

實習(驗)室管理規則

Laboratory Management Rules

為確保實習(驗)室之安全及維護，加強實作技能，提高實習及實驗教學效果，特訂本規則

To ensure the safety and maintenance of the laboratory, strengthen the practical skills, improve the effectiveness of trainings and experimental teaching, and establish this regulation.

一般規定事項 General regulations

1. 實習(驗)室，由實習(驗)室負責人保管及管理，並負責自動檢查、相關安全衛生及填註相關表格及記錄之工作。

The training (Laboratory) room shall be maintained and managed by the person in charge of the training (Laboratory) room, and be responsible for the laboratory, conducting automatic inspection plan and fill in relevant forms and records related to safety, health issue.

2. 場所內隨時保持通路、安全門、安全梯及出入口清潔暢通；消防、安全器材設備可正常使用。Keep access, safety gates, safety ladders, and entrances and exits clean and unobstructed at all times; firefighting and safety equipment can be used normally.

3. 實習(驗)室內嚴禁抽煙、飲食及嘻戲，非經許可禁止使用煙火。

Indoors smoking, eating and any kind of drinks are not allowed in trainings (laboratory) room. Hot fire are prohibited without permission.

4. 食物、飲料等不得與化學品同置於冰箱內。

Food, beverages, etc. must not be placed in refrigerators with chemicals.

5. 可處理危險之安全衛生設備及防護器具應置於明顯易取之處。

Safety and sanitation equipment and protective equipment that can handle hazards should be placed in a clear and easily accessible place

6. 實習(驗)室機器設備應設置符合中央主管機關所定防護標準之機械、器具供勞工及學生使用。The machinery and equipment of the training (Laboratory) room shall be evaluated and set up to meet the requirements of the protection standards set by the central competent authority for machinery and equipment for use by labor and students.

7. 具危險性機械設備(如：鍋爐、壓力容器、高壓氣體容器等)未經檢查合格不得使用，或使用超過規定期間未經再檢查合格，不得繼續使用，同時使用者必須有合格證照者，方可操作。

Dangerous mechanical equipment (such as boilers, pressure vessels, high-pressure gas containers, etc.) must not be used without being inspected, or used for more than the specified period without re-examination, and must not be used without compliance certificate before operation.

8. 實習(驗)室若有危險物或有害物，其儲存容器(任何袋、瓶、箱、罐、反應器、儲槽、管路)應依規定加以標示，並對每一物品提供物質安全資料表(GHS-SDS)，置於工作場所中易取得之處。

If the training (Laboratory) room has dangerous or harmful substances, its storage containers (any bags, bottles, boxes, tanks, reactors, storage tanks, pipelines) shall be marked (labelled). A Material Safety Data Sheet (GHS-SDS) is provided for each item and is readily available in the workplace.

9. 場所內應保持整潔；藥品、儀器、設備應依規定置於適當位置，並定期進行環境清掃工作。

The place should be kept clean and tidy; medicines, instruments and equipment should be placed in proper position according to relevant regulations, and environmental clean-up work should be carried out regularly.

10. 確實遵守實驗室內警告標示之事項及工作守則。

Obey the warning signs and codes of practice in the laboratory.

11. 絕不私自帶校外人士進入實驗室及從事與研究無關的事情。

Never bring a person outside of the school into the laboratory and engage in anything unrelated to research.

實習(驗)規定事項 Experimental regulations

1. 實習(驗)時間，應依規定穿著適當工作服、工作鞋，勿戴手飾及蓄長髮。

During the training (laboratory) time, wear appropriate overalls and work shoes, and do not wear jewelry and tie up long hair.

2. 使用機器、設備及實驗品前，應先閱讀相關手冊及熟知安全事項，並按照標準操作方法使用。
Before using the machine, equipment, and experimental items, read the related manuals and familiar with safety matters, and use according to standard operation procedure.

3. 學生於實習(驗)時間，應隨時注意安全，非經任課老師(或管理人員)許可，不得隨意開啟電源或啟用非在教學實習內之機械或儀器設備。

All students should pay attention to safety at the time of training (Laboratory). They must not arbitrarily turn on the power or enable mechanical or instrumentation that is not in the teaching internship without the permission of the teacher (or administrator).

4. 實習時，應依需要配戴個人必要之安全衛生防護具，並遵守各項作業之安全工作方法。

During the internship, wear the necessary safety and health protection tools as needed, and follow the safe working methods of each operation.

5. 實習(驗)室內所有危險及有害物之原料、半成品及廢棄物不得隨意放置，應貯置於規定之處所，非經實驗室負責人許可，不得搬動。

All hazardous materials and hazardous materials, semi-finished products and wastes shall not be arbitrarily. Should be placed and stored in a prescribed place, without the permission of the laboratory owner, may not be moved arbitrarily.

6. 易揮發藥品之操作，應嚴格要求於抽氣櫃內進行。

The operation of volatile chemicals should be strictly carried out in the extraction cabinet

7. 實習(驗)期間換氣及照明設備應保持正常運轉使用狀態。

Ventilation and lighting equipment should be kept in normal operation during the training (laboratory) period.

8. 必須設置安全衛生防護裝置之機械設備工具，不得任意拆卸或使其失去效能，發現被拆或喪失效能時，應立即報告實習(驗)室負責人或任課教師。

The mechanical equipment of the safety and health protection device that is required to be installed shall not be dismantled or rendered ineffective. If it is found that the dismantling or loss of protection is effective, it shall immediately report to the person in charge of the training (Laboratory) room or the instructor.

9. 實習所產生之廢料、半成品及垃圾雜物，應分別置放於指定地點。

The wastes, semi-finished products and rubbish generated from the training should be placed in the designated locations.

10. 離開實習(驗)場所時，應確實檢查並關閉水、電、瓦斯及門窗。實習(驗)室負責人應於實習結束後檢查。

When leaving the training (Laboratory) site, check and close the water, electricity, gas, windows and doors. The person in charge of the training (examination) room should check after the training.

發生異常情況規定事項 Abnormal conditions

1. 機器、儀表發生故障修理時，或機器及動力裝備等發生異狀時，應立即停機，並在電氣開關處懸掛警告牌並上鎖，始得檢查、修理，以免造成意外。

When the machine or instrument fails to repair, or when the machine and power equipment are abnormal, stop immediately, and hang the warning sign at the electrical switch and lock it. It must be inspected and repaired to avoid accidents.

2. 如發現職業災害事故或不安全狀況，應立即向環安室人員報告(分機:2056) 所有傷害及事故，並採取緊急應變措施。

If an occupational disaster accident or unsafe condition is found, immediately report (ext. 4056) all injuries and accidents to the staff of the environmental protection office and take emergency contingency measures.

3. 實習(驗)室或工作場所有立即發生危害之虞時，實習(驗)室負責人立即應令停止作業，並使勞工及學生退避至安全場所。

When the training (Laboratory)) room or workplace is immediately damaged, the person in charge of the training (Laboratory) room immediately requests that all the operation should be stopped and the workers and students be evacuated to a safe place.