

	<b>承攬商管理作業程序</b> <b>Contractor management procedures</b>	文件編號 DOC# <b>O-ESH-01-2-007</b>	
機密等級 Degree <b>管制文件</b>		版次 Rev. 2	權責單位 Owner 環安衛部-144

## 1. 目的 Purpose

為確保公司各工作區域人員與承攬商之安全，防止職業災害、環境污染等事件發生，釐訂承攬商相關安全衛生及環保事項之權利與義務，作為承攬商管理之依據。本規範若有未盡事宜者，依職業安全衛生、環保法令及政府頒訂之相關法令執行。

In order to ensure the safety of personnel and contractors in each work area of the company, and to prevent the occurrence of occupational accidents, environmental pollution, and other incidents, the rights and obligations of contractors related to safety, health and environmental protection matters are determined as the basis for contractor management. If there are any matters not covered in this regulation, it shall be implemented in accordance with occupational safety and health, environmental protection laws and regulations, and relevant laws and regulations promulgated by the government.

## 2. 範圍 Scope

承攬公司各項作業之承攬商，包含其所屬下包之再承攬商及其員工。

The contractor of the contracting company's various operations includes its subcontractors and their employees.

## 3. 參考文件 Reference

### 3.1. 「職業安全衛生法」

Occupational Safety and Health Act

### 3.2. 「職業安全衛生管理辦法」

"Occupational Safety and Health Management Measures"

### 3.3. 「職業安全衛生法施行細則」

"Enforcement Rules of the Occupational Safety and Health Act"

### 3.4. 「環安衛矯正與預防報告表」(O-ESH-03-2-005-001)

"Environmental Safety and Health Correction and Prevention Report Form"  
(O-ESH-03-2-005-001)

## 4. 名詞定義 Definition

- 4.1. 承攬商：承攬工程或勞務，且與公司訂定承攬工程或作業合約之廠商，或提供服務之作業地點為本廠之供應商，包含一般承攬（如清潔、綠化、行政支援等）、工程承攬（如興建或擴建工程、機械設備檢修、維護保養等）及運輸承攬（如成品運送、廢棄物清運等）。

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Contractor: A vendor that contracts engineering or labor services and has entered into a contract with the company, or a supplier whose service location is the factory, including general contracting (such as cleaning, greening, administrative support, etc.), engineering contracting (such as construction or expansion projects, machinery and equipment overhaul, maintenance, etc.), and transportation contracting (such as finished product transportation, waste removal, etc.).

4.2. 再承攬商：承攬商就其承攬之全部或部分交付再承攬之廠商。

Subcontractor: The contractor delivers all or part of the contract to the subcontractor.

4.3. 危險作業：涉及動火、高架、局限空間、吊掛、有機溶劑、安全系統中斷等作業。

Hazardous operations: Involving fires, elevations, confined spaces, hanging, organic solvents, safety system interruptions, etc.

## 5. 權責 Role & Responsibility

### 5.1. 相關單位（承辦單位） Relevant units (organizers)

5.1.1. 負責工程進度掌控與現場作業安全協調。

Responsible for project progress control and on-site operation safety coordination.

5.1.2. 協助承攬商進行施工證與入廠作業（含危險作業）許可申請。

Assist the contractor in applying for construction permits and permits for entry operations (including hazardous operations).

5.1.3. 確認工作環境、危害因素與執行危害預防措施（作業前中後檢查）。

Confirm the working environment, hazard factors, and implement hazard prevention measures (before, during, and after operation).

5.1.4. 協助承攬商事故調查、處理。

Assist contractors in accident investigation and handling.

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## 5.2. 職安單位 Occupational safety unit

### 5.2.1. 監督承攬商管理之執行成效。

Supervise the implementation effectiveness of contractor management.

### 5.2.2. 承攬商施工證申請與入廠作業（含危險作業）許可申請之審核。

Review of the contractor's application for construction permit and application for permit to enter the factory (including hazardous operations).

### 5.2.3. 應於施工前與作業區域權責主管及承攬商召開施工前會議，確認作業程序、工作內容、安全衛生注意事項、檢查及安全防護具等，並填寫「施工前會議記錄表」（O-ESH-01-2-007-007）留下會議紀錄備查。

Before construction, a pre-construction meeting should be held with the supervisor in charge of the operation area and the contractor to confirm the operating procedures, work content, safety and health precautions, inspections and safety protective equipment, etc., and fill in the "Pre-Construction Meeting Minutes Form" (O-ESH-01-2-007-007) to leave the meeting minutes for future reference.

## 5.3. 承攬商 Contractor

### 5.3.1. 指定工作場所負責人、安全衛生管理人員或相關作業主管等，負責施工範圍中有關職業安全衛生事項。

Designate workplace personnel, safety and health management personnel, or relevant operation supervisors to be responsible for occupational safety and health matters within the scope of construction.

### 5.3.2. 作業前提供作業流程、工作中之危害及預防改善措施等資訊予承辦單位，並接受承辦單位實施工作環境、危害因素及危害預防措施等告知。

Before operation, provide information such as operating procedures, hazards and preventive and improvement measures to the organizer, and accept the information of the undertaking unit's implementation of the working environment, hazard factors and hazard prevention measures.

### 5.3.3. 意外事故發生時配合本公司進行調查、處理；若有重大意外事故發生時，需配合呈報主管機關。

Cooperate with the Company in investigation and handling of accidents; If a major accident occurs, it is necessary to cooperate with the competent authority.

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5.3.4. 對其員工實施安全衛生及能力等教育訓練，使其具備應有之技能及應變能力，及提供必要之防護具。並投保勞保及意外保險，備妥健康檢查資料供備查。

Implement safety and health education and training for employees to equip them with the necessary skills and response capabilities, and provide necessary protective equipment. and take out labor insurance and accident insurance, and prepare health examination information for future reference.

5.3.5. 所使用的機械設備及電器機具等，應依法規要求實施自動檢查。

The machinery and equipment used shall be automatically inspected in accordance with the requirements of laws and regulations.

5.3.6. 遵守職業安全衛生法、環保法規及廠內各項安全衛生、環保相關規定。

Comply with the Occupational Safety and Health Act, environmental protection regulations, and various safety, health, and environmental protection regulations in the factory.

#### 5.4. 本公司員工 Employees of the Company

5.4.1. 對廠區內之承攬商皆有監督與舉報違規之責。

Contractors in the factory are responsible for supervising and reporting violations.

5.4.2. 若承攬商有明顯違反安全衛生及環保法規之事實，同仁應通知職安單位進行稽核。

If the contractor has obvious violations of safety, health, and environmental protection regulations, colleagues should notify the occupational safety unit for an audit.

### 6. 內容 Operating Content

6.1. 依據「職業安全衛生法」第二十三條、「職業安全衛生管理辦法」第十二條之一，以及「職業安全衛生法施行細則」第三十一條實施承攬商管理。

Contractor management shall be implemented in accordance with Article 23 of the Occupational Safety and Health Act, Article 12-1 of the Occupational Safety and Health Management Regulations, and Article 31 of the Enforcement Rules of the Occupational Safety and Health Act.

6.2. 加入協議組織 Join the agreement organization

承攬商應加入協議組織，由承辦單位協助填寫「承攬商加入協議組織申請表」（O-ESH-01-2-007-001），要求承攬商詳閱並承諾用印後繳交予職安單位。每年管理系統追蹤查核或驗證前，由各單位進行危害鑑別及風險評估，鑑別不可忍受風險，做為年度目

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標及管理方案之依據，以達持續改善。

The contractor shall join the agreement organization, and the contractor shall assist in filling out the "Application Form for Contractor to Join the Agreement Organization" (O-ESH-01-2-007-001), requiring the contractor to read and promise to print it and submit it to the occupational safety unit. Before the annual management system tracking audit or verification, each unit conducts hazard identification and risk assessment to identify unbearable risks as the basis for annual goals and management plans to achieve continuous improvement.

### 6.3. 施工證申請 Construction permit application

- 6.3.1. 預計進廠作業之承攬商，由承辦單位協助填寫「施工證申請單」（O-ESH-01-2-007-002），繳交下列資料予職安單位。職安單位於資料齊全後進行施工證製作。

The contractor who is expected to enter the factory shall assist the contractor in filling out the "Construction Certificate Application Form" (O-ESH-01-2-007-002) and submit the following information to the occupational safety unit. The occupational safety unit will produce a construction certificate after the information is complete.

- 6.3.1.1. 安全衛生相關訓練證明影本（詳 5.3.4.）。

Copy of safety and health-related training certificate (see 5.3.4.)

- 6.3.1.2. 勞保明細影本。

A copy of labor insurance details.

- 6.3.1.3. 團保或雇主意外險（200 萬以上）影本。

A copy of group insurance or employer's accident insurance (more than 200 yuan).

- 6.3.2. 參與承攬工作之相關人員，皆應提供相關訓練證明。

Relevant personnel involved in the contracting work shall provide relevant training certificates.

- 6.3.2.1. 工程類之承攬商：須提供合格訓練機構所核發之「六小時安全衛生訓練證明」或科學工業園區「安全衛生教育訓練結業證書」（三年內有效）。

Engineering contractors: must provide the "Six-Hour Safety and Health Training Certificate" issued by a qualified training institution or the "Safety and Health Education and Training Completion Certificate" of the Science and Industrial Park (valid for three years).

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6.3.2.2. 非工程類之承攬商（如清潔人員、保全等）：須請該公司提供能力訓練證明，以茲證明該員具合約所要求之必要技能及應變能力。

Non-engineering contractors (such as cleaning personnel, security guards, etc.): The company must provide proof of competency training to prove that the employee has the necessary skills and adaptability required by the contract.

6.3.2.3. 有法規認定範圍內者，以法規認定為基準（如局限空間作業者應有缺氧作業主管證照）。

If there is a legal recognition range, the legal recognition shall be the basis (for example, the person working in confined space should have a certificate for the supervisor of hypoxia operations).

#### 6.4. 進廠作業申請 Application for factory operation

##### 6.4.1. 一般作業申請 General Assignment Application

6.4.1.1. 已加入協議組織，且預計進廠作業之承攬商勞工已取得施工證，並進行無涉及任何特殊危險之一般作業。

The contractor workers who have joined the agreement organization and are expected to enter the factory have obtained construction permits and are performing general operations without any special hazards.

6.4.1.2. 承辦單位填寫「入廠作業暨危害告知單」（O-ESH-01-2-007-003），繳交相關資料予職安單位，於簽核完成後使得進廠作業。

The organizer fills out the "Factory Entry Operation and Hazard Notification Form" (O-ESH-01-2-007-003), submits the relevant information to the occupational safety unit, and allows the factory to enter the factory after the approval is completed.

6.4.1.3. 一般作業每次最多申請一個月，需於施工前三日完成申請，並於施工完三日內繳回職安單位結案。

For general operations, the application must be completed three days before construction and returned to the occupational safety unit for closure within three days after construction.

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#### 6.4.2. 危險作業許可申請 Hazardous work permit application

- 6.4.2.1. 已加入協議組織，且預計進廠作業之承攬商勞工已取得施工證，其作業涉及動火、高架、局限空間、吊掛、有機溶劑、安全系統中斷之危險作業。

The contractor workers who have joined the agreement organization and are expected to enter the factory have obtained construction permits, and their operations involve dangerous operations such as fire, overhead, confined space, hanging, organic solvents, and safety system interruptions.

- 6.4.2.2. 承辦單位填寫「入廠作業暨危害告知單」(O-ESH-01-2-007-003)，並依作業類別進行對應之「危險作業許可證」(O-ESH-01-2-007-004)申請，繳交相關資料(合格證或證照)予職安單位，於簽核完成後使得進廠作業。

The organizer fills in the "Factory Operation and Hazard Notification Form" (O-ESH-01-2-007-003), and applies for the corresponding "Hazardous Work Permit" (O-ESH-01-2-007-004) according to the operation category, and submits the relevant information (certificate or certificate) to the occupational safety unit.

- 6.4.2.3. 動火、吊掛、安全系統中斷之危險作業，每次限申請一日；高架、局限空間、有機溶劑之危險作業，每次限申請七日，可連續申請，並需於施工前三日完成申請，於施工完當日交回職安單位結案。

Dangerous operations such as fire, hoisting, and interruption of the safety system shall be limited to one day at a time. For hazardous operations involving elevated, confined spaces, and organic solvents, the application is limited to seven days at a time, and the application can be completed three days before construction, and the application must be submitted to the occupational safety unit for closure on the day of completion of construction.

- 6.4.2.4. 每日危險作業前，承辦單位應與承攬商應召開相關會議，確認作業程序、工作內容、安全衛生注意事項、檢查及安全防護具等，並填寫「施工前會議記錄表」(O-ESH-01-2-007-007)留下會議紀錄備查，職安單位人員將不定時稽核。

Before the daily hazardous operation, the contractor shall hold relevant meetings with the contractor to confirm the operating procedures, work content, safety and health precautions, inspections and safety protective equipment, etc., and fill in the "Pre-Construction Meeting Minutes Form" (O-ESH-01-2-007-007) to leave the meeting minutes for future reference.

- 6.4.2.5. 若承攬商於同一工程需進行不同類別之危險作業(例如高架及動火作業)，需同

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時提出申請。

If the contractor needs to carry out different types of hazardous operations (such as elevated and hot work) in the same project, the application must be submitted at the same time.

#### 6.4.3. 緊急入廠作業申請 Emergency entry operation application

##### 6.4.3.1. 承攬商未加入協議組織及取得施工證，有立即搶修或維修之必要情形。

If the contractor does not join the agreement organization and obtain a construction certificate, it is necessary to make repairs or repairs immediately.

##### 6.4.3.2. 承辦單位填寫「入廠作業暨危害告知單」(O-ESH-01-2-007-003)，詳實告知承攬商作業危害及預防措施，繳交下列資料予職安單位。若有危險作業，應依類別進行對應之「危險作業許可證」(O-ESH-01-2-007-004)申請，檢附相關資料(合格證或證照)，簽核完成後使得入廠作業。

The contractor fills out the "Factory Operation and Hazard Notification Form" (O-ESH-01-2-007-003), informs the contractor of the operation hazards and preventive measures in detail, and submits the following information to the occupational safety unit. If there is hazardous operation, the corresponding "Hazardous Work Permit" (O-ESH-01-2-007-004) application should be made according to the category, and relevant information (certificate or certificate) should be attached.

- a. 勞保明細影本。A copy of labor insurance details.
- b. 團保或雇主意外險(200萬以上)影本。A copy of group insurance or employer's accident insurance (more than 200 yuan).

##### 6.4.3.3. 緊急入廠作業之人員，於進出廠以身份證件換臨時施工證方式，並於當日施工完畢歸還證件。

Personnel who enter the factory urgently to exchange their ID cards for temporary construction permits when entering and leaving the factory shall return their certificates after the construction is completed on the same day.

##### 6.4.3.4. 緊急入廠作業申請限當日申請，並於施工完當日繳交申請單予職安單位結案。

Applications for emergency entry operations are limited to same-day applications, and the application form must be submitted to the occupational safety unit on the day of completion of construction.

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6.4.3.5. 承辦單位人員應監督作業安全，協調作業安全及預防事故。作業完工後，應由承辦單位人員負責帶領至公司大門入口處辦理離廠手續。

The personnel of the undertaking unit shall supervise the operation safety, coordinate the operation safety and prevent accidents. After the operation is completed, the personnel of the undertaking unit should be responsible for leading the company to the entrance of the company gate to complete the departure procedures.

#### 6.4.4. 無塵室作業申請 Cleanroom operation application

6.4.4.1. 承辦單位除了須符合一般作業申請外，另需於進入無塵室施工前填寫「無塵室施工作業許可證」（O-ESH-01-2-007-008），於簽核完成後使得作業。

In addition to meeting the general operation application, the organizer must also fill in the "Clean Room Construction Operation Permit" (O-ESH-01-2-007-008) before entering the clean room for construction, and complete the operation after the approval is completed.

6.4.4.2. 無塵室作業每次最多申請七日，需於施工前三日完成申請，並於施工完三日內繳回職安單位結案。

The application for cleanroom operation can be applied for up to seven days each time, and the application must be completed three days before construction and returned to the occupational safety unit within three days after the completion of construction.

#### 6.5. 進廠作業注意事項 Precautions for incoming operations

##### 6.5.1. 作業前 Before the operation

6.5.1.1. 承攬商進出廠區、卡控門、無塵室等，皆需由承辦單位人員帶領，並穿著足以識別之服裝（正或反面有可識別公司名稱）。

Contractors entering and exiting the factory area, card control doors, clean rooms, etc., must be led by the personnel of the contractor, and wear identifiable clothing (with an identifiable company name on the front or back).

6.5.1.2. 應確認承攬商已指派工作場所負責人，且入廠作業之人員已受過必要之安全衛生及能力等相關訓練。

It should be confirmed that the contractor has appointed a person in charge of the workplace and that the personnel entering the factory have received the necessary training, such as safety, health, and competence.

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6.5.1.3. 承辦單位對人員現場環境危害及作業危害有告知的義務。如有危險作業，應與承攬商召開相關會議，確認作業程序、工作內容、安全衛生注意事項、檢查及安全防護具等，並留下會議紀錄備查。

The organizer has the obligation to inform personnel of on-site environmental hazards and operational hazards. If there is dangerous operation, relevant meetings should be held with the contractor to confirm the operating procedures, work content, safety and health precautions, inspections and safety protective equipment, etc., and leave meeting minutes for future reference.

6.5.1.4. 施工現場需配合施工進行停電、停氣、送電、送氣等作業，作業前均應先行協議確認安全，必要時應由職安單位召開協議會議。

The construction site needs to cooperate with the construction to carry out power outages, gas outages, power transmission, gas supply and other operations, and safety should be confirmed by agreement before operation, and the occupational safety unit should convene an agreement meeting if necessary.

6.5.1.5. 確認所使用的機械設備及電器機具等，皆依法規要求實施自動檢查。

Confirm that the machinery and electrical equipment used are automatically inspected in accordance with legal requirements.

### 6.5.2. 作業中 In Progress

6.5.2.1. 承攬商應於每日進行安全宣導，並指派現場施工人員實施安全點檢，由承攬商設置之安全衛生管理人員及監工確認簽核後，放置於施工現場明顯處供查核。

The contractor shall conduct safety publicity on a daily basis, and assign on-site construction personnel to conduct safety inspections, which shall be confirmed and signed by the safety and health management personnel and supervisors set up by the contractor, and placed in a conspicuous place on the construction site for inspection.

6.5.2.2. 承攬商及承辦單位應執行工作場所安全措施檢查，並做好施工圍籬告示（施工告示牌、三角錐及三角錐連桿）及材料存放告示標示。每日執行施工前、中、後之施工區域安全巡檢，並填寫「施工區域安全巡檢表」（O-ESH-01-2-007-009）。

The contractor and the contractor shall carry out inspections of workplace safety measures, and do a good job of construction fence notices (construction signs, triangular cones and triangular cone links) and material storage notices. Perform safety inspections of the construction area before, during, and after construction every day, and fill in the "Construction Area Safety Inspection Form"

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(O-ESH-01-2-007-009).

- 6.5.2.3. 承攬商應提供必要之防護具予其作業人員使用。作業者工作時亦應視工作環境佩戴適合的安全衛生防護器具。

The contractor shall provide necessary protective equipment for its operators to use. Workers should also wear appropriate safety and health protective equipment according to the working environment when working.

- 6.5.2.4. 承辦單位應於作業期間落實工作場所巡視，每日至現場了解作業狀況，隨時聯繫及協調，並進行完工安全確認。

The organizer shall conduct workplace inspections during the operation, visit the site every day to understand the operation status, contact and coordinate at any time, and confirm the completion safety.

- 6.5.2.5. 承攬商人員於施工期間，除應遵守職業安全衛生法令、環境保護相關法令與本管理辦法條款外，尚應遵守相關部門規定，如：門禁管制、潔淨室規定、生活管理規定及各項安全守則。

During the construction period, the contractor personnel shall comply with occupational safety and health laws, environmental protection laws and regulations, and the provisions of these Management Regulations, as well as the regulations of relevant departments, such as access control, clean room regulations, life management regulations, and various safety rules.


- 6.5.2.6. 職安單位或承辦單位，於執行安全稽核時，發現廠商作業有安全顧慮時，得立即糾正廠商作業方式或依情況要求廠商停止作業。

When the occupational safety unit or the undertaking unit finds that there are safety concerns in the manufacturer's operation during the safety audit, it may immediately correct the manufacturer's operation methods or request the manufacturer to stop the operation according to the situation.

### 6.5.3. 作業後 After the operation

- 6.5.3.1. 承攬商設置之安全衛生人員須在每日作業收工時，完成各項作業之完工確認，確實巡視施工區域是否有其他危安狀況，確認無安全顧慮使得離廠。

The safety and health personnel set up by the contractor must complete the completion confirmation of each operation at the end of the daily operation, and ensure that there

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are no other safety hazards in the construction area to confirm that there are no safety concerns to leave the factory.

- 6.5.3.2. 偽造簽章、代簽或提早簽認者依罰則處分，若因而致損公司利益，視情節輕重依追訴，施工區之損壞則直接提報由工程款中扣款處理。

If the company's interests are harmed as a result, it will be prosecuted according to the severity of the circumstances, and the damage to the construction area will be directly reported and deducted from the project payment.

- 6.5.3.3. 承攬商於現場完工確認後，承辦單位人員需再次進行現場確認，並填寫「危險作業許可證」（O-ESH-01-2-007-004）之相關欄位並於時限內繳回職安單位結案。

After the contractor confirms the completion on site, the personnel of the contractor need to conduct on-site confirmation again, fill in the relevant fields of the "Hazardous Work Permit" (O-ESH-01-2-007-004) and return it to the occupational safety unit to close the case within the time limit.

## 6.6. 安全衛生協議組織運作 Safety and health protocols are organized

- 6.6.1. 依法規定成立協議組織，且職安單位將定期或不定期召開安全衛生協議組織會議，相關承攬商、工作場所負責人、發包（監工）單位及現場單位代表出席參加。

An agreement organization is established in accordance with the law, and the occupational safety unit will hold regular or irregular safety and health agreement organization meetings, attended by representatives of relevant contractors, workplace leaders, contracting (supervisor) units and on-site units.

- 6.6.2. 於安全衛生協議組織會議檢討作業安全相關事項，視作業特性，就下列項目予以討論，並將開會日期、會議內容、討論及協議事項、決議事項以書面方式記錄及保存。

In the safety and health agreement organization meeting, the following items shall be discussed according to the characteristics of the operation, and the meeting date, meeting content, discussion and agreement matters, and resolutions shall be recorded and kept in writing.

## 6.7. 事故調查及通報 Accident investigation and reporting

- 6.7.1. 事故單位發生者或發現者應通報單位主管、廠務中控室或職安單位。

The accident unit shall report to the unit supervisor, the factory control room or the occupational safety unit.

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6.7.2. 通報內容應包含單位、姓名、工號、事由、地點或機台（監工）名稱、時間及電話。

The content of the report shall include the unit, name, work number, reason, location, or machine (supervisor) name, time, and telephone number.

6.7.3. 若發生重大事故或應變處理後造成公害事件，導致民眾抗議等情事，應由對外發佈新聞權責單位統一對外溝通協調。

If a major accident occurs or a public nuisance incident occurs after contingency handling, resulting in public protests, the unit responsible for publishing the news should communicate and coordinate with the outside world.

6.7.4. 事故通報責任為事故發生單位或發現者，調查責任為事故發生單位之直屬主管。

The responsibility for reporting the accident is the unit where the accident occurred or the person who discovered it, and the responsibility for investigation is the direct supervisor of the unit where the accident occurred.

6.7.5. 職安單位協助事故發生單位之直屬主管填寫「環安衛矯正與預防報告表」（O-ESH-03-2-005-001），對於導致事故發生原因進行調查並追蹤事故發生部門改善狀況直至改善完。

The occupational safety unit assists the immediate supervisor of the unit where the accident occurred to fill out the "Environmental Safety and Health Correction and Prevention Report Form" (O-ESH-03-2-005-001) to investigate the cause of the accident and track the improvement status of the department where the accident occurred until the improvement is completed.

6.8. 停工改善及違規罰款通知 Notice of work stoppage for improvement and fines for violations

6.8.1. 承攬商違反安全衛生、環保等相關法規或有立即危險之虞，職安單位、承辦單位以口頭或書面通知，該部分作業應立即停工改善，並開立「承攬商違規罰款通知單」（O-ESH-01-2-007-005）。

If the contractor violates safety, health, environmental protection, and other relevant laws and regulations or is in immediate danger, the occupational safety unit or the contractor shall notify verbally or in writing that the part of the operation should be immediately stopped for improvement, and a "Contractor Violation Fines Notice" (O-ESH-01-2-007-005) shall be issued.

6.8.2. 承攬商未依規定停工進行改善者，職安單位得以加倍開立罰款。當停工原因改善完畢，經判定無虞後始可復工。遭判停工之損失應自行負責，並不得以此由拖延工期。

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If the contractor fails to suspend work for improvement in accordance with regulations, the occupational safety unit may issue a double fine. When the reason for the suspension is improved, work can be resumed only after it is determined that there is no danger. The loss of the suspension of work shall be borne by the person himself, and the construction period shall not be delayed on this basis.

- 6.8.3. 承攬商如遭主管機關停工而私自動工，其衍生之民、刑事責任由承攬商自行承受。

If the contractor is suspended by the competent authority and works privately, the civil and criminal liability arising therefrom shall be borne by the contractor itself.

- 6.8.4. 職安單位依據「入廠作業暨危害告知單」(O-ESH-01-2-007-003)，對違規情形開具「承攬商違規罰款通知單」(O-ESH-01-2-007-005)，以罰單知會承攬商進行改善，如有任何異議，可於一週內檢具相關證明文件向職安單位提出申訴，若經查證確非其所為，可撤消其罰款。

The occupational safety unit issues a "Contractor Violation Fines Notice" (O-ESH-01-2-007-005) for violations in accordance with the "Factory Operation and Hazard Notification Form" (O-ESH-01-2-007-003), and notifies the contractor of the fine to make improvements.

- 6.8.5. 承攬商應於期限內回覆及完成改善，並至財務單位繳交罰款。如逾期未回覆改善措施者，則加倍違規罰款。

The contractor shall reply and complete the improvement within the time limit, and pay the penalty to the financial unit. If the improvement measures are not replied within the time limit, the fine for violations will be doubled.

- 6.8.6. 承攬商罰款若未繳納則可由本公司財務單位停止工程款計價程序，並於往來款項、工程款中逕自扣除，待改善完成後恢復計價。

If the contractor fails to pay the fine, the company's financial unit may stop the project payment valuation process, and deduct it from the current payment and project payment, and resume pricing after the improvement is completed.

- 6.8.7. 因違反本規範規定事項致損失本公司權益者，除依規範罰責處以罰款外，承攬商須對衍生之額外損失負完全賠償責任。

If the company's rights and interests are lost due to violation of the provisions of this regulation, in addition to fines in accordance with the regulations, the contractor shall be fully liable for any additional losses derived.

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6.9. 環安衛績效評核作業：承攬商安全衛生評核，作業如下：

Environmental safety and health performance appraisal: The contractor's safety and health assessment is as follows:

6.9.1. 對每年入廠達 3 次以上並從事危險作業之承攬商，職安單位透過「承攬商安全衛生評核表」（O-ESH-01-2-007-006）執行承攬商安全衛生績效評核。

For contractors who enter the factory more than three times a year and engage in hazardous operations, the occupational safety unit conducts contractor safety and health performance evaluation through the "Contractor Safety and Health Assessment Form" (O-ESH-01-2-007-006).

6.9.2. 評比為 C 等之廠商將列入觀察名單。如連續 2 年評核為 A 等，可從觀察名單移除。

Manufacturers rated C will be included in the watch list. If it is rated as A for two consecutive years, it can be removed from the watch list.

6.9.3. 列入觀察之廠商名單將提供採購單位，作為日後合約的考量依據。

The list of vendors included in the observation will be provided to the purchasing unit as a basis for consideration in future contracts.

6.9.4. 觀察名單之廠商將納為環安衛績效稽查重點，並於安全衛生協議組織會議中，由廠商報告缺失改善等相關執行措施。

Manufacturers on the watch list will be included in the focus of environmental safety and health performance audits, and at the safety and health agreement organization meeting, the manufacturer will report on the improvement of deficiencies and other related implementation measures.

6.9.5. 評等標準及處理準則： Rating criteria and handling criteria:

得分 Score	評等 Rating	判定 Decision	處理準則 Handling Guidelines
90 以上 90 points or more	A	優等 Excellent	環安衛績效優良，建議承攬優先權「高」。 The environmental safety and health performance is excellent, and it is recommended that the contracting priority is "high".

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80~89 80 points~89 points	B	良好 Good	環安衛績效良好，建議承攬優先權「中」。 The environmental safety and health performance is good, and it is recommended that the contracting priority is "medium".
65~79 65 points~79 points	C	普通 Ordinary	視工程急迫度提高稽核頻率，要求其環安衛績效，建議承攬優先權「低」。 Depending on the urgency of the project, the frequency of audits will be increased, and its environmental safety and health performance will be required, and it is recommended that the contracting priority be "low".
65 以下 65 points or less	D	差 Bad	終止承攬關係，停止該承攬商承攬權兩年。 Terminate the contracting relationship and suspend the contractor's contracting right for two years.

## 7. 表單 Form

7.1. 「承攬商加入協議組織申請表」(O-ESH-01-2-007-001)

"Application Form for Contractor to Join an Agreement Organization" (O-ESH-01-2-007-001)

7.2. 「施工證申請單」(O-ESH-01-2-007-002)

"Application for Construction Permit" (O-ESH-01-2-007-002)

7.3. 「入廠作業暨危害告知單」(O-ESH-01-2-007-003)

"Factory Operation and Hazard Notification Form" (O-ESH-01-2-007-003)

7.4. 「危險作業許可證」(O-ESH-01-2-007-004)

"Hazardous Work Permit" (O-ESH-01-2-007-004)

7.5. 「承攬商違規罰款通知單」(O-ESH-01-2-007-005)

"Contractor Non-compliance Penalty Notice" (O-ESH-01-2-007-005)

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7.6. 「承攬商安全衛生評核表」 (O-ESH-01-2-007-006)

"Contractor Safety and Health Assessment Form" (O-ESH-01-2-007-006)

7.7. 「施工前會議記錄表」 (O-ESH-01-2-007-007)

"Pre-Construction Meeting Minutes" (O-ESH-01-2-007-007)

7.8. 「無塵室施工作業許可證」 (O-ESH-01-2-007-008)

"Clean Room Construction Work Permit" (O-ESH-01-2-007-008)

7.9. 「施工區域安全巡檢表」 (O-ESH-01-2-007-009)

"Construction Area Safety Inspection Form" (O-ESH-01-2-007-009)

8. 附件 Appendix

無。N/A