

	環境作業管理程序 Environmental operations management procedures	文件編號 DOC# O-ESH-03-2-002	
機密等級 Degree 管制文件		版次 Rev. 4	權責單位 Owner 環安衛部-144

1. 目的 Purpose

為使本公司之廢棄物、廢（污）水、廢氣、飲用水、原物料、能資源等環境考量面因子，能降低其對環境之衝擊並被有效管理掌控，故制定本程序，以期落實環保減廢、減量及污染預防為目的。

In order to reduce the impact of the company's waste, wastewater (sewage), exhaust gas, drinking water, raw materials, energy resources and other environmental considerations on the environment and be effectively managed and controlled, this procedure is formulated with the aim of implementing environmental protection waste reduction, reduction and pollution prevention.

2. 範圍 Scope

本公司於所有作業活動中相關之廢棄物、廢（污）水、廢氣、飲用水、原物料、能資源等對於環境衝擊均屬之。

The impact of waste, wastewater (sewage), exhaust gas, drinking water, raw materials, energy resources, etc. related to the company in all its operations is classified as environmental impact.

3. 參考文件 Reference

3.1. 「緊急應變作業程序」 (O-ESH-01-2-001)

"Emergency response operating procedures" (O-ESH-01-2-001)

3.2. 「外包管制作業程序」 (O-PMC-03-2-001)

"Outsourcing control procedures" (O-PMC-03-2-001)

3.3. 「廢棄物管理作業標準」 (O-ESH-03-3-004)

"Waste management practice standards" (O-ESH-03-3-004)

3.4. 「水污染管理作業標準」 (O-ESH-03-3-001)

"Water pollution management practice standards" (O-ESH-03-3-001)

3.5. 「空氣污染防治管理作業標準」 (O-ESH-03-3-002)

"Air pollution prevention and control management practice standards" (O-ESH-03-3-002)

3.6. 「毒化及關注化學物質暨化學品管制作業標準」 (O-ESH-03-3-003)

"Toxic and concerned chemical substances and chemicals control practice standards" (O-ESH-03-3-003)

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3.7. 「綠色產品管理作業程序」 (Q-QAS-03-2-001)

"Green product management procedures" (Q-QAS-03-2-001)

3.8. 「不含有限用物質承諾書」 (Q-QAS-03-3-001-001)

"No-prohibited-substance-contained Warranty Letter" (Q-QAS-03-3-001-001)

4. 名詞定義 Definition

無。N/A

5. 權責 Role & Responsibility

5.1. 職安單位：環境管制作業規劃、監督及統計分析。

Occupational safety unit: environmental control operation planning, supervision and statistical analysis.

5.2. 各單位：執行各相關環境管制作業。

Each unit: Implement relevant environmental control operations.

5.3. 管理代表：審核及核准各相關環境管制作業。

Management representative: Review and approve all relevant environmental control operations.

6. 內容 Operating Content

6.1. 廢(污)水 Wastewater (sewage)

6.1.1. 來源：包含以自來水為水源，用於一般員工生活性洗滌、清潔後產生之生活水；及以自來水為水源，用於製程中純水洗淨、冷卻水等所排放等之作業廢水。

Source: Including domestic water generated after washing and cleaning of general employees using tap water as the water source; and use tap water as the water source for pure water washing, cooling water, etc. in the process of discharge of operating wastewater.

6.1.2. 處理方式 Processing method :

6.1.2.1. 生活污水經化糞池處理後即可排至放流池溢流排放至園區污水廠處理。

Domestic sewage, after being treated in a septic tank, can be discharged into a discharge pool, and any overflow will be discharged to the park's sewage treatment plant for further treatment.

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6.1.2.2. 作業廢水經廢水處理設施調整標準 PH 值後，排放至園區污水廠處理。

After the wastewater treatment facility adjusts the standard PH value, the operational wastewater is discharged to the park sewage treatment plant for treatment

6.1.2.3. 詳細規定依「水污染管理作業標準」(O-ESH-03-3-001)執行。

The detailed regulations are implemented in accordance with the " Water pollution management practice standards " (O-ESH-03-3-001).

6.2. 廢棄物 Waste

6.2.1. 種類：分為一般及有害事業廢棄物。

Types: Divided into general industrial waste and hazardous industrial waste.

6.2.2. 處理方式：各單位將產出之廢棄物分類收集運送至儲存場所堆置整齊，並由職安單位委託相關廠商做回收或清除處理。

Disposal method: Each unit will classify and collect the generated waste and transport it to the storage site for neatly stacked, and the occupational safety unit will entrust relevant manufacturers to recycle or remove it.

6.2.3. 一般事業廢棄物之貯存方法，應依事業廢棄物主要成分特性分類貯存。其貯存地點、容器、設施應保持清潔完整，不得有廢棄物飛揚、逸散、滲出、污染地面或散發惡臭情事，並於明顯處以中文標示廢棄物名稱。

The storage methods of general industrial waste shall be classified and stored according to the characteristics of the main components of industrial waste. The storage location, containers, and facilities shall be kept clean and intact, and there shall be no waste flying, escaping, seeping, polluting the ground, or emitting foul odors, and the name of the waste shall be clearly marked in Chinese.

6.2.4. 有害事業廢棄物之貯存方法，應以特定容器盛裝避免洩漏。貯存場所應於明顯處，設置白底、紅字、黑框之警告標示，並加以管制防止無關人員進入。

The storage method of hazardous industrial waste shall be in special containers to avoid leakage. The storage site shall be equipped with warning signs with a white background, red letters, and black frames in obvious places, and shall be controlled to prevent unrelated personnel from entering.

6.2.5. 詳細規定依「廢棄物管理作業標準」(O-ESH-03-3-004)執行。

The detailed regulations are implemented in accordance with the " Waste management

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practice standards " (O-ESH-03-3-004).

- 6.2.6. 貯存設施應配合消防設施，以防止火災發生，若發生火災，則依「緊急應變作業程序」(O-ESH-01-2-001)處理。

Storage facilities should cooperate with fire protection facilities to prevent fires, and if a fire occurs, it shall be handled in accordance with the " Emergency response operating procedures " (O-ESH-01-2-001).

6.3. 飲用水 Drinking water

- 6.3.1. 來源：本公司設有以自來水為飲用水水源之飲水機。

Source: The company has a drinking water dispenser that uses tap water as the drinking water source.

- 6.3.2. 處理方式 Processing method :

- 6.3.2.1. 職安單位委外保養廠商每月做飲水機保養或更換濾芯等維護，委外合格廠商每季輪流抽驗至少飲水機總數之八分之一台（未達一台者以一台計）之水質的大腸桿菌群是否符合標準，並將檢驗紀錄置設備旁明顯處公告周知。

The outsourced qualified manufacturer will take turns every quarter to check whether the water quality of at least one-eighth of the total number of water dispensers (if less than one, it will be counted as one) to see if the water quality meets the standards, and the inspection records will be announced in a conspicuous place next to the equipment.

- 6.3.2.2. 若發現飲用水設備故障時，職安單位應暫停設備之使用，並儘速請保養廠商進行檢查維修。

If a drinking water equipment failure is found, the occupational safety unit should suspend the use of the equipment and ask the maintenance company to inspect and repair it as soon as possible.

- 6.3.2.3. 若水質檢測結果超過法規標準，職安單位應暫停設備之使用，並請保養廠商進行檢查或維修，再經檢測確認合格後方可重新使用。

If the water quality test results exceed the regulatory standards, the occupational safety unit should suspend the use of the equipment and ask the maintenance company to inspect or repair it, and then reuse it after the test is confirmed to be qualified.

6.4. 水資源 Water resources

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6.4.1. 職安單位應宣導全體人員“節約用水”之觀念。

Occupational safety units should promote the concept of "water conservation" for all personnel.

6.4.2. 各生產單位應於製程用水上節制，並推行回收再利用，避免無效的用水浪費。

All production units should control the water used in the process and promote recycling and reuse to avoid ineffective water waste.

6.4.3. 洗手時，水龍頭不要開太大，使用後必須確認是否緊閉，沒有漏水始可離開。

When washing your hands, do not turn on the faucet too much, and make sure it is closed tightly after use to ensure that there is no water leakage before leaving.

6.5. 電資源 Electricity resources

6.5.1. 來源：指辦公室及廠區作業活動中，所使用之各項電力。例如：電燈、冷氣機、電腦設備及各項機器等。

Source: Refers to the various electricity used in office and factory operations. For example: lights, air conditioners, computer equipment and various machines, etc.

6.5.2. 管理方式 Management method :

6.5.2.1. 照明設備用電 Electricity is used for lighting equipment :

a. 工作場所之採光照明應符合「職業安全衛生設施規則」第 313 條相關規定。

Lighting in the workplace shall comply with the relevant provisions of Article 313 of the "Occupational Safety and Health Facilities Regulations"

b. 區域無人作業時或休息時，應主動關閉開關，以節省電源。

When the area is unmanned or resting, the switch should be actively turned off to save power.

c. 應宣導全體人員養成“節約用電”之觀念。

All personnel should be promoted to develop the concept of "saving electricity".

d. 照明用燈管應採用節能燈管，以達節能之功效。

Energy-saving lamps should be used for lighting to achieve energy-saving effects.

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6.5.2.2. 電腦及其他設備用電 Computers and other equipment use electricity :

- a. 非長期運作或下班前，電腦或電風扇等設備，應關閉電源。

For non-long-term operation or before getting off work, computers or electric fans and other equipment should be turned off.

- b. 冷氣機用電 The air conditioner uses electricity :

- b.1. 辦公室之冷氣空調，應適度調整溫度並定期實施保養，藉以增加冷氣機之效能，並能減少其用電量。

The air conditioner in the office should adjust the temperature appropriately and carry out regular maintenance to increase the efficiency of the air conditioner and reduce its electricity consumption.

- b.2. 各活動區域無人作業時，應隨即關閉電源，以節省電源。

When the active area is unmanned, the power should be turned off immediately to save power.

- c. 影印機用電：辦公室影印機定期由委外廠商實施維修保養，以確保機器維持最佳運作，避免紙張夾紙及電力耗損。

Copier Electricity: Office photocopiers are regularly serviced and maintained by outsourced manufacturers to ensure optimal operation and avoid paper jamming and power loss.

- d. 實施節約用量方案：辦公室每天中午休息時執行“關燈”省電措施。

Implement the consumption saving plan: The office implements "turn off the lights" power-saving measures during the noon break every day.

- e. 生產用電 Electricity for production :

- e.1. 製造及廠務相關設備，應優先採用有變頻或省電設計之設備。

Priority shall be given to equipment with frequency conversion or power-saving design for manufacturing and factory related equipment.

- e.2. 無生產作業時，應關閉相關設備電源，以達節能功效。

When there is no production operation, the power supply of relevant equipment should be turned off to achieve energy-saving effects.

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6.6. 環境清潔 Clean environment

6.6.1. 範圍：廠區內環境清潔維護均屬之。

Scope: Environmental cleaning and maintenance in the factory area belongs to it.

6.6.2. 日常工作場所之清潔維護 Cleaning and maintenance in the daily workplace :

6.6.2.1. 由同仁做平日維護清潔作業，包括清理個人辦公或作業區域等。

Colleagues perform daily maintenance and cleaning operations, including cleaning personal offices or work areas.

6.6.2.2. 委外廠商做環境清潔作業，包括辦公、公共、作業區域等。

Outsourced manufacturers do environmental cleaning operations, including offices, public and work areas.

6.7. 噪音 Noise

6.7.1. 來源：設備運作中所產生的噪音。

Source: Noise generated during equipment operation.

6.7.2. 處理方式 Processing method :

6.7.2.1. 生產設備所產生的微噪音皆低於噪音管制標準，毋需特殊管制。

The micronoise generated by the production equipment is lower than the noise control standard and does not require special control.

6.7.2.2. 廠務設備所產生的噪音皆以 RC 牆隔離，故其噪音低於噪音管制標準，毋需特殊管制。

The noise generated by the factory equipment is isolated by RC walls, so its noise is lower than the noise control standard and does not require special control.

6.8. 廢氣 Exhaust gas

6.8.1. 廢氣來源：作業區內晶片清洗、加工等製程所排放出的廢氣。

Exhaust gas source: Exhaust gas emitted from processes such as chip cleaning and processing in the operation area.

6.8.2. 廢氣處理方式：由管道收集於廠內設置的空氣污染防制設備做管末處理後再行排放。

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Exhaust gas treatment method: Pipes are collected from the air pollution control equipment installed in the plant for final pipe treatment before discharge.

- 6.8.3. 詳細處理流程及管理規定依「空氣污染防治管理作業標準（O-ESH-03-3-002）執行。

The detailed treatment process and management regulations are implemented in accordance with the " Air pollution prevention and control management practice standards (O-ESH-03-3-002)".

6.9. 毒性及關注化學物質暨化學品管理

Toxic and Concern Chemical Substances and Chemicals Management

- 6.9.1. 化學品來源：生產活動所使用之化學品。

Chemical source: The chemical used in the production activities.

- 6.9.2. 化學品處理方式：由採購單位收集化學品之 SDS 並由使用單位分類儲存，產生之廢液依法做清除處理，若有化學品外溢洩漏情形時，發現者應儘速連絡相關人員並依「緊急應變作業程序」（O-ESH-01-2-001）處理，使用毒性及關注化學物質需填寫記錄並申報管理。

Chemical handling method: The purchasing unit shall collect the SDS of the chemicals and the user unit shall store them in categories. Waste liquid generated shall be disposed of in accordance with the law. In the event of chemical spill or leakage, the discoverer shall contact the relevant personnel as soon as possible and handle the situation in accordance with the " Emergency response operating procedures " (O-ESH-01-2-001). Records shall be filled out and reported for management when using toxic and concern chemicals.

- 6.9.3. 詳細規定依「毒化及關注化學物質暨化學品管制作業標準」（O-ESH-03-3-003）執行。

The detailed regulations are implemented in accordance with the " Toxic and concerned chemical substances and chemicals control practice standards " (O-ESH-03-3-003).

6.10. 研發、採購、外包商及供應商環保管理

R&D, procurement, outsourcing and supplier environmental management

- 6.10.1. 研發單位依據「綠色產品管理作業程序」（Q-QAS-03-2-001），於產品開發時，應注意限用物質要求事項與避免使用限用物質。

According to the " Green product management procedures " (Q-QAS-03-2-001), R&D units should pay attention to the requirements for restricted substances and avoid using restricted substances when developing products.

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6.10.2. 採購單位依據和「外包管制作業程序」(O-PMC-03-2-001)，要求供應外包商依據「綠色產品管理作業程序」(Q-QAS-03-2-001)承諾使用無危害物質，並提供「不含有限用物質承諾書」(Q-QAS-03-3-001-001)。

In accordance with the " Outsourcing control procedures " (O-PMC-03-2-001), the procuring entity requires the outsourcing supplier to commit to using non-hazardous substances in accordance with the " Green product management procedures " (Q-QAS-03-2-001) and to provide a " No-prohibited-substance-contained Warranty Letter " (Q-QAS-03-3-001-001).

6.11. 廠區雨水排放管理 Plant rainwater drainage management

6.11.1. 依「水污染防治措施及檢測申報管理辦法」第 7 條規定：「事業所產生之廢(污)水，應於作業環境內以溝渠、管線或容器收集，不得與雨水合流收集。」

According to Article 7 of the "Regulations Governing the Management of Water Pollution Prevention Measures and Testing Reports", "Wastewater generated by a business shall be collected in the working environment by ditches, pipelines or containers, and shall not be collected together with rainwater."

6.11.2. 職安單位每月於公司之雨水排放口取水並進行雨水檢測確認水質是否有遭受事業廢水污染。

The occupational safety unit draws water from the company's rainwater outlet every month and conducts rainwater testing to confirm whether the water quality has been polluted by industrial wastewater.

7. 表單 Form

無。N/A

8. 附件 Appendix

無。N/A