National Taiwan Normal University

Safety and Health Manual



National Taiwan Normal UniversitySafety and health code of practice

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directory

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Chapter I General Provisions

Article 1 In order to prevent occupational disasters, ensure occupational safety and health, and ensure the normal operation of the workplace, this Code of Conduct on Safety and Health (hereinafter referred to as "this Code") is specially formulated. This Code is based on Article 34 of the Occupational Safety and Health Act (hereinafter referred to as the "Occupational Safety Law") and Articles 41 and 42 of the Enforcement Rules of the Occupational Safety and Health Act, and shall be complied with by all school workers.

Article 2 The "workplace" within the scope of application of this Code includes the following places:

(1) In the course of the existence of the labour contract, the employer shall prompt the labourer to perform the contract and provide labour services.

(2) Other places where persons engaged in labor are under the command or supervision of the person in charge of the workplace and who are actually engaged in labor.

"Workplace" means a place of work which is at the disposal and management of a person who accepts instructions from or acts on behalf of the employer in dealing with labour-related matters.

"Workplace" means a place in the workplace where a specific purpose of work is performed.

Article 3 "Workers" as used in this Code: refers to teaching staff and other persons who are under the command or supervision of the person in charge of the workplace to engage in labor.

Article 4 "Person in charge of the workplace" as used in these Codes refers to a person who manages, directs or supervises the work of workers on behalf of the employer in the workplace.

Article 5 "Occupational disasters" as used in this Code refers to buildings, machinery, equipment, raw materials, materials and chemistry in the workplace

Illness, injury, disability or death of workers caused by products, gases, vapors, dusts, etc. or occupational activities and other occupational causes.

Chapter II: Powers and Responsibilities of Safety and Health Management Organizations and At All Levels

Article 6 The University shall, in accordance with the provisions of Article 23 of the Occupational Safety Law, set up the following safety and health organizations:

1. Environmental Protection and Safety and Health Committee.
2. Environmental Safety and Health Center.
3. Health Center of the Student Affairs Office.

Article 7 Duties of All Levels:

I. Principal:

(1) Comprehensively manage the business related to environmental safety and health (hereinafter referred to as "environmental safety and health") in the workplace of the University.

(2) Serve as the chairman of the Environmental Protection and Safety and Health Committee of the University.

(3) Approve the annual safety and health management plan, safety and health management regulations and work rules of the university.

(4) Instruct each unit to reach the implementation of the relevant environmental security and health business.

(5) Other matters related to environmental security and sanitation.

2. Environmental Protection and Safety and Health Committee:

(1) Planning and supervising relevant provisions on environmental protection.

(2) Planning and supervising the relevant provisions on the operation of toxic chemical substances in experimental sites.

(3) Planning and supervising the relevant provisions on ionizing radiation protection at experimental sites.

(4) Planning and supervising relevant provisions on occupational safety and health.

3. Environmental Safety and Health Center:

(1) Formulate occupational disaster prevention plans and guide all units to implement them.

(2) Planning and supervising the relevant environmental security and health management of each unit.

(3) Planning and supervising the inspection and inspection of safety and health facilities.

(4) Guide and supervise relevant personnel in carrying out inspections, regular inspections, key inspections, and measurement of the operating environment.

(5) Plan and implement environmental security education and training.

(6) Supervise the investigation and handling of occupational disasters, and handle occupational disaster statistics.

(7) Provide environmental security management materials and suggestions.

(8) Other management matters related to environmental security and health.

4. Student Affairs Office Health Centre:

Provide worker health management services, handle health examinations, health guidance, health promotion and management, and work

Health management matters such as occupational disease prevention and on-site health services.

V. Heads of units at each level:

(1) Comprehensively manage the relevant environmental security and health business.

(2) Supervise the subordinate units to carry out relevant environmental security and health business.

(3) Supervise the subordinate units to cooperate in handling environmental security and health business.

(4) Supervise the relevant units in handling the operational hazard factors proposed by the units to which they belong.

6. Heads of each second-level unit:

(1) Direct and supervise the management of safety and health personnel within the unit.

(2) Instruct the safety and health comprehensive personnel in the unit to handle the delivery matters of the environmental safety and health center.

(3) Other matters related to the assignment of environmental security and sanitation matters by first-level supervisors.

7. Safety and health comprehensive management personnel of each unit

(1) Handle the delivery of environmental security and sanitation work by the supervisor of the unit and the environmental safety and health center.

(2) Assist the person in charge of the workplace of the unit to perform environmental security work.

(3) Promote and advocate the unit's regulations on environmental security and health.

VIII. Workplace Leaders:

(1) Supervise the personnel in the workplace under their jurisdiction to comply with this Code.

(2) Implement the management of environmental security and health in the workplace under its jurisdiction.

(3) Analyze and assess the possible hazard factors in the workplace under its jurisdiction, formulate safe operating codes, and treat the personnel to which they belong

Carry out training and training related to environmental security and health.

(4) Frequently inspect the workplaces under their jurisdiction, correcting, supervising, and stopping unsafe actions.

(5) Provide appropriate personal protective equipment and supervise the correct wearing of subordinate personnel.

(6) Implement emergency response to accidents and formulate countermeasures for improvement.

(7) Carry out other matters related to environmental security and health.

IX. Workers:

(1) The provisions of this Code and the relevant laws and regulations on environmental security and health shall be earnestly observed.

(2) There is an obligation to accept the implementation of health examinations.

(c) the obligation to receive the safety and health education and training necessary for the conduct of work and the prevention of catastrophes.

Chapter III Maintenance and Inspection of Equipment

Article 8 The person in charge of the workplace shall have the necessary safety and health equipment and measures in accordance with the regulations for the following matters:

1. Prevent hazards caused by machinery, equipment or appliances.

2. Prevent hazards caused by explosive or fiery substances.

3. Prevent hazards caused by electricity, heat or other energy.

4. Prevent hazards caused by quarrying, mining, loading and unloading, handling, accumulation or logging operations.

5. Prevent hazards caused by workplaces that are in danger of falling, falling objects or collapsing.

6. Prevent the harm caused by high-pressure gases.

7. Prevent raw materials, materials, gases, vapors, dusts, solvents, chemicals, toxic substances or hypoxic air

Hazards caused by gas, etc.

8. Prevent hazards caused by radiation, high temperature, low temperature, ultrasonic waves, noise, vibration or abnormal air pressure.

9. Prevent hazards caused by monitoring instruments or precision operations.

10. Prevent hazards caused by waste gas, waste liquid or residue.

11. Prevent hazards caused by floods or fires.

12. Prevent hazards caused by animals, plants or microorganisms.

13. Prevent hazards caused by passages, floors or stairs.

14. Prevent hazards caused by insufficient ventilation, lighting, lighting, heat preservation or moisture prevention.

Article 9 Maintenance and automatic inspection

1. The person in charge of the workplace shall carry out automatic inspection in accordance with the automatic inspection plan established by the University.

2. The periodic inspections and key inspections carried out by the person in charge of the workplace shall be recorded and kept for three years:

(1) Inspection year, month and day.

(2) Inspection methods.

(3) Inspection part.

(4) Inspection results.

(5) The name of the person carrying out the inspection.

(6) The content of improvement measures that should be taken according to the results of the inspection.

Third, when the person in charge of the workplace implements the inspection and inspection point and finds an abnormality or a risk of harm to the worker, the inspection shall be carried out immediately

Repair, after confirming normal can start work.

Chapter IV : Safety and Health Standards at Work

Article 10 General safety and health work codes

1. Safety and health precautions stipulated in the workplace must be observed.

2. Must receive safety and health education and training related to the work itself.

3. Must undergo the prescribed physical and health examinations.

4. Smoking, drinking alcohol, chewing betel nut, eating gum and other acts that hinder safe work are strictly prohibited during work.

5. No items shall be piled up at safety gates, passage intersections, stairwells, entrances and exits, etc. in the workplace.

6. Must be familiar with the use of fire extinguishers and fire fighting equipment and the place of placement.

7. It is strictly forbidden to use any electrical appliances that are not prescribed by the school.

8. It is necessary to understand the routes of escape and evacuation in the workplace.

9. In case of fire or other accidents, you cannot take the elevator to escape.

10. The workplace environment should avoid stacking items too high to avoid dumping and injuring people.

11. When leaving the workplace, be sure to turn off the switches of electrical, gas, gas and faucets.

12. People, things, things, etc. that endanger safety and health are found anywhere in the workplace, and must be immediately reflected

Relevant personnel for emergency treatment.

Article 11: Special safety and health work rules

1. Personal safety and health responsibility

(i) Comply with safety and health codes and regulations.

(ii) Report unsafe situations and urge improvements.

(iii) Report all false alarms and injuries.

(iv) Work in accordance with the safe working methods of each operation.

(5) Assist new recruits in understanding safe working methods.

(6) Support the safety plan established within the unit and implement various safety and health work.

(vii) Keep the workplace clean and tidy, and use mechanical protection and personal protective equipment appropriately.

2. General safety and health codes

(i) You may not stay or wander in the area where others work others except for work needs.

(ii) It is strictly forbidden to disturb or distract others from their work.

(iii) The workplace should be kept clean at all times, and if you are sick or mentally ill, you should rest or seek medical attention.

(iv) Machines, equipment and instruments that are not managed by themselves should not be used without authorization.

(5) During the experiment, you should wear a test coat, no sandals, and use appropriate tools, equipment and human protection

Tool.

(6) Comply with safety rules and safe work laws.

(vii) Protective equipment such as shields, nets or fences is prohibited from being dismantled or rendered ineffective.

(viii) Pay attention to various red flags and safety signs.

(IX) In the event of an accident, whether or not any person is injured, it should be reported to the person in charge of the workplace.

(x) If someone is injured, the necessary first aid should be given immediately.

(xi) Workplace passages, safety doors, safety ladders, etc. should be kept open and should not be stacked with tools, materials, etc

Machine parts and other debris.

(xii) It is forbidden to use compressed air for body or clothing cleaning.

(xiii) Do not place tools or materials in places where they may fall and hurt people.

(xiv) When engaged in the cleaning, oiling, adjustment, maintenance and other operations of the machine, it should be stopped first.

(xv) Flammable objects such as oils and solvents that need to be used in work should not be stored in large quantities except for the amount used on the day

In the workplace.

(xvi) Finally, those who leave the workplace should pay attention to the management of water, electricity and gas.

(xvii) It is strictly forbidden to litter cigarette butts and debris in the workplace.

(xviii) Undergo various health check-ups as required.

3. Safety and health codes for experimental (Xi) places

(1) The workplace should be kept neat and clean at all times.

(ii) The lighting, ventilation and ventilation of the workplace should comply with national standards.

(iii) The temperature and humidity, ventilation, lighting, noise, etc. of each workplace should be immediately dealt with if there is an abnormal condition

Reason.

(iv) Sharp-angled items shall not be placed to affect the safety of personnel or obstruct passage.

(5) The following should be noted when using extension cords:

1. It shall not be arbitrarily placed on the channel, so as to avoid short circuit caused by insulation damage, and if necessary, a protective tube should be added

and stick to the ground.

2. When the socket is insufficient, it cannot be connected or taped continuously, so as not to cause overload or poor contact.

3. The power supply of the equipment and instrument shall be notified to the special personnel for installation and shall not be handled without authorization.

(6) The terminal shall be equipped with goggles to prevent reflection, radiation and static electricity.

(vii) Heavy objects must not be placed on high places or suspended on walls.

(viii) The last person leaving should check whether the doors, windows, air conditioners, and power are turned off.

(IX) Remember safety gates, fire extinguisher locations, and escape routes in case you need them.

(x) The workplace should not be noisy and should be quiet.

(xi) Flammable items should not be placed near power supplies and gas switches to prevent danger.

4. Code of Safety and Health for Chemical Laboratories

(i) Recognize and remember the location of the nearest fire extinguisher, first aid kit and emergency shower eye wash, and know the user well

Law.

(ii) Hazardous business wastes should be stored separately from general business wastes, and shall not be discarded arbitrarily without treatment.

(iii) The waste liquid should be treated or stored separately and should not be dumped in the sink.

(iv) Smoking and eating are not allowed in the laboratory.

(5) Hazardous and toxic chemicals shall be labeled in accordance with hazardous chemical labels and general knowledge rules or environmental protection laws

Customs regulations for labeling and storage.

(6) Flammable and explosive chemicals are prohibited near heating equipment such as ovens and stills.

(vii) Food and beverages shall not be placed in refrigerators and refrigerated cabinets of refrigerated chemicals.

(viii) The operation of steam or gas that will be toxic or corrosive should be carried out in the extraction cabinet.

(IX) Chemicals should be properly managed, and dangerous goods, flammables, and toxic chemicals should be placed in designated locations

Hazardous waste and expired chemicals should be declared in accordance with the regulations and shall not be disposed of arbitrarily.

(x) For experiments that are at risk of explosion, safety baffles should be placed in front of the body or other effective ones should be taken

Explosion protection measures.

(xi) Chemicals used should be placed on site with safety information sheets and emergency leak disposal equipment.

(xii) Any conveyor line shall indicate the composition of the contents.

(xiii) Any chemical shall be marked with the scientific name of its main ingredient.

(xiv) Before engaging in any experiment, it should be confirmed that a safety assessment should be done and the safety status of the equipment used should be fully understood

and the toxicity, physical properties, chemical properties and correct use methods of the drug, and may occur in experiments

Preventive methods are proposed for the prevention of biological hazards and appropriate protective measures are taken.

(xv) Any experiment should specify the operating procedures, operating conditions and safety and health concerns.

(xvi) Entering the laboratory should be accompanied by the necessary personal protective equipment, such as safety glasses, safety shoes, and protective gloves

and gas masks, etc.

(xvii) When an alarm bell rings, the gas and gases should be turned off immediately and the laboratory should be left as soon as possible.

(xviii) Experiments done outside of working hours should be taken care of, and it is strictly forbidden to conduct dangerous experiments alone.

(XIX) If you are splashed with chemicals, you should immediately rinse with water for more than fifteen minutes and send it for treatment as appropriate.

(xx) The entrance of each laboratory should be marked with the person in charge of the place and the emergency contact telephone number.

Fifth, the organic solvent work code

(i) Containers containing organic solvents should be covered to prevent vapor from escaping.

(ii) Ventilation facilities in the workplace shall not stop operating during the operating hours.

(iii) When the organic solvent concentration in the workplace exceeds the allowable concentration, the tracheal mask should be worn or present

Gas masks for machine gases.

(iv) When handling organic solvents, protective gloves should be worn to prevent direct skin contact with the solvent.

(5) Organic solvents should be stored in designated places and marked with the names of the types to minimize the stock.

(6) The waste liquid of the organic solvent should not be dumped arbitrarily, and should be poured into the designated storage container.

(vii) The local exhaust device or the overall ventilation device set up shall not stop running during the working time

The operation status of ventilation equipment, personnel operation, air circulation effect and organic solvent in the workplace

In cases, it should be checked and recorded once a week.

(viii) The local exhaust device set up in the workplace shall be automatically inspected once a year in accordance with the regulations

When starting to use, disassemble, modify or repair, key inspections should also be carried out and recorded in accordance with the regulations.

(IX) The person in charge of the work site should announce the toxicity of organic solvents, operating precautions, and emergency response measures

The workplace is well known to employees.

(x) If a person loses consciousness in acute poisoning, he should immediately move it to the air circulation place, give first aid and

Immediate and urgent notification.

(xi) Organic solvent operators shall undergo health examinations in accordance with regulations.

6. Code of Practice for Special Chemical Substances

(i) Non-workers are strictly prohibited from entering the workplace where certain chemical substances are disposed of or manufactured.

(ii) The valve or plug shall be rotated in the direction indicated by it and shall not be dismantled without the permission of the person in charge.

(iii) The cooling device shall operate in accordance with the regulations and shall not arbitrarily shorten its reaction time and change its cooling temperature.

(iv) The stirring device should be covered with a cover during operation before it can be started, and it must not be stopped arbitrarily during operation

This machine is powered on and must not be turned on.

(5) The compression equipment should discharge the cooling water every day before starting, and the operation of the compression equipment should be in accordance with the operation

Mingshu implements the operation.

(6) The periodic correction of thermometers, manometers and various monitoring instruments shall be carried out by the responsible personnel and other personnel

It may not be moved or changed arbitrarily.

(vii) The adjustment of the safety valve and various safety devices shall be carried out by the responsible personnel, and the adjustment shall be carried out in accordance with the operating instructions

Shi, other personnel are strictly prohibited from moving.

(viii) Joints such as cover plates, flange valves, and plugs should be inspected daily by the management of specific chemical substances

Is there a risk of omission.

(IX) When the operator finds an abnormal reaction, the work site and equipment should be immediately isolated or sealed

Notify other personnel to evacuate, and rescue according to the method of operation training, turn off the equipment, and pass through

Know the maintenance personnel to deal with.

(10) The installed sirens shall be kept in a usable state at all times, and the management personnel shall regularly carry out inspection points to prevent leakage.

(xi) The operator shall wear the prescribed protective equipment when operating.

(xii) Try to replace highly toxic substances with substances with low toxicity.

7. Code of practice for high-pressure gases

(1) High-pressure gas containers, whether loaded or empty containers, should pay attention to the following matters:

1. Only those who are sure that the purpose of the container is correct may be used.
2. The high-pressure gas container shall be marked in accordance with the rules of general knowledge of hazardous substances, and the gas filled shall not be filled or transferred arbitrarily.

3. The outer color of the container shall not be changed or erased without authorization.

4. The container should be fixed when used.

5. The container shall not be moved recklessly or impacted.

6. Do not test weld on the container when welding.

7. The container status hanging sign should be properly managed and used.

(2) Regardless of whether the high-pressure gas container is loaded or empty, the following matters should be paid attention to in handling:

l. The temperature is maintained below 40 degrees Celsius.

2. Use special trolleys, etc. for mobile movement in the field as much as possible, so as to ensure that they are safe and upright.

3. Move the container by hand, and it should be confirmed that the cover can be moved upright after it is tightened.

(3) In the storage of high-pressure gases, attention should be paid to the following matters:

1. Storage places should have appropriate warning signs, and fireworks are strictly prohibited.
2. Fireworks and ignition items shall not be placed within two meters of storage.
3. Container packs and empty containers should be placed partitioned.
4. Cylinders of flammable gases, toxic gases and oxygen should be stored separately.
5. The container should be kept below 40 degrees Celsius, placed in place and secured and securely covered.
6. The area of the passage shall be more than 20% of the storage area, and no other objects shall be arbitrarily placed near the storage place

products, to facilitate the removal of goods in case of emergency.

7. To store gases heavier than air, attention should be paid to ventilation in low-lying places.
8. The storage place and electrical equipment of high-pressure flammable gas shall adopt explosion-proof type and shall not be carried with explosion-proof type

Lamps other than flashlights shall have appropriate fire extinguishers.

9. In addition to the provisions of the preceding paragraph, the storage of high-pressure toxic gases shall pay attention to the following matters:

(1) The storage place shall be equipped with absorbents, neutralizers and applicable gas masks and respirators.

(2) Toxic gases with corrosive characteristics should be fully ventilated, maintain good ventilation, and reduce humidity.

(3) Do not store near corrosive chemicals or chimneys.

(4) Prevent the mixing of foreign bodies.

(4) The use of toxic high-pressure gases shall be provided for as follows:

l. Persons who do not have on-the-ground knowledge of the gas are not allowed to enter.

2. The workplace should keep the toxic gases in the air below the allowable concentration.

3. The workplace is equipped with appropriate protective equipment.

4. Places where poisonous gas is used should be kept well ventilated and dried and properly managed.

8. Safety rules for material handling and storage

(i) The maximum safety load on the stacked ground must not be exceeded.

(ii) Do not affect the lighting.

(iii) Shall not obstruct the operation of machinery and equipment.

(iv) Do not obstruct traffic or access.

(5) The effective function of fire alarm sirens must not be reduced.

(6) The emergency use of fire fighting equipment shall not be obstructed.

(vii) Must not be stacked against walls or structural pillars.

(viii) Keep the warehouse clean and air circulating.

(IX) Electrical switches and first aid equipment must not be blocked.

(10) Articles over 40 kg shall be handled by human vehicles or tools.

(xi) Items over 500 kg shall be handled by motor vehicles or other machinery.

(xii) When carrying heavy objects by hand, you should first grasp the heavy objects in a semi-squatting position, and then use the leg muscles to stand up and cut

Do not bend down to lift heavy objects so as not to sprain your waist and back.

(xiii) Stacked heavy lifters should be inhaled deeply until the weight is put away before exhaling, and deep inhalation can tighten the muscles to avoid

Sprain.

(xiv) Trolleys loaded with materials should be pushed forward, and should not be pulled except for empty vehicles.

(xv) When two or more people work together to carry a long weight, they should face the same direction and be pointed at by the more experienced person in the rear

Brandish.

(xvi) Steel ropes and hemp ropes with sharp sharp corners should be padded with wooden planks or thick sacks to prevent them from being cut and heavy objects from falling

Fall hurts.

(xvii) When lifting heavy or long objects, a guide cable should be used to control the direction to prevent oscillation in the air.

(xviii) When lifting a cylindrical object with a sling, or an object with a smoother surface, at least wrap the sling around the quilt

The hanging object is more than two times to avoid slipping off.

(XIX) When handling long materials such as iron pipes, wood, and ladders, the front end should be slightly upwards to avoid bumping into each other when traveling

Ground surface, while turning carefully to control the direction of rotation, do not touch the wires or bump into others.

(xx) When carrying chemicals such as acids and alkalis, rubber gloves, rubber skirts, rubber shoes and protective face shields should be worn.

IX. Computer Operation Safety Code

(i). Check whether the electricity supply complies with the regulations; Whether the plug is snugly attached to the socket, the power supply or transmission cable is

Whether there is damage, broken (falling), whether the equipment is wet, etc., in order to prevent leakage inductance accidents.

(ii) Check whether the placement of the host and peripheral equipment is stable, and whether the bearing equipment is reliable and usable.

(iii) Frequently wipe dust and hands from the screen and eyeguards (goggles or mesh) of the terminal to keep them clean

Clean.

(iv) Check the functions of the terminal, such as whether the keys on the keyboard are touched to make the screen have words displayed and the screen is drawn

Whether the surface is stable, whether there is fluttering, whether the brightness and contrast are appropriate, such as the aging of the screen or the image

If the image is poor, it should be replaced or sent for repair.

(5) Adjust the height and angle of the table, chair and screen so that the eyes are slightly above the top of the screen and hold 45 cm to

60 cm distance, not too close or too far, the height of the table, chair, keyboard should be in line with personal work,

Adjust to the appropriate height.

(6) Within the possible range, adjust the orientation of the screen so that the reflection phenomenon in front of the screen is minimized, and the direction behind the curtain should be the same

Other staff maintain appropriate safe distancing.

(vii) There must be at least 15 minutes of appropriate rest per 2 hours of work.

(viii) During the operation, if you find that there is a peculiar smell, smoke, poor operation and other phenomena, you should immediately turn off the power supply and report

Please repair the maintenance department.

10. Code of Conduct for the Operation of Toxic Gases

(i) Non-relevant staff members are not allowed to enter the toxic gas operation area.

(2) It is strictly forbidden for individuals to engage in toxic gas operations alone, and at least two or more people should work together in order to interact with each other at any time

Support.

(iii) The workplace shall post relevant warning signs and indicate the standard operating procedures.

(iv) Toxic gas work sites should be equipped with leak monitors and sirens, cylinder cabinets, gas supply masks, and fire extinguishing

Safety facilities such as devices and safety doors: Operators should be familiar with various operating methods.

(5) Toxic gas cylinders should be stored in the cylinder cabinet, the exhaust gas of the cylinder cabinet should be opened outdoors, and the exhaust gas should be appropriate

Discharge is initiated after treatment.

(6) The management of toxic gas cylinders shall comply with the provisions of the Code of Practice for High Pressure Gas Cylinders.

(vii) The instruments and equipment, power supply equipment and tools in the workplace shall have the function of explosion-proof.

(viii) Operators should thoroughly understand the characteristics of toxic gases, production processes, emergency response measures for accidents, and regularly

Implement emergency response drills.

(IX) The operator shall strictly abide by the operation specifications and shall not operate or change the operation method without training or permission.

(x) When working with any power extension cable near the storage place of the toxic gas cylinder, it shall not be arbitrarily placed on the switch

On the road.

(xi) The position, pressure or any switch of the cylinder may not be adjusted or moved arbitrarily without permission.

(xii) Pyrotechnics and diet are strictly prohibited in toxic gas workplaces.

(xiii) Flammable, explosive, organic solvents, oils, powdery chemicals, empty cylinders, etc. not necessary for work

Dangerous goods shall not be stored in toxic gas work sites.

(xiv) The person in charge of the workplace should accurately carry out various safety and health inspections and record the results on a daily basis, and improve each

Item is missing.

(xv) When overhauling toxic gas reaction equipment or pipelines, the internal residual gas should be fully removed to confirm that there is no safety

It must be dismantled at the beginning of the time.

(xvi) When replacing toxic gas cylinders or performing gas cylinder cabinet maintenance operations, air supply masks should be worn or empty

Breathing apparatus and actually washing your head, hands or clothing that may be stained after work.

11. Code of Practice for Radioactive Substances and Equipment Capable of Generating Free Radiation

(a) any radioactive material and equipment capable of generating free radiation shall not be inspected (examined) by the Atomic Energy Commission

Licensing is issued and must not be used.

(2) The operator of radioactive materials and equipment capable of generating free radiation shall be involved in the protection of free radiation

Training and recipients of radiation safety certificates issued by the Atomic Energy Commission.

(iii) Ionizing radiation operators are required to undergo on-the-job training in radiation safety protection every year.

(iv) When working, you should wear a film stamp, a dosage pen, and wear work clothes, gloves, shoe covers, etc., and leave work

When placing the premises, it should be replaced and placed in the designated place and washed hands thoroughly.

(5) Smoking, eating, storing food and using cosmetics in the Radioactive Materials Laboratory are strictly prohibited.

(6) No radioactive material should be removed by mouth.

(vii) Those with wounds on the skin shall not be allowed to operate radioactive substances.

(viii) Avoid dumping and spilling radioactive material.

(IX) Radioactivity test sleeves or utensils should be placed in an absorbent paper tray, free of radioactive paper or waste

Discards should be placed in radioactive waste drums.

(x) Contaminated utensils should be thoroughly cleaned or stored until the radioactivity attenuates itself to near the background value

Reuse.

(xi) After inspection, if there is radioactive contamination in the workplace, it should be immediately isolated and notified to the radiation protection specialist

Industry personnel are present to deal with it.

12. Dust work code

(1) When engaging in operations, that is, wear dust masks, and dust masks cannot be removed arbitrarily at any time to maintain prevention

Clean the dust mask to maintain its performance.

(ii) Powdered raw materials, semi-finished products and finished products should be placed in the designated accumulation place to prevent dust from flying.

(iii) Keep your workplaces clean and tidy at all times to prevent excessive dust accumulation and should be cleaned at least once a day.

(iv) The supervisor shall notify all employees of the necessary matters to prevent the occurrence of pneumoconiosis.

(5) The supervisor regularly implements the educational measures necessary for the prevention and health management of pneumoconiosis.

(6) Eating, drinking and smoking in the workplace is strictly prohibited.

(vii) If you find that the body (especially the lungs) is unwell, do not work reluctantly, and should be examined and treated quickly.

(viii) Regular health checks must be accepted and cannot be evaded, and the records of their examinations are kept for ten years.

(IX) The local exhaust device or the overall ventilation device shall not stop running during the operating time.

(x) Weekly inspection of dust work sites related to the operation of ventilation equipment, labor operations, and air flow

Pass the effect and dust condition, etc., and take necessary measures.

(xi) The local exhaust device and other dust removal equipment set up shall be automatically inspected more than once a year

Necessary measures should be taken immediately in the event of an abnormality.

13. Code of conduct for the safety of pressure vessels

(i) There shall be a full-time operator, and the operator shall be a person with operational knowledge and skills.

(2) The operator shall not concurrently hold the work other than the operation of the first type of pressure vessel at the same time, but the inspection agency believes that it

This does not impede their safety and management duties.

(3) The purchase of such equipment by those who have passed the inspection of the manufacturing process shall be carried out regular inspection and deactivated after purchase and use

It should be reported to the inspection agency.

(4) In order to prevent the occurrence of disasters, when abnormalities are found, the operator shall take appropriate measures immediately and shall be treated

Always pay attention to the following:

1. Confirm that the safety valve pressure gauge and other safety equipment are not abnormal before they can be used.

2. Try to avoid sharp load fluctuations.

3. Keep the vapor pressure below the maximum permissible pressure.

4. Try your best to keep the safety valve functioning normally.

5. Those who do not have automatic control devices should always pay attention to checkpoints and adjustments to maintain normal function.

6. If a cooling water recovery device is set up, it should be kept functionally normal.

(5) The user of the pressure vessel shall be responsible for the management of the safety valve and accessories for maintaining the following matters:

1. When there are two safety valves, they should be adjusted to jump under the restricted pressure, but one of them should be fixed after inspection

It may not be changed without the consent of the inspector.

2. The pressure gauge should be kept in use without vibration and its interior should not freeze or the temperature should not reach 4 C

Ten degrees above.

3. Where the pressure is easy to see on the degree plate, the maximum use pressure should be marked.

(6) The pressure vessel user, engaged in its cleaning, repair and maintenance, etc., or in the case of workers for cleaning or repair maintenance

When entering the container, the following measures should be taken:

1. Cool the container.

2. Carry out ventilation and safety inspection (detection of oxygen concentration, harmful concentration) in the container

Chapter V: Education and Training

Article 12 Stipulates in Accordance with Article 32 of the Occupational Safety Law that employers shall impose on workers the safety and security necessary for the performance of work and the prevention of catastrophes

Student education and training.

Article 13 A newly hired worker or an incumbent shall, before changing his or her job, be subject to the general safety necessary for each of the work

Three hours of health education training.

Article 14 Workers who hold the following jobs shall be subject to on-the-job education and training in safety and health according to the nature of their work:

1. Occupational safety and health business supervisor.

2. Occupational safety and health management personnel.

3. Labor Health Service nursing staff.

Fourth, labor operation environment monitoring personnel.

5. Construction safety assessment personnel and process safety assessment personnel.

Sixth, high-pressure gas operation supervisor, construction operation supervisor and hazardous operation supervisor.

7. Operators of machinery or equipment that are dangerous.

8. Special operations personnel.

9. First responders.

10. Professional supervisors of management, command and supervision at all levels.

11. Member of the Occupational Safety and Health Committee.

12. Construction operations, vehicle construction machinery operations, aerial work vehicle operations, hypoxic operations, and limited air

Personnel who work and manufacture, dispose of or use hazardous chemicals.

13. General labour other than those referred to in the preceding paragraphs.

14. Other persons designated by the competent central authorities.

Chapter VI: Health Management Measures

Article 15 The staff of the University shall have the obligation to accept the physical examination, regular health examination and special health examination.

1. New recruits: they should go through the physical examination before taking office.

2. Incumbents: they shall undergo regular health examinations in accordance with the following provisions:

(i) For those who are at least 65 years old, they are checked once a year.

(2) Those over the age of 40 but under the age of 65 shall be examined every three years.

(3) Persons under the age of 40 shall be examined every five years.

(iv) Workers who are particularly hazardous to health: a special health examination is carried out once a year.

Article 16 Prevention of health hazards by pregnant female workers:

1. A pregnant female worker shall not be allowed to perform the following hazardous or harmful work:

(1) Mine pit work.

(b) the work of places where lead and its compounds are dispersed.

(3) Abnormal air pressure.

(4) Treatment or exposure to toxoplasma gondii, German measles, etc. that affect fetal health.

(5) Treatment or exposure to carbon disulfide, trichloroethylene, ethylene oxide, acrylamide, hypoethylimide, arsenic and its compounds, mercury and its inorganic compounds and other hazardous chemicals prescribed by the central competent authority Job.

(6) Rock drills and other work with significant vibrations.

(7) Treatment of heavy objects above a certain weight.

(8) the work of places where harmful radiation is dispersed.

(9) The treatment of melted minerals or slags.

(10) The operation of cranes and herringbone arm lifting poles.

(11) The operation of power hoists, power carriers and ropeways.

(12) Rolling work of rubber compounds and synthetic resins.

(13) Dealing with or exposing to a risk of infection of microorganisms that is pathogenic or fatal as prescribed by the central competent authority Job.

(14) Other work of a dangerous or harmful nature prescribed by the competent central authorities.

(2) A female worker less than one year after childbirth shall not be allowed to perform the following hazardous or harmful work:

(i) Pit work.

(b) the work of places where lead and its compounds are dispersed.

(3) Rock drills and other work with significant vibrations.

(4) The treatment of heavy objects above a certain weight.

(5) other work of a dangerous or harmful nature prescribed by the competent central authorities.

Article 17 Precautions for the Prevention of Health Hazards Caused by Human Beings:

First, for the handling of materials, should try to use machinery instead of manpower, where more than forty kilograms of goods, to

Handling of human vehicles or tools as a principle, more than five hundred kilograms of goods, to motor vehicles or other machinery

Handling is appropriate; Transport routes should be properly planned and marked.

Second, when operating the computer, avoid sitting in front of the computer screen for a long time, and the operator should have a proper rest.

3. For those who work continuously on their feet, appropriate seats shall be established for use during rest.

Article 18 Health Prevention of Repetitive Operations:

In order to avoid the occurrence of musculoskeletal diseases due to poor posture, excessive exertion and excessive frequency of work,

The following hazard precautions should be taken:

First, analyze the operation process, content and actions.

2. Confirm the human factors of sexual hazards.

3. Evaluate, select and implement improvement methods.

4. Evaluation and improvement of implementation effectiveness.

5. Other safety and health matters.

Article 19 Prevention of workplace violence hazards: Bullying or violence such as physical attacks, verbal insults, intimidation, and threats shall be prevented

, causing mental or physical injury to maintain the safety and physical and mental health of workers.

Article 20 Prevention of diseases caused by abnormal work load: Shifts and long hours of work at night should be avoided, and their working hours should be avoided

Rest and leave shall comply with the provisions of the relevant laws and regulations.

Chapter VII : First Aid and Rescue

Article 21 In the event of an occupational disaster in the workplace, the relevant personnel shall immediately take necessary first aid and rescue measures

Surveys, analyses and records are carried out.

Article 22 Each unit shall send appropriate personnel to receive training from first responders, so as to facilitate the handling of the rescue of the wounded.

Article 23 When an accident occurs, the injured shall be rescued immediately, and the ambulance personnel shall be promptly rushed to the present under appropriate protective equipment

Farms perform tasks.

Article 24 When a fire or toxic substances are leaked or there is a risk of leakage, rescue personnel shall wear appropriate protective equipment.

Article 25 General principles of first aid:

1. When an accident occurs and a person is injured, the accident unit shall immediately send personnel to rescue the injured person from the dangerous area

to first aid; The injured person should not leave the injured person until the ambulance or paramedic has arrived.

Second, the flushed wounded should raise their heads, and those with pale faces and shock should have their heads released

Low.

3. People who are confused, unconscious, unconscious, and may need to be anesthetized should not be given food or drink

Material.

4. Proficiency in cardiopulmonary resuscitation to maintain respiratory and blood circulation in injured patients.

5. First responders on the spot shall assist the injured person in describing the injury situation and the substance of the injury medium to help the medical caregiver

diagnosis and treatment by staff and doctors.

6. Emergency handling of injuries:

(1) Before carrying the wounded, the injured person shall first examine the injuries to his head, neck, chest, abdomen and limbs and fix them.

(ii). Keep the injured person in a comfortable position as much as possible.

(iii). If the patient needs to be transported to a safe place, it should be dragged in the direction of the body's long axis.

(iv). Handling equipment must be secure.

Article 26: Principles of First Aid for Special Injuries:

First, the principle of first aid for burns:

(i). Flush: Rinse the body with water for at least thirty minutes. If the eye is injured, open the eyelids from the inside out

Rinse slowly for at least five minutes.

(ii). Take off: If the skin is injured, if you are clothed, you should cut open the clothes while flushing the water to avoid the continuation of skin tissue

Damage or enlargement of the area of the injury.

(iii). Bubble: The wound is soaked in water, and its blisters cannot be broken.

(iv). Cover: Cover gently using clean, damp gauze to avoid infection.

(5). Send: Get to the doctor as soon as possible.

2. Inhalation poisoning:

(i). Rescuers should wear appropriate respiratory protective equipment to enter the disaster site and open the vents first.

(ii). If the toxic gas is a flammable gas, the power switch should not be turned on arbitrarily.

(iii). Move the patient to a place where fresh air circulates and loosen the garment so that the airway is unobstructed.

(iv). People with unclear consciousness and difficulty breathing should be given oxygen.

(5). People who have stopped breathing should be given artificial respiration to maintain the functioning of the respiratory system.

(6). People whose heart beat stops should be massaged to maintain the functioning of the circulatory system.

(vii). Send to the doctor for emergency treatment, pay attention to keep warm, so as not to lose temperature in the body.

Third, accidental ingestion:

(i). If non-corrosive poison is ingested, induce vomiting first.

(ii). If you eat corrosive poisons, do not induce vomiting; Patients who are able to swallow may be given a small amount of water.

(iii). If the coma is convulsive, it is not possible to induce vomiting, and general first aid is administered according to the condition of the heart and lungs.

(iv). Keep the poison and send it to the doctor for testing with the patient.

4. Trauma bleeding:

(1) Raise the bleeding site higher than the heart, and do not remove the coagulation of the wound to prevent continuous bleeding.

Disinfect wounds to prevent infection.

(ii). Any hemostatic method should be released every ten to fifteen minutes to prevent tissue necrosis.

(iii). General bleeding: the wound is treated with direct hemostasis, cover the wound with clean gauze or towel, and add by hand

Press for at least 5 minutes.

(iv). Arterial bleeding: it is treated with indirect hemostasis, directly at the proximal end of the bleeding point with the finger pressed

Reduce the amount of blood flowing out of the wound, preferably in parallel with direct compression hemostasis. (Thigh hemostasis point:

Center of the groin, head hemostasis point: carotid artery, upper arm hemostasis point: medial humerus artery of the upper arm).

(5). When the injured person is bleeding heavily and cannot be stopped by direct or indirect hemostasis, a tourniquet should be used to stop the bleeding

Law. Tourniquets should be tied to the wound closer to the heart and the time of bandaging should be indicated.

(6). When the nose bleeds, the patient should be half-seated with the head slightly forward, pressing on both sides of the nose to stop bleeding for ten minutes

After release, if the bleeding still does not stop, it should be pressed for another ten minutes.

(vii). If there is a fracture of the limb, immediately isolate the severed limb with a clean plastic bag and refrigerate it with ice cubes

People are sent to the doctor for suturing together.

5. Electric shock injury:

(i). First turn off the power, make sure that there is no risk of electricity, and use a dry wooden stick or rope to remove the electric shock.

(ii). According to the general principle of first aid, first aid is carried out.

6. Fracture:

(i). Avoid broken bones moving again with adjacent joints.

(ii). The injured limb is fixed with a splint and transported on a stretcher.

(iii). Elevate the fixed injured limb to reduce swelling and discomfort.

(iv). Sent to the doctor for treatment

7. Radiation injury first aid

(i). Personnel should be automatically evacuated or removed from the source of radiation as soon as possible.

(ii). Surfaces contaminated with radioactive substances can be washed off with soap (or other detergents) and plenty of water, such as

Same as washing off dirt and grime.

(iii). In the event of a nuclear war, the guidance and instructions of the Civil Defence Authorities shall be followed.

Chapter VIII Preparation, Maintenance and Use of Protective Equipment

Article 27 The person in charge of the workplace shall fully supply the appropriate personal protective equipment and safety and health facilities for the personnel under his or her command, and shall

Regular maintenance, maintenance and renewal of safety and hygiene facilities.

Article 28: When workers must use personal protective equipment for work, they must actually use it in accordance with regulations and do so

Checkpointing and maintenance to maintain performance to ensure safe operations.

Chapter IX : Accident Notification and Reporting

Article 29 In the event of an occupational disaster in the workplace, necessary measures such as first aid and rescue shall be taken immediately, and the same work shall be carried out

Workers conduct surveys, analyses and make records.

Article 30 Where one of the following occupational disasters occurs in a workplace, the labor inspection agency shall be notified within eight hours:

1. Fatal disasters occur.

2. The number of victims of disasters shall be more than three.

3. The number of victims of disasters is more than one person and requires hospitalization.

(4) Other disasters designated by the competent central authorities for announcement.

Article 31 In the event of an occupational disaster, the university shall immediately notify and fill in the "Emergency Response Notification and Contact Map"

Report the university's occupational disaster notification system, disaster-related news news, by the university spokesperson unified to the media

Body publishing.

Article 32 In the event of an occupational disaster, the person in charge of the workplace shall work together with the Environmental Safety and Health Center of the University to carry out the occurrence of the disaster

Investigate, analyze and record the causes of life, and formulate appropriate countermeasures and report them in accordance with administrative procedures.

Chapter X: Other Matters Related to Safety and Health

Article 33 The staff of the University shall indeed abide by the safety and health work rules and accept education, training and health examinations

Violators shall be fined up to NT$300 million in accordance with Article 46 of the Occupational Safety and Health Act.

Article 34 This Code shall be formulated in conjunction with the labor representatives in the workplace and shall be examined by the Environmental Protection, Safety and Health Committee of the University

If the inspection is passed, it shall be reported to the labor inspection unit for inspection and announced for implementation, and the same shall be true when amended.

Article 35 Matters not covered by this Code shall be handled in accordance with relevant provisions.