元智大學環境保護暨安全衛生中心

Yuan Ze University Environmental Protection and Occupational Safety and Health Center

____學年度第____次校園環境內部稽核查檢表

____Academic Year/____Audit Round Campus Internal Environmental Audit Checklist

稽核場所 Audit Location：_____ 稽核日期 Audit Date： 年(Y) 月(M) 日(D)

查核類目 Audit Categories	項次 NO	檢查項目 Audit item	稽查結果 Inspection Results	備註 Remarks (若異常請註明 Specify if abnormal)
1.實驗室管理及安全衛生防護 Laboratory Management and Safety & Health Protection	1	標示實驗室空間配置、緊急逃生路線圖、陳列緊急通報圖示及負責人資料(含緊急連絡資訊) Clearly label laboratory space layout, emergency escape route maps, emergency contact information, and responsible personnel details (including emergency contact information).		
	2	實驗室內嚴禁飲食或攜帶食物、飲料與開水 Strictly prohibit eating, drinking, or carrying food, beverages, and water inside the laboratory.		
	3	實驗室應保持主要通道不得小於 1 公尺，其他設備間通道不得小於 80 公分 Ensure the main laboratory passageways are no less than 1 meter wide, and other equipment passageways no less than 80 cm wide.		
	4	填寫實驗室自動檢查紀錄表 Fill out the laboratory self-inspection record form.		
	5	實驗室人員應接受安全衛生教育訓練 Laboratory personnel must undergo safety and health education and training.		
	6	按實驗性質設置所需之個人防護器具(手套、防塵/防毒口罩、安全眼鏡、實驗衣) Provide necessary personal protective equipment (e.g., gloves, dust/gas masks, safety goggles, lab coats) based on the nature of the experiments.		
2.化學品管理 Chemical Management	1	化學品應依危害通識規則標示、分類貯存，並置備化學品清單、使用紀錄及安全資料表 Chemicals must be labeled, classified, and stored according to hazard communication regulations, with a chemical inventory, usage records, and safety data sheets (SDS) prepared.		
	2	化學藥品不可直接放置地面、易碰觸處或過高不易取得處，也不可以堆疊。化學藥品架應加裝護欄，避免傾倒、掉落，也不可有洩漏情形 Chemicals must not be placed directly on the floor, in easily accessible areas, or at heights that are difficult to reach. They must not be stacked. Chemical storage racks should have guardrails to prevent tipping or falling, and there should be no leakage.		
	3	列管毒化物需有特定之貯存櫥櫃及標示，並上鎖管制 Controlled toxic chemicals must be stored in designated cabinets with proper labeling and locked for access control.		
	4	排氣櫃內無堆置雜物，影響性能 Fume hoods must be free of clutter to ensure proper functionality.		
3.實驗室廢棄物管理 Laboratory Waste Management	1	廢液桶標示清楚、分類貯存、盛盤設置妥善 Waste containers must be clearly labeled, sorted for storage, and properly placed on trays.		
	2	實驗室廢棄物(廢液、廢玻璃、廢藥品)分開存放並定期清運 Laboratory waste (e.g., waste liquids, waste glass, waste chemicals) must be stored separately and disposed of regularly.		

4.壓縮氣體鋼瓶 Compressed Gas Cylinders	1	鋼瓶應直立、適當固定，並有標示 Gas cylinders must be stored upright, securely fixed, and properly labeled.		
	2	高壓氣體之貯存場所應有適當之警戒標示，2 公尺內不得放置有煙火及著火性、引火性物品 High-pressure gas storage areas must have appropriate warning signs, and no flammable or combustible materials should be placed within 2 meters.		
5.危險機械(儀器)設備 Hazardous Machinery (Instruments) and Equipment	1	公告使用注意事項、危害標示或專人操作 Post usage instructions, hazard warnings, or assign designated personnel for operation.		
	2	電源專插，不可過載 Use dedicated power outlets and avoid overloading.		
	3	訂定標準作業程序或使用指引 Establish standard operating procedures (SOPs) or usage guidelines.		
	4	備置自動檢查紀錄表、使用及維修保養紀錄 Maintain automatic inspection records, usage logs, and maintenance records.		
	5	設置合適之安全防護裝置 Installation of appropriate safety protection devices		
6.事故處理、緊急應變器材 Accident Handling and Emergency Response Equipment	1	設置急救藥品及器材，放置適當場所，並適時更新、補充 Install first aid supplies and equipment, place them in appropriate locations, and update or replenish them in a timely manner.		
	2	周邊設置緊急沖淋裝置與洗眼器，且功能正常 Install emergency shower and eyewash stations nearby, ensuring they function properly.		
	3	周邊備置化學洩漏處理車，且器材齊全 Equip the surrounding area with chemical spill response carts, ensuring all equipment is complete.		
	4	備置緊急應變器材櫃，且器材齊全 Provide emergency response equipment cabinets, ensuring all equipment is complete.		
7.電器安全 Electrical safety	1	通道上未使用臨時配線或移動電線 Do not use temporary wiring or movable electrical cords in passageways.		
	2	電源箱標示單線圖、設置中隔板，不得堆放物品影響電源箱開關 Electrical panels should have single-line diagrams labeled, partitions installed, and no items stacked that may obstruct or affect the electrical panel switches.		
	3	插座有電壓標示、延長線需有負載斷電功能，並按規定使用，電力系統負荷不得超載 Sockets should have voltage labels, extension cords must have overload cut-off functions, and the power system load must not be overloaded.		
8.消防安全 Fire safety	1	滅火器標示顯明，固定放置於取用方便之明顯處所 Fire extinguishers should be clearly labeled and fixed in easily accessible and visible locations.		
	2	消防栓前保持空曠未堆放物品、紅色啟動表示燈明亮(不可熄滅) The area in front of fire hydrants should remain clear of obstructions, and the red activation indicator light should remain illuminated (must not be extinguished).		
	3	緊急出口燈和避難方向指示燈明亮(不可熄滅) Emergency exit lights and evacuation direction indicators should remain illuminated (must not be extinguished).		
	4	安全門需向外開，且不得上鎖或堆放物品 Safety doors should open outward and must not be locked or obstructed by items.		

9.一般安全 General safety	1	走道、地板、階梯區域、避難通道及出入口無堆放物品 Passageways, floors, stair areas, evacuation routes, and entrances/exits should remain free of obstructions.		
	2	場所地面平整、無潮濕現象 The ground in the area should be level and free of dampness.		
	3	場所照明足夠 The area should have sufficient lighting.		
10.校園環境 Campus environment	1	校園道路平整、無坑洞，水溝蓋完整 Campus roads should be level, free of potholes, and have intact drainage covers.		
	2	校園緊急電話功能正常 Campus emergency telephones should function properly.		
	3	有墜落危險之場所，設有警告標示 Areas with fall hazards should have warning signs installed.		
	4	環境無異味，地面無潮濕、雜物堆積 The environment should be free of odors, with dry and clean floors, and no accumulation of debris.		
其他建議改善事項 Other suggestions for improvement				

說明：稽查結果欄：正常打「V」，異常打「X」,「—」為不適用。

Explanation: In the inspection results column, mark "V" for normal, "X" for abnormal, and "─" for not applicable.

*僅針對校園環境，各系所實驗室查核可忽略此項。

* Only applicable to campus environments; inspections for departmental laboratories can disregard this item.

稽核委員簽名Inspection Committee Member Signature：_____