

# 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次行政會議通過

113年3月7日112學年度第6次行政會議修正通過

Passed at the Fifth Session of the Executive Council for the 2015-2016 Academic Year on January 14, 2016

Amended at the Sixth Session of the Executive Council for the 2023-2024 Academic Year on March 7, 2024

## 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，並有效降低職業災害發生，維護全體教職員工生之安全及健康，特依勞動部「職業安全衛生管理辦法」第十二之一條之規定，訂定本校「環境保護暨安全衛生管理規章」（以下簡稱本規章）。

#### Article 1

The University, in order to ensure that all units and supervisory personnel at all levels understand their rights and responsibilities in the implementation of occupational safety and health affairs and to effectively reduce the occurrence of occupational accidents, thereby safeguarding the safety and health of all faculty, staff, and students, hereby establishes the Regulations Governing Environmental Protection, Health, and Safety (hereinafter ‘the Regulations’) in accordance with Article 12-1 of the Ministry of Labor’s Regulations of Occupational Health and Safety Management.

第二條 本規章適用範圍如下：

- 一、適用場所：校內所有工作場所。
- 二、適用人員：因工作性質進出工作場所之校內工作者(如:教職員工生)與利害相關者(如:承攬商、供應商等)。

#### Article 2

The scope of these Regulations is as follows:

1. Applicable Places: All workplaces within the campus.
2. Applicable Personnel: Campus workers (such as faculty, staff, and students) and stakeholders (such as contractors and suppliers) entering and exiting the workplace due to the nature of their work.

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

The person in charge of management operations within the University's applicable places is referred to as the Work Site Supervisor.

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:

Formulating policies related to health, safety, and environmental protection;

Tasking the Environmental Health and Safety Committee with making proposals related to health, safety, and environmental protection;

Tasking the Environmental Health and Safety Center with managing health, safety, and environmental protection;

Hiring 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. Making recommendations to prevent water, air, noise, and biochemical pollution; controlling waste materials; protecting against radiation; managing energy resources; reducing carbon emissions; and creating policies concerning environmental protection and workplace health and safety;
2. Reviewing the Regulations Governing Environmental Protection, Health, and Safety as well as related regulations;
3. Coordinating self-management plans for environmental protection, energy management, and workplace health and safety, and making recommendations for improvements;
4. Reviewing 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. Reviewing environmental testing, resource monitoring, and environmental monitoring of the workplace, then proposing follow-up measures based on the results of the evaluation;
7. Reviewing investigative reports of all accidents related to the environment and workplace health and safety, and monitoring follow-up improvements in communication;
8. Reviewing health management, health promotion, and the prevention of occupational disease;
9. Reviewing proposals related to environmental protection, energy management, and health and safety;
10. Reviewing the results of audits into environmental protection, energy management, routine inspections, and health and safety;
11. Evaluating management performance in environmental protection, energy management, and on-site health and safety;
12. Reviewing the environmental protection, energy management, and health and safety measures of contracted partners of the University;
13. Making proposals related to environmental protection, energy management, and health and safety.

第八條 毒性及關注化學物質管理委員會之權責：

- 一、毒性及關注化學物質運作管理規定之訂定及實施。
- 二、毒性及關注化學物質危害預防及應變計畫之訂定及實施。

- 三、所屬單位運作毒性及關注化學物質之監督管理。
- 四、毒性及關注化學物質運作紀錄之彙整及定期申報。

#### Article 8

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

1. Establishing and implementing regulations for the management and operation of toxic and concerned chemical substances.
2. Formulating and implementing preventive measures and emergency plans for the hazards associated with toxic and concerned chemical substances.
3. Overseeing and managing the use of toxic and concerned chemical substances by respective units.
4. Gathering and periodically reporting the operational records of toxic and concerned chemical substances.

#### 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. Reviewing research projects that involve experiments with genetic recombination, biological research projects, and other projects that require oversight;
2. Reviewing, supervising, and managing biological experiments and research projects as well as other biological projects that involve health and safety;
3. Approving and managing the possession, storage, use, disposal, import, and export of dangerous microorganisms and biotoxins;
4. Reviewing the biosafety standards of laboratories, internally auditing laboratories to discover insufficient standards of safety, and supervising the improvement of those standards;
5. Supervising biosafety educational training for all laboratory personnel;
6. Reviewing emergency response plans related to laboratory biosafety;
7. Handling, investigating, and reporting on biosafety accidents that occur in laboratories;
8. Reviewing construction plans, renovation plans, and plans to expand laboratory

- facilities, as well as plans for commencing and ceasing operations within such facilities;
9. Mediating disputes related to laboratory biosafety;
  10. Reviewing procedures for handling, clearing, and transportation of infectious biological waste created in experiments;
  11. Reviewing and supervising 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 Protection and Safety Health Center include:

1. Promoting and implementing educational programs on campus for environmental protection, safety and health;
2. Supervising, training, auditing, and guiding laboratories and practicum venues;
3. Preventing, monitoring, assisting with, and regulating behaviors or activities that create pollution on campus;
4. Reviewing, overseeing, and reporting on experiments and research activities in the fields of physics, chemistry, and biology;
5. Planning, advising, supervising, and implementing plans related to health and safety, carbon reduction, and the prevention of workplace accidents, and make recommendations for improvements;
6. Handling other matters related to the preparation, supervision, and execution of plans for health, safety, and environmental protection.

第十一條 一級單位主管之權責如下：

- 一、綜理單位有關環境保護、輻射防護及安全衛生業務。
- 二、責成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、責成各所屬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所提出之作業危害因素。
- 五、核定、推行單位環安衛工作計劃與評估有關職業傷害之統計資料。
- 六、其他環安衛法規規定事項。

Article 11 The responsibilities of the head of a first-level unit include:

1. General management of matters related to environmental protection, ionizing radiation protection, and health and safety.
2. Mandating the execution of environmental protection, ionizing radiation protection, and health and safety tasks by subordinate units and conducting regular assessments.
3. Instructing relevant subordinate units to cooperate in handling operations related to environmental protection, ionizing radiation protection, and health and safety.
4. Instructing relevant units to address and resolve identified operational hazard factors.
5. Approving and implementing work plans for environmental, health, and safety and assessing statistics related to occupational injuries.
6. Handling other matters stipulated by the Regulations.

第十二條 二級單位主管之權責如下：

- 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、其他一級單位主管交辦有關環安衛管理事項。

Article 12

The responsibilities of the head of a second-level unit include:

1. Managing environmental protection, health, safety, and the prevention of occupational accidents;
2. Supervising routine inspections, target inspections, and matters related to inspections;
3. Conducting inspection tours on a routine and non-routine basis;
4. Supervising all laboratories in managing environmental protection, health, and safety;
5. Developing strategies to prevent occupational accidents;
6. Planning and executing educational training on environmental protection, health, and safety;
7. Managing investigations into and compiling statistics of occupational accidents;
8. Assisting in handling of accidents, investigating their cause, and immediately reporting details to their superior;
9. Executing guidelines regarding environmental protection, health, and safety;

10. Handling matters related to environmental protection, health, and safety which were delegated to them by the head of a first-level unit.

第十三條 各單位所屬安全委員之權責如下：

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

Article 13

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

1. Supervising the Work Site Supervisor at the administrative division/academic program with regard to the management of health, safety, and environmental protection;
2. Promoting and announcing regulations for workplace health and safety at the academic program/administrative division;
3. Conducting routine inspections of workplace health and safety and testing the workplace environment;
4. Assisting the Environmental Health and Safety Center in promotional matters;
5. Performing inspection tours and evaluating health, safety, and environmental protection at the academic program/administrative division;
6. Handling matters assigned by the head of the academic program/administrative division.

第十四條 校內作業場所(含實驗室)負責人之職責如下：

- 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、正確配戴。
- 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 in charge of an on-campus workplace (including laboratories) are as follows:

1. Managing of environmental protection, the prevention of ionizing radiation, and health and safety in the workplace;
2. Analyzing and assessing hazardous elements in the workplace, formulating Workplace Health and Safety Rules, and organizing training programs and lectures on health and safety for all personnel;
3. Eliminating or remediating potential risk factors in the workplace as quickly as possible, and then making a report to the supervisor;
4. Ensuring that necessary inspections and maintenance are conducted on machines and instruments;
5. Supervising and ensuring that everyone in the workplace follows the Workplace Health and Safety Rules;
6. Taking frequent tours of the workplace, providing supervision, and stopping or correcting unsafe behavior;
7. Providing the necessary protective equipment to all personnel and ensuring that it is used or worn properly;
8. Dealing with an accident appropriately and in timely fashion, and reporting it to the Director; providing necessary medical aid to the injured and sending them for medical treatment; investigating the cause of the accident, and providing a strategy to prevent a similar accident in the future;
9. Executing 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，應協助妥善處理現場及協助職業災害調查。
- 六、協助新進人員瞭解環安衛標準作業方法。
- 七、定期檢查、保養及更新個人防護器具，並保持工作場所整潔。

#### 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. In the event of an accident, assist in properly managing the situation and aiding in the investigation of occupational disasters.
  6. To help newcomers to the workplace understand standard operating procedures related to environmental protection, health, and safety.
  7. Regularly inspect, maintain, and update personal protective equipment, and keep the workplace clean.

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設備，各單位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設備，各單位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 each unit must conduct target inspections of all equipment in each workplace.

第十九條 本校對適用場所之各項機器、儀器設備，各單位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 each unit must ensure that faculty, staff, and students in each workplace 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.

第二十一之一條 個人安全衛生防護具之定期檢點也列入自動檢查計畫中，確認防護具之數量及性能，防止人員在工作中發生危害。

#### Article 21-1

The Workplace Health and Safety Program also includes regular checks of personal safety and health protective equipment to ensure the quantity and functionality of the protective equipment and to prevent harm to personnel during work.

第二十二條 各單位依本規章第十七條至第十九條實施之定期檢查、重點檢查與作業前檢點應記錄下列事項，呈核至單位主管並自存三年以上：

- 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 17, 18 and 19 above, each unit will record the details listed

below. One copy of the inspection records will be kept at the unit for three years, and one copy will be sent to the unit manager for review. 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 各單位、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，並報告場所負責人或單位主管處理，如有危險之虞時，應立即停工，並退避至安全場所。

#### Article 23

Units and personnel performing inspections and checks, upon finding any abnormalities or potential hazards, must immediately conduct reparations and take necessary measures, and report to the Work Site Supervisor or unit manager for further handling. In case of danger, work must be immediately stopped, and personnel must be evacuated to a safe place.

### 第四章 醫療衛生及健康檢查

#### Chapter Four: Health and Medical Examinations

第二十四條 本校訂定「健康管理計畫」，推動勞工健康服務與健康檢查，執行健康風險評估與健康管理，採取健康促進相關措施，增進校內工作者身心健康，營造健康職場。

#### Article 24

The University has established a “Health Management Plan” to promote labor health services and health examinations, conduct health risk assessments and health management, adopt health promotion measures, enhance the physical and mental health of workers within the university, and create a healthy workplace.

第二十四之一條 本校訂定「人因性危害預防計畫」、「異常工作負荷促發疾病預防計畫」、「執行職務遭受不法侵害預防計畫」及「女性勞工母性健康保護計畫」，經由計畫實施與評估，針對校內工作者採取必要之安全衛生措施，提升其職場安全衛生。

#### Article 24-1

The University has established Human Factors Hazard Prevention Plans, Abnormal Workload-Induced Illness Prevention Plans, Prevention Plans for Unlawful Harm during Duty, and Female Labor Maternal Health Protection Plans. Through the implementation and evaluation of these plans, necessary safety and health measures

are taken for workers within the university to improve their workplace safety and health.

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 shall be 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 the Enforcement Rules of the Occupational Safety and Health Act must undergo special health examinations before starting as well as routine health examinations during the described period.

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一級主管，再由一級主管呈報校長，並副知環安衛中心；環安衛中心於該單位事故發生八小時內，須通報至勞動檢查機構：

- 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 first-level head of the unit in which it occurred within four hours. The first-level head will report it to the President and notify the Environmental Health and Safety Center, who must then 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及經中央主管機關指定公告具有危害性之關注化學物質場所，有下列情形之一者，本校運作人應立即採取緊急防治措施，並通報環安衛中心，發生至遲於三十分鐘內，須報知主管機關：

- 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, and which has been designated a site with hazardous chemical substances of concern by the central competent authority, 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 thirty minutes:

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，應立即填寫「輔仁大學實驗室生物安全意外事件通報單」通報報告該單位主管及環安衛中心，環安衛中心呈報生物安全主管。生物安全主

管接獲通報後依照疾管署實驗室生物安全意外事件通報處理流程之規定時效進行通報。

#### 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, a report must be immediately filed using the Fu Jen Catholic University Laboratory Biosafety Incident Notification Form to the unit supervisor and the Environmental Health and Safety Center, which will then report it to the Biosafety Committee supervisor. Upon notification, the supervisor will further notify the relevant institutions in accordance with the laboratory biosafety incident notification procedures of the Taiwan Centers for Disease Control.

第三十三條 發生職業災害事故時，應填具「輔仁大學校園/實驗場所事故調查處理報告表」，發生虛驚事件時，則填具「虛驚事件報告表」，除第三十條至第三十二條須依規定時效通報外，報告表須於發生當日起算，三個工作天內報告該單位所屬一級主管，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, the Fu Jen Catholic University Campus/Laboratory Accident Investigation Form must be completed; in case of a false alarm, the False Alarm Report Form must be used. With exception of the mandatory timely notifications required as stipulated in Articles 30 to 32, the report must then be submitted to the responsible first-level supervisor within three working days from the date of occurrence along with applications for a leave of absence and other related documents, and must also be submitted to the Environmental Health and Safety Center.

第三十四條 本校校內之工作者於工作場所發生職業災害或事故時應依教育部「校園安全及災害事件通報作業要點」與本校「實驗室災害通報流程」向校安中心及環安衛中心進行通報，本校依相關規定進行災害調查、統計分析及作業環境改善。

#### Article 34

Workers within the University must report any occupational accidents or incidents that occur at the workplace in accordance with the Ministry of Education's Campus Safety and Disaster Event Notification Procedures and the University's Laboratory Disaster Notification Process to both the Campus Safety Center and the Environmental Protection and Safety Health Center. The university will conduct disaster investigations, statistical analysis, and improvements to the working



environment in accordance with relevant regulations.

第三十五條 本校校內工作者應配合職業災害或事故之調查。

Article 35

Workers within the University must cooperate with the investigation of any occupational accidents or incidents.

## 第六章 承攬管理

### Chapter Six: Contract Management

第三十六條 依本校「承攬工程管理標準作業流程」、「危險作業管理流程」與「承攬作業協議組織運作流程」辦理相關承攬管理工作。

Article 36

Contract management tasks shall be conducted in accordance with the University's Standard Operating Procedures for Contracted Engineering Management, Dangerous Operations Management Procedures, and Contracted Work Agreement Organization Operation Procedures.

第三十七條 本校校內工作者與承攬商共同作業時，承辦單位應與承攬商設置協議組織，定期或不定期召開協議會議。

Article 37

When workers of the University work with contractors, the contracting unit shall establish an agreement organization with the contractor and convene agreement meetings regularly or irregularly.

第三十八條 本校承辦單位未參與共同作業時，該工程由二個以上承攬商共同作業時，應指定承攬商之一設置協議組織，辦理職業安全衛生法令之相關事宜。

Article 38

When a contracting unit of the university does not participate in joint operations and the project involves two or more contractors working together, one of the contractors must be designated to establish the agreement organization to handle matters related to occupational safety and health laws and regulations.

## 第七章 教育訓練

### Chapter Seven: Education and Training

第三十九條 訂定本校「職業安全衛生教育訓練實施辦法」，以落實本校安全衛生相關教育訓練業務。

Article 39

The University has established the Occupational Safety and Health Education and Training Implementation Procedures for efficient implementation of related safety and health education and training.

第八章 安全衛生管控

Chapter Eight: Safety and Health Control

第四十條 訂定本校「安全衛生工作守則」、「危害通識計畫」、「呼吸防護計畫」及「職業安全衛生管理計畫」等，提供校內工作者正確安全的作業標準使其作業時有所遵循，以消除不安全之行為，並經由每年管理計畫，執行相關教育訓練、設備檢點等，預防職業災害之發生。

Article 40

The University has established the Workplace Health and Safety Rules, Hazard Identification Plan, Respiratory Protection Plan, and Occupational Safety and Health Management Plan to provide correct and safe operational standards for workers within the university to follow, eliminating unsafe behaviors and, through an annual management plan, conducting related educational training and equipment inspections to prevent occupational accidents.

第九章 獎懲

Chapter Nine: Rewards and Penalties

第四十一條 違反本規章或經通報、檢查、通知未改善導致本校受罰、發生災害者之個人、場所(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或依據本校「職員獎懲辦法」、「工友技工獎懲辦法」、「學生獎懲辦法」等之規定予以議處。

Article 41

Individuals, workplace (or laboratory) supervisors, or other supervisors who violate these Regulations or who fail to make improvements after notification, inspection, or advisement leading to penalties or disasters incurred by the University, may, following a resolution by the Environmental Health and Safety Committee, be subject to recommendations for public warnings, revocation or reduction of funding, shutting down of a laboratory which severely fails to meet required standards, or be disciplined in accordance with the University's Staff Disciplinary Procedures, Technical Workers

Disciplinary Procedures, and Student Disciplinary Procedures.

第四十二條 對遵守本規章，而避免職業災害發生，有具體事蹟者，依規定予以獎勵。

Article 42

Individuals who adhere to these regulations resulting in the prevention of occupational accidents, showing tangible achievements, shall be rewarded in accordance with the established regulations.

## 第十章 相關表單及作業流程

### Chapter Ten: Related Forms and Operating Procedures

第四十三條 本校職業安全衛生相關管理規定、計畫與流程說明如下：

- 一、職業安全衛生組織部分，詳見「輔仁大學環境保護暨安全衛生委員會設置辦法」與「輔仁大學組織規程」。
- 二、自動檢查部份，詳見本校「實驗室安全衛生自動檢查計畫」。
- 三、承攬管理部份，詳見「輔仁大學承攬工程管理標準作業流程」、「輔仁大學危險作業管理流程」、「輔仁大學承攬作業協議組織運作流程」與「輔仁大學承攬作業危害因素告知單」。
- 四、事故通報處理部份，詳見「教育部校園安全及災害事件通報作業要點」、「輔仁大學實驗室災害通報流程」、「輔仁大學校園實驗場所事故調查處理報告表」、「輔仁大學虛驚事件報告表」與「輔仁大學校園工程承攬事故調查報告表」。
- 五、健康檢查與管理部份，詳見「輔仁大學健康管理計畫」、「輔仁大學人因性危害預防計畫」、「輔仁大學異常工作負荷促發疾病預防計畫」、「輔仁大學執行職務遭受不法侵害預防計畫」及「輔仁大學女性勞工母性健康保護計畫」。
- 六、教育訓練部份，詳見「輔仁大學職業安全衛生教育訓練實施辦法」。
- 七、「安全衛生管控」部份，詳見「輔仁大學安全衛生工作守則」、「輔仁大學危害通識計畫」、「輔仁大學呼吸防護計畫」與「輔仁大學職業安全衛生管理計畫」。

#### Article 43

The University's occupational safety and health-related management regulations, plans, and procedural guidelines are as follows:

1. For the occupational safety and health organization, refer to the Fu Jen Catholic University Regulations Governing Environmental Protection and Occupational Safety and Health Committee Establishment and the Fu Jen Catholic University Organizational Procedures.
2. For self-inspections, refer to the Fu Jen Catholic University Laboratory Safety and Health Self-Inspection Plan.
3. For contract management, refer to the Fu Jen Catholic University Contracted Engineering Management Standard Operating Procedures, Fu Jen Catholic University Dangerous Operations Management Procedures, Fu Jen Catholic University Contracted Work Agreement Organization Operation Procedures, and Fu Jen Catholic University Contracted Work Hazard Notification Form.
4. For accident reporting and handling, refer to the Ministry of Education Campus Safety and Disaster Event Notification Procedures, Fu Jen Catholic University Laboratory Disaster Notification Process, Fu Jen Catholic University Campus Laboratory Accident Investigation and Handling Report

Form, Fu Jen Catholic University False Alarm Event Report Form, and Fu Jen Catholic University Campus Engineering Contract Accident Investigation Report Form.

5. For health examinations and management, refer to the Fu Jen Catholic University Health Management Plan, Fu Jen Catholic University Human Factors Hazard Prevention Plan, Fu Jen Catholic University Abnormal Workload-Induced Illness Prevention Plan, Fu Jen Catholic University Prevention Plan for Unlawful Harm During Duty, and Fu Jen Catholic University Female Labor Maternal Health Protection Plan.
6. For education and training, refer to the Fu Jen Catholic University Regulations Governing Occupational Safety and Health Education and Training Implementation.
7. For Safety and Health Control, refer to the Fu Jen Catholic University Regulations Governing Safety and Health Work, Fu Jen Catholic University Hazard Recognition Plan, Fu Jen Catholic University Respiratory Protection Plan, and Fu Jen Catholic University Occupational Safety and Health Management Plan.

#### 第十一章 頒布實施及修正

#### Chapter Eleven: Issuance, Implementation, and Amendment

第四十四條 本規章未規定者，依其他相關規定辦理。

#### Article 44

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

第四十五條 本規章經環安衛委員會議審議後，送行政會議通過後，報請校長核定後公布施行。修正時亦同。

#### Article 45

The Regulations were reviewed by the Environmental Health and Safety Committee and approved by the Executive Council, and will be promulgated and implemented after approval 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



