

加雲聯網股份有限公司

(總公司)

安全衛生工作守則

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1 總則

General Provisions

- 1.1 本安全衛生工作守則（以下簡稱工作守則）係依職業安全衛生法第 34 條及該法施行細則第 41 條之規定訂定，主要係供總公司各處辦公室職業安全衛生管理之用，工作場所不在總公司之計畫則應另行訂定其工作守則，其目的為預防員工發生職業災害，保障員工安全與健康，總公司全體員工依法有確實遵行之義務。

This Occupational Safety and Health Work Code (hereinafter referred to as the “Work Code”) is formulated in accordance with Article 34 of the Occupational Safety and Health Act and Article 41 of its Enforcement Rules. It is primarily intended for the occupational safety and health management of the offices of the headquarters. For workplaces not within the headquarters, separate work codes should be established. The purpose is to prevent occupational accidents and ensure the safety and health of employees. All employees of the headquarters are legally obligated to comply with this Work Code.

- 1.2 本工作守則適用於總公司之全體員工，員工應就本身工作範圍負安全衛生之責任，並隨時相互提醒，包括對其個人、所屬人員、機器設備及環境，避免因疏失造成事故。全體員工應切實遵守本工作守則及各級主管所交辦之安全衛生應注意事項，其直屬主管應經常輔導、查核所屬員工遵行情形。

This Work Code applies to all employees of the headquarters. Employees are responsible for safety and health within their own work scope and should constantly remind each other, including personal safety, the safety of subordinates, machinery, equipment, and the environment, to avoid accidents caused by negligence. All employees must strictly adhere to this Work Code and the safety and health precautions assigned by supervisors at all levels. Direct supervisors should regularly guide and inspect the compliance of their subordinates.

- 1.3 本公司員工如發現工作上有任何安全衛生缺失、危險或違反安全衛生規定時，應向其主管或向職安室提出改善建議。

If any employee discovers any safety and health deficiencies, dangers, or violations of

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safety and health regulations in their work, they should report it to their supervisor or the Occupational Safety Office with suggestions for improvement.

1.4 本工作守則報經高雄市勞動檢查處備查後公告於本公司檔案伺服器，路徑「\\192.168.50.10\aa01_公佈欄\職安室\01-職業安全衛生管理」項下，以供同仁隨時上網查詢；總公司員工應熟知工作守則內容，並瞭解工作環境及危害因素，以保障員工工作之安全與健康。

1.5 This Work Code has been filed with the Kaohsiung City Labor Inspection Office and is posted on the company's file server under the path “\\192.168.50.10\aa01_公佈欄\職安室\01-職業安全衛生管理” for employees to access at any time. Headquarters employees should familiarize themselves with the contents of the Work Code and understand the work environment and hazard factors to ensure their safety and health at work.

2 安全衛生管理及各級之權責

Safety & Health Management and Responsibilities at All Levels

2.1 本公司由總經理綜理全公司之事務。其下設有職安室與職業安全衛生委員會。

The company is managed overall by the General Manager. Under the General Manager, there is an Occupational Safety Office and an Occupational Safety and Health Committee.

2.2 職安室為掌理全公司職業安全衛生事務之管理單位，並兼籌總公司各工作場所之職業安全衛生管理事務，負責擬訂、規劃、督導及推動全公司之職業安全衛生管理事項，並指導有關部門實施。職安室依法定規模設置甲種職業安全衛生業務主管及職業安全衛生管理員各 1 人。職業安全衛生業務主管，主管及督導安全衛生管理事項；職業安全(衛生)管理師/員，擬訂、規劃及推動安全衛生管理事項，並指導有關部門實施。

The Occupational Safety Office is the management unit responsible for overseeing the company's occupational safety and health affairs. It also coordinates the occupational safety and health management affairs of all company workplaces. The office is responsible for drafting, planning, supervising, and promoting the company's occupational safety and health management matters, and guiding relevant

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departments in their implementation. According to legal requirements, the Occupational Safety Office is staffed with one Class A occupational safety and health business supervisor and one occupational safety and health manager. The occupational safety and health business supervisor oversees and supervises safety and health management matters, while the occupational safety (health) manager drafts, plans, and promotes safety and health management matters, and guides relevant departments in their implementation.

2.3 職安室辦理執行下列職業安全衛生管理業務：

The OSO handles and executes the following occupational safety and health management tasks

2.3.1 擬/修訂本公司之職業安全衛生管理規章，總公司之安全衛生工作守則與職業安全衛生管理計畫，並擬/修訂前述文件之範本，俾供工作場所不在總公司之專案參考使用。

Drafting & revising the company's occupational safety and health management regulations, the headquarters' safety and health work code, and the occupational safety and health management plan. Additionally, drafting & revising templates of the aforementioned documents for reference use in projects where the workplace is not within the headquarters.

2.3.2 指導各部門之職業安全衛生事務。

Guiding the occupational safety and health affairs of each department.

2.3.3 督導查核專案工地職業安全衛生執行紀錄。

Supervising and inspecting the execution records of occupational safety and health at project sites.

2.3.4 監督總公司大廈管理委員會實施定期檢查、重點檢查、作業環境監測及巡視，並留存紀錄。

Overseeing the headquarters building management committee in conducting regular inspections, key inspections, work environment monitoring, and patrols, and maintaining records.

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2.3.5 規劃及實施職業安全衛生教育訓練。

Planning and implementing occupational safety and health education and training.

2.3.6 督導員工健康檢查、健康管理、職業病預防及健康促進等事項。

Supervising employee health checks, health management, occupational disease prevention, and health promotion activities.

2.3.7 依工作需要及法規要求，指派人員接受安全衛生教育訓練及在職教育訓練(回訓)。

Assigning personnel to receive safety and health education and on-the-job training as needed and as required by regulations.

2.3.8 辦理總公司職業災害、虛驚事故、影響身心健康事件之調查、分析，按月填載總公司職業災害統計表，報請當地勞動檢查機構備查。總公司員工若發生重大職災，應於 8 小時內報告當地勞動檢查機構。

Conducting investigations and analyses of occupational accidents, near-miss incidents, and events affecting physical and mental health at the headquarters. Compiling monthly occupational accident statistics for the headquarters and reporting to the local labor inspection agency for record-keeping. In the event of a major occupational accident involving headquarters employees, it must be reported to the local labor inspection agency within 8 hours.

2.3.9 提供員工職業安全衛生諮詢服務。

Providing occupational safety and health consultation services to employees.

2.3.10 其他有關員工職業安全衛生管理事項。

Other matters related to the management of employee occupational safety and health.

2.4 職業安全衛生管理組織、人員異動時，職安室應填具「職業安全衛生管理單位(人員)設置(變更)報備書」，陳報高雄市勞動檢查處備查。

When there are changes in the occupational safety and health management organization or personnel, the Occupational Safety Office should complete the “Occupational Safety and Health Management Unit (Personnel) Establishment

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(Change) Report” and submit it to the Kaohsiung City Labor Inspection Office for record-keeping.

- 2.5 安衛委員會成員除總經理外，由副總經理級主管、專案執行部及工程部級主管、職安人員、職業醫護人員，及佔總人數三分之一以上之勞工代表組成之。

The Occupational Safety and Health Committee members, excluding the General Manager, shall consist of Deputy General Manager-level supervisors, Project Execution Department and Engineering Department-level supervisors, occupational safety personnel, occupational health personnel, and labor representatives constituting more than one-third of the total number of members.

- 2.6 安衛委員會每 3 個月至少開會一次，必要時得召開臨時會議，會議由主任委員擔任主席，主任委員因故無法主持會議時，由其指定委員一人代理之，辦理下列事項應置備紀錄，並保存 3 年：

The Safety and Health Committee shall meet at least once every three months and may convene extraordinary meetings when necessary. The meetings are chaired by the Chairperson. If the Chairperson is unable to preside over the meeting, they shall designate another committee member to act on their behalf. Records of the following matters should be kept and maintained for three years:

- 2.6.1 對本公司擬訂之職業安全衛生政策提出建議。

Providing suggestions on the company’s proposed occupational safety and health policies.

- 2.6.2 協調、建議本公司職業安全衛生管理計畫。

Coordinating and advising on the company’s occupational safety and health management plan.

- 2.6.3 審議本公司安全衛生教育訓練實施計畫。

Reviewing the company’s safety and health education and training implementation plan.

- 2.6.4 審議本公司作業環境監測計畫、監測結果及採行措施。

Reviewing the company’s work environment monitoring plan, monitoring results,

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and measures taken.

2.6.5 審議本公司健康管理、職業病預防及健康促進事項。

Reviewing the company's health management, occupational disease prevention, and health promotion matters.

2.6.6 審議本公司各項安全衛生提案。

Reviewing various safety and health proposals of the company.

2.6.7 審議本公司自動檢查及安全衛生稽核事項。

Reviewing the company's automatic inspection and safety and health audit matters.

2.6.8 審議本公司機械、設備或原料、材料危害之預防措施。

Reviewing the company's preventive measures for hazards related to machinery, equipment, raw materials, and materials.

2.6.9 審議本公司職業災害調查報告。

Reviewing the company's occupational accident investigation reports.

2.6.10 考核本公司現場安全衛生管理績效。

Assessing the company's on-site safety and health management performance.

2.6.11 審議本公司承攬業務安全衛生管理事項。

Reviewing the company's safety and health management matters for contracted businesses.

2.6.12 其他有關本公司職業安全衛生管理事項。

Other matters related to the company's occupational safety and health management.

2.7 各部門主管之職業安全衛生職責：

Responsibilities of Department Supervisors for Occupational Safety and Health:

2.7.1 指揮、監督所屬執行職業安全衛生管理事項，並協調及指導有關人員實施。

Direct and supervise the execution of occupational safety and health management tasks by subordinates, and coordinate and guide relevant personnel in their implementation.

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2.7.2 總公司員工發生職業災害，其部門主管應於事故發生後立即採取必要因應措施，並立即通報職安室。

In the event of an occupational accident involving headquarters employees, the department supervisor should take necessary response measures immediately after the accident and report it to the OSO without delay.

2.7.3 工地若發生重大職業災害或一人以上罹災且需住院治療之災害，主辦部門於接獲專案主管通報後，應儘速通報相關主管與職安室。

If a major occupational accident occurs at a project site or if more than one person is injured and requires hospitalization, the responsible department should promptly notify the relevant supervisors and the OSO upon receiving the report from the project supervisor.

2.7.4 實施工作場所巡視及走動管理。

Conduct workplace inspections and walk-around management.

2.7.5 依工作需要及法規要求，指派所屬接受安全衛生教育訓練及在職教育訓練(回訓)。

Assign subordinates to receive safety and health education and on-the-job training as needed and as required by regulations.

2.8 員工之職業安全衛生職責：

Responsibilities of Employees for Occupational Safety and Health:

2.8.1 遵守職業安全衛生相關法令規定及工作場所之安全衛生工作守則。

Comply with relevant occupational safety and health laws and regulations, as well as the safety and health work code of the workplace.

2.8.2 工作前實施作業有關之安全衛生檢點，若有異常應立即調整並向主管報告。

Conduct safety and health checks related to operations before starting work. If any abnormalities are found, they should be immediately adjusted and reported to the supervisor.

2.8.3 定期檢查、保養及更新個人防護器具，並維持工作場所整潔。

Regularly inspect, maintain, and update personal protective equipment, and keep

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the workplace clean.

- 2.8.4 赴工地執行臨時性支援工作，應依規定穿著或配戴個人防護具，並遵照安全作業標準。

When performing temporary support work at project sites, employees shall wear or use personal protective equipment as required and follow safety operation standards.

- 2.8.5 應接受定期健康檢查，並遵守檢查結果之建議事項。

Undergo regular health checks and comply with the recommendations from the check-up results.

- 2.8.6 事故發生後，妥善處理現場及協助職業災害調查，報告所有傷害事故經過(含虛驚事故)及設備損害情況。

After an accident occurs, properly handle the scene and assist in the investigation of the occupational accident. Report all injury incidents (including near-misses) and equipment damage.

- 2.8.7 報告不安全環境或狀況，並提供安全衛生建議。

Report unsafe environments or conditions and provide safety and health suggestions.

- 2.8.8 接受工作上所必須之職業安全衛生教育訓練。

Receive necessary occupational safety and health education and training for the job.

- 2.8.9 確實瞭解發生事故時個人之緊急應變任務。

Clearly understand personal emergency response tasks in the event of an accident.

- 2.8.10 協助新進同仁瞭解工作場所作業程序，各項安全衛生規定及設施。

Assist new colleagues in understanding workplace procedures, safety and health regulations, and facilities.

- 2.8.11 熟知潛在危險，養成自護、互護與監護習慣。

Be familiar with potential hazards and develop habits of self-protection, mutual

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protection, and supervision.

2.8.12 遵循各級主管之安全衛生指導，參與各項安全衛生活動。

Follow the safety and health guidance of supervisors at all levels and participate in various safety and health activities.

2.8.13 其他有關安全衛生應遵守事項。

Comply with other safety and health-related matters.

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3 機械、設備或器具之維護及檢查

Maintenance and Inspection of Machinery, Equipment, or Tools.

- 3.1 總公司之自動檢查計畫，由職安室訂定。其中，有關各地公司所屬大廈之機械、設備、飲用水應實施之自動檢查工作，係由大廈管理委員會及相關人員負責執行。

The automatic inspection plan of the head office is formulated by the Occupational Safety and Health Office. The automatic inspection of machinery, equipment, and drinking water in buildings owned by various local companies is carried out by the building management committee and related personnel.

- 3.2 公司公務車輛每 3 個月一次就車輛油、水、電部分，由總務指派公務車使用人員實施一般安全性能定期檢查。另每半年或一萬公里，由車輛租賃公司或由公司交車輛保養廠實施檢修保養。

The company's official vehicles undergo a general safety performance inspection every three months for oil, water, and electricity, conducted by personnel assigned by the General Affairs Department. Additionally, every six months or every 10,000 kilometers, the vehicles are inspected and maintained by a vehicle leasing company or a vehicle maintenance factory designated by the company.

- 3.3 職安室每半年應至少一次定期檢查及維護庫存之安全衛生防護具。

The Occupational Safety Office should conduct regular inspections and maintenance of the safety and health protective equipment in stock at least once every six months.

- 3.4 職業安衛管理人員實施自動檢查時，若發現有缺失時，應立即要求改善。若發現對員工有危害之虞時，應立即報告主管，並使員工停止作業及退避至安全場所。若發現機械、設備有異常時，應立即陳報檢修及採取必要措施。

When occupational safety and health management personnel conduct automatic inspections and find deficiencies, they should immediately request improvements. If there is a potential hazard to employees, they should report to the supervisor immediately, stop the employees from working, and evacuate them to a safe place. If any abnormalities in machinery or equipment are found, they should be reported for repair and necessary measures should be taken immediately.

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3.5 自動檢查紀錄應包括下列內容，並保存 3 年：

Automatic inspection records should include the following contents and be kept for three years:

3.5.1 檢查年月日。

Date of inspection.

3.5.2 檢查方法。

Inspection method.

3.5.3 檢查部分。

Inspection Location.

3.5.4 檢查結果。

Inspection results.

3.5.5 實施檢查者之姓名。

Name of the inspector.

3.5.6 依檢查結果應採取改善措施之內容。

Improvement measures to be taken based on the inspection results.

3.6 部門主管應督導所屬確實實施自動檢查，檢查缺失應列管並追蹤處理改善情形。

Department supervisors should supervise their subordinates to ensure the implementation of automatic inspections, and track and handle the improvement of any deficiencies found during inspections.

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4 工作安全及衛生標準

Safety and Health Standards for Work

4.1 樓梯使用之安全要則：

Safety Rules for Using Stairs:

4.1.1 同仁於上下樓梯時，應緩步慢行，手扶樓梯扶手，不跑跳。

Colleagues should walk slowly and hold the handrail when going up and down stairs, and avoid running or jumping.

4.1.2 勿將雙手放在口袋裡，不勾肩搭背。

Do not put hands in pockets or link arms with others.

4.1.3 儘量勿利用樓梯搬運物品。

Avoid using stairs to carry items as much as possible.

4.1.4 保持樓梯間淨空，不得放置阻礙物。

Keep stairways clear and free of obstructions.

4.1.5 保持樓梯通道的照明。

Ensure proper lighting in stairways.

4.1.6 應避免使用手機、飲食等其他會造成分心之行為。

Avoid using mobile phones, eating, or engaging in other distracting activities while using stairs.

4.2 物料置放之安全要則：

Safety Rules for Material Storage:

4.2.1 倉庫內嚴禁使用煙火、發熱器具或進行動火作業。

Smoking, using heating devices, or performing hot work is strictly prohibited in the warehouse.

4.2.2 倉庫內應保持良好通風及適當溫度。

Maintain good ventilation and appropriate temperature in the warehouse.

4.2.3 化學品、易燃物及油類等危險物品應存放在特定場所。

Store hazardous materials such as chemicals, flammable substances, and oils in designated areas.

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4.2.4 物料堆置不得影響照明、電氣開關箱及消防安全設備。

Material stacks should not obstruct lighting, electrical switch boxes, or fire safety equipment.

4.2.5 物料堆置應儲存於安全場所，排列整齊、重心穩固、防止倒塌，並保留適當的通道。

Store materials in safe locations, arranged neatly with stable centers of gravity to prevent collapse, and keep adequate passageways.

4.2.6 物料堆置架應使用堅固材料，不可過高，以防物品倒塌。

4.2.7 Use sturdy materials for storage racks and avoid stacking materials too high to prevent collapse.

4.2.8 圓形物料之堆置，應使用擋木避免滾動。

Use blocking materials to prevent rolling when storing cylindrical items.

4.2.9 堆積之物料不得由下層抽取。

Do not remove materials from the bottom of stacks.

4.2.10 物料堆置不得影響通道或阻礙通行。

Material stacks should not obstruct passageways or hinder movement.

4.3 物料搬運作業之安全要則：

Safety Rules for Material Handling Operations:

4.3.1 人力搬運：

Manual Handling:

A. 應注意物品大小、重量及形狀，若超過負荷能力，應請他人協助，並儘量使用搬運工具。

Pay attention to the size, weight, and shape of items. If they exceed your capacity, ask for assistance and use handling tools whenever possible.

B. 注意查看物品有無破損或尖銳突出部份，必要時應戴手套，並將突出部份拔除後再行搬運。

Check for any damage or sharp protrusions on items. Wear gloves if necessary and remove any protrusions before handling.

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- C. 若兩人以上共同搬運時，應有一人指揮同時舉起或放下。

When two or more people are handling an item together, one person should coordinate the lifting or lowering.

- D. 搬運物品兩腳應站穩，兩手確實緊握物品，手掌不可沾染油污，以免滑落。

Stand firmly with both feet and grip the item securely with both hands. Ensure your hands are free of oil to prevent slipping.

- E. 提起或放下物品時，應用腿部力量，避免使用腰力。

Use your leg muscles to lift or lower items, avoiding the use of your back.

- F. 提舉物品時勿阻礙視線。

Do not obstruct your vision while carrying items.

- G. 勿以拋擲方式傳遞物品。

Do not throw items to pass them.

4.3.2 手推車搬運：

Handcart Handling:

- A. 使用手推車時，重物應置於下方，維持重心在下方。

When using a handcart, place heavy items at the bottom to maintain a low center of gravity.

- B. 物品之重量應由車身承擔，操作人員僅需出力推動車身。

The weight of the items should be supported by the cart, with the operator only needing to push the cart.

- C. 物品放置車上應穩固，其高度不得妨礙操作人員之視線。

Ensure items on the cart are stable and do not obstruct the operator's vision.

- D. 須注意控制車輛，不得推車跑步，亦不得拉車倒退。

Control the cart carefully, do not run while pushing it, and do not pull it backwards.

- E. 轉彎時應注意行人及堆放之物品。

Be cautious of pedestrians and stacked items when turning.

- F. 手推車應經常檢修保養，以保持良好狀況。

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Regularly inspect and maintain the handcart to keep it in good condition.

G. 空車應放置於指定地點，不得任意棄置。

Store empty carts in designated areas, do not leave them lying around.

H. 操作人員不得站立於推車上，任意滑行。

Operators should not stand on the cart and slide around.

4.4 防止電氣災害之安全要則：

Safety Rules to Prevent Electrical Hazards:

4.4.1 拔卸電氣插頭時，應確實自插頭處拉出。

When unplugging electrical plugs, pull them out from the plug itself.

4.4.2 嚴禁以潮濕手操作電氣開關或觸摸電氣設備。

Do not operate electrical switches or touch electrical equipment with wet hands.

4.4.3 不得擅自操作各項電氣設備。

Do not operate any electrical equipment without authorization.

4.4.4 如遇電氣設備或電路著火，須使用不導電之滅火設備。

In case of fire involving electrical equipment or circuits, use non-conductive fire extinguishing equipment.

4.4.5 非電氣人員不得啟動電氣設備，遇有故障或不正常情況時，應立即停止使用，並儘速通知有關人員進行檢修。

Only authorized personnel should operate electrical equipment. If there is a malfunction or abnormal situation, stop using it immediately and notify the relevant personnel for repair.

4.4.6 與電氣無關之物件，不得置放在電氣設備上。

Do not place unrelated objects on electrical equipment.

4.4.7 電氣設備過熱或冒煙時，應立即切斷電源，並通知檢修。

If electrical equipment overheats or emits smoke, cut off the power immediately and notify for repair.

4.4.8 緊急照明燈、出口標示燈及避難方向指示燈，不得任意取下或移動。

Do not remove or move emergency lights, exit signs, or evacuation direction

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indicators.

4.4.9 救援感電者，應先隔離或切斷電源後再進行救援。

4.4.10 Before rescuing someone who is electrocuted, first isolate or cut off the power.

4.4.11 臨時電線不得搭接在金屬物品上，也不得拖在地上，更不得將電線直接插入插座使用。

Temporary wires should not be connected to metal objects, dragged on the ground, or directly inserted into sockets.

4.4.12 當無熔絲開關因過載而跳脫時，應立即通知電氣人員檢修，不得私自處理。

If a fuse switch trips due to overload, notify electrical personnel for repair immediately. Do not handle it privately.

4.4.13 有漏電之虞電氣設備應安裝漏電斷路器，以防止感電。

Install leakage circuit breakers on electrical equipment with potential leakage to prevent electric shock.

4.4.14 延長線不串接、或同時使用多個高功率電器。

Do not daisy-chain extension cords or use multiple high-power appliances simultaneously.

4.5 消防安全要則

Fire Safety Rules

4.5.1 樓梯間及走廊通道等逃生避難通道，不得有障礙物或堆置雜物，以免造成逃生避難之障礙，影響公共安全。

Escape routes such as stairways and corridors must be kept clear of obstacles and clutter to ensure safe evacuation and public safety.

4.5.2 室內消防栓箱周邊，不得有障礙物或堆置雜物，以免影響其操作。

The area around indoor fire hydrant boxes must be free of obstacles and clutter to ensure proper operation.

4.5.3 消防設備不得用於非消防工作上或擅自移動。

Firefighting equipment must not be used for non-firefighting purposes or moved

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without authorization.

4.5.4 火災發生時，應使用大樓既有之消防設備展開滅火工作，進行通報、疏散、搶救與救護等工作。

In the event of a fire, use the building's existing firefighting equipment to extinguish the fire, and carry out reporting, evacuation, rescue, and first aid operations.

4.5.5 在吸菸區菸蒂應先熄滅後，再丟入菸灰筒。

In smoking areas, cigarette butts should be fully extinguished before being disposed of in ashtrays.

4.5.6 火災分類：

Types of fires:

A. 甲類火災(普通)：可燃物，如木材、紙張、家具、衣服等。

Class A fires: Combustible materials such as wood, paper, furniture, clothing, etc.

B. 乙類火災(油類)：可燃性液體，如汽油、柴油、煤油、化學油品等。

Class B fires: Flammable liquids such as gasoline, diesel, kerosene, chemical oils, etc.

C. 丙類火災(電氣)：通電中電氣設備，如馬達、電氣開關、變壓器、電線等。

Class C fires: Electrically energized equipment such as motors, electrical switches, transformers, wires, etc.

D. 丁類火災(金屬)：禁水性金屬引起之火災，如鋰、鈉、鉀、鎂等金屬。

Class D fires: Fires caused by water-reactive metals such as lithium, sodium, potassium, magnesium, etc.

4.5.7 滅火器使用方法：

How to use fire extinguishers:

A. 乾粉滅火器：適用於甲、乙、丙類火災，其有效距離為 3 公尺左右，拉開插銷、拉出皮管及壓下握柄即可使用，應噴向火焰之底部。

Dry powder fire extinguisher: Suitable for Class A, B, and C fires, with an effective range of about 3 meters. Pull the pin, pull out the hose, and press the

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handle to use, aiming at the base of the flames.

- B. 二氧化碳滅火器：適用於甲、乙、丙類火災，其有效距離為 3 公尺左右，拉開插銷、拉出皮管及壓下握柄即可使用，應噴向火焰之底部。

Carbon dioxide fire extinguisher: Suitable for Class A, B, and C fires, with an effective range of about 3 meters. Pull the pin, pull out the hose, and press the handle to use, aiming at the base of the flames.

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5 教育訓練

Education and Training

5.1 公司應依「職業安全衛生法」第 32 條規定，對員工施以從事工作及預防災變所必要之安全衛生教育及訓練，員工並有接受之義務。依員工擔任之職務，所須接受職業安全衛生教育訓練之課程類別、辦理時機及所依據之法令規定，詳附表一。

The company shall provide employees with the necessary safety and health education and training for performing their duties and preventing disasters, in accordance with Article 32 of the Occupational Safety and Health Act. Employees are obligated to participate in this training. The types of occupational safety and health education and training courses, the timing of the training, and the relevant legal regulations based on the employees' positions are detailed in Appendix 1.

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附表一 職業安全衛生教育訓練一覽表

類 別	安衛教育訓練 課程類別、辦理時機	相關職業安全衛生法條
職業安全衛生業務主管	事前接受職業安全衛生業務主管安全衛生教育訓練並取得資格	職業安全衛生教育訓練規則 第 3 條
職業安全衛生管理人員	事前接受職業安全衛生管理人員安全衛生教育訓練並取得資格	職業安全衛生教育訓練規則 第 5 條
工作場所急救人員	事前接受急救人員安全衛生教育訓練並取得資格	職業安全衛生教育訓練規則 第 16 條
新僱員工或在職員工於變更工作前，或各級業務主管人員於新僱或在職於變更工作前（在職員工工作環境、工作性質與變更前相當者，不在此限）	適於各該工作必要之一般安全衛生教育訓練。新僱員工或在職員工於變更工作前，不得少於 3 小時，但從事營造作業等，應增列三小時，各級業務主管人員於新僱或在職於變更工作前，應增列六小時。	職業安全衛生教育訓練規則 第 17 條
全體員工	依工作性質施以安全衛生在職教育訓練（回訓）。 一般員工每 3 年至少 3 小時，職業安全衛生業務主管每 2 年至少 6 小時、職業安全衛生管理人員每 2 年至少 12 小時與勞工健康服務護理人員每 3 年至少 12 小時。	職業安全衛生教育訓練規則 第 19 條

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6 健康指導及管理措施

Health Guidance and Management Measures

- 6.1 員工應依規定於受僱前接受一般體格檢查，在職員工應定期接受一般健康檢查，從事特別危害健康作業員工應依作業內容接受特殊體格檢查與特殊健康檢查。

Employees should undergo a general physical examination before employment as required. In-service employees should undergo regular general health examinations. Employees engaged in work that poses special health hazards should undergo special physical and health examinations according to the nature of their work.

- 6.2 依據勞動部頒布之「勞工健康保護規則」規定，雇主對員工應依下列規定定期辦理一般健康檢查：

- (1) 年滿 65 歲者，每年檢查一次。
- (2) 40 歲以上未滿 65 歲者，每 3 年檢查一次。
- (3) 未滿 40 歲者，每 5 年檢查一次。

因公司現行之檢查年齡及頻率優於前述法令規定，故員工應依該表規定辦理一般健康檢查。

According to the “Labor Health Protection Regulations” issued by the Ministry of Labor, employers should conduct regular general health examinations for employees as follows:

- (1) For those aged 65 and above, once a year.
- (2) For those aged 40 to under 65, once every three years.
- (3) For those under 40, once every five years.

Since the company’s current examination age and frequency are superior to the aforementioned legal requirements, employees should follow the company’s schedule for general health examinations.

- 6.3 員工應接受依檢查結果有關之適當的工作調整、醫療與管理。

Employees should accept appropriate work adjustments, medical treatment, and management based on the results of their examinations.

- 6.4 員工應接受公司依規定辦理有關身心健康保護之工時、休息、防疫及預防傷病與促進

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健康之指導及管理措施。

Employees should comply with the company's regulations regarding working hours, rest, epidemic prevention, injury and illness prevention, and health promotion measures for physical and mental health protection.

- 6.5 部門主管應做好所屬員工之健康管理，對於有腦心血管疾病等健康風險員工，應避免從事過重負荷之工作，注意工作分配及加班時數之控管，以維身心健康及避免職災發生。

Department supervisors should manage the health of their employees, ensuring that those with cardiovascular diseases or other health risks avoid heavy workloads. They should also monitor work distribution and overtime hours to maintain physical and mental health and prevent occupational accidents.

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7 急救及搶救

First Aid and Rescue

7.1 急救之意義、目的及任務

The Meaning, Purpose, and Tasks of First Aid

7.1.1 急救之意義：是對傷患的緊急救護，也就是給予意外傷害或疾病 患者之立即和臨時性的照料，直至能得到醫生的診治為止。

The Meaning of First Aid: It refers to the emergency care provided to an injured or ill person. This involves giving immediate and temporary assistance to someone who has suffered an accident or illness, until they can receive treatment from a doctor.

7.1.2 急救之目的：挽救生命，防止傷勢或病情惡化，使傷患及早獲得 治療。

The Purpose of First Aid: To save lives, prevent the worsening of injuries or illnesses, and ensure that the injured or ill person receives timely treatment.

7.1.3 急救之任務：

The task of first aid:

A. 營救：確定傷患無進一步危險，若有，應立即排除不安全因素。

Rescue: Ensure the injured person is not in further danger. If there are any unsafe factors, they should be immediately eliminated.

B. 檢查：對傷患自頭、頸、胸、腹、背、骨盆、四肢依序進行檢查。檢查方法如下：

Examination: Conduct a sequential examination of the injured person from the head, neck, chest, abdomen, back, pelvis, and limbs. The examination methods are as follows:

甲、觀察：呼吸、出血、瞳孔、膚色。

Observation: Check for breathing, bleeding, pupil response, and skin color.

乙、按摸：脈搏、體溫、疼痛、腫脹等。

Palpation: Assess pulse, body temperature, pain, swelling, etc.

丙、交談：判斷傷患的意識狀況，詢問傷患意外發生過程、姓名、電話等。

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Communication: Determine the injured person's level of consciousness by asking about the accident, their name, and contact information.

C. 急救：對傷患優先進行的急救工作。

First Aid: Prioritize emergency care for the injured person.

甲、維持呼吸道暢通。

Maintain an open airway.

乙、重建呼吸功能：停止呼吸者，應施以人工呼吸。

Restore breathing function: Perform artificial respiration on those who have stopped breathing.

丙、重建血液循環功能：停止心跳者，應施以心外按摩；止住嚴重的出血。

Restore circulatory function: Perform chest compressions on those whose hearts have stopped; stop severe bleeding.

丁、預防休克。

Prevent shock.

戊、預防後續的傷害。

Prevent further injury.

7.2 CPR(心肺復甦術) + AED (自動體外心臟去顫器)急救法

CPR (Cardiopulmonary Resuscitation) + AED (Automated External Defibrillator)

Emergency Procedures.

A. CPR + AED 步驟之口訣：叫-叫-壓-電

The mnemonic for the steps of CPR + AED is: Call - Call - Compress - Shock.

甲、「叫」：呼叫以及拍肩確認患者意識

“Call”: Call out and tap the patient's shoulders to check for consciousness.

確認現場安全後，你可以呼叫患者、輕拍雙肩確認意識狀態。(如果患者沒有回應、沒有移動肢體或產生任何表情變化、沒有發出任何聲音，就可以確定患者沒有意識)

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After ensuring the scene is safe, you can call out to the patient and gently tap their shoulders to check their level of consciousness. (If the patient does not respond, move their limbs, show any facial expressions, or make any sounds, you can confirm that the patient is unconscious.)

乙、「叫」：大聲呼救、撥打 119、設法取得 AED

“Call”: Shout for help, dial 119, and try to obtain an AED.

如果確認患者沒有意識，你就得立即大聲呼救、請求周遭的人設法取得最近的 AED，以及撥打 119 聯繫救護人員。(撥打 119 時須詳述人、事、時、地、物狀況，並說明報案者身分、姓名與聯絡電話，以便救護人員快速到場救援)

If you confirm the patient is unconscious, you should immediately shout for help, ask those around you to get the nearest AED, and dial 119 to contact emergency services. (When calling 119, you need to provide detailed information about the person, incident, time, location, and circumstances, as well as your identity, name, and contact number, so that emergency personnel can arrive quickly to provide assistance.)

丙、「壓」：壓胸按摩

“Compress”: Perform chest compressions.

壓是 CPR 的第三步驟，這個動作可讓患者維持正常狀態時 30% 的血流，避免身體缺氧。壓胸按摩過程中會消耗大量體力，如果現場有其他熟悉 CPR 的人員，可以每兩分鐘換人操作，確保壓胸的力道和正確性，輪替的間斷時間越短越好（小於 10 秒），盡量不要中斷，直至救護人員抵達現場。

Compression is the third step of CPR. This action helps maintain 30% of the patient's normal blood flow, preventing oxygen deprivation. Chest compressions are physically demanding, so if there are others familiar with CPR on the scene, they should take turns every two minutes to ensure the strength and accuracy of the compressions. The switch-over time should be as short as possible (less than 10 seconds) to minimize interruptions, continuing

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until emergency personnel arrive.

丁、「電」：使用 AED

“Shock”: Use the AED.

這個階段的目的是利用 AED 使患者恢復心跳、提升存活率，若急救現場能順利取得 AED，你應交替使用 AED 與壓胸按摩，否則應持續壓胸不中斷。

The purpose of this stage is to use the AED to restore the patient’s heartbeat and increase their survival rate. If an AED is available at the emergency scene, you should alternate between using the AED and performing chest compressions. If an AED is not available, continue chest compressions without interruption.

B. 使用 AED 之口訣：開-貼-插-電

The mnemonic for using an AED is: Turn on - Attach - Plug in - Shock.

「開貼插電」指的是使用 AED 時的步驟與注意事項：打開電源、貼上電極、將線頭插入電擊插孔、執行電擊。

“Turn on - Attach - Plug in - Shock” refers to the steps and precautions when using an AED: turn on the power, attach the electrodes, plug in the connector, and deliver the shock.

甲、「開」：打開電源

“Turn on”: Turn on the power.

使用 AED 的第一步即是打開電源，並遵行語音指示。（此時另一位施救者應持續為患者實施壓胸按摩）

The first step in using an AED is to turn on the power and follow the voice prompts. (Meanwhile, another rescuer should continue performing chest compressions on the patient.)

乙、「貼」：貼上電極貼片

“Attach”: Apply the electrode patch.

為了使電流能有效通過人體，你必須為患者貼上電極貼片，執行方法為拉開患者的衣服，依據機器或電極貼片上的圖示，將貼片貼在患者裸露的胸壁。

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一片貼在患者左邊乳頭下方偏外側處，另一片貼在患者右邊乳頭上方。(此時另一位施救者應持續為患者實施壓胸按摩)

如果患者有濃密胸毛胸毛可能會妨礙電擊貼片黏住皮膚。若施加壓力後仍無法黏貼，可用力將貼片撕下以拔除胸毛，並將另一組新的貼片貼在光滑的皮膚上。有些 AED 附有剃刀，你也可先行刮除黏貼區域的胸毛，再將貼片貼上。

若患者胸口貼有藥物貼片，你得先移除貼片，並將皮膚上的殘膠與藥物清理乾淨，再貼上電極貼片。

To ensure that the electric current can effectively pass through the body, you must apply electrode patches to the patient. Here's how to do it:

Expose the Patient's Chest, pull open the patient's clothing. According to the diagram on the machine or electrode patches, place the patches on the patient's bare chest. One patch should be placed below and slightly to the side of the left nipple, and the other above the right nipple. (Meanwhile, another rescuer should continue performing chest compressions on the patient.)

If the patient has dense chest hair that might prevent the electrode patches from sticking to the skin, press down firmly. If it still doesn't stick, you can forcefully remove the patch to pull out the chest hair and then apply a new set of patches to the smooth skin. Some AEDs come with a razor, which you can use to shave the area before applying the patches.

If the patient has a medication patch on their chest, you need to remove it and clean off any adhesive residue and medication before applying the electrode patches.

如果倒在眼前的患者是 25 公斤或 8 歲以下兒童，你可以使用兒童電極貼片，若無則直接使用成人貼片。兒童電極貼片的黏貼位置是在患者的胸前兩乳頭中央處，以及背後兩肩胛骨之間。

有些 AED 具有兒童模式功能，使用上應切換為「兒童模式」。如果你在患者胸側發現圓形或方形的腫塊，代表患者裝有心律調節器，黏貼時應避開它。

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If the patient in front of you weighs less than 25 kg or is under 8 years old, you can use pediatric electrode patches. If these are not available, you can use adult patches. Pediatric electrode patches should be placed in the center of the chest between the nipples and on the back between the shoulder blades. Some AEDs have a pediatric mode, which should be activated when used on children. If you notice a round or square lump on the patient's chest, it indicates the presence of a pacemaker. Avoid placing the patches over it.

丙、「插」：將線頭插入電擊插孔

“Plug in”: Insert the cable end into the defibrillator socket.

確定電極貼片黏妥後，你得將線頭插入電擊插孔，有些機器的線頭已經接在插孔上，則可以略過此步驟。

(這時另一位施救者應持續進行 CPR，切莫中斷)

After ensuring the electrode patches are properly adhered, you need to insert the cable end into the defibrillator socket. Some machines already have the cable connected, in which case you can skip this step.

(At this time, another rescuer should continue performing CPR without interruption.)

線頭插入機器後，AED 會自動分析心律並發出語音提示：「分析心律，不要碰觸患者身體。」此時請暫時停止 CPR，不要碰觸病患。

經過短暫時間，如果 AED 發出不建議電擊的語音時，則繼續壓胸動作。然而，若 AED 發出建議電擊語音，則進行以下步驟。

After inserting the cable into the machine, the AED will automatically analyze the heart rhythm and issue a voice prompt: “Analyzing heart rhythm, do not touch the patient.” At this point, please temporarily stop CPR and avoid touching the patient.

After a brief period, if the AED issues a voice prompt indicating that a shock is not advised, continue performing chest compressions. However, if the AED advises a shock, proceed with the following steps.

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丁、「電」：執行電擊

“Shock”: Deliver the shock.

一旦聽聞建議電擊語音，為了避免其他人觸電，應大喊：「大家離開！」在確認沒有人碰觸患者後，才按下電擊鈕。

Once you hear the voice prompt advising a shock, to avoid others getting shocked, you should shout: “Everyone clear!” After ensuring no one is touching the patient, press the shock button.

7.3 外傷流血止血法

Methods to Stop Bleeding from External Injuries

A. 止血之重要性：

The Importance of Hemostasis:

正常成人的血液量約為體重的 8%，男性略高於女性。若失血超過 1500cc，很快就會導致休克。若嚴重大動脈出血，可能在一分鐘內就會死亡。

The blood volume of a normal adult is approximately 8% of their body weight, with males having slightly more than females. If blood loss exceeds 1500cc, it can quickly lead to shock. Severe arterial bleeding can result in death within a minute.

B. 止血之方法：

Methods of Hemostasis:

甲、直接加壓止血法：係用消毒紗布置於傷口上，再用手用力壓住，若沒有消毒紗布，則可用乾淨毛巾、手帕或洗乾淨之手掌或手指 直接壓在傷口上。若經直接加壓仍有少量血液滲出，不需立刻移除，如仍有大量出血，則必須同時使用止血點或止血帶止血。若傷患的傷口有血液凝塊，切記不要輕易除去。

Direct Pressure Hemostasis Method:

Place sterile gauze on the wound and press firmly with your hand. If sterile gauze is not available, use a clean towel, handkerchief, or a clean hand or fingers to press directly on the wound. If there is still a small

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amount of blood seeping through after applying direct pressure, do not remove the gauze immediately. If there is still a large amount of bleeding, you must also use pressure points or a tourniquet to stop the bleeding. If there are blood clots in the wound, do not remove them easily.

乙、升高止血法：配合直接加壓止血法一起使用，將傷肢或受傷部位高舉至超過心臟高度的位置，以減低出血速度。

Elevation Hemostasis Method:

Use this method in conjunction with the direct pressure hemostasis method. Raise the injured limb or affected area above the level of the heart to reduce the rate of bleeding.

丙、止血點止血法：係用手指暫時壓住流經傷口處的主要動脈點上，阻止血液大量流出。同時在傷口處，仍須與直接加壓法併用止血。

Pressure Point Hemostasis Method:

Temporarily press the main artery point that supplies blood to the wound with your fingers to prevent a large amount of blood from flowing out. At the same time, continue to use the direct pressure method at the wound site to stop the bleeding.

丁、止血帶止血法：適用於身體四肢大量出血，用止血帶或寬布條在傷口近心端打一個平結，插入一根止血棒或短木棍、筷子或原子筆等，然後打一個結，將止血帶扭緊帶子至出血停止，綁緊時間 21 每隔 15~20 分鐘應放鬆止血帶 15~20 秒，以免造成局部組織壞死或下游神經損傷，並於額頭或止血帶上清楚標示使用止血帶的時間和部位。

Tourniquet Hemostasis Method:

This method is suitable for severe bleeding in the limbs. Use a tourniquet or a wide strip of cloth to tie a flat knot near the heart side of the wound. Insert a hemostatic stick, short wooden stick, chopstick, or pen, and then tie another knot. Twist the tourniquet until the bleeding stops. The tourniquet should be tightened for 15-20 minutes, then loosened for 15-

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20 seconds to prevent local tissue necrosis or downstream nerve damage. Clearly mark the time and location of the tourniquet use on the forehead or the tourniquet itself.

7.4 燒燙傷處理法 Burn Treatment Methods

未破皮的燒燙傷口，儘速施以沖、脫、泡、蓋、送等處理。起水泡的燒燙傷口，暫時不可弄破，以預防感染。

For burns without broken skin, promptly apply the following steps: cool, remove, soak, cover, and seek medical attention. For burns with blisters, do not break the blisters temporarily to prevent infection.

- A. 沖：用流動的清水沖洗傷口至少 15~30 分鐘，直至傷口不熱不痛為止。若無法沖洗傷口，可用冷敷。

Cool: Rinse the burn with running water for at least 15-30 minutes until the wound is no longer hot or painful. If rinsing is not possible, apply a cold compress.

- B. 脫：在水中小心移除或剪開傷口上衣物。

Remove: Carefully remove or cut away clothing from the wound while under water.

- C. 泡：送醫前應繼續浸泡在冷水中 15~30 分鐘。

Soak: Continue to soak the burn in cold water for 15-30 minutes before seeking medical attention.

- D. 蓋：蓋上乾淨紗布、乾淨毛巾或手帕。

Cover: Cover the burn with clean gauze, a clean towel, or a handkerchief.

- E. 送：儘速送醫治療。

Seek Medical Attention: Transport the patient to a medical facility as quickly as possible for treatment.

7.5 中暑及熱衰竭處理法

Heat Stroke and Heat Exhaustion Treatment Methods

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A. 中暑：

Heat Stroke:

甲、患者處在高溫環境中或因長時間曝曬在陽光下工作，體溫調節失常，導致體溫上升，有危及生命的狀況，患者皮膚乾燥發紅、無汗或出汗不多、體溫升高超過 40.5°C、脈搏快而強、抽筋、呼吸急促、低血壓，有頭暈、噁心、神志不清、昏迷等現象。

When a patient is in a high-temperature environment or has been exposed to sunlight for a long time, their body temperature regulation fails, leading to a rise in body temperature that can be life-threatening. Symptoms include dry, red skin, little to no sweating, body temperature exceeding 40.5°C, rapid and strong pulse, muscle cramps, rapid breathing, low blood pressure, dizziness, nausea, confusion, and unconsciousness.

乙、患者應先移至陰涼而通風處，讓患者平躺、腳低頭高，用冷水擦身或冷敷以降低體溫，使用電扇、搨風或冷氣幫忙散熱，如患者清醒可以吞嚥時，可給飲淡鹽水(每公升水中，加食鹽五公克)，或直接飲用運動飲料，但切勿給任何酒精性飲料，嚴重者速送醫。

The patient should first be moved to a cool and ventilated place. Have the patient lie down with their feet elevated and head lowered. Use cold water to wipe the body or apply cold compresses to lower the body temperature. Use a fan, fan manually, or air conditioning to help dissipate heat. If the patient is conscious and able to swallow, give them a light saline solution (5 grams of salt per liter of water) or sports drinks, but do not give any alcoholic beverages. In severe cases, seek medical attention immediately.

B. 熱衰竭：

Heat Exhaustion:

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甲、患者暴露在熱的環境中過久，大量的流汗，且未補充足夠的水份及適當的鹽分，造成全身性的不舒服。患者皮膚蒼白而溼冷，體溫正常或輕微上揚、血壓偏低、全身虛弱，頭暈、頭痛、嘔心，有時患者腹部或下肢有痛性痙攣。

When a patient is exposed to a hot environment for too long, they sweat excessively and do not replenish enough water and appropriate salts, leading to general discomfort. Symptoms include pale and clammy skin, normal or slightly elevated body temperature, low blood pressure, overall weakness, dizziness, headache, nausea, and sometimes painful cramps in the abdomen or lower limbs.

乙、應速將患者移至陰涼而通風處，平躺、使頭部低於身軀(墊高四肢)，如患者神志清醒，可給飲淡鹽水(每公升水中，加食鹽 5 公克)，嚴重者速送醫。

The patient should be quickly moved to a cool and ventilated place. Have them lie down with their head lower than their body (elevate the limbs). If the patient is conscious, give them a light saline solution (5 grams of salt per liter of water). In severe cases, seek medical attention immediately.

7.6 中毒急救處理法

First Aid Treatment for Poisoning

A. 食物中毒：

Food Poisoning:

甲、使食物自然嘔吐，或用手刺激催吐。

Induce vomiting naturally or use your fingers to stimulate vomiting.

乙、給予患者溫鹽水稀釋毒物，並可補充身體水分的流失。

Administer warm saline solution to the patient to dilute the toxin and replenish the body's lost fluids.

丙、保持患者體溫，並蓋以毛毯或衣物。

Maintain the patient's body temperature and cover them with a blanket or

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clothing.

丁、保存吐出物、排洩物或未吃完食物，以利後續化驗。

Preserve vomit, excreta, or uneaten food for subsequent testing.

戊、應儘速送醫治療。

Seek medical treatment as soon as possible.

B. 毒蛇、蜜蜂咬刺傷：

Snake or bee stings/bites:

甲、詳細說明被何種生物咬傷；如為蛇類咬傷，勿荒張，並以手機拍照記錄，方便血清使用。

Provide detailed information about the type of creature that caused the bite. If it is a snake bite, stay calm and take a photo with your phone for easier identification and appropriate antivenom use.

乙、儘速使患者躺下，並將肢體固定。

Have the patient lie down as soon as possible and immobilize the affected limb.

丙、蛇若咬傷四肢，應於咬傷處之近心臟端綁以繃帶。

If a snake bites a limb, apply a bandage near the heart side of the bite.

丁、毒蛇咬傷，不可用嘴吸出傷口毒液。

For snake bites, do not use your mouth to suck out the venom from the wound.

戊、如遭蜜蜂刺傷，切勿讓患者步行。

If stung by a bee, do not let the patient walk.

己、如有冰塊可冰敷。

If ice is available, apply an ice pack.

庚、切勿給患者飲用任何酒精性飲料。

Do not give the patient any alcoholic beverages.

辛、應儘速送醫治療。

Seek medical treatment as soon as possible.

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7.7 休克處理法 Shock management methods

- A. 休克時應使傷患平躺，頭部偏向一側，保持呼吸道暢順，腳部應墊高 15～30 公分。

In case of shock, the patient should be laid flat with their head turned to one side to keep the airway clear, and their legs should be elevated 15 to 30 centimeters.

- B. 可用毛毯或衣物等保持患者體溫。

Use blankets or clothing to keep the patient warm.

- C. 依休克的不同原因，加以緊急處理。

Provide emergency treatment based on the specific cause of the shock.

- D. 並儘速送醫治療。

And seek medical treatment as soon as possible.

7.8 感電處理法 Electric Shock Treatment

- A. 關閉電源，先確認自己無感電之虞。

Turn off the power source and ensure that you are not at risk of electric shock.

- B. 使用絕緣物或非導電物品，將患者與觸電物撥離。

Use an insulating or non-conductive object to separate the patient from the source of the electric shock.

- C. 將傷患移至通風良好處，使患者平躺，若傷患無呼吸、無脈搏，則先施以心肺復甦術，並儘速送醫治療。

Move the patient to a well-ventilated area and lay them flat. If the patient is not breathing and has no pulse, perform CPR immediately and seek medical treatment as soon as possible.

7.9 傷患搬運處理法 Patient Transport Methods

- A. 搬運傷患前，須先檢查其頭、頸、胸、腹、四肢之傷勢，並加以固定。

Before transporting the patient, check for injuries to the head, neck, chest, abdomen, and limbs, and stabilize them.

- B. 若頸部或背部受傷，移動患者可能加重其傷勢，應儘速送醫治療，並給患者

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蓋上毛毯或衣服。

If the neck or back is injured, moving the patient could worsen their condition. Seek medical treatment immediately and cover the patient with a blanket or clothing.

- C. 若需將患者移到安全處，應將身體直行拖行，千萬不可自側面橫向施行。若要將傷者抬起，千萬不可只抬頭和腳，必須抬起整個身體，將患者的身體平躺後再抬起。

If the patient needs to be moved to a safe location, drag their body in a straight line and never from the side. If lifting the patient, do not lift only the head and feet; lift the entire body while keeping it flat.

- D. 搬運器材必須牢固，傷患搬運可使用擔架，或用一扇門、一塊寬木板，二人抬一張椅子亦可。

The transport equipment must be sturdy. For moving the patient, you can use a stretcher, a door, a wide wooden board, or even have two people carry a chair.

- E. 傷患搬運應儘量保持舒適姿勢，並盡可能叫救護車搬運。

When transporting a patient, try to keep them in a comfortable position and, if possible, call an ambulance for transport.

7.10 搶救作業處理 Rescue Operation Procedures

- A. 於公司工作場所，若發生重大職災時，除必要之急救、搶救外，非經司法機關或檢查機構許可，不得移動或破壞現場。

In the event of a major occupational accident at the workplace, apart from necessary first aid and rescue operations, the scene must not be moved or disturbed without permission from judicial authorities or inspection agencies.

- B. 搶救作業由相關部門主管先行採取必要因應措施，並立即通報職安室協同處理，並視情況請求相關單位支援，以迅速有效地執行搶救，防止災害蔓延與擴大。

Rescue operations should be initiated by the relevant department supervisors, who must take necessary measures and immediately notify the Occupational

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Safety Office for coordinated handling. Depending on the situation, they should request support from relevant units to execute the rescue swiftly and effectively, preventing the disaster from spreading and escalating.

- C. 若總公司大樓發生火災時，能以滅火設備撲滅者，即先以適當滅火設備滅火，並進行通報、滅火及避難引導等作業。

In the event of a fire at the headquarters building, if it can be extinguished with fire-fighting equipment, use the appropriate equipment to put out the fire first. Additionally, carry out notification, fire-fighting, and evacuation guidance operations.

- D. 職災事故發生時之緊急措施，以救人為第一要務。傷患除作現場急救外，並儘速送醫治療。

In the event of an occupational accident, the primary emergency measure is to save lives. Besides providing first aid on-site, the injured should be transported to a medical facility as quickly as possible.

- E. 災害搶救作業人員應隨時注意留有避難路線，如嚴重已無法自行控制，員工應立即撤離大樓，或退避至安全處所，等待救援。

Rescue operation personnel should always ensure there is an evacuation route available. If the situation becomes uncontrollable, employees should immediately evacuate the building or retreat to a safe location and wait for rescue.

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8 防護設備之準備、維持及使用

Preparation, Maintenance, and Use of Protective Equipment

- 8.1 針對各作業所需，提供符合國家標準或勞動部防護器具使用指引之防護用器具，如：安全帽、安全帶、安全鞋、雨衣、雨鞋、手套、防塵口罩、反光背心及手電筒等，應由專案按實際需要向公司申請、借用或採購。

Provide protective equipment that meets national standards or the Ministry of Labor's guidelines for the use of protective gear, such as helmets, safety belts, safety shoes, raincoats, rain boots, gloves, dust masks, reflective vests, and flashlights, according to the needs of each operation. These should be requested, borrowed, or purchased from the company as needed.

- 8.2 個人使用之安全防護具，以個人使用為原則，並應善盡保管、清潔之責，經常自我檢查，以保持其性能。

Personal protective equipment should be used individually and it is the user's responsibility to maintain and clean it regularly. Frequent self-inspections should be conducted to ensure its functionality.

- 8.3 安全防護具，如有不堪使用或安全有瑕疵，不得再使用，應立即加以標示及申請更換或修理。

If personal protective equipment is damaged or defective, it must not be used. It should be immediately marked and a request for replacement or repair should be made.

- 8.4 安全防護具之使用方法：

How to Use Personal Protective Equipment:

- A. 進入工區應配戴安全帽並繫好頤帶。

When entering the work area, you must wear a safety helmet and fasten the chin strap.

- B. 從事工地專案工程時，應著安全鞋。

When working on construction projects, you should wear safety shoes.

- C. 夜間從事工地專案工程時，應著反光背心及使用手電筒。

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When working on construction projects at night, you should wear a reflective vest and use a flashlight.

- D. 員工於前往工地執行業務時，應依該工地之狀況及規定，確實使用個人安全防護具，如安全帽、安全帶、空氣呼吸器、防毒面具、防塵口罩、耳塞、耳罩、安全面罩、護目鏡及防護手套等，安全防護具破損時，應立即停止作業，並更換之。

When employees go to the construction site to perform tasks, they should use personal protective equipment according to the conditions and regulations of the site. This includes safety helmets, safety belts, air respirators, gas masks, dust masks, earplugs, earmuffs, safety face shields, goggles, and protective gloves. If any protective equipment is damaged, work should be stopped immediately and the equipment should be replaced.

8.5 安全防護具之保管維護方法:

Methods for the storage and maintenance of personal protective equipment:

- A. 應存放在不受日曬雨淋、乾燥且通風良好的固定場所。
They should be stored in a fixed location that is dry, well-ventilated, and protected from direct sunlight and rain.
- B. 應儘量避免接近高低溫物體。
They should be kept away from objects with extreme temperatures.
- C. 不可與腐蝕性液體、有機溶劑、油脂類、酸鹼類等物品存放在同一室內。
They should not be stored in the same room as corrosive liquids, organic solvents, oils, acids, or alkalis.
- D. 應分類放置，並保持清潔、有效的狀態。
They should be sorted and stored, and kept clean and in effective condition.
- E. 不得在防護具上鑽孔或作任意變動。
They should not be drilled or modified in any way.
- F. 應定期實施檢查，以保持堪用狀態。
They should be inspected regularly to ensure they remain in usable condition.

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9 事故通報及報告

Incident Reporting and Documentation

- 9.1 總公司員工一旦發生職業災害，相關部門主管應於事故發生後先行採取必要因應措施，並立即通報職安室協同處理，職安室並應會同勞工代表實施調查、分析及作成紀錄，且應儘速影送相關主管知悉。

In the event of an occupational accident involving head office employees, the relevant department supervisor should first take necessary response measures immediately after the incident occurs. They should then promptly report the incident to the Occupational Safety Office for joint handling. The Occupational Safety Office, together with labor representatives, should conduct an investigation, analysis, and documentation of the incident, and promptly inform the relevant supervisors.

- 9.2 若屬重大職業災害或 1 人以上罹災且需住院治療之災害時，職安室並應於 8 小時內通報高雄市勞動檢查處。

In the case of a major occupational accident or an accident involving more than one person requiring hospitalization, the Occupational Safety Office must report the incident to the Kaohsiung City Labor Inspection Office within 8 hours.

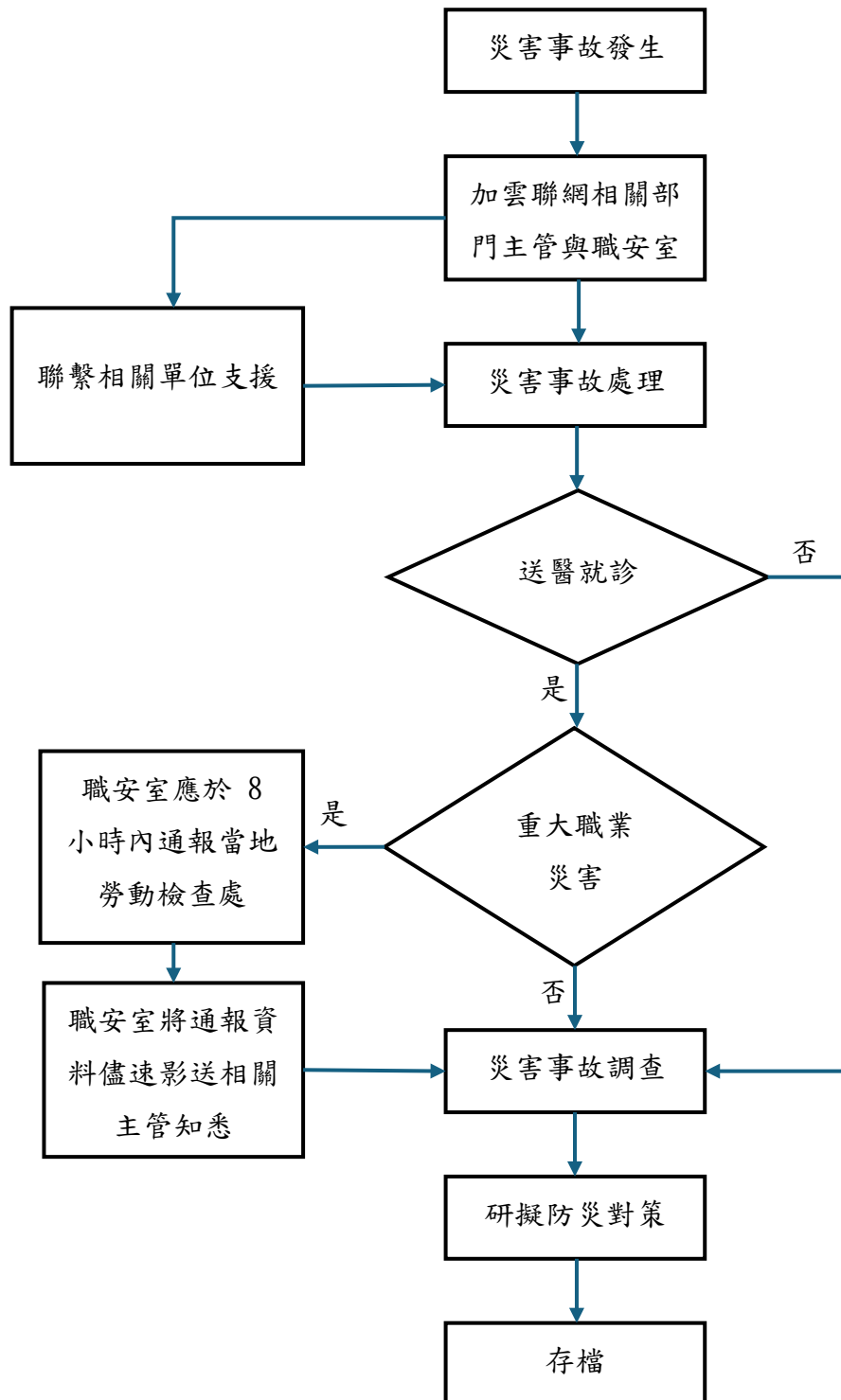
- 9.3 有關職業災害事故通報、處理及報告作業流程如圖一。執行內容已專訂緊急事件應變處理作業程序書。

The process for reporting, handling, and documenting occupational accident incidents is illustrated in the attached diagram. The execution content has been specifically detailed in the emergency response procedure manual.

- 9.4 職災事故若發生於夜間或假日，由發現人員立即通知大廈管理委員會，以進行必要之搶救，並儘速通知相關部門主管與職安室，以免災害繼續擴大。

If an occupational accident occurs at night or on a holiday, the person who discovers it should immediately notify the building management committee to carry out necessary rescue operations. They should also promptly inform the relevant department supervisors and the Occupational Safety Office to prevent the disaster from escalating.

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圖一 職業災害事故通報、處理及報告作業流程圖

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10 一般安全衛生事項

General Safety and Health Matters

- 10.1 上班要有充分時間離開家門，避免害怕遲到而慌慌張張的上班，騎乘機車應戴安全帽，遵守交通規則。

You should leave home with enough time to avoid rushing to work and being anxious about being late. When riding a motorcycle, you should wear a helmet and follow traffic rules.

- 10.2 全體員工除要維持週遭工作環境整潔外，更需維持電梯間、樓梯間、走道及辦公室通道等公共區域環境之整潔。

In addition to maintaining the cleanliness of their immediate work environment, all employees must also keep common areas such as elevators, stairwells, hallways, and office corridors clean.

- 10.3 為顧及員工健康及配合菸害防制法之修訂，大樓全面禁止吸菸。

To protect employees' health and comply with the revised Tobacco Hazards Prevention Act, smoking is completely prohibited in the building.

- 10.4 工作場所嚴禁員工追逐嬉戲、惡作劇或任何影響公司整體秩序之行為。

In the workplace, employees are strictly prohibited from engaging in horseplay, pranks, or any behavior that disrupts the overall order of the company.

- 10.5 嚴禁自高樓陽台或窗戶任意向下拋擲東西。

It is strictly prohibited to throw objects from high-rise balconies or windows.

- 10.6 種盆栽的員工應經常清理盆栽容器內之積水，以防蚊蟲繁衍。

Employees who grow potted plants should regularly clean out any standing water in the containers to prevent mosquito breeding.

- 10.7 個人暴露在外(含抽屜內)之食物，應在下班前作妥善收藏或攜帶回家；夜間加班所吃剩之食物，務必丟入茶水間之廚餘垃圾桶內。

Any personal food left out (including in drawers) should be properly stored or taken home before leaving work. Any leftover food from working late at night must be disposed of in the kitchen waste bin in the pantry.

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11 附則

Supplementary Provisions

11.1 本工作守則經徵詢總公司職業安全衛生委員會全體委員同意簽名，並報請高雄市勞動檢查處同意備查後即公告實施，路徑「\\192.168.50.10\aa01_公佈欄\職安室\01-職業安全衛生管理」，以利同仁上網查詢及確實遵守。

These work rules have been approved and signed by all members of the Head Office Occupational Safety and Health Committee, and have been submitted to the Kaohsiung City Labor Inspection Office for approval and record. They will be announced and implemented upon approval. The rules can be accessed online at “\\192.168.50.10\aa01_公佈欄\職安室\01-職業安全衛生管理” for employees to review and comply with.

11.2 本工作守則得依情況修訂，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.

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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
V1.0	04/02/2024	All	Initial Release
V2.0	12/27/2024	All	修改內容以符合總公司現況

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安委會委員簽名

職 稱	姓 名	簽 名
主 任 委 員	廖 斌 毅	廖斌毅
委 員	何 夢 麟	何夢麟
委 員	張 力 夫	張力夫
委 員	鄭 珽 宇	鄭珽宇
委 員	方 彥 博	方彥博
委 員	謝 宏 亮	謝宏亮
委 員	彭 雅 筠	彭雅筠
委 員	邱 靖 方	邱靖方
委 員	高 銘 駿	高銘駿
委 員	周 志 帆	周志帆
委 員	呂 培 豪	呂培豪
委 員	黃 瑋 昱	黃瑋昱
委 員	孫 運 嘉	孫運嘉