

承攬人安全衛生守則

Safety & Health Rules for Contractors

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1. 應就承攬工作負「職業安全衛生法」所定雇主之責，得指派現場安全衛生負責人員執行承攬工作安全衛生管理事項。

The contractor shall be responsible for the employer's responsibilities under the "Occupational Safety and Health Act" for the contracted work and may appoint the person in charge of on-site safety and health to carry out the safety and health management matters of the contracted work.
2. 應遵守本院「院外人員至本院作業安全衛生管理基準」。

A Contractor shall faithfully comply with the "Regulations for Health and Safety Management of Non-ITRI Personnel Working inside ITRI Premises" enacted by the Industrial Technology Research Institute (ITRI).
3. 就承攬工作負職業安全衛生管理之責外，於承攬工作期間應隨時與本院請購部門承辦人員保持連繫並服從指導。

In addition to being responsible for the management of Occupational safety and health in relation to the contracted work, the contractor shall maintain contact with and follow the instructions of the contact person of the ITRI requisition department at all times during the contracted work.
4. 施工前應參加本承攬案請購部門召集之會議，討論安全衛生注意事項，得邀請相關部門或單位安全衛生/環保管理人員參加，據以採取適當之危害預防控制措施。

Before the start of the Project work, the Contractor shall convene a meeting with the ITRI requisition department to discuss safety and health precautions, and may invite the safety and health/environmental protection management personnel of relevant departments to participate in the appropriate hazard prevention and control measures.
5. 當作業場所有立即發生危險之虞時，承攬人或承攬商現場工作場所負責人應即令停止作業，並採取緊急應變措施，迅速通知承攬案請購部門。

When there is an immediate danger at the work site, the contractor or the person in charge of the contractor's on-site workplace shall immediately stop the operation, take emergency response measures, and promptly notify the requisitioning department.
6. 非經本院承攬案請購部門允許，不得擅入非承攬作業區，以免發生危險。

Without the permission of the contracting department entrusted by ITRI, it is not allowed to enter the non-contracting operation area without permission, so as to avoid danger.
7. 非經本院承攬案請購部門主管同意，不得擅自操作或移動本院任何設備。

The Contractor and its employees shall not operate or remove any equipment of ITRI unless permitted by the head of ITRI's requisition department.
8. 應就所提供之機械、設備或器具實施定期檢查、重點檢查及作業前之檢點，若有不符安全衛生狀況者應立即檢修或汰除更換，必要時應通知承攬案請購部門及單位安全衛生/環保管理人員確認初始請購規格是否需變更，以利更新資訊及驗收。

Regular inspections, key inspections and pre-operation inspections should be carried out on the provided machinery, equipment or appliances, and if there are non-conformities with safety and health conditions, the equipment should be immediately overhauled or replaced and if necessary, the ITRI requisition department and the safety and health/environmental protection management personnel shall be notified to confirm whether it is necessary to change the specifications of the original requisition, to facilitate the updating of information and acceptance.

9. 於作業中除應注意個人安全外，不得危害他人之安全。作業中須移動安全防護裝置時，須經承攬案請購部門同意，始可拆除或移動，拆除該裝置之區域承攬人應指派專人看守或依主管機關訂定之安全衛生設施規則設置適當之標誌，施工完後應即回復原狀。
In addition to paying attention to personal safety in operation, it shall not endanger the safety of others. When the safety protection device needs to be moved during the operation, it can only be dismantled or moved with the consent of the requisitioning department of the contracting case, and the contractor in the area where the device is dismantled shall appoint a special person to guard or set up appropriate signs in accordance with the rules of safety and health facilities determined by the competent authority, and shall return to the original state immediately after the completion of construction.
10. 就施工性質及內容應自備適當之防護具，並確實穿戴。
Proper protective equipment should be prepared based on the nature and content of the work, and worn in an appropriate manner.
11. 於院區內嚴禁嬉戲、打鬧等不安全之動作。在本院設置警告標誌區域內，應遵守一切安全規定。
It is strictly forbidden to play, fight, or engage in other unsafe actions in ITRI. In the warning sign area set up by ITRI, all safety regulations shall be observed.
12. 承攬人之現場安全衛生負責人員於本院工作期間，應常駐作業場所監督所屬工作，倘因故離開時，應指定代理人始得離開。
The contractor's on-site safety and health personnel shall supervise the work at the workplace during their work at ITRI. When such responsible person has to quit the project site, he shall appoint a substitute before leaving the project site.
13. 應隨時保持工作場所之整潔，施工所使用之器材、工具應排放整齊，不得影響通道、樓梯之暢通；若由高處清除廢棄物應以斜槽滑落或用繩索傳遞，並運送至指定地點存放。
The workplace shall be kept clean and tidy at all times, and the equipment and tools used in the construction shall be neatly arranged and shall not obstruct the smooth flow of passages and stairs; if waste is removed from a high place, it shall slide down by a chute or be passed by rope, and transported to a designated place for storage.
14. 嚴禁煙火區之動火作業，應經承攬案請購部門申請許可同意後，且自行備妥適當有效之遮護及滅火器材，經測試並確認工作範圍內無可燃性氣體、易燃、易爆物品存在後，始可進行作業。
Fire operations in pyrotechnic areas are strictly prohibited, and the operation shall be carried out only after the entrusted contracting department applies for permission and consent, and prepares appropriate and effective shielding and fire extinguishing equipment on its own, and after testing and confirming the non-existence of combustible gases, flammable or explosive substances within the scope of work.
15. 進入本院作業期間嚴禁酗酒或飲用含酒精飲品，並不得於禁菸區吸菸，承攬商現場工作場所負責人或承攬商現場安全衛生負責人員若發現員工有該項行為，應即令其停止作業。
Alcoholism or drinking of alcoholic beverages during the operation of ITRI is strictly prohibited, and smoking is not allowed in any non-smoking area. The person in charge of the contractor's on-site workplace or the contractor's on-site safety and health personnel should stop the operation if they find that the employee has engaged in such behavior.
16. 臨時水電之接用應由本院承攬案之廠務部門或行政處工程部門指定裝接位置，不得擅自裝接。
The connection of temporary water and electricity shall be designated by ITRI's factory affairs department or ITRI's Engineering department of the Administrative Service Center to undertake the case, and shall not be installed without authorization.

17. 凡管制性作業應向承攬案請購部門申請許可同意後方可施作；未經本院許可自行運作或違反規定，致使本院遭受人員傷害、財物損失，概由承攬人負完全責任。
All controlled operations should be carried out after applying for permission and consent of the contracting department; the contractor shall be fully responsible for operating on its own initiative without permission or violating regulations, resulting in injury to persons and property damage.
18. 承攬人於所承攬工作竣工時，應負責整理該作業地點環境清潔，並經承攬案請購部門人員認可，始完成承攬竣工工作。
Upon completion of the subject Project, the Contractor shall tidy and clean up the entire project site and shall obtain approval from the supervisor(s) of the requisitioning department of ITRI.
19. 本守則為承攬契約書之附件，視同契約之一部份，凡承攬人與其所屬、再承攬人皆應確實遵守。
These Regulations form an appendix to and an integral part of the Project Agreement, and shall be duly complied with by all contractors and their subordinates and sub-contractors.