

Environmental, Safety and Health Management of Procurement Practices

請購作業之環境暨安全衛生管理程序

1. Purpose (目的)

To ensure that employing units fully comply with environmental and occupational safety and health related regulations when engaging in the procurement or rental of machines, containers, equipment, raw materials (chemicals), and personal protective equipment, thereby achieving the concept of "safety first."

為確保使用單位於採購、租賃機械、器具、設備、原物料(化學品)、個人防護具等，能充分考量其各項程序均符合環境暨職業安全衛生相關法令規章，以期達到安全第一之理念。

2. Scope (範圍)

2.1 This SOP is applicable to Company practices involving the procurement and rental of machines, containers, equipment, raw materials (chemicals), and personal protective equipment for production and the operating environment (excluding general affairs/administration procurement, such as stationery and information equipment; however, other regulations or policies may apply if involves in other regulations or company policy management requirement.)

所有與本公司生產活動、作業環境相關之機械、器具、設備、原物料(化學品)及個人防護具等請購及租賃事宜均屬之。(尚不包含文具用品、資訊設備等總務/行政作業採購，但若涉及其他法令規章或公司政策管理要求者，應依循要求辦理)

2.2 The safety and health management of engineering construction/repair and labor procurement is regulated by the "SA-042 Safety and Health Management of Engineering and Labour Procurement."

工程施工/修繕、勞務等採購安衛管理另訂於「SA-042 工程及勞務採購安衛管理程序」。

2.3 Contractor management is regulated by the "SA-032 Environmental, Safety and Health Rules for Contractor."

有關承攬商之管理，依「SA-032 承攬商環境暨職業安全衛生管理辦法」辦理。

3. Definition (定義)

NA

4. Responsibility (職責)

4.1 Requisition unit: (employing, requesting, or supervising units)

請購單位：(使用、需求或監造單位)

4.1.1 Set procurement/rental requirement specifications and content along with labor safety and health specifications that meet actual requirements and comply with relevant regulations.

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訂定採購、租賃需求規格內容，且應含括符合相關法規及實際需要之勞工安全衛生具體規範。

- 4.1.2 Prior to inspection and implementation, confirm whether procured/rented items meet actual requirements and comply with labor safety and health regulations.
驗收、使用前，應確認是否符合所提之勞工安全衛生具體規範及相關需求。

4.2 Procurement department:

採購部門：

- 4.2.1 Engage in procurement operations based on the procurement and rental needs and specifications detailed on the acquisition form submitted by the demanding unit and ensure that labor safety and health regulations are detailed in purchase orders, contracts, or other agreements.

依據需求單位所提之採購、租賃需求規格，進行採購流程，並將相關勞工安全衛生具體規範，附於採購單、合約或其它約定文件中。

- 4.2.2 Help requisition units communicate with suppliers and handle abnormal conditions.
協助請購單位要求供應商配合相關事宜之溝通、及異常狀況處理之對應。

4.3 Inspection staff: Perform inspection procedures based on the requested specifications and items.

驗收人員：依據需求規格項目，進行驗收流程。

4.4 Safety Department:

職安室：

- 4.4.1 Assist in providing requisition units with labor safety and health regulations that comply with the regulations and practical requirements of relevant machines, containers, equipment, raw materials (chemicals), and personal protective equipment.
協助提供請購單位相關機械、器具、設備、原物料(化學品)及個人防護具等之符合法令規章及實際需要之勞工安全衛生具體規範。

- 4.4.2 Audit and supervise the implementation of relevant safety and health procurement practices.

稽核督導相關安全衛生請購作業之執行。

5. General statement or supplementary explanation (一般敘述或補充說明)

- 5.1 Dangerous machinery: Dangerous machinery, as defined in Article 16 of the Occupational Safety and Health Act proposed by the Ministry of Labor, including secured cranes, mobile cranes, derrick cranes, elevators, industrial lifts, cages, furnaces, pressurized containers, high-pressure gas equipment, and high-pressure gas containers.

危險性機械設備：依勞動部頒布職業安全衛生法第十六條所指定危險性機械設備，如固定式起重機、移動式起重機、人字臂起重桿、升降機、營建用提升機、吊籠、鍋爐、壓力容器、高壓氣體特定設備、高壓氣體容器等均屬之。

- 5.2 Ionizing radiation equipment: Ionizing radiation equipment, as defined in the Ionizing Radiation Protection Act announced by the Atomic Energy Council, including X-ray examination machines.
游離輻射設備：依原能會頒布游離輻射防護法所定義之游離輻射設備如 X-ray 檢驗機台等均屬之。
- 5.3 Machinery: Machinery refers to machines and devices applied in production, public construction, laboratory testing, and environmental protection.
機械：係指各種生產、公設、實驗室及環保等相關之機具、器械。
- 5.4 Containers and equipment: Containers and equipment refer to mobile or fixed containers and equipment applied in production, public construction, laboratory testing, and environmental protection.
器具、設備：係指各種生產、公設、實驗室及環保等相關之移動或固定器具、設備。
- 5.5 Raw materials (chemicals): Raw materials refer to chemicals applied in production, public construction, laboratory testing, and environmental protection.
原物料(化學品)：係指各種生產、公設、實驗室及環保等使用相關之化學品。
- 5.6 Personal protective equipment: Personal protective equipment refers to work apparel that protects workers from disasters and health risks.
個人防護具：為防止災害或健康障害為目的，由勞工直接著用在身上從事工作。

6. Procedure (程序)

6.1 Requisition:

請購：

- 6.1.1 Requisition units that wish to purchase/rent machinery, containers, equipment, raw materials (chemicals), personal protective equipment and construction/renovation shall submit a purchase order along with the "FSA900 Safety and Health Requisition Form" to the Safety Department for review.

請購單位若欲進行採購、租賃機械、器具、設備、原物料(化學品)、個人防護具及工程施工/修繕等時，應提出請購單，並同時檢附「FSA900 請購安全衛生需求表」送交職安室審查。

- 6.1.1.1 The "FSA900 Safety and Health Requisition Form" shall be submitted for new purchases and rentals. For materials or products that were previously purchased/rented, the form can be excluded. The Procurement Department only have to place orders based on the specifications of the previous purchase order. (However, the form must be resubmitted in the instance of a change in more than 10 years, model, or relevant laws and regulations.)

「FSA900 請購安全衛生需求表」之提出，應用於新採購、租賃項目，對於已列料號或同品再購/租時，可省略再提出，採購部門僅需依前次之需

求規格購置即可。(但若超過 10 年、不同型式規格、法令要求等變更時，皆須考量重新提出)

6.1.2 Qualification validation for safety and health regulations:

安全衛生具體規範專業資格確認：

6.1.2.1 Application for safety and health laws and regulations related qualification:

When the procurement of machinery constitutes hazardous workplace or hazardous machinery defined in the Labor Inspection Act, machinery qualifications shall be reviewed and approved by a certified inspection agency or an inspection agency appointed by the central authority prior to application. 安全衛生法令規章相關證照申請：若採購機械設備達勞動檢查法所定危險性工作場所及危險性機械設備範圍時，應經檢查機構或中央主管機關指定之代行檢查機構審查或檢查合格後，方能使用。

6.1.2.2 A Chinese safety data sheet (SDS) shall be provided for chemical procurement and specified in the labor safety and health regulations.

化學品之採購，應檢附中文為主之安全資料表 SDS，並於勞工安全衛生具體規範中載明。

6.1.2.3 Containers containing hazardous objects or substances shall be procured in accordance with the "SA-027 Hazard Awareness Procedure", and hazard labels shall be specified in the labor safety and health regulations.

採購以容器盛裝之危險物及有害物，應依「SA-027 危害通識計劃書」規定，並於勞工安全衛生具體規範中載明應有危害標示。

6.1.2.4 When purchasing professional protective equipment or tracking instruments and equipment, requisition units shall adhere to the recommendations provided by the Safety Department and specified these recommendations in the labor safety and health regulations.

請購單位於請購專業防護裝備或監測儀器設備時，應會同職安室針對實際作業需求，提供相關建議，並載明在勞工安全衛生具體規範。

6.1.2.5 When purchasing or renting cranes, requisition units shall specify the specification in the labor safety and health regulations and ensure that the cranes comply with CNS 14965.

請購單位於請購、租賃高空作業車時，應於勞工安全衛生具體規範中載明其構造規格，應符合國家標準 CNS 14965 之規定。

6.1.2.6 When installing or replacing anti-explosion machinery, requisition units shall specify the functionality of the equipment in the labor safety and health regulations and ensure that the equipment complies with CNS 3376 series, or the equivalent specification IEC 60079, NEC. Model certification and qualification labels must be visible on the equipment.

請購單位於安裝或更換防爆機具設備時，應於勞工安全衛生具體規範中載

明其性能，應符合國家標準 CNS 3376 系列或同等規格 IEC 60079、NEC 認證合格，並張貼型式認證合格標識。

6.1.2.7 When purchasing ionizing radiation equipment, requisition units shall specify supplier qualification in the labor safety and health regulations (approved by the Atomic Energy Council) and request the supplier to provide the documents required for import licensing and application registration.

請購單位於請購放射性、可發生游離輻射設備時，應於勞工安全衛生具體規範中載明販賣商資格（行政院原子能委員會銷售許可證），並要求販售商提供辦理輸入許可及使用登記及其他必要之文件。

6.1.2.8 When renting machinery, containers, equipment, and personal protective equipment, requisition units shall specify relevant safety management regulations in the labor safety and health regulations, such as automatic inspections during the rental period, certification for dangerous machinery, operator credentials and professional training qualifications, safety protective devices, and safety protective measurements.

請購單位租賃機械、器具、設備及個人防護具時，應於勞工安全衛生具體規範中載明其安全管制規定，如使用期間之自動檢查、危險性機械之合格證、入廠人員之證照或專業訓練資格、安全保護裝置、安全防護措施之有效性等。

6.1.3 Depend on the actual situation, requisition units shall request suppliers to provide safety and health training or information (e.g., training courses, SOPs/methods, troubleshooting, and substance safety data sheets) to serve as internal propaganda. Relevant matters shall be handled in accordance with "SCI-020 Change Control." 請購單位應依實況，要求供應商提供有關之安全衛生訓練或資訊(例如訓練課程、作業程序/方法、異常處理、物質安全資料表等)，並做為內部宣導告知之用。相關要求請參照「SCI-020 變更管制」辦理。

6.1.4 Matters concerning contracted operations shall be handled in accordance with "SA-032 Environmental, Safety and Health Rules for Contractor." The contracting department shall ensure that contractors follow and sign the "FSA634 Contractor Safety and Health and Environmental Protection Declaration."

若為承攬作業時，參照「SA-032 承攬商環境暨職業安全衛生管理辦法」辦理，工程承辦部門應要求承攬商遵守辦理，並簽署「FSA634 承攬商安全衛生環保承諾書」。

6.2 Procurement:

採購：

6.2.1 Once the "FSA900 Safety and Health Requisition Form" is reviewed by the Safety

Department, it shall be submitted to the procurement department within three days.
The procurement department shall request a quote/negotiate prices based on the safety and health requirements and specifications detailed in the purchase order and the "FSA900 Safety and Health Requisition Form."

職安室審核完畢「FSA900 請購安全衛生需求表」後應於三天內送交採購部門，採購部門依照請購單及「FSA900 請購安全衛生需求表」之相關安全衛生需求規格，進行相關之詢/議價。

- 6.2.2 Once the procurement department selects an appropriate supplier, safety and health requirements and specifications shall be detailed in relevant purchase orders, contracts, and other agreements and suppliers shall confirm their compliance with the terms and conditions.

採購部門選擇適合供應商後，依循相關安全衛生需求規格，附於採購單、合約或其它約定文件，作為供應商必要承諾遵行條款。

6.3 Inspection:

驗收：

- 6.3.1 Requisition units shall ensure that purchases conform to labor safety and health regulations prior to inspection and use, and perform inspection on the purchases according to relevant requirements and specifications.

請購單位於驗收、使用前，應確認其是否符合勞工安全衛生具體規範，並依據需求規格項目進行驗收。

- 6.3.2 During the procurement or change of equipment and machines, operators shall ensure that existing safety and health protection and control facilities, electrical capacity, operating environment, and operation or maintenance SOPs comply with safety and health requirements. All matters shall be handled in accordance with the pre-trial inspection regulations detailed in the "SCI-020 Change Control."

當設備機台等新購/變更時，應確認周遭原有安全衛生防護及控制設施、用電負荷、作業環境、操作或維修標準程序等皆符合安全衛生要求，相關流程應參照「SCI-020 變更管制」試車前安全檢查辦理。

- 6.3.3 The inspection of chemicals shall requiring suppliers to implement the container GHS label and demand SDS, SA will be checked from time to time.

化學品驗收時，要求供應商落實容器 GHS 標示並索取 SDS，職安室將不定期巡查。

- 6.3.4 New procurement or change to relevant procurement specifications of personal protective equipment shall be handled in accordance with "SA-034 Use of Personal Protective Equipment." Purchases can only be made once approved by the Safety Department.

新購或變更採購規格之個人防護用具時，依 SA-034 個人防護用具使用管理辦法

應由職安室完成評估後始可採購。

6.4 Safety Department shall conduct irregular audits. All matters that fail to meet specifications shall be handled in accordance with "EV-008 The Management Procedure of Environmental、Occupational Safety and Hygiene Deviation and Prevention."

職安室將不定期稽核，若未依上述規定辦理，將依『EV-008 環境暨職業安全衛生異常矯正及預防措施管理程序』辦理。

7. Related documents (相關文件)：

7.1 SOP:

7.1.1 SA-042 Safety and Health Management of Engineering and Labour Procurement.
SA-042 工程及勞務採購安衛管理程序

7.1.2 SA-032 Environmental、Safety and Health Rules for Contractor
SA-032 承攬商環境暨職業安全衛生管理辦法。

7.1.3 SA-027 Hazard Awareness Procedure.
SA-027 危害通識計劃書。

7.1.4 SCI-020 Change Control.
SCI-020 變更管制。

7.1.5 SA-034 Use of Personal Protective Equipment.
SA-034 個人防護用具使用管理辦法。

7.1.6 EV-008 The Management Procedure of Environmental、Occupational Safety and Hygiene Deviation and Prevention.
EV-008 環境暨職業安全衛生異常矯正及預防措施管理程序。

7.2 Form:

7.2.1 FSA900 Safety and Health Requisition Form.
FSA900 採購安全衛生需求表。

7.3 Other:

7.3.1 Appendix I. Safety and Health Procurement Flowchart.
附件一、安全衛生購置作業流程圖。

7.3.2 Appendix II. Suggestions for Safety and Health Regulations.
附件二、安全衛生具體規範建議事項。