不得隨意放置。
The organic solvent should be stored in a fixed and well-ventilated darkroom.

8.13.4.3. 曾貯存有機溶劑的空容器應加蓋密閉或置於室外；受有機溶劑污染之抹布等廢棄物應置於有蓋之密閉容器內，不得任意棄置
Empty organic solvent container shall be sealed and placed outdoor.
Any rag polluted by organic solvents shall be placed in a sealed container with cover.

8.13.4.4. 對有機溶劑之容器，不論是否使用中或使用完畢，皆應隨手蓋緊，以免揮發，污染空氣。
Any organic solvent container shall be tightly sealed to prevent evaporation whether in use or after use.

8.13.4.5. 有機溶劑作業中應立於通風良好的上風位置，以避免吸入有機溶劑蒸氣。
The organic solvent extractor shall stay upwind in order to prevent inhalation of vapor.

8.13.4.6. 使用有機溶劑時，應於抽氣室內進行，不得隨意四處調配，以免污染室內空氣。
Any organic solvent shall be used in exhaust room in order to prevent any air pollution in the workplace.

8.13.4.7. 有機溶劑作業中應穿戴適當的手套，護目眼鏡等防護器具，以避免皮膚直接接觸。
Wear gloves, protective glasses when operating any organic solvent in order to prevent any direct contact with skin.

8.13.4.8. 有機溶劑作業所只允許存放當日所需之有機溶劑。



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The organic solvent operating room is only allowed to store the daily organic solvents.

- 8.13.4.9. 使用完有機溶劑後，需做庫存登記，主管應詳加查核。
A stock registration shall be done and checked supervisor after the usage of any organic solvent.
- 8.13.4.10. 離開有機溶劑作業場所前，應確實將手部清洗乾淨。
Wash hands before leaving the organic solvent operating room.
- 8.13.4.11. 含有機溶劑之藥劑欲丟棄時，應經由廢水處理系統處理，不得任意傾倒於排水溝內以免污染環境。
Any discarded organic solvent shall go through the sewage treatment system in order to prevent any environment pollution.
- 8.13.4.12. 有機溶劑之工作人員，應定期做包含肝功能之健康檢查，以免毒物累積，傷害健康。
Each organic solvent extractor shall have regular health examination, includes the liver function, in order to prevent poison cumulation.
- 8.13.4.13. 若不慎被有機溶劑噴濺，應立即以大量清水洗淨，若傷及眼部，應立即轉請眼科處理，若不慎吸入，立即送急診處理。
Rinse with water and send to hospital immediately in case any organic solvent contacts with eyes or skin, or been inhaled.
- 8.13.4.14. 非有機溶劑作業人員，不得擅入有機溶劑作業場所。
Non organic solvent extractor shall not enter the organic solvent operating room without authorization.
- 8.13.4.15. 有機溶劑作業中突感身體不適，應立即停止作業，並報知作業主管。
Stop work immediately and notify the supervisor in case of feeling uncomfortable when operating organic solvent.

8.14. 高壓(乙炔)鋼瓶作業安全守則 Safety regulations of operating high pressure (acetylene) cylinders

- 8.14.1. 高壓鋼瓶均須豎立，放置穩固並加以鏈條或框架固定。
The high pressure cylinder shall be placed stably and fixed with chain or frame in standing position.
- 8.14.2. 高壓鋼瓶均須鎖緊，並以肥皂水等安全方法測試是否有漏洩現象。
The high-pressure cylinder shall be tightly locked, and test for any leakage with soapy water.



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- 8.14.3. 鋼瓶不可置放於日光下熱源處及工作場所高溫處。
The cylinder shall not be placed under sunlight or in a high temperature wokplace.
- 8.14.4. 鋼瓶不可誤用或移做他用，不可改裝非屬產裝氣體之其他壓縮氣體。
The cylinder shall not be misused or loaded any other non-production gases.
- 8.14.5. 可燃性壓縮氣體鋼瓶，不可沾有潤滑油或其他油污。
No oil stain is allowed on any flammable cylinder.
- 8.14.6. 工作完畢後應立即先鎖緊鋼瓶閥，再將其他連接管路或調節器中之殘除氣體予以釋放。
Lock the cylinder valve, and then leak the residual gas in the connecting pipe or regulator after work.
- 8.14.7. 要用正確搬運方法或適當工具搬運，切勿將鋼瓶置放於地上用踢滾方法來搬運。
Carry the cylinder in correct methods and with proper tools. Do not move the cylinder by kicking.
- 8.14.8. 場內移動盡量用手推車，務求安穩直立，並將鋼瓶閥鎖緊方可移動。
The cylinder valve shall be locked before moving. Use cart to move the cylinder in the workplace.
- 8.14.9. 吊起搬運不可用電磁鐵、吊鏈等直接搬運。
Do not lift the cylinder directly with electromagnets or hanging chain.
- 8.14.10. 焊接時，不得在容器上試焊。
Do not do the welding on the container.
- 8.14.11. 使用乙炔鋼瓶焊接時，作業員應戴安全眼鏡。
The welder shall wear protective glasses when welding.
- 8.14.12. 作業場所周圍不得放置易燃物品。
Do not place any flammable material in the workplace.
- 8.15. 貨車裝載行駛安全守則 Safety regulations of truck loading
- 8.15.1. 載運貨物必須穩妥物品應捆紮牢固，堆放平穩。
Carried goods shall be fastened tightly and stacked stably.
- 8.15.2. 載運貨物必須於底板分配平均，不得前超過車頭，伸後長度不得超過車輛全長 20%。
Carried goods shall be placed averagely on the vehicle, and shall not exceed the front of the vehicle and the length shall not exceed 20% of the entire length of the vehicle.



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- 8.15.3. 裝載危險物品時，除依該物質特性採取必要之安全措施外，並應小心謹慎，不得撞擊、摩擦或用力拋放。
Apply necessary safety measures and prevent hitting or throwing when carrying dangerous goods.
- 8.15.4. 裝載危險物品行駛時，應派員隨車照料，如發現異常狀況時，應停車妥善處理。
Assign an associate when carrying dangerous goods. Stop the vehicle in case any abnormal condition occurs.
- 8.15.5. 貨車駕駛室人不得超過規定之人數。
Do not exceed the maximum seating capacity of truck cabin.
- 8.15.6. 裝載貨車寬度不超過車身。
Carried goods shall not exceed the width of truck body.
- 8.15.7. 車廂以外不得載人。
Only the vehicle cabin shall carry passengers.
- 8.15.8. 裝載貨車不超過核定之限重量或超過所行經橋樑規定之載重限制。
The truckload shall not exceed the carrying capacity or exceed the weight limit of the bridge.
- 8.16. 堆高機作業安全守則 Safety regulations of operating forklift
- 8.16.1. 未經堆高機操作人員之安全衛生訓練合格取得證書者，不得操作駕駛堆高機。
Unqualified forklift operator, without the safety and health training certification shall not operate the forklift.
- 8.16.2. 每日作業前應實施堆高機作業前之各項檢點，確定無安全顧慮後始可駕駛操作。
Check the forklift before operation.
- 8.16.3. 每月應檢查堆高機各項系統是否正常。
Check the system and the function of the forklift monthly for safety.
- 8.16.4. 堆高機之行駛速率，除不得超過額定之限速外，並應視地形及環境減低速度，以免危險。
In addition to not exceed the speed limit, reduce the speed of forklift depending on the environment when operating forklift in order to prevent any danger.
- 8.16.5. 不得將堆高機駛經鬆土或坑陷地區。
Do not drive the forklift through loose soil or pit.



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- 8.16.6. 在轉角處、出入口及人員靠近時，降低行駛速度，必要時暫停或按喇叭，以警告行人或來車。
Reduce speed, stop or horn when approaching the corner or entrance, or other person or car passes by.
- 8.16.7. 堆高機行駛時，駕駛員應全神注視行進後退方向，避免發生碰撞事故。
The driver shall focus on each direction in order to prevent any accident.
- 8.16.8. 舉起重物、放下重物及行駛時，應該緩慢地開動，行駛間不得急轉。
Drive and turn slowly when lifting or carrying any heavy goods.
- 8.16.9. 動力啟動之狀態下，駕駛員不應從事與駕駛無關之作業，以免碰觸操作元件或產生不安全之狀況。
The driver shall focus on operating forklift in order to prevent any unsafe situation.
- 8.16.10. 載運物品勿超過堆高機額定荷重，並將載重限制標示於堆高機明顯處。
Do not exceed the carrying capacity when carrying goods. Carry capacity shall be marked on a prominent place of forklift.
- 8.16.11. 堆高機上所裝之物料，應整齊放置，其高度不得妨礙駕駛員之視線。
The height of goods forklift carrying shall not obstruct driver's view.
- 8.16.12. 載運物品時，上坡必須正面朝前，下坡時必須倒車行駛。
Drive forward when driving uphill. Drive backward when driving downhill.
- 8.16.13. 堆高機於作業時，不得搭載人員或將人員載升高之動作，亦不允許任何人攀搭在舉動叉桿或所舉動物品上。
Lifting person is not allowed and no one shall climb on the fork when operating forklift.
- 8.16.14. 堆高機不使用時，貨叉必須平放於地面，並應停放於適當位置不能妨礙通行。
The fork shall be flat on the ground, and the forklift shall be parked in a proper place in order to not interfere with traffic.

9. 教育與訓練 Education and Training

- 9.1. 本單位所屬工作者對於勞工安全衛生教育及預防災變之訓練，有接受之義務。
The workers belong to this unit are obligated to have the safety and health education and prevention training.
- 9.2. 經政府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。



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Any operator unapproved by the central competent authority or the skill certification shall not operate any dangerous machinery or equipment designated by the Government.

9.3. 依職業安全衛生教育訓練規則辦理必要之安全衛生教育訓練：

Apply the safety and health education training in accordance with the safety and health education training regulations:

9.3.1. 職業安全衛生業務主管之安全衛生教育訓練。

Safety and health education and training of the occupational safety and health director

9.3.2. 職業安全衛生管理人員之安全衛生教育訓練。

Safety and health education and training of the occupational safety and health manager

9.3.3. 勞工作業環境監測人員之安全衛生教育訓練。

Safety and health education and training of the environmental monitoring personnel

9.3.4. 施工安全評估人員及製程安全評估人員之安全衛生教育訓練。

Safety and health education and training of the construction safety evaluator and the process safety evaluator

9.3.5. 高壓氣體作業主管及有害作業主管之安全衛生教育訓練。

Safety and health education and training of high pressure gas director and hazardous work director

9.3.6. 具有危險性之機械或設備操作人員之安全衛生教育訓練。

Safety and health education and training of the dangerous machinery or equipment operator

9.3.7. 特殊作業人員之安全衛生教育訓練。

Safety and health education and training of special operation operator

9.3.8. 勞工健康服務護理人員之安全衛生教育訓練。

Safety and health education and training of the nursing personnel

9.3.9. 急救人員之安全衛生教育訓練。

Safety and health of emergency personnel

9.3.10. 一般安全衛生教育訓練。

General safety and health education and training

9.3.11. 前十款之安全衛生在職教育訓練。

Safety and health education and training of ten previous items



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- 9.4. 新僱或調換作業勞工參與或接受教育訓練之時數，不得少於 3 小時課程如下：
Any new hired employee or transferred employee shall participate at least 3 hours of following education and training:
- 9.4.1. 作業安全衛生有關法規概要。
Regulation summary of operational safety and health
 - 9.4.2. 職業安全衛生概念及安全衛生工作守則。
Concept of occupational safety and health and safety and health code of practices
 - 9.4.3. 作業前、中、後之自動檢查。
Automatic check before, during and after operation
 - 9.4.4. 標準作業程序。
Standard operating procedures
 - 9.4.5. 緊急事故應變處理。
Emergency response process
 - 9.4.6. 消防及急救常識暨演練。
Drills of fire and first aid
 - 9.4.7. 其他與勞工作業有關之安全衛生知識。
Other labor related safety and health knowledge
- 9.5. 從事使用生產性機械或設備、電焊作業等應各增列三小時；對製造、處置或使用危害性化學品者應增列三小時。
Addition three hours of education and training for any productive machinery or equipment operator, welder, or dangerous chemical product operator
- 9.6. 各級業務主管人員於新僱或在職於變更工作前，應參照下列課程增列六小時。
Addition six hours of following courses for any new hired or transferred director
- 9.6.1. 安全衛生管理與執行。
Safety and health management and execution
 - 9.6.2. 自動檢查。
Automatically checks
 - 9.6.3. 改善工作方法。
Improve work methods
 - 9.6.4. 安全作業標準。
Safety operation standards



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10. 健康指導管理措施 Health guidance management

10.1. 指派之人員辦理勞工健康保護事項：

The assigned personnel shall conduct the labor health protection, such as:

10.1.1. 健康管理：如一般及特殊健康檢查分級管理、選工、配工、職業傷病統計分析與健康風險評估等措施。

Health management: Such as classification management of general and special health checks, employee selection, employee placement, occupational injury statistical analysis and health risk evaluation.

10.1.2. 健康促進：如勞工健康、衛生教育與指導、癌症篩選、三高預防、工作壓力舒緩及員工協助方案等身心健康促進措施。

Health promotion: Such as labor health, health education and guidance, cancer screening, 3 H (Hypertension, High Blood Cholesterol, High blood sugar) prevention, stress relieving and employee assistance programs.

10.1.3. 協助相關部門辦理職業病預防：加強職業安全衛生業務主管走入工作場所，時常到工作現場巡視，發現製造流程中所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。

Assist the relevant departments for occupational disease prevention: The occupational safety and health director shall survey the workplace more often, found the potential health hazards in the manufacturing process, and provide occupational health consulting.

10.2. 新進勞工應確實施行體格檢查，在職勞工並應依規定接受本單位所排定之各項為維護勞工健康，所實施之定期健康檢查。

Every new employee shall implement a physical examination. Every incumbent shall implement periodically health examinations in order to maintain health.

10.3. 在職勞工應依下列規定接受定期健康檢查：

Incumbents shall implement periodically the health examinations in accordance with the following provisions

10.3.1. 年滿 65 歲以上者，每年定期檢查一次。

Incumbents over 65 shall implement a health examination once a year.

10.3.2. 年滿 40 歲未滿 65 歲者，每三年定期檢查一次。

Incumbents over 40 and under 65 shall implement a health examination once every three years.

10.3.3. 年齡未滿 40 歲者，每五年定期檢查一次。

Incumbents under 40 shall implement a health examination once every five years.



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10.4. 醫護人員臨廠服務辦理下列事項 Medical personnel on-site service includes

10.4.1. 勞工之健康教育、健康促進與衛生指導之策劃及實施。

Planning and implementation of labors' health education, health promotion and health guidance

10.4.2. 工作相關傷病之防治、健康諮詢與急救及緊急處置。

Prevention of work-related injuries, health counseling, and first aid and emergency treatment

10.4.3. 協助雇主選配勞工從事適當之工作。

Assist employer in placing labors in proper works.

10.4.4. 勞工體格、健康檢查紀錄之分析、評估、管理與保存及健康管理。

Analysis, evaluation, management and preservation of labors' physical and health examinations records

10.4.5. 職業衛生之研究報告及傷害、疾病紀錄之保存。

Report of the occupational health research and preservation of injury and disease records

10.4.6. 協助雇主與職業安全衛生人員實施工作相關疾病預防及工作環境之改善。

Assist employer and occupational safety and health personnel in implementing work-related disease prevention and improving the working environment

10.5. 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：

Medical personnel shall accompany the occupational safety and health personnel or other related personnel to survey the site for the following matters

10.5.1. 辨識與評估工作場所環境及作業之危害。

Identify and evaluate the workplace and environmental hazards

10.5.2. 提出作業環境安全衛生設施改善規劃之建議。

Recommend the safety and health facility improvement plan of the working environment

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

Investigate the relation between labors' health and work. Evaluate the health risk of the labors with high-risk of health, and implement the necessary prevent and health promotion measures

10.5.4. 提供復工勞工之職能評估、職務再設計或調整之諮詢及建議。

Provide the occupational assessment, or consultation of job redesign or adjustment to the returned labor



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10.6. 於勞工經一般體格檢查、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：

Implement the following measures after labors have the general physical examination, special physical examination, general health examination or special health examination:

10.6.1. 參採醫師建議，告知勞工，並適當配置勞工於工作場所作業。

Inform the labor and place the labor in a proper workplace in accordance with the doctor's suggestion

10.6.2. 對檢查結果異常之勞工，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。

Medical personnel shall provide the health guidance to the labor with abnormal examination results. Any labor may not fit in work shall change a working environment, change work or shorten the working hours, and implement health management measures in accordance with doctor's recommendations.

10.6.3. 將檢查結果發給受檢勞工。

The examination results shall be provided to labors

10.6.4. 將受檢勞工之健康檢查紀錄彙整成健康檢查手冊。

Aggregate the health examination records of labors into a health examination manual

11. 急救與搶救 First aid and emergency treatment

11.1. 一般急救 General first aid

11.1.1. 在傷者未就醫或醫護人員未抵達前，應立即為傷者做適當之急救處置措施。

Give first aid to the patient immediately before arrival of the medical personnel or on the way to hospital

11.1.2. 無論實施任何急救處置措施，皆應使傷者保持平靜，並維持其體溫，以防休克。

Whether the implementation of emergency treatment, the patient shall keep calm and maintain body temperature in order to prevent shock

11.1.3. 如傷者面部潮紅，應將其頭部抬高，反之應低些；如有嘔吐現象，則將頭部側向一邊。

Raise patient's head in case of facial flushing; Tilt patient's head to the side in case of vomit.

11.1.4. 發現傷者休克時，除保持其體溫外，應將其腳部墊高二十至三十公分。



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Keep patient's body temperature and elevate the legs in case patient is suffered from shock.

11.1.5. 發現傷者中暑，應迅速將其移至陰涼且通風良好處所，解開衣釦，並以濕毛巾擦拭其身體後，立即送醫急救。

Move the patient to a cool and well-ventilated place, unbutton the coat and wipe the body with wet towel, and send to hospital immediately in case patient is suffered from heatstroke.

11.2. 外傷出血急救 Emergency treatments for traumatic bleeding

11.2.1. 在施救前，應先行查看其傷口已否止血。

Stanch the blood before giving emergency treatment

11.2.2. 使用經消毒過之紗布，敷蓋其傷口處。

Use sterilized gauze to cover the wound

11.2.3. 進行止血時，應確認出血之顏色，以便做適當之止血處理工作。

Confirm the bleeding color before stanching the blood in order to make the appropriate stanching process

11.3. 觸電急救 Emergency treatments of electric shock

11.3.1. 應使用長形竹竿、木棒（棍）等將電源線等帶電物體，先行移開。

Remove the electrified object with bamboo pole or stick

11.3.2. 應用口對口人工呼吸及胸外心臟按摩之「心肺復甦術」予以施救。

Begin CPR (Cardiopulmonary Resuscitation)

11.4. 骨折急救 Emergency treatments of bone fracture

11.4.1. 先於骨折處，以正確的附木、軟性墊物或其他適當之固定物等，加以固定。

Stable the fractured place with proper object, such as wooden plate or pad

11.4.2. 在受傷部位不致晃動之情形下，儘速送醫急救。

Send to the hospital immediately after the fractured place is stable

11.5. 呼吸停止急救 Emergency treatments of respiratory arrest

11.5.1. 應將傷者頭部後仰，以保持呼吸道暢通。

Tilt the patient's head back in order to keep the airway open

11.5.2. 確認傷者呼吸是否停止。

Check whether the patient stops breathing

11.5.3. 捏緊傷者鼻孔，對口激急吹氣二次，藉以確認其呼吸道是否阻塞。



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Pinch patient's nose and blow twice into patient's mouth in order to check the airway is blocked

11.5.4. 以每分鐘十二次之方式，實施口對口人工呼吸急救。
Begin mouth-to-mouth resuscitation in 12 times a minute

11.6. 心臟停止急救 Emergency treatments for cardiac arrest

11.6.1. 食、中指輕置於傷者頸動脈處，確認其脈搏是否消失。
Place the index and middle fingers on patient's carotid artery in order to check the pulse

11.6.2. 將傷者置於堅硬平坦之地面或長桌面上，儘速施以胸外心臟按摩術。
Place the patient on a flat and strong surface or on a long table and begin the external cardiac massage

12. 防護設備之準備、維持與使用 Preparation, maintenance and usage of the protective equipments

12.1. 作業場所必備之手套、防護用具、護目鏡、口罩、安全鞋、安全帽及各種防護衣物等物品，若有短缺或破損時應立即申請補充。

Apply supplement in case of any shortage or damage of gloves, protective equipment, glasses, masks, safety shoes, helmets, all kinds of protective clothing and any other items for operation

12.1. 特殊作業用之安全面罩、安全鏡、防護衣（含耐高低溫、耐酸鹼）套、鞋、安全帽、耳塞、口罩等，如有短缺或不堪用時，立即申請補充。

Apply supplement in case of any shortage or damage of safety masks, glasses, protective clothing, shoes, helmets, earplug, mask or any other items for special process

12.3. 對處理特殊化學之沖眼設備與緊急淋浴設備等，如有故障或損壞應立即申請修護，以保持堪用。

Apply supplement in case of any damage of eye wash or emergency shower equipment

12.4. 各單位現有之消防安全及逃生設備等若有短缺或損壞時，應提出申請補充或修護。

Apply supplement or reparation in case of any shortage or damage of fire safety equipment or escape equipment

12.5. 員工因工作必須使用個人防護裝備時，應依規定切實使用，並做必須之檢點與維護，藉以維持性能確保作業安全。

Employee shall wear protective equipment in accordance with the provisions for working purpose. And implement the checking and the maintenance in order to maintain its performance



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- 12.6. 所設置之安全衛生設備，不得任意拆卸或使其失去效能，發現被拆卸或喪失效能時，應即報告安全衛生管理人員。
Any safety and health equipment shall not be removed or demolished. Notify the safety and health manager immediately in case any removed or demolished equipment is found

13. 事故通報與報告 Incident notification and report

- 13.1. 作業勞工於工作中受到任何傷害時，應立即向其單位主管報告，單位必須立即反映至勞工安全衛生管理單位或向管理人員報告。
In case any employee is injured in the work, notify the site director and report to the labor safety and health administration immediately.
- 13.2. 若發生重大災害時，經搶救處理後，應保持現場不得擅自移動或破壞，以便司法機關及勞動檢查機構檢查。
The incident scene shall not be disturbed after the rescue in case of a disaster occurred in order to be inspected by the judiciary and the labor inspectorate.
- 13.3. 若發生法定之重大災害時(1人死亡或受災人數3人以上)，應由勞工安全衛生管理人員或現場負責人於8小時內向勞動檢查機構(高雄市勞動檢查所/電話：)報備。
Occupational safety and health manager or person in charge shall report the disaster to the labor inspectorate within 8 hours (Kaohsiung Labor Inspectorate / Tel:) in case of a major disaster (1 person died or injured person over 3) occurred.
- 13.4. 工作場所發生職業災害，由主管部門實施災害調查，勞工安全衛生管理單位彙整後每月定期分析，擬定防止對策陳報董事長核定。
Occupational safety and health administration shall monthly analyze the disaster investigation report which the department director implemented and propose prevention to the chairman after an occupational disaster occurred.

14. 其他有關安全衛生事項 Other safety and health regulations

- 14.1. 勞工如有違反本守則之規定者，得視情節輕重函報主管機關依法予以處分。
Depending on the seriousness of the case, labor shall be punished in case of violating any regulation of this Code.
- 14.2. 非本單位雇用之工作者進入本單位工作，應遵守相關規定。
Non-employed workers shall comply with the relevant regulations to work in this unit.

15. 附則 Supplementary regulations

- 15.1. 本公司訂定之各項安全衛生守則，有關工作之規範事項均視同工作守則。



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Any work related regulations in this safety and health code of practice shall be regarded as the code of practice.

15.2. 本工作守則未盡事宜得依情況修訂本守則如有未盡事宜，悉依勞工安全衛生法令規定辦理。

Any unspecified issue shall be governed by the provisions of Labor Safety and Health Act.

15.3. 本守則報經勞動檢查機構備查後公告實施，修訂或增訂時亦同。

This code of practice shall be announced and implemented after reporting to the labor inspectorate for future reference; likewise any revision.

15.4. 本守則自發佈日實施。

This code of practice shall be implemented from the date of issue.



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修訂記錄 Revision History

版 期 Rev. No	修訂日期 Eff. Date	修 訂 章 節 Sect. Revised	修 改 內 容 Changes
NC	02/17/2016	All	Initial Release