

一. 目的 Purpose

為了使意外及緊急狀況發生時能有適當之反應程序並做好預防措施，以減輕對環境之影響與安衛之傷害，特訂定本程序。

This procedure is specially prepared to make available of the appropriate response procedure and preparation for prevention of accidents and emergencies, and reducing the impact on the environment and injure of safety and health.

二. 範圍 Scope

本程序適用於各部門在處理有關環安衛管理緊急狀況時使用之。

It is applicable to all departments in treatment of emergencies related to environmental, safety and health management.

三. 定義 Definition

3.1 管理代表：Management representative:

負責有關環安衛緊急狀況處理之規劃及各項緊急狀況之指揮、聯絡、協調等工作，並向總經理報告。

In charge of plan the environmental, safety and health emergency response, and command, contact and coordination of emergencies, then reporting to the General Manager.

3.2 總務單位：General administration department:

負責緊急狀況之通告、控制及善後處理之作業，並在管理代表之指揮下，執行對外部機構之聯絡事項。

Notify, control and deal with problems of emergencies, and contact with external organizations under the command of the management representative.

3.3 意外事件：即非正常、非預料中之事件及天災等。

Accident: means abnormal and unexpected events and natural disasters.

3.4 緊急狀況：Emergency:

因意外事件產生之影響環安衛迫切之狀況，且此狀況將對環安衛產生重大衝擊者。

Any emergent environmental, safety and health condition arising from unexpected events, likely to cause serious impact on the environment, safety and health.

四. 作業內容及步驟 Operation Contents and Steps

4.1 緊急狀況影響之評估與預防：

Evaluation and prevention of emergency effect:

4.1.1 在導入環安衛管理系統之前，由管理代表及評估小組成員，進行「先

期審查」時，一併考慮各廠區及特定地點所存在之可能造成緊急狀況之潛在環境衝擊與安衛風險，並列入環境考量面與安衛風險鑑別中。 Before introducing the environmental management, **safety and health management system** while implement the “Pre-review” operation, the management representative and evaluation team members shall consider the potential environmental impact **and safety and health risk** existing in every workshop and specific site causing emergency, and list them in **environmental aspects, safety and health risk identification**.

- 4.1.2 鑑別之結果，若為「顯著環境考量面」或「重大安衛風險」者，則應列為改善之項目或環安衛管理目標。

In case the result of identification is “significant environmental aspect” or “**significant safety and health risk**”, it shall be listed in improvement item or environmental, **safety and health** management objective.

- 4.1.3 對風險性較高之緊急狀況影響要素，應制訂相關「緊急處理辦法」以為意外產生時之應變措施。(如火災。而製程跳機、廢液傾倒等意外，因風險性較低，故列入作業管制即可。)

Develop relevant “Emergency Response Method” for the high-risk emergency elements as the response measures in case of an emergency (e.g. fire. For accidents of process shutdown, waste liquid spill, etc. due to their low risk, are listed into the operation control).

4.2 緊急狀況之組織與協調事項：

Organization and Coordination of Emergency:

- 4.2.1 針對環安衛管理產生之意外與緊急狀況，得由該區主管負責緊急狀況之前置處理事宜。並立即通知總務單位及管理代表，依其權責進行後續處理事項。

For any accident and emergency arising from the environment, **safety and health** management, the director of this area shall be responsible for the pre-treatment, then inform the Office of General Affairs and the Management Representative, and deal with the subsequent issues in accordance with his/her responsibility.

- 4.2.2 緊急處理作業辦法中應包含：

Emergency Response Method shall include:

與緊急狀況管理有關之外部機構，如轄區消防隊、警察局、環保與安衛機構、管委會及醫療機構等均需由總務單位搜集其緊急聯絡電話、地址、負責人或其代理人等，以備使用。

The General Affairs Office is responsible to collect the emergency contact telephone numbers, addresses, principals, deputies of external institutions related to emergency management, such as the district fire fighting brigade, police station, environmental protection, **safety and health** organization, management committee and medical institutions for use when needed.

- 4.2.3 公司內各區之消防設備、警報系統、疏散路線圖等均需標明於各區明顯之地點，以備不時之需。並須定期舉辦消防演習，以利緊急時能正確而迅速應變。

The fire devices, alarm system, evacuation line chart shall be marked with obvious location at all areas of the Company for untimely need. The fire fighting rehearsal shall be held regularly to prepare responding correctly and quickly in the event of an emergency.

- 4.2.4 消防演練前之演練計劃及消防演練後之檢討會議記錄，存檔於總務單位，保存期限依“文件記錄管制程序”(Q-004)之規定辦理。

The rehearsal plan before the fire fighting rehearsal and the records of the discussion meeting after the fire fighting rehearsal shall be filed at the General Affairs Office. The storage life shall be in accordance with the “Document Record Control Procedure” (Q-004).

- 4.3 當意外緊急狀況處理完成時，得由管理代表召開事故檢討會議，依本次事故處理加以檢討，並依“矯正預防措施程序”(Q-001)之規定辦理之；必要時須修改原緊急準備及應變措施相關標準，以能有效防止再發及發生時損失降至最低，修改之程序、標準內容須重新發行並執行教育宣導。

After finishing an emergency treatment, the management representative shall hold an accident discussion meeting to analyze the emergency response, and transact as the “Corrective and Preventative Action Procedure” (Q-001); if necessary, revise the relevant standards of the original emergency preparation and response measures to prevent re-occurrence and minimize losses from emergency. The modified procedures and standards shall be publicized and conveyed again.

- 4.4 有關環安衛系統執行發現異常時，可視情形開立“環安衛異常通知單”(Q-01-F03)追蹤改善情形，以有效預防再次發生。

When discovering abnormality during operation of relevant environmental, safety and health system, “Environmental, safety and health defect notification sheet” (Q-01-F03) could be issued according to the actual situation to trace the improvement and effectively prevent reoccurrence.

五. 使用表單 Tables

- 5.1 環安衛異常通知單 (Q-01-F03)

Environmental, safety and health defect notification sheet (Q-01-F03)

六. 參考文件 References Documents

- 6.1 火災緊急處理辦法 (E-05-A001)

Fire Emergency Response Method (E-05-A001)

- 6.2 矯正預防措施程序 (Q-001)

Corrective and Preventative Action Procedure (Q-001)

6.3 文件記錄管制程序 (Q-004)

Document Record Control Procedure (Q-004)

七. 附件 **Appendix**

7.1 緊急狀況處理流程圖

Emergency Response Flowchart

附件一. 緊急狀況處理流程圖

流程	步驟	權責	重點工作	表單
<pre> graph TD A[緊急狀況發生] --> B[執行前置作業， 並通告管理單位] B --> C[控制、處置、通告、 協調、善後] C --> D{處置 完成} D -- 否 --> C D -- 是 --> E[事故檢討會議] E --> F[執行矯正與 預防措施] F --> G[追蹤改善/結案] </pre>	4.1 4.2 4.2.1 4.2.2 4.2.3 4.2.4 4.3 4.3 4.4	發現人員 該區主管 總務單位 管理代表 相關單位 總務單位 管理代表 管理代表 管理代表 相關單位 權責單位	事前應先執行緊急狀況影響 評估及預防 該區主管依據緊急狀況處理 程序，執行前置作業，並通 知總務單位及管理代表 必要時修改相關作業標準， 並舉辦教育訓練宣導之。 追蹤改善	環安衛異常 通知單 (Q-01-F03)
流程所需資源 (機器,工具,方法): 緊急應變機制 流程量測管制方法: 4.4 視需求開立"環境異常通知單"追蹤改善情形				

Appendix 1. Emergency Response Flowchart

Flow	Steps	Responsibility	Key points	Tables
<pre> graph TD A[Emergency occurs] --> B[Perform preparation and inform management Department] B --> C[Control, dispose, notify, coordinate and deal with] C --> D{Disposal, finishing} D -- No --> C D -- Yes --> E[Accident analysis meeting] E --> F[Execute correction and prevention measures] F --> G[Trace improvement /case closing] </pre>	4.1 4.2 4.2.1 4.2.2 4.2.3 4.2.4 4.3 4.3 4.4	Personnel discovering emergency Director of this area, General Affairs, Management Representative Relevant department. General Affairs. Management representative Management representative Management representative Relevant department Responsible department	Before accidents, perform emergency effect evaluation and prevention The director of this area carries out preparation operation according to the “Emergency Response Procedure”, and inform the General Affairs Office and the Management Representative If necessary, revise relevant operation standards, and hold education trainings to publicize them. Trace the improvement	Environmental, safety and health defect notification sheet (Q-01-F03)
Resources required for the flow (machines, tools and methods): Emergency Response Mechanism Flow Measurement Control Method: 4.4, issue “Environment Abnormality Notice” to trace the improvement status if applicable				