

## YunTech 單一入口服務網

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【職安衛宣導】承辦人請注意：廠商進校施工或作業前，務必完成安全衛生相關事項

【Occupational Safety and Health Promotion】Attention to Responsible Personnel: Prior to any contractor's entry for construction or operations on campus, it is imperative to complete all safety and health-related requirements.

提醒各單位於辦理校內承攬、發包、委外(例如：本校相關工程建設與維護、機械儀器安裝維護、環境維護與廢棄物清運或提供人力服務之廠商或機構等)等業務時，只要有廠商或外包人員進入校園施工或作業，即須依規定落實相關職業安全衛生事項，以避免違反法令及衍生責任風險。

請務必配合辦理以下安全衛生相關事項：

作業前：

### 1. 危害告知

承辦單位應以口頭及書面方式向廠商說明工作環境、可能危害因素及應採取之安全衛生措施，並填寫「承攬商作業環境危害分析告知表」、「承攬商工作安全衛生暨環境承諾書」，相關文件請於施工作業前3日影送環境安全科技中心備查。

### 2. 危險作業申請

若作業內容涉及動火作業(直接或間接產生明火或發火源)、高架作業(高度超過2公尺)、吊掛作業、密閉空間作業(非經常性作業，進出方式受限，且無法自然通風之空間)、施工架組立或堆高機入校等項目，應另填寫「承攬商危險作業申請單」，並於施工作業前3日(不含例假日)影送環境安全科技中心備查。

### 3. 協議組織、進場情形

承辦單位應與廠商召開協議組織會議，並製作「承攬作業職業安全協議組織會議紀錄」，確認進場施作內容、項目、日期、地點及應設置之防護設施等事項。即使承辦人未即時掌握廠商進場情形，若發生工安意外，仍可能需負相關責任，請務必落實管理。

### 4. 相關證件

請事前確認作業所需之相關證件，例如：吊掛作業需一機三證(移動式起重機檢查合格證、操作人員合格證、吊掛人員合格證)，並確認證件合格且在有效期限內，始得進行作業。

作業進行中：

1. 確認廠商於作業期間內進入工作場所時，均佩戴必要之安全衛生防護具。
2. 作業區域應設置明確之警告標示或隔離措施(例如：三角錐或圍籬等)，並禁止非相關人員出入。
3. 廠商作業期間，本校不得(或承諾)提供任何機具、材料或人員協助，避免發生事故時責任歸屬不明。
4. 承辦單位應於作業期間加強巡視，如發現違反相關法令或有危害人員之虞，應立即通知相關人員處理。
5. 重大工程施工期間，如需進入施工範圍了解進度時，應經施工單位同意並派員全程陪同；工程未正式移交前，本校人員不可擅自使用相關設施，以避免發生危害。

請各單位共同維護校園施工安全，避免發生工安事故及衍生相關法律責任。

備註：

相關承攬文件已置於[本校環境安全科技中心首頁\表單下載\承攬管理表單](#)，請自行下載運用。

~環境安全科技中心關心您~

以下的英文翻譯是由AI協助完成，可能存在一些語意偏差或文法錯誤，請以原文為主，謹慎參考。

The ensuing English translation has been facilitated by AI assistance. There may be instances of semantic deviation or grammatical inaccuracies. Please prioritize the original text and exercise caution in reference.

All units are hereby reminded that when engaging in contracting, subcontracting, or outsourcing(for instance : Yuntech' s related engineering construction and maintenance, machinery and instrument installation and upkeep, environmental maintenance and waste removal, or provision of manpower services by contractors or agencies, etc.), whenever contractors or outsourced personnel enter the campus to perform construction or operations, it is mandatory to rigorously implement the relevant occupational safety and health measures in accordance with regulations to prevent violations of laws and mitigate liability risks.

Please ensure strict compliance with the following safety and health protocols:

Before Commencement of Work:

#### 1. Hazard Notification

The responsible unit must verbally and in writing inform the contractor of the working environment, potential hazards, and the safety and health measures to be adopted. Additionally, the “Contractor’ s Work Environment Hazard Analysis Notification Form” and “Contractor’ s Occupational Safety, Health, and Environmental Commitment Letter” must be completed and submitted to the Environmental and Safety Technology Center for record three days prior to the commencement of construction activities.

#### 2. Application for Hazardous Operations

If the work involves hot work(direct or indirect generation of open flames or ignition sources), elevated work(height exceeding 2 meters), hoisting operations, confined space work(non-routine tasks with restricted entry and exit and lacking natural ventilation), scaffolding assembly, or forklift entry onto campus, a separate “Contractor Hazardous Work Application Form” must be completed and submitted to the Environmental and Safety Technology Center for record three days prior to the commencement of work (excluding holidays).

#### 3. Coordination Meeting and Site Entry

The responsible unit shall convene a coordination meeting with the contractor and prepare the “Contractor Occupational Safety Coordination Meeting Minutes” to confirm the scope, items, dates, locations, and necessary protective measures for the work. Even if the responsible person does not immediately monitor the contractor’ s site entry, they may still bear liability in the event of a safety incident; therefore, diligent management is essential.

#### 4. Relevant Certifications

Please **verify in advance the necessary certifications** required for the work, such as : hoisting operations require the “three certificates” (mobile crane inspection certificate, operator qualification certificate, and hoisting personnel qualification certificate), and ensure all certificates are valid and within their effective period before proceeding.

During Operations:

- 1.Ensure that contractors wear all **necessary personal protective equipment** throughout the duration of their work within the premises.
- 2.**Clearly demarcate work zones with appropriate warning signs or barriers(for example : traffic cones or fencing), and prohibit access to unauthorized personnel.**
- 3.During contractor operations, Yuntech **must not(nor promise to)provide any machinery, materials, or personnel assistance to avoid ambiguity in liability should an accident occur.**
- 4.The responsible unit shall **intensify inspections during the work period**, and immediately notify relevant parties if any violations of laws or potential hazards to personnel are detected.
- 5.During major construction projects, if entry into the construction area is necessary to monitor progress, prior consent from the construction unit must be obtained, and personnel must be accompanied throughout. Until formal handover, Yuntech staff are prohibited from unauthorized use of related facilities to prevent hazards.

All units are urged to collaboratively uphold campus construction safety to avert occupational accidents and the ensuing legal liabilities.

Note:

Relevant contracting documents are available on the Environmental and Safety Technology Center homepage of Yuntech\Forms Download\Contract Management Forms; please download and utilize as needed.

~The Environmental and Safety Technology Center Cares for You~

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Date

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公告單位

Department

環境安全科技中心--安全衛生組

公告分類

Category

公告

承辦人員

Responsible Personnel

莊雅婷

電話/分機

Telephone/Extension

