

輔仁大學
環境保護暨安全衛生管理規章
Fu Jen Catholic University
Regulations Governing Environmental
Protection, Health, and Safety

105 年 1 月 14 日 104 學年度第 5 次行政會議修正通過

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第一章 總則

Chapter One: General Provisions

第一條 本校為使各單位及各級主管人員均能瞭解其本身對職業安全衛生業務之施行所應負權責，特依據「職業安全衛生管理辦法」、「學校職業安全衛生管理要點」之相關規定，訂定本規章。

Article 1

The University formulated Regulations Governing Environmental Protection, Health, and Safety (hereinafter ‘the Regulations’) in order to ensure that staff and students at the University understand their rights and responsibilities with regard to occupational health and safety. The Regulations were formulated in accordance with Regulations of Occupational Health and Safety Management and Management Guidelines for Occupational Health and Safety at Schools.

第二條 本規章適用範圍為本校下列各場所（以下簡稱適用場所）：

- 一、實驗室、試驗室、實習工廠、試驗工廠及其相關之準備及設備場所。
- 二、供師生使用，可從事試驗工作之研究室。
- 三、從事工程施工、品質管控、進度管控及竣工驗收等之工作場所。
- 四、運作毒性化學物質管理法規範之毒性化學物質場所。
- 五、其他依行政院勞動部指定適用之場所。

Article 2

The Regulations apply to all of the following locations (hereinafter ‘work sites’) at the

University:

1. Laboratories, experimental laboratories, workshops, experimental workshops, as well as preparatory sites and other sites with equipment;
2. Research rooms where faculty and staff conduct experiments;
3. Construction work sites and sites involved monitoring construction quality, construction progress, and granting the construction completion certificate;
4. Locations where toxic chemical substances, as defined in the Toxic Chemical Substances Control Act, are handled;
5. Other locations that the Ministry of Labor of the Executive Yuan designates as a work site.

第三條 本校適用場所內負責管理業務者稱為適用場所負責人。

Article 3

‘Work Site Supervisor’ refers to the person responsible for managing operations at the work site on campus.

第四條 本校依職業安全衛生法第二十三條、學術機構運作毒性化學物質管理辦法第四條與感染性生物材料管理辦法第六條規定，設置之環保暨安全衛生組織為：

- 一、環境保護暨安全衛生委員會。
- 二、毒性化學物質運作管理委員會。
- 三、生物安全會。
- 四、環境保護安全衛生中心。

前項第一至三款之設置辦法由本校另訂之。

Article 4

In accordance with Article 23 of the Occupational Safety and Health Act, Article 4 of the Regulations Governing the Management of Toxic Chemical Substances at Academic Institutions, and Article 6 of Regulations Governing the Management of Infectious Biological Materials, the University has established an organization to oversee health and safety, which is comprised of the following bodies:

1. Environmental Health and Safety Committee.
2. Management Committee for Toxic Chemical Substances.
3. Biosafety Committee.
4. Environmental Health and Safety Center.

Regulations governing the organization of the bodies listed in subparagraphs one to three above will be formulated by the University separately.

第二章 環境保護及安全衛生管理與各級之權責

Chapter Two: Management of Environmental Protection, Health, and Safety, and Related Rights and Responsibilities

第五條 本校環境保護及安全衛生（以下簡稱環安衛）組織系統如附件一。

Article 5

The organizational structure of the organization that oversees environmental protection, health, and safety can be found in Appendix I.

第六條 校長之環安衛權責：

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

Article 6

The responsibilities of the President include:

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

第七條 環境保護暨安全衛生委員會（以下簡稱環安衛委員會）之權責：

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

Article 7

The responsibilities of the Environmental Health and Safety Committee include:

1. To make recommendations to prevent water, air, noise, and biochemical pollution;

- control waste materials; protect against radiation; manage energy resources; reduce carbon emissions; and create policies concerning environmental protection and workplace health and safety;
2. To review Regulations Governing Environmental Protection, Health, and Safety as well as related regulations;
 3. To coordinate self-management plans for environmental protection, energy management, and workplace health and safety, and make recommendations for improvements;
 4. To review plans to implement educational training on the subjects of environmental protection, energy management, and workplace health and safety, and evaluate the results of such training;
 5. To review measures to prevent accidents caused by machines, facilities, raw materials, or other materials;
 6. To review environmental testing, resource monitoring, and environmental monitoring of the workplace, then propose follow-up measures based on the results of the evaluation;
 7. To review investigative reports of all accidents related to the environment and workplace health and safety, and to monitor follow-up improvements in communication;
 8. To review health management, health promotion, and the prevention of occupational disease;
 9. To review proposals related to environmental protection, energy management, and health and safety;
 10. To review the results of audits into environmental protection, energy management, routine inspections, and health and safety;
 11. To evaluate management performance in environmental protection, energy management, and on-site health and safety;
 12. To review the environmental protection, energy management, and health and safety measures of contracted partners of the University;
 13. To make proposals related to environmental protection, energy management, and health and safety.

第八條 毒性化學物質管理委員會之權責：

- 一、毒性化學物質運作管理規定之訂定及實施。
- 二、毒性化學物質危害預防及應變計畫之訂定及實施。
- 三、所屬單位運作毒性化學物質之監督管理。
- 四、毒性化學物質運作紀錄之彙整及定期申報。

Article 8

The responsibilities of the Management Committee for Toxic Chemical Substances include:

1. To create and implement guidelines for the operation and management of toxic

- chemical substances;
2. To formulate and implement hazard mitigation plans and emergency response plans for accidents involving toxic chemical substances;
 3. To supervise and manage the use of toxic chemical substances in administrative divisions/academic programs;
 4. To keep records of the use of toxic chemical substances and to routinely report those records.

第九條 生物安全會之權責：

- 一、審查須受管制之基因重組實驗及與生物學相關之研究計畫案。
- 二、審查、監督及管理相關生物實驗及研究計畫案等生物安全事項。
- 三、審核及管理危險群微生物或生物毒素之持有、保存、使用、處分或輸出入。
- 四、實驗室生物安全等級之審議及實驗室生物安全缺失之內部稽核及改善督導。
- 五、督導實驗室人員之生物安全教育訓練。
- 六、審核實驗室生物安全緊急應變計畫。
- 七、實驗室生物安全意外事件之處理、調查及報告。
- 八、審核生物實驗室之新建、改建、擴建、啟用或停止運作計畫。
- 九、實驗室生物安全爭議問題之審議。
- 十、感染性生物實驗廢棄物處理與清運流程之審議。
- 十一、審核及督導其他有關生物材料及生物實驗安全等管理事項。

Article 9

The responsibilities of the Biosafety Committee include:

1. To review research projects that involve experiments with genetic recombination, biological research projects, and other projects that require oversight;
2. To review, supervise, and manage biological experiments and research projects as well as other biological projects that involve health and safety;
3. To review and manage the possession, storage, use, disposal, import, and export of dangerous microorganisms and bio toxins;
4. To review the biosafety standards of laboratories, internally audit laboratories to discover insufficient standards of safety, and supervise the improvement of those standards;
5. To supervise educational training on the subject of biosafety for everyone working in a laboratory;
6. To review the emergency response plans related to laboratory biosafety;
7. To handle, investigate, and report on biosafety accidents that occur in laboratories;
8. To review construction plans, reconstruction plans, and plans to expand laboratory facilities, as well as plans for commencing and ceasing operations within such facilities;
9. To mediate disputes related to laboratory biosafety;
10. To review procedures for handling, clearing, and transporting infectious biological waste created in experiments;
11. To review and supervise the management of biological materials and biosafety in laboratories.

第十條 環境保護安全衛生中心（以下簡稱環安衛中心）之權責：

- 一、校園環境保護與安全衛生教育之推動與執行
- 二、實驗室及實習場所之督導、訓練、查核與輔導。

- 三、校園污染行為與活動之預防、監測、協助與管制。
- 四、物理、化學與生物實驗與研究活動之管制、查核與申報。
- 五、職業災害防治、安全衛生與節能減碳之規劃、建議、督導與執行。
- 六、其他環境保護與安全衛生相關事項之規劃、督導與執行。

Article 10

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

1. To promote and implement educational programs for health, safety, and environmental protection;
2. To inspect laboratories and practicum venues as well as provide supervision, guidance, and training to people working in those facilities;
3. To prevent, monitor, and regulate behavior or activities that create pollution on campus;
4. To review, oversee, and report experiments and research activities in the fields of physics, chemistry, and biology;
5. To prepare, execute, and oversee plans related to health and safety, carbon reduction, and the prevention of workplace accidents, and make recommendations for improvements;
6. To handle other matters related to the preparation, supervision, and execution of plans for health, safety, and environmental protection.

第十一條 各院院長對該院環安衛業務之權責如下：

- 一、綜理該院有關環境保護、輻射防護及安全衛生業務。
- 二、責成該院各所屬單位執行有關環境保護、輻射防護及安全衛生業務，並定期考核。
- 三、責成該院各相關單位配合辦理環境保護、輻射防護及安全衛生諸項作業。
- 四、責成相關單位處理解決該院提出之作業危害因素。
- 五、核定、推行該院環安衛工作計劃與評估有關職業傷害之統計資料。

Article 11

The responsibilities of College Deans include:

1. To oversee environmental protection, protection against ionizing radiation, and health and safety at the College;
2. To instruct all programs in the College to implement measures related to environmental protection, protection against ionizing radiation, and health and safety, as well as conduct routine inspections;
3. To instruct all programs in the College to assist in all matters related to environmental protection, protection against ionizing radiation, and health and safety;
4. To instruct relevant programs in the College to eliminate and deal with hazardous elements which have been identified by the College;
5. To authorize and promote plans for environmental protection, health, and safety at the College, as well as conduct assessments based on statistics of occupational injury.

第十二條 各院所屬各系所主管之權責如下：

- 一、執行環安衛之管理與職業災害防止事項。
- 二、定期檢查、重點檢查、檢點及其他有關檢查督導事項。

- 三、定期或不定期實施巡視。
- 四、督導各實驗室實施環安衛管理事項。
- 五、研究職業災害防止對策。
- 六、規劃、執行環安衛教育訓練。
- 七、辦理該單位職業災害調查及職業災害統計。
- 八、事故發生時，協助處理及調查事故發生原因，並立即通報主管。
- 九、其他環安衛法規規定之事項。
- 十、其他院長交辦有關環安衛管理事項。

Article 12

The responsibilities of Program Directors include:

1. To manage environmental protection, health, safety, and the prevention of occupational accidents;
2. To supervise routine inspections, target inspections, and matters related to inspections;
3. To conduct inspection tours on a routine and non-routine basis;
4. To supervise all laboratories in managing environmental protection, health, and safety;
5. To research strategies to prevent occupational accidents;
6. To plan and carry out educational training on the subject of environmental protection, health, and safety;
7. To manage investigations into, and compile statistics of, occupational accidents;
8. To assist in handling an accident, investigating its cause, and immediately reporting details to their superior;
9. To execute guidelines regarding environmental protection, health, and safety;
10. To handle matters related to environmental protection, health, and safety which were delegated to them by the College Dean.

第十三條 各單位所屬安全委員之權責如下：

- 一、督導該系所屬適用場所負責人執行環保及工安管理工作。
- 二、推動、宣導該系有關職業安全衛生規定事項。
- 三、實施職業安全衛生自動檢查及作業環境測定工作。
- 四、協助環安衛中心推動事項。
- 五、執行巡視、考核該系環境保護、安全衛生有關事項
- 六、辦理單位主管交付之相關工作事項。

Article 13

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

1. To supervise the Work Site Supervisor at the administrative division/academic program with regard to the management of health, safety, and environmental protection;
2. To promote and announce regulations for workplace health and safety at the academic program/administrative division;
3. To conduct routine inspections of workplace health and safety and test the workplace environment;
4. To assist the Center in promotional matters;
5. To perform inspection tours and evaluate health, safety, and environmental protection at

the academic program/administrative division;

6. To handle matters assigned by the head of the academic program/administrative division.

第十四條 各實驗室、試驗室、實習工廠、試驗工廠負責人之權責如下：

- 一、執行所轄作業場所環境保護、輻射防護及安全衛生管理事項。
- 二、分析、評估作業場所中之各種可能危害因素，訂定安全衛生工作守則，並對所屬人員實施環安衛有關之講習與訓練。
- 三、對於作業場所潛在的危害因素應立即消除或加以改善，並報告系所主管。
- 四、確定機械及儀器設備必要之保養與檢查。
- 五、督導所屬人員確實遵守環安衛之規範。
- 六、經常巡視作業場所，對不安全之動作糾正、督導及制止。
- 七、提供適當之環安衛之防護用具，並督導所屬人員確實、正確佩帶。
- 八、事故發生時，負責迅速妥善處理，立即報告主管；予以傷者必要急救並送醫治療；調查事故發生原因，並陳報因應防護改善對策。
- 九、執行其他有關環境保護、輻射防護及安全衛生事項。

Article 14

The responsibilities of a Supervisor of a laboratory, experimental laboratory, workshop, or experimental workshop include:

1. To manage environmental protection, the prevention of ionizing radiation, and health and safety in the workplace;
2. To analyze and assess hazardous elements in the workplace, formulate Workplace Health and Safety Rules, and organize training programs and lectures on health and safety for all personnel;
3. To eliminate or remediate potential risk factors in the workplace as quickly as possible, and then make a report to the director of the program;
4. To ensure that necessary inspections and maintenance are conducted on machines and instruments;
5. To supervise and ensure that everyone in the workplace follows the Workplace Health and Safety Rules;
6. To take frequent tours of the workplace, provide supervision, and stop or correct unsafe behavior;
7. To provide the necessary protective equipment to all personnel and ensure that it is used or worn properly;
8. To deal with an accident appropriately and in timely fashion, and report it to the Director; to provide necessary medical aid to the injured and send them for medical treatment; investigate the cause of the accident, and provide a strategy to prevent a similar accident in the future;
9. To execute other tasks related to environmental protection, protection against ionizing radiation, and health and safety.

第十五條 本校各教職員工生之責任與義務如下：

- 一、遵守環安衛有關法令規章和該作業場所之安全衛生工作守則。
- 二、作業前確實檢點作業環境及設備，有異常時應立即調整並報告師長或單位主管。
- 三、接受健康檢查，並遵辦檢查結果之建議事項。

四、接受環境保護、輻射防護及安全衛生教育訓練並提出環境保護、輻射防護及安全衛生有關之建議。

五、事故發生時，應協助迅速處理並恢復正常。

六、協助新進人員瞭解環安衛標準作業方法。

Article 15

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

1. To follow the Workplace Health and Safety Rules as well as related regulations and guidelines;
2. To inspect the work environment and equipment thoroughly before use, fix any problems immediately, and report any problems to the instructor or person in charge;
3. To receive health examinations and follow the recommendations given based on the results;
4. To receive training related to environmental protection, protection against ionizing radiation, and health and safety, and provide suggestions for improvements in those areas;
5. To help deal with accidents quickly and expedite a return to normal conditions in the work site;
6. To help newcomers to the workplace understand standard operating procedures related to environmental protection, health, and safety.

第十六條 本校各級人員因故未能執行職務時，應指定適當人員代理職務，並報告其上級主管，其代理人應負代理期間之職務管理責任。

Article 16

When personnel at any administrative level are unable to perform their professional duties, they must designate a suitable person to assume those duties, and report the designation to their superior. The replacement shall then be responsible for those duties for however long the aforementioned personnel cannot perform their duties.

第三章 自動檢查之實施 Chapter 3: Routine Inspections

第十七條 本校對適用場所之各項實驗及實習設備，各系所適用場所負責人應依職業安全衛生管理辦法第十三條至第四十四之一條之規定，對其所有之儀器、設備、機械、車輛實施定期檢查。

Article 17

In accordance with Articles 30 to 44 of Regulations Governing the Management of Occupational Health and Safety, the Work Site Supervisor at an administrative division/academic program must routinely inspect all instruments, equipment, machines, and vehicles.

第十八條 本校對適用場所之各項實驗及實習設備，各系所適用場所負責人應依職業安全衛生管理辦法第四十五條至第四十九條之規定，實施重點檢查。

Article 18

In accordance with Articles 45 to 49 of Regulations Governing the Management of Occupational Health and Safety, the Work Site Supervisor at an administrative division/academic program must conduct target inspections of laboratories and practice facilities.

第十九條 本校對適用場所之各項實驗及實習機器、儀器設備，各系所適用場所負責人應依職業安全衛生管理辦法第五十至第七十八條之規定，使其所屬教職員工生於作業前，實施作業前檢點。

Article 19

In accordance with Articles 50 to 78 of Regulations Governing the Management of Occupational Health and Safety, the Work Site Supervisor at an administrative division/academic program must ensure that faculty, staff, and students in laboratories and practice locations inspect machines, equipment, instruments, and facilities before use.

第二十條 各實驗室之負責人應自行實施定期之實驗室安全衛生檢點，其檢點對象、內容應依本校自動檢查辦法訂定，以檢點表為之；並配合所屬單位主管及環保與安衛負責人員實施之自動檢查。

Article 20

The Supervisor of each laboratory must conduct routine health and safety inspections in the laboratory. Details about what must be inspected are outlined in FJCU Regulations Governing Routine Inspections. The Routine Inspection Form must be completed during a routine inspection. The inspection must also conform to the specific requirements of the administrative division/academic program and the supervisor there responsible for health, safety, and environmental protection.

第二十一條 本校環境保護安全衛生中心應於學期之初訂定當年度自動檢查計畫，並公告實施。

Article 21

The Environmental Health and Safety Center will draft, announce, and implement a Workplace Health and Safety Program at the beginning of each semester.

第二十二條 各單位依本規章第十條第十二條實施之定期檢查、重點檢查與作業前檢點記錄下列事項，一份自存三年、一份陳核所屬學院：

- 一、檢查年月日。
- 二、檢查方法。
- 三、檢查項目。
- 四、檢查結果。
- 五、檢查者姓名。
- 六、改善措施。

Article 22

When conducting the inspections, target inspections, and pre-work inspections described in Articles 10 and 12 above, each administrative division/academic program will record the details listed below. One copy of the inspection records will be kept in the office of the administrative division/academic program for three years, and one copy will be sent to the office of the College where the administrative division/academic program is located.

Inspection records must include:

1. The date of inspection;
2. The method of inspection,
3. The item that was inspected;
4. The results of inspection;
5. The name of the person who conducted the inspection;
6. Measures taken to improve any problems.

第二十三條 各系所、人員應就本規章第十三條至十五條所述實施自動檢查。各系所、人員實施檢查、檢點，發現異常或有危害之虞時，應立即檢修及採取必要措施，並報告實驗室場所負責人或單位主管處理。

Article 23

Personnel at each administrative division/academic program must perform routine inspections in accordance with Articles 13 to 15 of the Regulations. During an inspection or target inspection, any abnormality or potential hazard should be dealt with immediately, and then reported to the Work Site Supervisor or to the Director of the administrative division/academic program.

第四章 醫療衛生及健康檢查 Chapter Four: Health and Medical Examinations

第二十四條 本校醫療衛生單位為學生事務處衛生保健組，其辦理事項：

- 一、健康教育、健康促進及衛生指導之策劃與實施。
- 二、協助職業傷病及一般傷病之急救有關事項。
- 三、保健有關事項。
- 四、協助勞工體格檢查及健康檢查有關事項。
- 五、協助職業衛生之研究報告及傷害、疾病紀錄之保存。
- 六、協助實施職業病預防及工作環境之改善。
- 七、其他經主管機關指定者。

Article 24

The Student Health Division at the Office of Student Affairs is responsible for healthcare at the University. Its responsibilities include:

1. To plan and implement programs for health education, health promotion and healthcare guidance;
2. To provide medical assistance for both occupational and non-work related disease and injury;
3. To handle matters related to health maintenance;
4. To assist with the physical and medical examinations of workers;
5. To help write research reports on occupational health and maintain records of occupational disease and injury;
6. To assist in implementing measures to prevent disease and improve the work environment;
7. To handle other tasks delegated by the government.

第二十五條 本校適用場所內新進人員應實施體格檢查及在職定期健康檢查。

Article 25

All new personnel in a work site must undergo an initial physical examination and routine medical examinations while holding the post.

第二十六條 本校適用場所內人員健康檢查，委託勞動部所指定醫療機構辦理。

Article 26

The medical examinations for personnel in work sites will be conducted by a medical institution recognized by the Ministry of Labor.

第二十七條 本校適用場所內人員實施一般體格檢查、健康檢查及特殊檢查其項目及保存期間依勞動部勞工健康保護規則規定事項辦理。

Article 27

The content of basic physical examinations, health examinations, and special health examinations, as well as the length of time that examination results must be kept are based on the Ministry of Labor Regulations Governing the Protection of Worker Health.

第二十八條 本校適用場所內人員有從事職業安全衛生法施行細則第二十七條所指定特別危害健康之作業時，應於新工作前及所規定期內，實施各該指定項目之特殊體格檢查、健康檢查。

Article 28

Personnel engaging in a task at a work site that is defined as having special health hazards as stipulated in Article 27 of Enforcement Rules of the Occupational Safety and Health Act must receive special health examinations before beginning the job as well as routine health examinations afterward.

第二十九條 本校適用場所內人員，應依下列規定實施一般健康檢查：

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

Article 29

All personnel in a work site on campus must undergo basic health examinations at the following intervals based on age:

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

第五章 事故通報

Chapter Five: Reporting Accidents

第三十條 本校適用場所內發生下列職業災害之一時，應於四小時內報告該單位所屬院方，院方呈報校長，並副知環安衛中心；該單位於事故發生八小時內，報告檢查機構：

- 一、發生死亡災害者。
- 二、發生災害之罹災人數在三人以上者。
- 三、發生災害之罹災人數在一人以上，且需住院治療。
- 四、其他經中央主管機關指定公告之災害。

發生前項之職業災害時，除必要之急救、搶救外，非經司法機關或勞動檢查機構許可，不得移動或破壞現場。

Article 30

An occupational accident that occurs at a work site must be reported to the office of the College in which it occurred within four hours. The College will report it to the President and notify the Environmental Health and Safety Center. The administrative division/academic program in which the accident occurred must report the accident to a government inspection agency within eight hours under any of the following conditions:

1. The accident involved a death;
2. The accident injured 3 or more people;
3. The accident resulted in at least 1 person requiring a hospital stay;
4. There was an accident which must be reported based on government announcements.

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

第三十一條 本校運作毒性化學物質場所，有下列情形之一者，本校運作人應立即採取緊急防治措施，並至遲於一小時內，報知主管機關及本校環安衛中心：
一、因洩漏、化學反應或其他突發事故而污染運作場所周界外之環境。
二、於運送過程中，發生突發事故而有污染環境或危害人體健康之虞。
有前項各款情形時，主管機關或本校環安衛中心，除命其採取必要措施外，並可命其停止與該事故有關之部分或全部運作。
第一項第二款運送過程發生突發事故時，運作人或所有人應至遲於兩小時內派專業應變人員至事故現場，負責事故應變及善後處理等事宜。
第一項運作人除應於事故發生後，依相關規定負責清理外，並依規定製作書面調查處理報告，報請主管機關及本校環安衛中心備查；其報告之格式、內容、應記載事項及其他應遵行事項之準則，由主管機關及本校環安衛中心訂定之。

Article 31

If one of the circumstances below occurs in a work site where toxic chemical substances are used, the handlers of the substance must immediately take emergency preventive measures and report it to the competent government agency and the Environmental Health and Safety Center within one hour:

1. There is a leak, chemical reaction, or sudden accident that contaminates the work site and its surrounding environment;
2. There is an accident while transporting toxic chemical substances which contaminates the environment or may potentially harm someone physically.

In either of the situations above, the government agency or the Environmental Health and Safety Center may order the adoption of necessary measures as well as the partial or complete cessation of operations at the work site.

If an accident during transportation occurs as described in subparagraph two of paragraph one above, the handler(s) of the substance and all other personnel involved must dispatch a professional responder to the scene within two hours of the accident to deal with the situation appropriately and professionally.

If the situation matches that described in paragraph one above, the handler(s) will be responsible for dealing with and cleaning up the accident in accordance with regulations. They must also produce a written investigative report and submit it to the competent government agency and the Environmental Health and Safety Center to be kept on record.

The government agency and the Environmental Health and Safety Center will decide on the requirements of the report, such as format, content, items and guidelines.

第三十二條 實驗室應定期盤點其持有、保存之第二級以上危險群微生物或生物毒素品項及數量。發現有不符或遺失等異常事件時，應立即通報報告該單位所屬院方，院方呈報生物安全會。生物安全會接獲通報後次日起七日內，須完成異常事件調查；設置單位應於完成調查後次日起三日內，將調查報告報請地方主管機關備查，並副知中央主管機關。

Article 32

Laboratories must routinely audit their possession and storage of bio toxins and microorganisms of the Risk Two Group and above, noting the names and amount of chemicals. If a discrepancy, loss, or other abnormality is discovered, it must be reported immediately to the College where the work site is located. The College will report it to the Biosafety Committee. Within seven days (starting the day after the report was received), the Biosafety Committee must complete an investigation into the abnormality. Within three days (beginning the day after the investigation is complete), the Biosafety Committee must submit its report to the local and central government authorities.

第三十三條 發生職業傷害時（包括虛驚事故），應填具「輔仁大學校園/實驗場所事故調查處理報告表(含虛驚事故)」，於發生當日起算，三個工作天內報告該單位所屬院方，並連同請假單或相關資料向本校環安衛中心報備。

Article 33

If there is an occupational accident (including a false alarm), the Fu Jen Catholic University Campus/Laboratory Accident Investigation Form must be completed and submitted to the College where the accident occurred within three working days. Applications for a leave of absence and related documents must be submitted to the Environmental Health and Safety Center.

第六章 罰則 Chapter Six: Penalties

第三十四條 違反本規章或經通報、檢查、通知未改善導致本校受罰者之個人、實驗室負責人或未盡督導責任之主管，經提報環安衛委員會決議後，得建議處以公開警告、停止或減少補助經費之參考、關閉嚴重不合格之實驗室及其他適宜之限制或處罰。

Article 34

If the University is fined because an individual, laboratory supervisor, or other supervisor violates these Regulations, or fails to comply after being reported, investigated, and issued an improvement order, the matter will be referred to the Environmental Health and Safety Committee. After a vote, the Committee may recommend the issuance of a public warning, the complete or partial revocation of funding, the shutting down of a laboratory which severely fails to meet required standards, and other appropriate restrictions or penalties.

第三十五條 本校適用場所內之工作人員或勞工有下列情形之一時，得依職業安全衛生法第四十六條規定函送本校所屬檢查機構，並處以三千元以下罰鍰。
一、不遵守本校所定之實驗室安全衛生工作守則。

- 二、無故不接受必要之健康及體格檢查者。
- 三、無故不接受必要之教育訓練者。

Article 35

If one of the following situations applies to personnel or workers in a work site on campus, the University may write a letter to the competent government authority and fine the individual up to NT\$3,000 in accordance with the Occupational Safety and Health Act:

1. The individual fails to follow University Workplace Health and Safety Rules for laboratories;
2. The individual refuses to undergo a physical examination or health examination without a valid reason;
3. The individual refuses to receive mandatory educational training without a valid reason.

第六章 附則

Chapter Six: Supplementary Provisions

第三十六條 本規章未規定者，依其他相關規定辦理。

Article 36

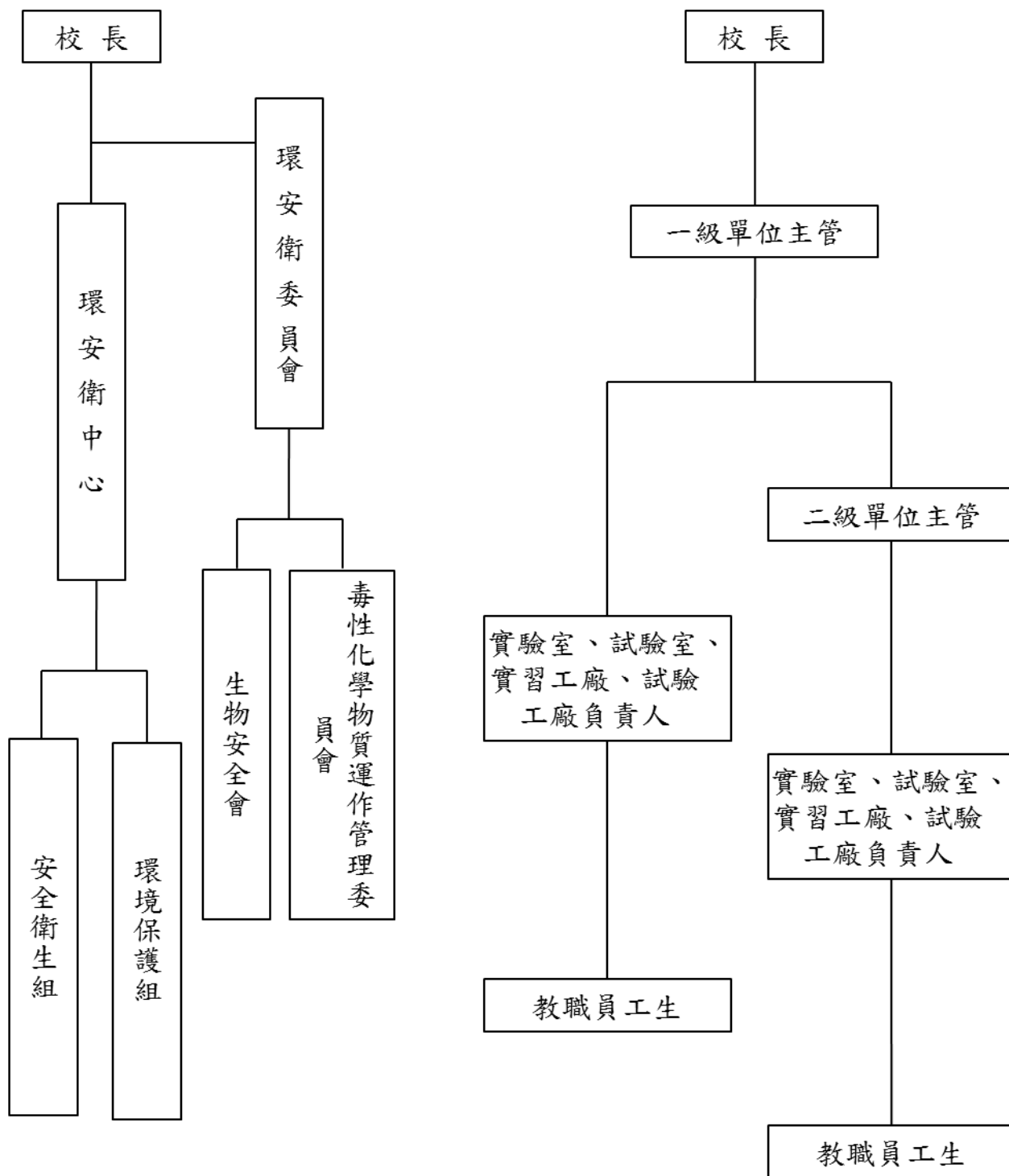
Any matters not covered in the Regulations will be handled in accordance with related regulations.

第三十七條 本規章經行政會議通過，報請校長核定後公布施行。修正時亦同。

Article 37

The Regulations were passed by the Executive Council and will be promulgated and implemented after approved by the President. The same procedure will be followed for each amendment.

附件一 本校環境保護及安全衛生組織系統



Appendix I
Organizational Structure for Environmental Protection, Health, and Safety at the University

