

版別變更記錄：  
Version Change Record

版次 Version	日期 Date	變更內容摘要 Description of Change
B2	10/15/04	<p>1. 修訂 4.2 環境鑑別參數 F(發生頻率)與風險因子(ER)之評定，增訂參數 O(其他因素)與風險評估(A)。 Revise the evaluation of Environmental Identification Factor F (occurrence frequency) and the risk factor (ER) in 4.2, and add the parameter O(others) and risk evaluation (A).</p> <p>2. 修訂 4.3 環境改善優先行動之鑑別值 L，及 4.4 重大環境考量面/安衛風險鑑別與改善方法之說明 Revise the identification value L of Environmental Improvement Priority Action in 4.3 and the instruction of important environmental aspect identification and improvement methods in 4.4.</p>
B3	12/22/04	增加英文翻譯 Add English translation
C1	5/31/2005	增加安衛風險評估類別與方法等說明 Add description of the classification and method of healthy and safety risk evaluation.
C2	7/4/2005	增加 E-01-A001-F001 職安衛風險鑑別與危害分析管制表之使用時機，修訂”風險評估”與”經濟性”之評分標準 Add description of the use of “Health and Safety Risk Identification and Hazard Analysis control table” (E-01-A001-F001), and modify the evaluation criteria of “Risk Evaluation” and “economy”.
C3	12/4/2009	為便於 EHS 因數的鑑別，特對 4.3 作修改： To easy identify the EHS factor, revise the section 4.3 1. 刪除原”4.3 改善優先行動評估”，但保留記錄風險評估值 Remove section 4.3, but reserve "Record Risk Evaluation value". 2. 環境考量面安衛風險鑑表版本進階至 B1 版 Change "環境考量面安衛風險鑑表" revision to B1
C4	12/10/2017	增加環境考慮類別：LS：生命週期 Add Classification of environmental aspect: LS : Life cycle
C5	05/10/2018	增加依據設備清單進行評估
D0	07/22/2020	修改使用表單為 E-01-F01，刪除 E-01-A001-F001

會審單位：

Review Board

核準 Approved By	審核 Reviewed By	製訂 Prepared By	發行 Issue
Nj.Lin	N/A	Candice.Su	
To / 份 copy	To / 份 copy		
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	To / 份 copy	To / 份 copy	備註(Remark) :

## 1. 目的 Purpose:

確認本公司的各項活動、產品和服務之環境考量面/安衛風險，並評估、鑑別可能會對環境與安衛造成衝擊而產生重大影響者，以利環境與安衛管理的施行。

To confirm and evaluate the environmental aspects/health and safety risk of activities, products and services of the company, and identify the aspects likely to cause significant impact to the environment, health and safety and greatly affect the environment, so as facilitate the performance of environment, health and safety management.

## 2. 範圍 Scope

凡與公司之活動、產品及服務有互動關係之環境考量面/安衛風險鑑別，均適用之。

Be applicable to the identification of the environmental aspects/health and safety risk interactive with the activities, products and services of the Company.

## 3. 定義 Definition

3.1 管理代表：負責召集環境考量面/安衛風險鑑別小組執行環境考量面/安衛風險鑑別。

Management Representative: Responsible for organizing the environmental aspect/health and safety risk identification team for identification of the environmental aspects/health and safety risk.

3.2 環境考量面/安衛風險鑑別小組：由管理代表指定人員組成，負責環境考量面/安衛風險鑑別、確認、整合、改善等作業。

Environmental Aspects/Health and Safety Risk Identification Team: Consisting of the personnel appointed by the Management Representative for identification, confirmation, integration and improvement of the environmental aspect/health and safety risk identification.

3.3 環境：組織作業所在的週邊環境，包括了空氣、水、土地、自然資源、植物、動物、人類、及其間的互動關係。

Environment: the environment where the work is operated, including air, water, earth, natural resource, fauna and flora, human and interactions.

3.4 環境考量面/安衛風險：組織的作業活動、產品或服務中會和環境與安衛產生互動的要項。

Environmental Aspect/Health and Safety Risk identification: possible interaction items of organized operation activities, products or services with the environment, health and safety.

3.5 環境與安衛衝擊：任何可完全或全部歸因於組織的活動、產品或服務對環境與安衛產生有利或不利的影響。

Environment, health and safety impact: all positive and negative effects fully or completely attributable to organized activities, products and services on the environment, health and safety.

3.6 環境與安衛衝擊分析：指因為環境考量面/安衛風險(因)，而導致環境與安衛改變(果)；衝擊與考量面/安衛風險互為因果關係，而衝擊亦分為正面與負面，藉由衝擊分析而可釐清本公司各環境與安衛衝擊之顯著性。

Analysis of Impact on Environment, health and safety: the environmental aspects/health and safety risk (cause) result in the change of environment, health and safety (result), vice

versa; But the affects can be divided into the positive and negative affects. Therefore, the analysis can identify the importance of the environmental affects, health and safety of the Company.

#### 四、作業內容及步驟 Operation Content and Procedure:

##### 4.1 環境考量面/安衛風險鑑別考量範圍

Evaluation Scope of Environmental Aspect/Health and Safety Risk identification

鑑別小組依據各活動/產品/服務的特性，列舉可能會有較大之環境與安衛影響的範圍，應包括空氣、水、噪音、廢棄物、土壤、生態系統、能資耗用及毒性物質與安全衛生危害等直接與間接環境與安衛衝擊。大致分為：

The Identification Team lists the possible scope of environment, health and safety effects according to the characteristics of activities, products and services, including air, water, noise, scraps, soil, ecosystem, energy consumption, poisonous substances and health and safety hazard to affect the environment, health and safety directly or indirectly. It is principally divided into:

4.1.1 汚染防治 — 如：廢氣、廢水 ... 等。

Pollution Prevention - such as, waste gas and wastewater... etc.

4.1.2 減廢 — 如：含事業廢棄物及生活廢棄物。

Waste reduction - like the industrial wastes and living wastes

4.1.3 節約能源及其他資源。

Saving energy and other resources.

4.1.4 對供應商、外包商、客戶及社區活動等的間接影響。

Cause indirectly effects to suppliers, outsourcers, customers and community activities.

4.1.5 安衛危害特性可區分為化學性、物理性、生物性及人體工程性。具體參閱 7.3 安衛危害可能因素。

The characters of health and safety hazard could be classify to chemical, physical, biological and ergonomics, for details could refer to 7.3 Possible Factors of Health and Safety.

4.1.4 安衛風險鑑別由各權責部門按作業流程，考量人、機、料、法項目，以FMEA分析手法進行。

The identification of health and safety risk shall be performed by each responsible department according to the operation process and considering items for men, machines, materials and methods, with the analysis method of FMEA.

##### 4.2 環境考量面/安衛風險鑑別與環境衝擊分析

Environmental Aspect/Health and Safety Risk Identification and Analysis of Impact

鑑別小組依據所選定之考量範圍，鑑別該項活動/產品/服務的環境考量面/安衛風險。若考量面為單一區域性，則需指明其位置，否則視同整體共同性考量。並需依造流程導向或設備清單進行風險鑑別與分析。

The Identification Team identifies the environmental aspect/health and safety risk identification of the activities, products and services according to the selected evaluation scope. Risk identification and analysis are required based on the process guidance or equipment list.

4.2.1 鑑別時應考量下列狀況：

When identifying, it is necessary to consider the following situations:

4.2.1.1 屬過去(P)、現在(C)或未來(F)所(可能)發生之狀況

(Possible) Situations of the current (C), past (P) and future (F)

4.2.1.2 N：正常操作條件下

Under the normal operation conditions

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#### 4.2.1.3 A：非正常操作條件下

Under the abnormal operation conditions

#### 4.2.1.4 E：潛在環境與安衛衝擊及緊急狀況

Potential environment, health and safety impact and emergency situation

#### 4.2.1.5 類別：依其影響型態給予分類。

Classification: classify as per the affecting types:

環境考量類別：

Classification of environmental aspect:

A : 空氣污染 Air pollution

L : 廢液 Waste liquid

W : 污水 Wastewater

HS : 有害事業廢棄物 Hazardous industrial wastes

GS : 一般事業廢棄物 General industrial wastes

RS : 可回收事業廢棄物 Recyclable industrial wastes

N : 噪音 Noise

S : 工業安全 Industrial Safety

R : 能資 Energy

O : 其他 Others

LS : 生命週期 Life cycle

安衛風險類別：

Classification of health and safety risk:

SF : 設施 Facility

SN : 一般作業場所情況 Normal Environment

SM : 材料 Material

SQ : 設備 Equipment

SE : 危險能源 Hazardous energy

SG : 緊急應變 Emergency

SP : 保護具 PPE

SR : 人體工學 Ergonomics

SH : 醫療衛生 Medical and health

#### 4.2.2 鑑別小組將已鑑別之環境考量面/安衛風險，依下列鑑別參數進行環境與安衛衝擊分析，計算「風險因子(ER)」與「風險評估(A)」。鑑別參數如下：

The Identification Team analyzes the effects of environment, health and safety by environmental aspect/health and safety risk analysis be identified according to the following identification parameters, calculates the Risk Factor (ER) and the Risk Evaluation (A):

##### 4.2.2.1 F：發生頻率

Occurrence frequency:

1— 幾乎不發生，或每年至多發生一次

Almost with no occurrence, or once a year

2— 每三個月內，至少發生一次

At least once every 3 months

3— 每個月內，至少發生一次

At least once a month

4— 每週內，至少發生一次

At least once each week

5— 幾乎每天一次，或持續不斷

Almost once every day or uninterrupted

#### 4.2.2.2 S : 影響範圍(詳7.1)

Effect Scope: (See 7.1 for details)

鑑別時需考量此產品/活動/服務是否可控制。

When identifying, evaluate whether this product, activity and service can be controlled.

#### 4.2.2.3 D : 影響程度(詳7.2)

Effect Degree: (See 7.1 for details)

#### 4.2.2.4 O : 其他因素

Others Factor

對環境改善、防治設備之設置、執行、規劃的程度與必要性評估。

Evaluation on degree and necessity of the environment improvement, installation of prevention equipment, execution and planning

1— 已完成並符合要求，或無須改善

Completed and meet the requirement with no need to improve;

2— 已執行且完成但未完全符合要求

Implemented and completed but fails to fully meet the requirement;

3— 已執行但未完成，仍有加強改善空間

Implemented but fails to complete, leaving the space for strengthening and improvement;

4— 已規劃，但未執行改善對策

Planned but fails to implement the improvement countermeasures;

5— 尚未規劃與執行改善對策

Not planned nor implemented the improvement countermeasures.

### 4.2.3 風險因子(ER)計算方式

Calculation of Risk factor (ER)

ER(風險)=F(頻率)\*S(範圍)\*D(程度)\*O(其他因素)

ER(Risk)=F(Frequency)\*S(Scope)\*D(Degree)\*O(Others)

### 4.2.4 風險評估(A)Risk Evaluation(A)

#### 4.2.4.1 風險評估值(A)區分如下

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The Risk Evaluation Value (A) is shown at the right:

0— ER < 20

1— 20 ≤ ER < 60

2— ER ≥ 60

4.2.4.2 風險評估值(A)為2者皆鑑別為重大環境考量面/安衛風險，並須考量未來狀況  
(以二年為未來之考量區間)。

Those with the risk evaluation value of 2 are identified as the significant environmental aspects/health and safety risk and the future situation (future evaluation period set as 2 years) must be considered.

### 4.3 重大環境考量面/安衛風險鑑別與持續改善

Significant environmental aspect/health and safety risk identification and continuous improvement

#### 4.3.1 依下列條件鑑別重大環境考量面/安衛風險

To identify the Significant environmental aspect/health and safety risk according to the following conditions

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4.3.1.1 有違反相關法規要求者(N)

Those violating relevant regulations (N)

4.3.1.2 風險評估值(A)為 2者

Those with the Risk Evaluation Value (A) of 2

4.3.1.2 環境改善優先行動之鑑別值 L為 6以上者

Those with the identification value L for environment improvement priority action above 6.

4.3.2 凡列為重大環境考量面/安衛風險者，均須由鑑別小組協調各相關權責單位，建立環境管理方案，設定環境目標進行改善；並由管理代表衡量公司運作需求、環保績效、事件與環境現況，決定是否予以文件化納入作業管制以為改善。

For those listed as significant environmental aspects/health and safety risk, the Identification Team must coordinate the relevant responsible departments to establish the environmental management plan and set the environmental objective for improvement; and Management Representative could consider the operation need of the company, environmental protection performance and environment status to decide whether the documentation need to be established into the operation control for improvement.

4.3.3 針對重大安衛風險，鑑別小組需進一步提出”職安衛風險鑑別與危害分析管制表”(E-01-A001-F001)，進行安衛風險之監控管制。

For significant health and safety risk, the Identification Team should propose “Health and Safety Risk Identification and Hazard Analysis control table” (E-01-A001-F001), to perform the monitoring and control.

4.3.4 凡非為重大環境考量面/安衛風險，則由管理代表及相關主管人員，依環境政策、鑑別結果、考量面之關聯性、風險程度，決定是否進行作業管制與改善，並列入”環境考量面安衛風險鑑別表”(E-01-F01)進行管控。

For not a significant environmental aspects/health and safety risk, the Management Representative and relevant directors shall decide whether the operation control and improvement are performed or should be listed in “**Health and Safety Risk Identification and Hazard Analysis control table**-Environmental aspects, health and safety risk identification table” (E-01-F01) to control, according to the environmental policy, identification results, the relationship between aspects and risk level.

4.3.5 供應商鑑別：由於合格供應商動輒數百家，對環境之衝擊及可能產生之重大考量面皆不同，且對其製程亦不了解，難以實施個別鑑別。故對現有合格供應商均集中鑑別重大環境考量面/安衛風險，其後續之宣導及要求依”採購程序” (M-001)執行。

Identification for suppliers: Since there are usually hundreds of the qualified suppliers, the impact to environment and the possible significant aspects are different, and the understanding of the relevant process is not sufficient, and it is difficult to conduct individual identification. Therefore, for the current qualified suppliers, the aspect identification shall concentrate on the significant environmental aspects/health and safety risk and the subsequent guidance and requirement shall be preformed according to Procurement Procedure (M-001).

## 五、使用表單 Tables

5.1 職安衛風險鑑別與危害分析管制表 (E-01-A001-F001)

**Health and Safety Risk Identification and Hazard Analysis control table (E-01-A001-F001)**

5.2 環境考量面/安衛風險鑑別表(E-01-F01)

**Environmental aspects, health and safety risk identification table (E-01-F01)**

## 六、參考文件 References Documents

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- 6.1 環境考量面與安衛風險鑑別程序 (E-001)  
Environmental aspects, health and safety risk identification procedure (E-001)
  - 6.2 採購程序(M-001)  
Procurement Procedure (M-001)
  - 6.3 環安衛法規與要求管制辦法(E-06-A001)  
Environmental, safety and sanitation legal and requirements control SOP (E-06-A001)
  - 6.4 環安衛管理方案作業準則 (E-04-A002)  
Environmental, health and safety management plan operation rules (E-04-A002)

## 七、附件 Appendix

- 7.1 環境範圍表  
Environment Scope Table
- 7.2 影響程度表  
Effect Degree Table
- 7.3 安衛危害可能因素  
Possible Factors of Health and Safety

## 7.1 環境範圍表

※影響範圍：

範圍	廢水 (L,W)	廢氣 [A,(O)]	廢棄物 [GS,HS,O]	噪音 (N)	工業安全 (S)	資源 (R)
1	• 發生影響範圍 <半徑3公尺之 圓周小區域 • 已有合法回收 處理	• 人工或單機修補 作業之小量氣體 且在可控制下 • Chamber/B/I room 氣體且在控制下 • 冷氣機自然散逸 之廢氣	• 一般及有害事業發 棄物委託合格廠商 處理 • 可回收事業廢棄物 (錫道,塑膠) 原廠回收(溶劑空 桶)	• 距發生源3公尺內 仍可感受音響	• 發生之影響範 圍至個人工作 區	• 資源耗用點僅限個 人使用
2	• 發生影響範圍 超過小區域之 平面廠區內 • 委託處理	• 人工或單機修補 作業之小量氣體 且無控制下 • 機器作業之氣體 且在可控制下 • Chamber/B/I room 氣體且無控制下	• 一般事業廢棄物	• 距發生源3~6公 尺,可感受音響	• 發生之影響範 圍至平面廠區 內	• 資源耗用來自廠區 內之製程活動，資 源耗用點在廠區內
3	• 發生影響範圍 於平面廠區外 • 無合法回收處 理	• SMT/DIP 或一般 作業之氣體且無 控制下	• 有害事業廢棄物 無法委託合格廠商 處理	• 可感受音響之範 圍在6公尺外或廠區 外	• 發生之影響範 圍至廠區外	• 資源耗用涉及產品 本身設計，資源耗 用點在廠區外

註：廢氣之機器作業意指 SMT、DIP 之融錫作業。單機修補作業如 SMT 元件拔除機。

## 7.1 Environment Scope Table

Scope	Wastewater (L,W)	Waste Gas [A, (O)]	Wastes [GS, HS, (O)]	Noise (N)	Industrial Safety (S)	Resources (R)
1	<ul style="list-style-type: none"> <li>Affected scope (circular area with radius below 3 meters);</li> <li>Legal recycling treatment available</li> </ul>	<ul style="list-style-type: none"> <li>Small amount controllable gas from manual or single machine repair operation;</li> <li>Gas from chamber/B/I room and controllable;</li> <li>Gas from the cooler</li> </ul>	<ul style="list-style-type: none"> <li>Entrust the qualified supplier to dispose general and hazardous industrial wastes</li> <li>Recyclable industrial wastes (Sn residue, plastic)</li> <li>Original plant recyclable (empty solvent drums)</li> </ul>	<ul style="list-style-type: none"> <li>Sensible of the noise 3 meters off the source</li> <li>Affected scope to working areas of individuals</li> </ul>	<ul style="list-style-type: none"> <li>Resource consumption site only for individuals</li> </ul>	<ul style="list-style-type: none"> <li>Resource consumption point is outside the plant</li> </ul>
2	<ul style="list-style-type: none"> <li>Scope beyond the section of plane plant</li> <li>Outsourced disposal</li> </ul>	<ul style="list-style-type: none"> <li>Small amount uncontrollable gas from manual or single machine repair operation;</li> <li>Controllable gas from machine operation;</li> <li>Gas from chamber/B/I room, uncontrollable</li> </ul>	<ul style="list-style-type: none"> <li>General Industrial Wastes</li> </ul>	<ul style="list-style-type: none"> <li>Sensible of the noise 3-6meters off source</li> </ul>	<ul style="list-style-type: none"> <li>Affected scope to the inside of the plane plant</li> </ul>	<ul style="list-style-type: none"> <li>Resource consumption from the process activities in the plant and consumption site is in the plant</li> </ul>
3	<ul style="list-style-type: none"> <li>Affected scope outside the plane plant</li> <li>Without legal recycling treatment</li> </ul>	<ul style="list-style-type: none"> <li>Gas from SMT/DIP or general operation under uncontrollable condition</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous industrial wastes can not be entrusted for disposal by the qualified supplier</li> </ul>	<ul style="list-style-type: none"> <li>Sensible of the noise outside 6 meters or outside the plant</li> </ul>	<ul style="list-style-type: none"> <li>Affected scope to outside the plane plant</li> </ul>	<ul style="list-style-type: none"> <li>Resource consumption from self product design, consumption point is outside the plant</li> </ul>

## 7.2 影響程度表

\*影響程度：

類別 程度	廢水 (L,W)	廢氣 [A, (O)]	廢棄物 [GS,HS,(O)]	噪音 (N)	工業安全 (S)	資源 (R)
1	生活污水	• 熱氣排放	• 一般事業廢棄物 (生活廢棄物) • 可回收事業廢棄物	間歇性 • 延續時間<0.5hr/次且 每次間隔>1個月	• 精神狀態不悅短 期可恢復	• 能資耗用後，可再生、再回收；即使有廢棄物產生，亦非屬有害性
2	未接觸冷卻水	• 製程廢氣<排放標準 50% • 使用 HCFC • 修補焊接發氣	• 一般事業廢棄物 (生產廢棄物) • 有害事業廢棄物 量：每月≤5kg	連續性 • 延續時間>0.5hr/次且 不超過噪音管制標準	• 有輕微傷害，但 保有工作能力	• 能資耗用後，可再生或再回收，且產生有害事業廢棄物
3	事業廢水 (液) (間歇性產生)	• 製程廢氣介於排放 標準 51%~100% • 使用 CFC	• 有害事業廢棄物 量：每月>5kg	連續性 • 超過噪音管制標準	• 有傷殘威脅喪失工作能力	• 能資耗用後，無法再生、再回收；即使有事業廢棄物產生亦非屬有害性
4	事業廢水 (液) (持續性產生)	• 製程廢氣超過排 放標準 100% • 使用不合法之化 學物質	• 有害事業廢棄物 量：每月>30kg	連續性 • 超過噪音管制標準， 且曾有抱怨	• 生命、及公共財 產有威脅	• 能資耗用後，無法再生、再回收，且產生有害事業廢棄物

7.2 Effect Degree Table

Degree \ Degree	Wastewater (L,W)	Waste Gas [A, (O)]	Wastes [GS,HS,(O)]	Noise (N)	Industrial Safety (S)	Resource (R)
1	Living sewage	• Hot vapor discharge	• General industrial wastes (living wastes) • Recyclable industrial wastes	Intermittent, lasting time<0.5hr/each time and frequency>1mon/th	• Unhappy mental state, recoverable in a short period	• Reproducible and recyclable after consumption of energy, harmless even producing the wastes
2	Untouched cooling water	Process waste gas discharge (discharge standard 50%) • Use HCFC • Repair and welding waste gas	General industrial wastes (production wastes) • Amount of hazardous industrial wastes each month $\leq 5\text{kg}$	Continuous, lasting time>0.5hr/each time and within the noise control standard	• Slight injury, with work ability	• Reproducible or recyclable after consumption of energy, producing hazardous industrial wastes
3	Industrial wastewater (liquid) (intermittent production)	• Discharge standard of process waste gas is 51%~100% • Use CFC	• Hazardous industrial wastes each month>5kg	Continuous • beyond the noise control standard	• Threat of Disabled, lost the work ability	• Non-reproducible or recyclable after consumption of energy, harmless even producing the industrial wastes produced.
4	Industrial wastewater (liquid) (continuous production)	• Process gas 100% beyond the beyond the discharge standard • Use illegal chemicals	• Hazardous industrial wastes each month >30kg	Continuous • Beyond the noise control standard and producing complaints	• Threatening life and public property	• Non-reproducible or recyclable after consumption of energy, producing the hazardous industrial wastes produced.

## ※Effect Degree:

## 7.3 安衛危害可能因素

### 一、化學類

霧：懸浮液狀微粒  
蒸氣：液體揮發形成的氣狀物  
氣體：無形物質  
煙：燃燒產生的固態或液態顆粒  
粉塵：固態顆粒，也可能是纖維狀  
煙霧：細微的液體/固體物質

### 二、物理類

噪音：有害的聲音  
溫度：極端高/低溫  
照明：光線強度  
振動：運動狀態  
輻射（電離）：可損壞細胞  
輻射（非電離）：可發熱  
氣壓：（高/低）大氣壓

### 三、生物類

細菌：病毒、真菌  
寄生虫：植物型/動物型

### 四、人體工程類

工作壓力：憂慮、疲勞  
過重的工作負擔：體力上/精神上的  
身體姿勢：拔高/扭曲/伸張  
新陳代謝周期：加班/上班時間/輪班  
心理：人際關係/情感

## 7.3 Possible Factors of Health and Safety

### 1. Chemical

Fog: Suspension liquid form particle  
Steam: The liquid volatilizes the vaporous thing formed  
Gas: Invisible material  
Smoke: Burn the solid state or liquid particle produced  
Dust: Solid state particle, or fibrous  
Smog: Slight liquid / solid material

### 2. Physical

Noise: Harmful sound  
Temperature: The height / low temperature extremely  
Light: Intensity of light  
Vibration: Motion state  
Radiation ( Ionization) : Can damage cells  
Radiation (not ionization) : Can generate heat  
Atmospheric pressure: (high/low) atmosphere pressure

### 3. Biological

Bacterium: Virus , fungi  
Parasite: Plant type / animal type

### 4. Ergonomics

Working pressure: Worried , tired  
Overloaded work : Physical / spiritual  
Body gestures: Lift / twist / uphold  
Metabolism cycle : Work overtime /work hours /in shifts  
Psychology: Interpersonal relationships / emotion