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## 1. 目的 Purpose

調查職災事故發生的資料，予以蒐集、分析、檢討，並訂定預防及改善措施，並向相關部門報告及製作災害統計。

To investigate all occupational accidents through the collection, analysis, and review of event details; to establish preventative and corrective measures; and to ensure the submission of reports to related departments and the compilation of occupational accident and injury statistics.

## 2. 範圍 Scope

2.1 適用對象：凡本公司勞動場所所發生的傷害事故與職業災害均屬之。

Applicable Situations: all injuries, accidents, and occupational diseases that occur in Advantech places of duty.

2.2 適用時機：火災、工作傷害、化學品洩漏、虛驚事故、交通事故、廠房設施意外事故等。

Applicable Circumstances: instances involving fire, workplace injury, chemical leaks, near-miss incidents, traffic accidents, factory equipment accidents, etc.

## 3. 權責 Responsibilities

3.1 事故通報提出：發生單位。

Accident Reporting: the department in which the event occurred.

3.2 原因分析及改善對策：發生單位及相關人員。

Root Cause Analysis and Improvement Actions: the department in which the event occurred and related personnel.

3.3 改善追蹤及確認：勞工安全衛生處。

Improvement Tracking and Verification: Labor Safety and Health Department.

3.4 記錄保存與資料分析：勞工安全衛生處。

Record Keeping and Data Analysis: Labor Safety and Health Department.

## 4. 定義 Definitions

4.1 勞動場所：

Place of Duty:

4.1.1 於勞動契約存續中，由雇主所提示，使勞工履行契約提供勞務之場所。

For the duration of the labor contract, the place where the employer assigns laborers to carry out work services to fulfill the terms of the contract.

4.1.2 自營作業者實際從事勞動之場所。

The actual place where self-employed workers engage in work.

4.1.3 其他受工作場所負責人指揮或監督從事勞動之人員，實際從事勞動之場所。

The actual place where other people engaged in work and directed or supervised by the responsible people in workplaces engage in work.

4.2 工作場所，係指勞動場所中，接受雇主或代理雇主指示處理有關勞工事務之人所能支配、管理之場所。

Workplaces mean, within the place of duty, the place where the person who accepts the employer's direction or the interim employer's handling of related laborer affairs can direct and manage.

4.3 作業場所：工作場所中，從事特定之工作目的所設之場所。

Job Sites: places where work for specific purposes takes place within a workplace.

4.4 職災事故：包括職業災害與傷害事故

Occupational Accidents: include occupational accidents and injury accidents.

4.4.1 職業災害：謂因勞動場所之建築物、設備、原料、材料、化學物品、氣體、蒸氣、粉塵等或作業活動及其他職業上原因引起之勞工疾病、傷害、殘廢或死亡。含「執行職務」所發生之交通事故。

Occupational Accidents: any diseases, injuries, disabilities, or deaths of workers caused by buildings, machinery, equipment, raw materials, materials, chemicals, gases, vapors, dusts, etc., at the place of duty, or as a result of work activities, or due to other occupational causes. Includes traffic accidents which occur during the execution of job duties.

4.4.2 傷害事故：造成死亡、疾病、傷殘、損壞或其他損失之不期望發生的事件，如在勞動過程中發生的人員公傷、火災、急性中毒事故，亦可稱為「損害事件」。

Injury Accidents: unexpected events that result in deaths, diseases, injuries, disabilities, damages, or other losses, such as work-related injuries, fires, or acute poisoning accidents that occur during work; also referred to as "damage events."

4.5 虛驚事件：偶發事件（造成或可能引起傷害事故的事）若未有疾病、傷殘、損壞或其他損失伴同發生時稱之。

Near-Miss Incidents: sudden events (that cause or may cause an injury or accident) that do not result in diseases, injuries, disabilities, damages, or other losses.

## 5. 作業內容 Procedures

### 5.1 職災事故之等級

#### Classification of Occupational Accidents

5.1.1 輕傷害事故：廠內人員或急救人員能處理之事件，不必送醫治療者。

Minor Injury Events: events that can be handled by factory or first aid personnel, and do not require professional medical services.

5.1.2 中度傷害事故：需送醫治療，但不需住院者。

Moderate Injury Events: events that require medical treatment, but do not require hospitalization.

5.1.3 重大災害：

Severe Injury Events:

5.1.3.1 發生火災、爆炸事故者。

Fires and explosions.

5.1.3.2 發生有害物質洩漏導致公共危害者。

Leakage of hazardous materials that cause public harm.

5.1.3.3 其它災變影響造成財產損失三十萬以上或人員需住院治療以上之事故者。

Other accidents or conditions resulting in property damages that exceed NT\$300,000, or require hospitalization or more involved medical care for victims.

5.1.3.4 其它造成公共危害之災變事故。

Other accidents that cause public harm.

## 5.2 職災事故與虛驚事件之防護措施

Protective Measures for Occupational Accidents, Incidents, and Near-Misses

5.2.1 公司設有合格之急救人員且備有簡易之醫療用品；如醫護箱.....等。

Advantech has certified first aid personnel and basic medical supplies on standby, such as first aid kits, etc.

5.2.1.1 總務/廠務應定期檢查醫護箱之藥品是否完整且可用。

General Affairs Departments will conduct regular checks to ensure first aid kits are fully stocked and usable.

5.2.2 制訂”勞工安全衛生工作守則”(E-007)、各類機器設備操作與保養指導書及相關作業管制文件作為員工執行作業之安全規範依據。

The establishment of the “Occupational Safety and Health Code of Conduct” (E-007), operations and maintenance instructions for various machinery and equipment, and related operational control documents to act as safety guidance for workers during the execution of their job.

5.2.3 新進員工進場，應依”員工訓練與資源管理程序Employee training and resource management procedure”(H-001)完成職前訓練且判定合格者，方可正式投入工作。

Newly-hired employees should complete pre-employment training in accordance with the “Employee Training and Resource Management Procedure” (H-001). Only those who qualify and receive certification can officially begin work.

5.2.4 定期公告職災與虛驚事件之調查結果，以及相關安衛防護訊息，使同仁保持災害預防之心理。

Regularly share the results of occupational accident and near-miss investigations, as well as relevant work safety and health news, to facilitate a disaster prevention mentality among employees.

## 5.3 職災事故的處理

## Occupational Accidents Management

### 5.3.1 工作者(含廠內所有員工及廠內作業承攬商)受傷的急救及處理

#### First Aid and Management of Injured Workers (Including All Employees and Contractors in the Factory)

工作場所如發生工作者受傷時，應由該附近的同事及時搶救之外，並由該工作場所的擔當作業主管依實際發生狀況聯絡廠區廠務或勞工安全衛生處協助處理。

If a worker is injured in the workplace, nearby colleagues should aid in their timely rescue; if necessary, the supervisor in charge of the workplace will contact General Affairs or Labor Safety and Health staff to assist in handling the situation.

### 5.3.2 發生火災時的處理

#### Fire Management

工作場所如發生火災時，發現火災的人員立即迅速判定火災類型及狀況，並採取相應措施處理；在本工作場所人員即可控制的情況下，則由本工作場所組織撲滅；如判斷本工作場所無法控制時，則依“火災緊急處理辦法”(E-05-A001)進行連絡與通報。

If a fire occurs in the workplace, the person that discovers the fire should promptly determine the type and condition of the fire, and take the corresponding measures to deal with the situation. If the fire is deemed to be manageable by employees, then on-site workers will be tasked with extinguishing the fire; if the fire cannot be controlled, employees should immediately call and notify the relevant fire and emergency services in accordance with the “Fire Emergency Treatment SOP” (E-05-A001).

### 5.3.3 發生急性中毒事故的處理

#### Acute Poisoning Management

#### 5.3.3.1 採取有效的通風，使作業場所空氣中有害氣體的濃度低於安全濃度；

Verify ventilation systems are working properly to lower the concentration of harmful gases in the air down to safe levels;

#### 5.3.3.2 搶救受害人員，必要時聯絡廠區廠務或勞工安全衛生處送醫院就醫；

Rescue any victims, and, if necessary, contact General Affairs or the Labor Safety and Health personnel to arrange for the transportation of victims to the hospital;

#### 5.3.3.3 指導其他人員撤離該場所，並採取相應防護措施；

Instruct other personnel to evacuate the site and carry out relevant protective measures; and

#### 5.3.3.4 消除現場污染，降低危害後果。

Eliminate the source of contamination and lower the chances of further harmful repercussions.

#### 5.4 職災事故與虛驚事件之連絡與通報

##### Notification and Reporting of Occupational Accidents and Near-Misses

5.4.1 連絡：職災事故發生時，應立即通知該單位主管並告知安全衛生管理人員、廠區廠務或勞工安全衛生處有關災害之概況，並視需要以警報器或廣播通知附近人員，再依災害之等級通知急救或醫護人員先行急救措施，中度傷害以上事故，須連絡送醫或連絡119請救護車送醫急救。

Notification: when an occupational accident occurs, the supervisor of the department should be notified immediately; safety and health management personnel, General Affairs, or the Labor Safety and Health Department should also be informed about the situation; and nearby personnel should be notified by siren or broadcast, if necessary. Depending on the severity of the event, first aid or professional medical personnel should be notified to initiate treatment; in injury events of moderate severity or above, arrangements must be made to transport victims to a hospital or 119 must be called to request an ambulance.

5.4.2 內部通報：發生重大災害時，應將有關災害內容之重點，依下列原則由發生單位之主管負責於一小時以內向廠長或人事最高主管報告：

Internal Reporting: in the event of a severe injury accident, the supervisor of the department where the event occurred should report the following key points to the factory manager or the highest-ranking human resources supervisor within one hour of the accident:

5.4.2.1 何時

When

5.4.2.2 何人

Who

5.4.2.3 何處

Where

5.4.2.4 何事

What

5.4.2.5 為何

Why

5.4.2.6 如何

How

#### 5.4.3 外部連絡

##### External Notification

5.4.3.1 發生死亡災害、災害之罹難人數在三人以上及發生災害之罹災人

數在一人以上，且需住院治療時，除必要之急救、搶救外，不得移動或破壞現場，安全衛生管理人員或勞工安全衛生處應於八小時內通報勞動檢查機構。

In the case of an event that results in death, injuries to three or more people, or where one or more people require hospitalization due to the event, the employers shall not disturb or damage the event site except for the provision of necessary first aid or emergency rescue. Safety and health personnel or the Labor Safety and Health Department should notify a labor inspection agency within eight hours of the occurrence of the event.

- 5.4.3.2 若發生災害造成公共危害時，應於一小時內通知消防大隊或縣市政府權責單位等相關單位。

In the case of an event that causes public harm, the fire department or the responsible local authority should be notified within one hour of the occurrence of the event.

- 5.4.4 緊急停止：該部門應於不影響人員安全下，將電源、危害物、有害物之來源切斷並將肇事機械或裝置立即停止，防止災害之擴散、惡化。

Emergency stop: the department should cut off the power supply or sources of hazardous or harmful materials without affecting the safety of personnel, and immediately stop the machinery or device that caused the accident, to prevent the spread or worsening of the situation.

- 5.4.5 處理：管理、監督者應立即處理，並通知總務協助處理。

Management: managers and supervisors should respond to the event immediately, and notify General Affairs for assistance in handling the situation.

- 5.4.6 避難：於爆炸、火災、危害物洩漏等災害具有害、危險因子擴散之虞者，該單位主管應立即以安全方式、安全路徑將人員退避至安全處所。

Evacuation: in the case of events such as explosions, fires, and leakage of hazardous substances which are likely to cause harm or danger through their spread, the department supervisor should immediately evacuate personnel to a safe location using secure procedures and routes.

- 5.4.7 急救處理：於醫師開始醫療前，本公司合格急救人員，即以正確急救技術先協助罹災者延續生命或減輕痛苦。

First Aid Treatment: before being able to receive treatment by medical professionals, the company's qualified first aid personnel will administer appropriate first aid to assist the victim in preserving life or alleviating suffering.

- 5.4.8 虛驚事件發生時，廠區人員向廠務通報，內湖總部人員向勞工安全衛生處通報。格式或方式不拘，但須述明事件內容（參考5.4.2）。廠務或總務可每月彙總後呈報勞工安全衛生處。

When a near-miss event occurs, factory personnel should notify General Affairs,



while Advantech Neihu Headquarters personnel should notify the Labor Safety and Health Department. There are no limitations regarding format or method, but the details of the event must be stated (refer to 5.4.2). General Affairs can compile and report near-misses to the Labor Safety and Health Department on a monthly basis.

## 5.5 職災事故與虛驚事件之調查及統計

### Investigation and Data Compilation of Occupational Accidents and Near-Misses

5.5.1 災害發生時除必要的急救，搶救外應保護現場，不得移動或破壞現場以便實施災害調查。

When an event occurs, the event site should be protected and not disturbed or damaged except to provide necessary first aid or emergency rescue, in order to facilitate investigation.

5.5.2 職災事故調查：

#### Investigation of Occupational Accidents:

5.5.2.1 當發生輕、中度傷害事故時，該單位主管應召集相關部門會同實施災害分析，找出發生災害的真因並共同研議再發防止對策後，於三日內填寫”**工作場所勞動場所**意外事故報告書”(E-04-A006-F01)，交勞工安全衛生處執行職災統計。

When minor or moderate injury events occur, the supervisor of the department in which the event occurred should convene the relevant departments to conduct risk analysis in order to determine the root cause and jointly propose actions to be taken to prevent the recurrence of the incident. This group should fill in the “**Workplaae Place of Duty Accident Report Form**” (E-01-A006-F01) and submit it to the Labor Safety and Health Department within three days.

5.5.2.2 當發生重大災害時，該單位主管應於二十四小時內填寫”**工作場所勞動場所**意外事故報告書”(E-04-A006-F01)，交勞工安全衛生處；若無法於時限內填寫書面表格時，應以口頭或電話先行通知，並於三日內補送。勞工安全衛生處處接獲”**工作場所勞動場所**意外事故報告書”(E-04-A006-F01)後應立即成立跨部門小組進行調查及檢討，研議再發防止對策後，將檢討結果記錄呈人事最高主管核示。

When severe injury events occur, the supervisor of the department in which the event occurred should fill in and submit the “**Workplaae Place of Duty Accident Report Form**” (E-01-A006-F01) to the Labor Safety and Health Department within twenty-four hours; if the supervisor is unable to complete the form within the above time limit, they can notify

the department verbally or by phone, and submit it late within three days' time. On receiving a "Workplace Place of Duty Accident Report Form" (E-01-A006-F01), the Safety and Health Department will immediately establish a cross-departmental team to investigate and review the accident, discuss and propose preventive measures, and submit the results of their review to the highest-ranking human resources supervisor for approval.

- 5.5.2 職災事故統計：勞工安全衛生處依發生事故單位提出之"工作場所勞動場所意外 事故報告書" (E-04-A006-F01)，每月底進行職災統計，"職災統計月報表"（法規制式格式）不管當月有無職業災害皆應填報，並於每月十日 前（遇例假日延後）向所在地之勞動檢查機構網路申報，若選擇函報"職災統計月報表"時，應一式二份，其中一份自存，另一份寄達或傳真予勞動檢查機構。

Compilation of Occupational Accident Statistics: the Safety and Health Department will compile occupational accident statistics at the end of each month according to any received "Workplace Place of Duty Accident Report Forms" (E-01-A006-F01). The resulting "Occupational Accidents Report" (formatted according to regulation) must be submitted regardless of the occurrence of accidents each month, and should be submitted online before the 10<sup>th</sup> of each month (delayed to the next business day if the 10<sup>th</sup> falls on a public holiday) to the local labor inspection agency. If submitting the "Occupational Accidents Report" by paper, one copy should be kept on company record, while the other should be mailed or faxed to the labor inspection agency.

- 5.5.3 職災事故與虛驚事件之統計分析：勞工安全衛生處每年進行職災與虛驚事件之彙整與統計，並將統計分析結果呈報環安衛管理代表及人事最高主管審核，必要時得予以公佈。若虛驚事件於某類別（如：不安全的行為、不安全的設備、環境因素....等）呈現週期性或頻繁之件數時，須由勞工安全衛生處進行進一步之分析與檢討，結果呈環安衛管理代表及人事最高主管核示。

Statistical Analysis of Occupational Accidents and Near-Misses: the Labor Safety and Health Department shall compile and tally the statistics for occupational accidents and near-misses every year; submit their statistical analysis to the Health and Safety representatives (HSRs) and highest-ranking human resources supervisor for review; and announce this data when necessary. If the number of near-misses in a specific category (e.g. unsafe behavior, unsafe equipment, environmental factors, etc.) appear frequently or shows a cyclical trend, the Labor Safety and Health Department is responsible for conducting a more in-depth analysis and review, and presenting their results to the HSRs and highest-ranking human resources supervisor for approval.

5.5.4 上下班交通事故申請公傷假者需檢附下列資料：**工作場所勞動場所**意外事故報告書 (E-04-A006-F01)、交通事故當事人登記聯單、道路交通事故現場圖及醫院診斷證明書。

Workers applying for sick leave due to commuting accidents on the way to and from work need to attach the following documentation: **Workplace Place of Duty** Accident Report Form (E-04-A006-F01), Record of the Parties Involved in a Road Traffic Accident, an accident scene diagram, and a diagnosis certificate from a hospital or clinic.

5.6 記錄保存管理 職災報告及相關記錄一律由勞工安全衛生處保存，一般災害報告，至少保存五年。若涉及職業病之調查報告，則至少保存三十年以上。

Record Keeping and Management: Occupational accident reports and related records should be maintained by the Labor Health and Safety Department. General accident reports should be kept for at least five years; if an investigation report regards occupational disease, it should be kept for at least thirty years.

## 6. 使用表單 Forms Used

6.1 **工作場所勞動場所**意外事故報告書 (E-04-A006-F01)

**Workplace Place of Duty** Accident Report Form (E-04-A006-F01)

6.2 職災統計月報表 (依法規規定格式)。

Occupational Accidents Report (formatted according to regulation)

## 7. 參考文件 Reference Documents

7.1 勞工安全衛生工作守則 (E-007)

Occupational Safety and Health Code of Conduct (E-007)

7.2 員工訓練與資源管理程序 (H-001)

Employee Training and Resource Management Procedure (H-001)

7.3 火災緊急處理辦法 (E-05-A001)

Fire emergency treatment SOP (E-05-A001)