

版別變更記錄: Version Change Record		
版次 Version	日期 Date	變更內容摘要 Description of Change
A0	2005/11/2	第一次發行 First issued
A1	2006/01/26	修定 5.5.1 必須請承包商簽屬”承包商勞工安全守則(承攬廠商)簽名(E-04-A008-F01-A01)” Revision of 5.5.1: the contractor must be asked to sign the “Contractor Worker Safety Code” (E-04-A008-F01-A01)
A2	2006/2/23	變更人力資源處為勞工安全衛生處 Replacement of Human Resources Department with Labor Safety and Health Department
A3	2018/9/26	1.修改 5.2.2.2 SDS (安全資料表) 及 5.3.8.1 提供協力廠商資料表(M-01-F01)及研華股份有限公司企業社會責任同意書 (M-01-F07)等資料。 2.增訂承攬作業協議會議並紀錄(E-04-A008-F02) 3.增訂 5.3.4.2、5.3.4.3、5.3.4.4 4.增訂 5.3.8.9、5.3.8.10 1. Amendment of 5.2.2.2: SDS (Safety Data Sheet); and 5.3.8.1: Supplier Information (M-01-F01) and Advantech Supplier CSR Agreement (M-01-F07) and other materials. 2. Addition of Contractor Consultative Organization Meeting and Minutes (E-04-A008-F02). 3. Addition of 5.3.4.2, 5.3.4.3, and 5.3.4.4. 4. Addition of 5.3.8.9 and 5.3.8.10.
B0	2020/09/07	調整承攬商之選擇評估、增加承攬商評估績效流程、修訂承攬作業安全衛生危害告知單 Modification of contractor selection and evaluation process; addition of contractor performance evaluation process; and revision of Contracted Operations Safety and Health Hazards Notification Sheet.
B1	2020/10/23	修改工程類外包承攬內容及表單 Modification of construction outsourcing contract form and content.
B2	2022/02/08	1. 修正研華承攬商協議會議紀錄(E-04-A008-F02)名稱 2. 刪除研華股份有限公司企業社會責任同意書 (M-01-F07) 3. 新增研華供應商行為準則 (M-01-A0010) 4. 修改 4.3.2.6 工程承攬管理作業流程 5. 3.5.5 起重升降機具作業 1. Amendment of Contractor Consultative Organization Meeting Minutes (E-04-A008-F02) form name. 2. Deletion of Advantech Supplier CSR Agreement (M-01-F07). 3. Addition of Advantech Supplier Code of Conduct (M-01-A0010). 4. Modification of 4.3.2.6: Construction Contract Management Process. 5. 3.5.5 Crane and lift operations.

會審單位： Review Board					
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第一章 目的

Chapter 1. Purpose

為確保工作區域內人員安全和釐訂承攬商有關環境、衛生與安全之權利與義務，避免造成環保公害及消弭災害於未然，並作為承包商廠內作業管理之規定。

To ensure the safety of personnel in the work area and to define the rights and obligations of contractors in regards to environment, health, and safety matters; to avoid environmental pollution and to stop accidents before they occur; and to be used by contractors as regulations in the management of their in-plant operations.

第二章 範圍

Chapter 2. Scope

凡進入本公司廠區工作之承攬商 (工程類營建、水電、資訊、空調、消防、升降機、營繕、裝修、機械、電機等施工或組立安裝或試車、維護保養等)、財物類(設備維修、安裝等)、勞務類 (如清潔、保全、團膳、廢棄物處理等) 廠外人員承包相關作業(如園遊會等)皆屬之。

This applies to all personnel who enter Advantech's factory areas to provide contracted work (engineering construction, water and electricity, information technology, air conditioning, fire protection, elevators, construction, decoration, mechanical, electromechanical, etc. construction work or assembly, test runs, maintenance, etc.); property-related work (equipment maintenance and repair, installation, etc.); labor services (such as cleaning, security, group meals, waste disposal, etc.); and non-factory personnel providing contractual work (such as company events, etc.).

(1)承攬本公司各項工程或進入廠區作業之承攬商(含再承攬)人員，以及各廠內常駐之承攬商人員。

Contract (including subcontract) personnel who are contracted by Advantech to perform various tasks or access factory areas to work, as well as long-term contractors working within the factories.

(2)前款所述之承攬商其下游配合供應廠商或人員等，含再承攬商所屬勞工、臨時工等，具相互承攬關係之承攬商皆為此辦法的適用對象。

Downstream suppliers or personnel of the contractors mentioned in the preceding paragraph, including subcontractor laborers or temporary workers, and contractors involved in a mutual contractor relationship are all applicable subjects of these regulations.

(3)如承辦單位建議之施工項目得免提出施工作業申請，但仍應遵守「勞基法」

「勞工職業安全衛生法」等規定履行雇主之責任。

If a construction project proposed by the contractor can be exempted from submitting a construction application form, the project should still adhere to the “Labor Standards Act,” “Labor Occupational Safety and Health Act,” and other regulations to fulfill the responsibilities of the employer.

第三章 定義與權責

Chapter 3. Definitions and Responsibilities

3.1 承攬商安全衛生訊息溝通：勞工安全衛生處/廠務

Communication of Contractor Safety and Health Information: Labor Safety and Health Department/General Affairs

3.2 承攬商管理：勞工安全衛生處

Contractor Management: Labor Safety and Health Department

3.3 承攬商:將整個專案承包下來的廠商，專案內可能有不同的項目工作。如:團膳、清潔、營造、保全、機電、廢棄物清運。

Contractor: the firm who contracts an entire project to provide a variety of services or work, such as: group meals, cleaning, construction, security, electromechanical, and waste removal services.

3.4 工程/勞務承包商：廠房興建、修繕或機械、設備工程、清潔作業、保全、團膳以及消防工程之承攬商。

Engineering/Labor Contractor: contractors who provide factory construction or repairs, mechanical or equipment engineering, cleaning, security, group meals, or fire prevention engineering work.

3.5 危險性作業係指：

Dangerous work refers to:

3.5.1 動火作業：凡可能產生火花之作業，如火焰切割、氣焊、電焊、氬焊、熔接、活電等作業，或使用鋼絲刷、鋼鋸、研磨機、電氣工具和其它可能產生火花的設備。

Hot Work: all operations that may generate sparks, such as flame cutting, gas welding, electric welding, TIG welding, welding, live-line working, etc., or the utilization of wire brushes, hacksaws, grinders, electrical tools, and other equipment that may generate sparks.

3.5.2 局限空間作業：指作業環境空間有缺氧之狀態的經常性或臨時性工作，如儲槽、通風不良之地下室、儲藏室、蓄水池等作業。

Confined Space Work: refers to regular or temporary work in an oxygen-

deficient environment, such as work in storage tanks, poorly ventilated basements, storage rooms, and reservoirs.

3.5.3 高架作業：指從事未設置工作平臺、護欄等設備，離地面 2 公尺以上之高空作業，或已依規定設置工作平臺、護欄等設備，並採取防止墜落之必要安全措施，其高度在 5 公尺以上者。

Elevated Work: refers to work conducted at an elevation of over 2 meters above the ground without having set up working surfaces, guardrails, and other equipment; or work conducted at an elevation of over 5 meters above the ground with installed working surfaces, guardrails, and other equipment in accordance with regulations, in addition to having taken the necessary safety measures to provide fall protection.

3.5.4 起重升降機具作業，係指下列機具操作之相關作業：

Crane and lift operations refer to the operation of the following equipment:

(1) 固定式起重機：指在特定場所使用動力將貨物吊升並將其作水平搬運為目的之機械裝置。

Fixed Base Crane: refers to a mechanical device that is fixed in a specific location to lift goods and transport them horizontally.

(2) 移動式起重機：指能自行移動於非特定場所並具有起重動力之起重機。

Mobile Crane: refers to a crane that can move itself from location to location and is capable of lifting goods.

(3) 人字臂起重桿：指以動力吊升貨物為目的，具有主柱、吊桿，另行裝置原動機，並以鋼索操作升降之機械裝置。

Derrick Crane: refers to a powered mechanical device composed of a mast and lifting arm, a prime motor, and steel wires to lift and lower goods.

(4) 升降機：指乘載人員及（或）貨物於搬器上，而該搬器順沿軌道鉛直升降，並以動力從事搬運之機械裝置。但營建用提升機、簡易提升機及吊籠，不包括之。

Elevator: refers to a powered mechanical device that carries people and (or) goods on a carrier, which moves vertically up and down along a track. This does not include construction lifts, simple lifts, or hoisting cages.

(5) 營建用提升機：指於土木、建築等工程作業中，僅以搬運貨物為目的之升降機。但導軌與水平之角度未滿八十度之吊斗捲揚機，不包括之。

Construction Lift: refers to lifts used only for the purpose of transporting goods in civil engineering, construction, and other engineering operations. This does not include windlass jib cranes that operate less than 80° above horizontal.

(6)吊籠：指由懸吊式施工架、升降裝置、支撐裝置、工作台及其附屬裝置所構成，專供人員升降施工之設備。

Hoisting Cage: refers to the equipment composed of suspended scaffolding, an elevating device, supporting apparatuses, a worktable, and other auxiliary devices, which are specifically used to lift and lower personnel during construction.

(7)簡易提升機：指僅以搬運貨物為目的之升降機，其搬器之底面積在一平方公尺以下或頂高在一點二公尺以下者。但營建用提升機，不包括之。

Simple Lift: refers to a lift used only for the purpose of moving goods, with a carrier floor surface area of less than 1 square meters or height of less than 1.2 meters. This does not include construction lifts.

3.6 採購部門:除事業廢棄物由採購部門負責合約，其餘皆由總務部門負責承攬商簽約業務。

Procurement Department: the Procurement Department is responsible for contracting the management of industrial waste [*original text: with the exception of industrial waste, which is contracted by the Procurement Department, General Affairs is responsible for contracting business with contractors*].

3.7 總務部門:負責承攬文件告知單確認並留存，以及與承攬商溝通環安衛訊息，進行承攬作業安全管理協議會議並留存紀錄

General Affairs Department: responsible for the confirmation and safekeeping of contractor documentation and notifications, communicating environmental health and safety information to contractors, and conducting contractor agreement meetings and preserving records.

3.8 發包單位：相關承攬作業發包及供應商採購發包，透過 eFinance (ePR)系統進行申請，同步通知環安總務部門，配合執行相關環安衛風險管理措施。

Contracting Department: apply for the issuance of relevant contracting operations and supplier procurement through the eFinance (ePR) system, while simultaneously notifying the Labor Safety and Health Department to assist in the implementation of relevant environmental health and safety risk management measures.

第四章 作業內容

Chapter 4. Procedures

4.1 承攬作業鑑別、危害辨識及風險評估

Contracted Operations Identification, Hazard Identification, and Risk Assessment

在執行職安衛管理系統之危害鑑別與風險評估(E-001)時，已將供應商供應之原物料、過程及承攬作業活動納入考量。

When executing occupational safety and health systems hazard identification and risk assessment (E-001), the raw materials, processes, and contracted operation activities provided by the supplier are taken into consideration.

4.2 承攬商之選擇評估、發包(採購)簽約

Selection and Evaluation of Contractors, Contract (Procurement) Issuance and Signing

4.2.1 承攬商之安全衛生資料建立及核對

Creation and Verification of Contractor Safety and Health Data

總務部門應蒐集各類專業廠商資料，調查其廠房工地、施工機具設備、安全衛生管理與技術能力及承攬實績等，並設定廠商可承攬專業類別、承攬能力後建立廠商基本資料「研華承攬商資料表」(E-04-A008-F05)，做為承攬商選擇之條件。

General Affairs should collect information on professional firms from various fields of expertise through inspections of their factories and job sites, construction machinery and equipment, safety and health management, technical capabilities, and contracting performance, etc. After establishing the category of work provided by the firm as well as their contracting ability, the creation of a “Contractor Information” (E-04-A008-F05) should be made to document the firm’s basic information to aid in future selection as a contractor.

4.2.2 發包(採購)

Contract (Procurement) Issuance

總務部門進行預約工程母案、一般工程、勞務類外包承攬及請購-帶安裝之發包(採購)作業時，依主(經)辦部門提列「研華承攬商資料表」(E-04-A008-F05)，由發包部門據以核對廠商資格(含協力廠商)，經核對承攬商符合者方可辦理工程(採購)案承攬簽約。

When General Affairs makes arrangements for the issuing master construction agreements, general construction, outsourcing of labor, and purchase requisition (including installation) contracts (procurements), the transacting (processing) department will create an “Contractor Information” (E-04-A008-F05). The contract-issuing department will use this document to verify the firms’ qualifications (including third-party firms), and contracts (procurements) only be issued to firms that fulfill contractor requirements.

4.3 承攬商環安衛管理規定

Contractor EHS Management Regulations

4.3.1 發包 (採購) 部門與承攬商簽定承攬合約 (工程承攬書或工程合約

書、買賣合約書、工作承攬書等) 時，除依公司相關之規定作業外，應將要求承攬商遵行「勞工安全衛生工作守則 (E-007)」、以及「承攬商環安衛承諾書(E-04-A008-F01)」、「~~研華股份有限公司企業社會責任同意書(M-01-F07)~~」、「~~研華供應商行為準則 (M-01-A0010)~~」一併納入承攬合約中，供承攬商報價參考並據以執行，並由監工人員、廠 (處) 安全衛生管理人員、工程監工部門及各級主管據以執行作業檢核。核准後，影本一份交勞安處作為檢查依據。

When the contracting (procuring) department signs a contract with the contractor (construction contracts or construction agreements, sales and purchase agreements, or work contracts), in addition to operating in accordance with relevant Advantech regulations, the department shall require the contractor to comply with the “Occupational Safety and Health Code of Conduct” (E-007) and the “Advantech Contractor EHS Letter of Commitment” (E-04-A008-F01). The ~~“Advantech Supplier CSR Agreement” (M-01-F07)~~ ~~“Advantech Supplier Code of Conduct” (M-01-A0010)~~ is to be included in the contract for the contractor to consult when quoting prices as well as to refer to when implementing the contract; supervisors, factory (department) safety health and management personnel, engineering supervisory departments, and supervisors of all levels will monitor operations based on this code. Upon approval, a copy should be submitted to the Labor Safety and Health Department as the basis for inspections.

4.3.2 工程類外包承攬 (含施工、組裝、試車、保養維修等)

Engineering Outsourcing (Includes Construction, Assembly, Test Runs, Maintenance, Etc.)

4.3.2.1 發包(採購)部門於決包後應將「承攬商環安衛承諾書(E-04-A008-

F01)」、「~~研華股份有限公司企業社會責任同意書(M-01-F07)~~」、「~~研華供應商行為準則 (M-01-A0010)~~」附於承攬合約中，並將其正本送交環安部門審查工程監工部門。

Upon deciding to issue the contract, the contracting (procuring) department shall attach the “Advantech Contractor EHS Letter of Commitment” (E-04-A008-F01) and ~~“Advantech Supplier CSR Agreement” (M-01-F07)~~ “Advantech Supplier Code of Conduct” (M-01-A0010) to the contract, and submit the original copy to the Labor safety and health department ~~Engineering Supervision Department~~ for review.

4.3.2.2 如為危險性作業承攬商至少於施工前一天以上，填列「研華承攬商作業施工申請單(E-04-A008-F06)」並取得許可，影本於勞安處留存，正本張貼於施工現場明顯處始得施工。未經許可前、擅自施工、而造成人員傷亡、財損者，概由承攬商負權責。

Contractors providing potentially dangerous services should fill in an “Advantech Contractor Construction Application Form” (E-04-A008-F06) and obtain permission at least one day before construction commences. A photocopy will be kept on record by the Labor Safety and Health Department, while the original copy must be displayed in a clearly noticeable area at the construction site before work may begin. The contractor shall be responsible for any casualties or property damage caused by commencing construction before receiving approval.

4.3.2.3 承包商各項作業或施工規範，應以不違反“勞工安全衛生工作守則(E-007)”為原則。

The contractor’s various operations or construction specifications should not, in principle, violate the “Occupational Safety and Health Code of Conduct” (E-007).

4.3.2.4 在相關承攬工作作業前，應指定相關人員召開與安全衛生相關之協議會議並記錄於承攬作業安全管理協議會議紀錄研華承攬商協議會議紀錄(E-04-A008-F02)。在此會議須告知/要求承攬商遵守：研華職安衛政策、“勞工安全衛生工作守則(E-007)”及此次目標承攬作業危害因素(有關其工作環境、危害因素、安全衛生法規及相關安全衛生規定應採取之防範措施)。每位進廠施工人員須親簽於「研華科技施工危害因素告知單承攬作業安全衛生危害告知單(E-04-A008-F03)」做為已接受

危害告知之文件之證明。

Before the relevant contracted operations are carried out, relevant personnel shall be appointed to hold a safety and health-related agreement meeting, which will be recorded in the “~~Contracted Operations Safety Management Contractor Consultative Organization Meeting Minutes~~” (E-04-A008-F02). At this meeting, the contractor must be informed/required to abide by: Advantech’s occupational safety and health policy, “Occupational Safety and Health Code of Conduct” (E-007), and the hazard factors of this particular contract (precautionary measures that should be taken in regards to the working environment, hazard factors, safety and health laws, and related safety and health regulations). Every worker who enters the factory must personally sign the “~~Advantech Construction Hazard Factors Notification Sheet~~ Contracted Operations Safety and Health Hazards Notification Sheet” (E-04-A008-F03) as physical confirmation of their acceptance of the health hazards.

4.3.2.5 會議中亦需要討論以下事項:

The following items also need to be discussed in the meeting:

- (1) 設置協議組織，並指定工作場所負責人，擔任指揮及協調之工作。

Establish a consultative organization, and appoint a person responsible for supervision and coordination of the workplace.

- (2) 公司指定專人負責與承攬人負責人及勞安衛管理人員進行每日開工前及施工期間之溝通、協調及巡檢工作。

A company-designated employee will be in charge of communicating, coordinating, and conducting inspections alongside the contractor’s person-in-charge and occupational safety and health management personnel each day before construction begins as well as during construction.

- (3) 工作之聯繫與調整。

Work communications and adjustments.

- (4) 工作場所之巡視。需要由負責之環安衛人員填寫「施工安全衛生巡檢表 (E-04-A008-F07)」

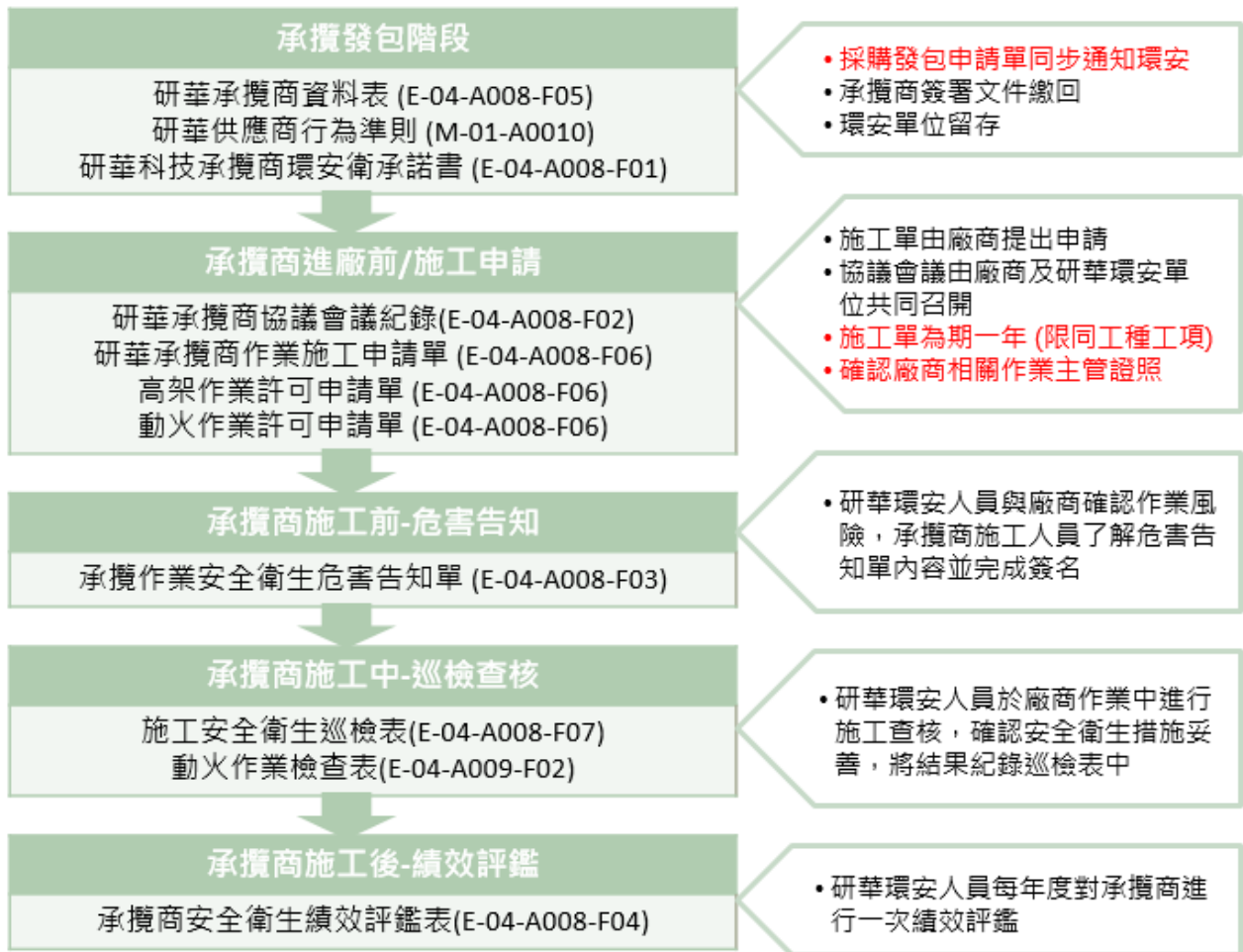
Inspections of the workplace. The “Construction Safety and Health Inspection Form” (E-04-A008-F07) needs to be filled out by the responsible occupational safety and health personnel.

- (5) 相關承攬事業間之安全衛生教育之指導及協助。

Safety and health educational guidance and assistance between relevant contractors.

- (6) 其他為防止職業災害之必要事項。

Other matters necessary to prevent occupational accidents.



■ 研華承攬商作業須遵循勞工安全衛生工作守則(E-007)、職業安全衛生法及其相關法規執行

4.3.2.6 工程承攬管理作業流程 Construction Contract Management Process

4.3.3 勞務類外包承攬

Labor Outsourcing

4.3.3.1 經辦部門開單

Billing Handled by the Processing Department

經辦部門於外包承攬工作申請時，應同時開立「**研華科技施工危害因素告知單承攬作業安全衛生危害告知單**」(E-04-A008-F03)，詳述工作場所環境、潛在危害因素及應採取之安全衛生措施，並填「研華承攬商資料表」(E-04-A008-F05)，提列該案件所需安全衛生資格證件供施工監督及驗收審查，經廠(處)勞安衛安人員確認及部門主管核簽後併同外包工作申請資料轉送發包部門。

When applying for outsourcing contracts, the processing department should simultaneously issue a “~~Advantech Construction Hazard Factors Notification Sheet~~ Contracted Operations Safety and Health Hazards Notification Sheet” (E-04-A008-F03), detailing the workplace environment, potential hazard factors, and the requisite safety and health measures that should be taken; and also fill in an “Contractor Information” (E-04-A008-F05) to be presented alongside any safety and health qualification certificates required for construction supervision and final acceptance. After confirmation by factory (department) occupational safety and health personnel and approval by the department supervisor, these application materials will be forwarded to the contracting department.

4.3.3.2 發包部門詢價訂約

Contracting Department Handles Price Inquiries and Contract Drafting
發包部門詢價時應將「~~研華科技施工危害因素告知單承攬作業安全衛生危害告知單~~」(E-04-A0008-F03)及「研華承攬商資料表」(E-04-A008-F05)附於詢價資料中，供承攬商於報價前瞭解施工作業環境，將必要之安全衛生防護措施及安全衛生證件資格計入報價範圍，避免因遺漏致影響日後施工作業安全。

When conducting price inquiries, the contracting department should attach the “~~Advantech Construction Hazard Factors Notification Sheet~~ Contracted Operations Safety and Health Hazards Notification Sheet” (E-04-A008-F03) and “Contractor Information” (E-04-A008-F05) in their inquiry materials, to ensure the contractor understands the workplace environment conditions requested of them before they give a price quotation; necessary safety and health protection measures and related certifications or requirements should be included in their price quote to avoid affecting the safety of future construction work due to any omissions.

4.3.4 承攬商評估及選擇應考量交付承攬之作業及類型、是否有政府合格登記證，並在各項工程/勞務發包前，承包商應與本公司簽訂工程/勞務承攬合約或協議並提供「研華承攬商資料表」(E-04-A008-F05)及「研華股份有限公司企業社會責任同意書」(M-01-F07)等資料。

The evaluation and selection of contractors should take into consideration the contracted work and type and whether a firm is registered with the government. Before a construction/labor contract is issued, contractors must sign a construction/labor contract or agreement with Advantech and submit an “Contractor Information” (E-04-A008-F05), “Advantech Supplier CSR Agreement” (M-01-F07), and other materials.

4.3.5 應於承攬合約或協議中明列承攬之項目、內容、資格要件、權責、再承

攬之資格或限制，以及其它相關安全衛生需求等事項。亦應將承攬人之安全衛生權責及應遵守之安全衛生規定明確規範於契約書中或於開工前以書面方式告知。

The contract or agreement should clearly state: contract items, content, eligibility requirements, responsibilities, eligibility requirements or restrictions for subcontracting, and other related safety and health requirements. The contractor's safety and health responsibilities and the safety and health regulations they should observe should also be clearly stipulated in the contract or be communicated in writing before construction commences.

4.4 承攬商承攬作業中管理

Management During Contracted Operations

4.4.1 承攬商應提供所屬必要之防護設施及器具以維護施工區域之人員安全。

各項防護具之選用及使用，則依「個人防護具管理辦法」(E-04-A007)辦理。

The contractor shall provide the necessary protective equipment and tools to maintain the safety of personnel in the construction area. The selection and use of various protection equipment shall be handled in accordance with the “Personal Protective Equipment Management Measures” (E-04-A007).

4.4.2 承包商應對其所屬人員實施訓練，必要時得配合公司要求，提供相關之訓練佐證資料，本公司亦可要求承包商及其人員接受本公司所辦理之安全講習，承包商應確實配合。

The contractor shall carry out training for its personnel. If necessary, the contractor must comply with Advantech's requests to provide proof of training. Advantech may also require the contractor and its personnel to take part in safety lectures conducted by the company, which the contractor shall also comply with.

4.4.3 承包商應嚴格要求所屬工作人員遵守安全作業規定，如因預防措施不足或所屬工作人員失誤，所引起一切損失、人員傷害及觸犯法令之刑責問題等，概由承包商負其完全責任。若損及本公司或第三人生命財產安全，承包商應負責賠償，詳列於「研華科技承攬商環安衛承諾書(E-04-A008-F01)。」

The contractor shall rigidly require all workers to adhere to safe operation regulations. If a lack of preventive measures or a staff mistake result in an

incident, all incurred losses, personal injuries, and criminal liability for violating laws and regulations, etc., shall be fully borne by the contractor. The contractor shall also be held liable for damages or injuries of third-party of Advantech personnel or property, as detailed in the “Advantech **Technology Contractor EHS Letter of Commitment**” (E-04-A008-F01).

4.4.4 承包商承攬如為危險性施工，須由勞安衛人員實施巡檢並填寫於「施工安全衛生巡檢表(E-04-A008-F07)」，動火作業巡檢由(E-04-A009-F02)代替。

If the contractor is performing potentially dangerous construction work, occupational safety and health personnel must conduct inspections and fill in a “Construction Safety and Health Inspection Form” (E-04-A008-F07). The “Hot Work Checklist” (E-04-A009-F02) should be used instead for hot work.

4.4.5 工程/勞務承攬商對於使用之機械、設備管理

Management of Machinery and Equipment Used by Construction/Labor Contractors

4.4.5.1 工程/勞務承包商於工程/勞務進行中，應針對其使用之機械、設備及措施實施自動檢查，並作成記錄備查。

The construction/labor contractor shall conduct automatic inspections on the machinery, equipment, and measures used during the course of construction/labor provision, and keep records for future reference.

4.4.5.2 工程/勞務承包商對其使用之危險性機械、設備，須依相關法令取得合格證照，方可使用。對危險性機械、設備操作人員、特殊作業人員、安全衛生相關作業主管及一般作業人員等，需依法接受相關之教育訓練，並取得證照或留有記錄者，方可從事該項作業。

Potentially dangerous machinery and equipment used by the construction/labor contractor must be certified in accordance with relevant laws and regulations before they can be used. Operators of potentially dangerous machinery, general equipment, and special equipment, as well as safety and health-related supervisors and general workers, are required by law to receive relevant education and training, obtain licenses, or keep records of their work experience in order to take part in construction work.

4.4.5.3 本公司工作場所巡視人員或安全衛生管理人員在巡視施工場所時，發現承包商使用之機械、設備有不合法規要求或作業人員有不安全之動作時，應要求改善或停止作業；若有立即發生危險之虞者，應即令停止作業，並使作業人員退避至安全場所。

During inspections of a construction site, if an Advantech inspector or safety and health management personnel discover that the machinery or equipment used by the contractor do not meet legal requirements or observe the operators engaging in dangerous behavior, they should take action to remedy or stop operations. If there is imminent risk of harm, operations should be stopped immediately and the operators should be evacuated to a safe location.

- 4.4.5.4 承包商應指派其所屬人員擔任現場安全衛生管理人員並常駐工地，負責承攬業務範圍內之安全衛生管理及執行自動檢查。安全衛生管理人員異動時，承包商應主動告知各工程承辦單位。

The contractor shall assign its staff to serve as on-site safety and health management personnel. This position will be stationed at the construction site and be responsible for safety and health management within the scope of operations, as well as performing routine inspections. If there is a change in personnel, the contractor shall preemptively inform all project contractors.

- 4.4.5.5 為維護廠區環境安全，承包商於施工期間應每日檢點施工器具是否依規定擺放，並確實清運廢棄物，必要時本公司得要求承包商提供廢棄物棄運地點證明文件。承包商報價若已含廢棄物清運費，嚴禁將廢棄物置放於本公司垃圾儲放區。

In order to maintain the environmental safety of the factory area, the contractor shall check whether construction equipment has been placed in accordance with regulations every day during the construction period, and ensure that waste has been removed. If necessary, Advantech may require the contractor to provide documented proof of the waste disposal site. If the contractor's price quote includes a waste removal fee, it is strictly forbidden for them to place waste inside the company's waste storage area.

- 4.4.5.6 承包商進廠時所攜帶的所有化學品及有機溶劑，於使用後的空剩餘化學品、溶劑及空桶，請務必帶回，嚴禁放置或丟棄於廠內。

All chemicals and organic solvents brought by the contractor when entering the factory, in addition to any empty barrels or containers and remaining chemicals or solvents, must be removed from the premises. It is strictly forbidden to place or discard these items in the factory.

- 4.4.5.7 機械之掃除、上油、檢查、修理或調整時，禁止相關機械運轉及送料，並上鎖及設置標示及設置防止落下物危害勞工之安全設備。

It is forbidden to run or operate machinery or relevant devices when cleaning, oiling, inspecting, repairing, or adjusting equipment. Machines must be locked up when work is complete, signs should be set up, and safety devices should be installed to prevent falling objects from harming workers.

- 4.4.5.8 其他管理事項：

Other Management Matters:

- (a) 供應商供貨過程、承包商作業活動期間發生緊急事故，依“環安衛管理緊急狀況處理程序”(E-005)及相關應變計劃實施。

In the event of an emergency during the provision of goods or contracted work, responses shall be carried out in accordance with “Environmental, Safety and Health Management Emergency Response Procedure” (E-005) or other contingency plans.

- (b) 供應商、承包商進出廠區，應至櫃台/廠務辦理進出廠登記。

Suppliers and contractors entering or leaving the factory area should register at the front desk/General Affairs.

- (c) 供應商、承包商於廠內作業，除規定之吸煙區可吸煙外，其餘任何地方嚴禁吸煙。

Suppliers and contractors working in the factory are strictly prohibited from smoking, except for in designated smoking areas.

- (d) 供應商、承包商進出之車輛，在迴旋、倒車時，應注意附近有無人、車行動，以避免交通事故之發生。

Suppliers and contractors entering and exiting in vehicles should pay attention to the presence of people and vehicles in the vicinity when making turns or reversing, so as to avoid traffic accidents.

- (e) 團膳承攬商應遵守合約（保留當日菜色檢體以驗證等）及相關環境安全衛生法令，以確保對員工提供之餐飲符合健康衛生的要求。

Group meal contractors should abide by the contract (reserving daily food samples for inspection, etc.) and relevant environmental safety and health laws to ensure that the catering provided to employees meets health and hygiene requirements.

- (f) 清潔作業承包商應有明確之作業程序或規範，明訂作業時作業人員與周遭人員的安全防護措施，如外牆清洗高空作業之防護措施、地面清潔作業之地板溼滑標示等。

Cleaning contractors should have clear operating procedures or specifications that detail the safety protection measures for workers and surrounding personnel, e.g. protective measures for high-altitude wall cleaning, wet floor signs when mopping floors, etc.

4.5 承攬商與再承攬商遵行事項：

Contractor and Subcontractor Matters for Compliance:

4.5.1 承包商以其承包之全部或部分工程，交由另一廠商承攬時，承包商必須遵守本辦法之各項規定，且相關單位應確認該承包商已告知再承包商遵守本辦法各項規定，環境安全衛生處及工廠單位廠務必須提供承攬廠商“勞工安全衛生工作守則 (E-007)” 研讀，並由承攬廠商簽屬「承攬商環安衛承諾書(E-04-A008-F01)」以確認已閱畢勞工安全衛生守則，以了解、遵守各項規範。

When a contractor hands over all or part of a construction contract to another firm, the contractor must abide by the provisions in these regulations, and the relevant department should confirm that the contractor has informed the subcontractor to abide by these regulations. The Labor Safety and Health Department and General Affairs Department must provide the contractor with the “Occupational Safety and Health Code of Conduct” (E-007) for review, and the contractor will then sign the “Advantech Contractor EHS Letter of Commitment” (E-04-A008-F01) to confirm that they have read and understand the Occupational Safety and Health Code of Conduct and various regulations and will conduct operations in accordance with these rules.

4.5.2 承包商接受本公司各項承攬業務時，承包商就其承攬部分負『職業安全衛生法』所訂定雇主之責任，再承包商亦同。

When a contractor accepts contracted business from Advantech, the contractor shall assume a portion of the employer’s responsibilities as stipulated in the “Occupational Safety and Health Act,” and the same applies for subcontractors.

4.5.3 承包商或再承包商，應共同組織安全衛生管理人員，綜理工程範圍內各項安全衛生管理業務。

The contractor or subcontractor shall jointly appoint safety and health management personnel to comprehensively manage various safety and health matters within the scope of the project.

4.6 承攬商安全衛生績效評鑑

Contractor Safety and Health Performance Evaluation

4.6.1 環安衛處對於所有承攬商，應從安全衛生法規符合性、安全衛生管理實務、安全衛生違規情形及是否發生職災等四個面向進行績效評估，將評估結果分等。

The Labor Safety and Health Department shall evaluate the performance of all contractors from four aspects: compliance with safety and health regulations,

safety and health management practices, safety and health violations, and whether occupational accidents have occurred. Performance evaluation results will be graded.

4.6.2 實施方式:由環安衛處年底統計後依「承攬商安全衛生績效評鑑表」(E-04-A008-F04)實施並將評比結果會簽工程申請單位及採購部。

Implementation Method: After completing the compilation of year-end statistics, the Labor Safety and Health Department will conduct evaluations according to the “Supplier EHS performance evaluation” (E-04-A008-F04), with evaluation results being sent to the construction application and procurement departments for signing off.

4.6.3 短期於廠內施工之承攬商，會藉由工安人員日常巡檢時，自動列入評鑑對象；施工天數或次數較少之承攬商，可於施工前主動告知安全衛生部至施工現場要求稽核並加入評比。

Contractors who work in the factory for a short period of time will be automatically included in the list of evaluated firms due to daily inspections by construction safety personnel; contractors with fewer construction days or times can preemptively inform the Labor Safety and Health Department before construction begins that they wish to be audited and participate in evaluations.

4.6.4 成績計算：

Grading Calculations:

4.6.4.1 依各廠商之評估結果分為優等、甲等、乙等、丙等、丁等五個等級。

Each firm is given a grade according to their evaluation results: Excellent, A, B, C, and D.

4.6.4.2 每季統計一次並於每年承攬商協議會公告分數及等級。

Statistics are compiled quarterly, with grades and scores announced at the annual contractor agreement meeting.

4.6.4.3 違規點數達 15 點以上承包商，列入為廠商黑名單永不錄用。

Contractors with more than 15 violation points will be added to the firm blacklist and will be banned from collaboration in the future.

4.6.4.4 評鑑成績每年度重新評鑑一次，如當年度評選為丁等廠商永不錄用。其績效評估紀錄於「承攬商安全衛生績效評鑑表」(E-04-A008-F04)。

Evaluation results are reassessed each year. If a company receives a D grade, they will be banned from collaboration in the future. A firm’s performance

evaluation is recorded in the “Supplier EHS performance evaluation” (E-04-A008-F04).

承攬商績效評比種類	1. 安全衛生法規符合性	2. 安全衛生管理實務	3. 安全衛生違規	4. 是否發生職災	
評比結果					
評鑑結果					
廠商等級	優等	甲等	乙等	丙等	丁等
計點點數	0	1-3點	4-9點	10-14點	15點
總評	<input type="checkbox"/> 優良廠商		<input type="checkbox"/> 待觀察		<input type="checkbox"/> 列入黑名單
評比週期	每年評比一次				
參加協議會次數	<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4				
備註	※拒絕參加研華承攬商協議組織會議，每次計兩點				
	※違規點數達15點以上承包商: 列入廠商黑名單並永不錄用				
	※計點方式採整年度違規點數統計，每年評比結果於每年12月結算				
	※每增加五點需要提供改善報告				

4.6.5 如為重新發包/續約，必須考量承攬期間之承攬商安全衛生績效評鑑表 (E-04-A008-F04)作為合適承包商選擇之依據。如果現行的承包商績效優良且無不良環安衛績效，得以續用，則無須重新引進新供應商。

For new/renewed contracts, the contractor’s “Supplier EHS performance evaluation” (E-04-A008-F04) during their contracted period must be taken into consideration to determine their suitability as a contractor. If the current contractor has shown good performance and has no bad ESH records, their contract can be renewed, meaning there is no need to introduce new suppliers.

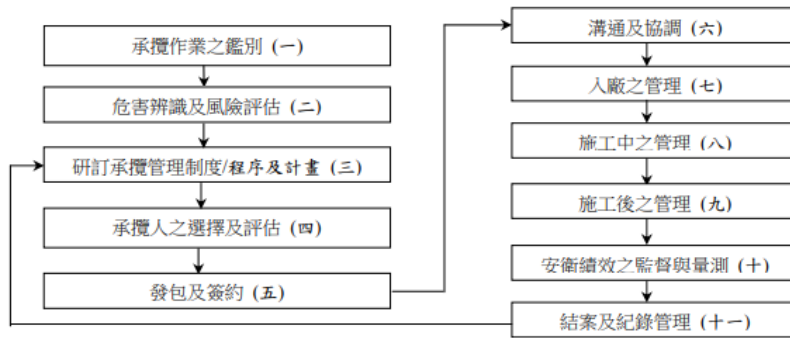
4.6.6 需確認工作者的資格、經驗和能力有符合要求。(例如訓練紀錄、證照)

It is necessary to confirm that workers’ qualifications, experience, and skill meet requirements (e.g. training records, licenses).

4.7 對於負責承包商安全衛生管理之相關人員應給予必要安全衛生教育訓練，以提升承包商安全衛生管理之品質及績效。

The relevant personnel in charge of the contractor’s safety and health management will be provided with the necessary safety and health education and training to boost the contractor’s safety and health management quality and performance.

4.8 承攬作業流程 Contracting Process



第五章 使用表單：

Chapter 5. Forms Used

- 5.1 研華承攬商環安衛承諾書 (E-04-A008-F01)
Advantech Contractor EHS Letter of Commitment (E-04-A008-F01)
- 5.2 承攬作業安全管理研華承攬商協議會議紀錄(E-04-A008-F02)
Contracted Operations Safety Management Advantech Contractor Consultative Organization Meeting Minutes (E-04-A008-F02)
- 5.3 承攬作業安全衛生危害告知單(E-04-A008-F03)
Contracted Operations Safety and Health Hazards Notification Sheet (E-04-A008-F03)
- 5.4 承攬商安全衛生績效評鑑表(E-04-A008-F04)
Supplier EHS performance evaluation (E-04-A008-F04)
- 5.5 研華承攬商資料表(E-04-A008-F05)
Contractor Information (E-04-A008-F05)
- 5.6 研華承攬商作業施工申請單 (E-04-A008-F06)
Advantech Contractor Construction Application Form (E-04-A008-F06)
- 5.7 施工安全衛生巡檢表(E-04-A008-F07)
Construction Safety and Health Inspection Form (E-04-A008-F07)
- 5.8 動火作業檢查表(E-04-A009-F02)
Hot Work Checklist (E-04-A009-F02)
- 5.9 研華供應商行為準則 (M-01-A0010)
Advantech Supplier Code of Conduct (M-01-A0010)
- 5.10 各承攬商承攬項目之合約，無統一格式。
Contracts undertaken by various contractors, no uniform format.

第六章 參考文件

Chapter 6. Reference Documents

- 6.1 動火作業管理辦法 (E-04-A009)
Hot Work Management Measures (E-04-A009)
- 6.2 局限空間管理辦法 (E-04-A0011)
Confined Space Management Measures (E-04-A0011)
- 6.3 高架作業管理辦法(E-04-A0014)
Elevated Work Management Measures (E-04-A0014)
- 6.4 環安衛管理緊急狀況處理程序 (E-005)
Environmental, Safety and Health Management Emergency Response
Procedure (E-005)
- 6.5 個人防護具管理辦法 (E-04-A007)
Personal Protective Equipment Management Measures (E-04-A007)
- 6.6 勞工安全衛生工作守則 (E-007)
Occupational Safety and Health Code of Conduct (E-007)
- 6.7 研華(股)職業安全衛生管理規章 (E-010)
Advantech Co., Ltd. Occupational Safety and Health Management Regulations
(E-010)