



文藻外語大學

職業安全衛生講習

Wenzao Ursuline University of Languages – Occupational Safety and Health Seminar

總務處環安暨保管組

陳安鎮

114年8月27日

Office of General Affairs – Environmental Safety and Custodial
Section

Presenter: Chen An-Zhen

Date: August 27, 2026



本校環境保護、能源與安全衛生政策

Our University's Environmental Protection, Energy, and
Occupational Safety and Health Policy

【文藻外語大學環境保護政策宣言】

文藻外語大學的教育理念，奠基於天主教聖嘉瑟琳會啟蒙愛人、博愛服務的基本價值，期許文藻人如同校園中屹立於斜坡的「小樹」，承天地雨露之滋養而枝繁葉茂，即使處在險峻之境仍能勇敢茁長，開創新機，不斷締造綿延繼起之新生命。據此，對於環境的維護保育以及校園之永續發展更是責無旁貸，以揚我其誰的熱情，文藻人具體承諾：

- 一、**認知了解、環境教育**：具體且深入瞭解人與地球之互動關聯，透過本校全人教育之環境教學課程，建立正確且完整之環境保護知能及負責態度。
- 二、**簡樸生活、排拒棄物**：校園發展，繼往開來，全校師生深徹謙卑反省，簡約生活，慎用資源，淨化心靈，建立永續校園。
- 三、**節能減碳、習慣養成**：順應國際環保節能趨勢，推展各項節能減碳措施，訂定監控與評量機制，以期人類環境的永續。
- 四、**建立制度、信守法規**：導入最新環境保護法規與設計準則，落實於校園規劃與硬體建設，並建立適當使用管理辦法，落實各項規範，確實執行。
- 五、**傳遞溝通、全民參與**：加強宣導並提供專業諮詢服務，傳遞環境政策及相關資訊，鼓勵及促進全民參與校園永續經營，落實執行力與成效。
- 六、**卓越拔萃、擴大影響**：建立現代化之永續校園，全體師生以出類拔萃之高等教育人格特質，發揮其影響力，擴散環境保護之影響。

文藻人將以最大努力，善盡世界公民之責任，以確保地球永續。

校長：  (簽名)

中華民國 112 年 2 月 1 日





- **Environmental Protection Policy Statement**
Wenzao Ursuline University of Languages
- Wenzao, guided by the Ursuline values of reverence for God, love for humanity, and service, is committed to protecting the environment and building a sustainable campus. We pledge to:
- **Raise Awareness** – Promote environmental education and foster responsibility toward the Earth.
- **Live Simply** – Encourage simple living, mindful resource use, and sustainability.
- **Save Energy & Reduce Carbon** – Implement energy-saving and carbon-reduction measures with clear monitoring.
- **Follow Laws & Standards** – Apply the latest environmental regulations in campus planning and management.



3



- **Communicate & Engage** – Share policies, provide consultation, and encourage public participation.
- **Lead by Example** – Build a sustainable campus and expand our positive influence on society.
- Wenzao is dedicated to fulfilling its duty as a global citizen to ensure the Earth's sustainable future



4



職業安全衛生法 第4條規定，本法適用各業。

第2條

本法用詞，定義如下：

Article 2 – Definitions of Terms in this Act:

一、**工作者**：指勞工、自營作業者及其他受工作場所負責人指揮或監督從事勞動之人員。

Worker: Refers to employees, self-employed persons, and other individuals engaged in labor under the direction or supervision of a workplace supervisor.

二、**勞工**：指受僱從事工作獲致工資者。

Employee: Refers to a person who is employed to work for wages.



三、**雇主**：指事業主或事業之經營負責人。

Employer: Refers to the business owner or the person in charge of business operations.

四、**事業單位**：指本法適用範圍內僱用勞工從事工作之機構。

Business Entity: Refers to an organization within the scope of this Act that





五、職業災害：指因勞動場所之建築物、機械、設備、原料、材料、化學品、氣體、蒸氣、粉塵等或作業活動及其他職業上原因引起之工作者疾病、傷害、失能或死亡。

Occupational Accident: Refers to a worker's illness, injury, disability, or death caused by buildings, machinery, equipment, raw materials, substances, chemicals, gases, vapors, dust, work activities, or other occupational factors in the workplace.



職業安全衛生教育訓練規則第17條(民國 110年7月7日修正)

- 雇主對新僱勞工或在職勞工於變更工作前，應使其接受適於各該工作必要之一般安全衛生教育訓練(不得少於3小時)
- <https://isafeel.osha.gov.tw/info/10000045>
- <https://isafeel.osha.gov.tw/info/10000056>
- Employers shall ensure that new employees or current employees before a job change receive appropriate general safety and health training for the specific job (not less than 3 hours).





中央主管機關建置或認可之職業安全衛生教育訓練網路教學課程，事業單位之勞工上網學習，取得認證時數，其時數得抵充一般安全衛生教育訓練時數至多二小時。

<https://isafeel.osha.gov.tw/mooc/index.php>

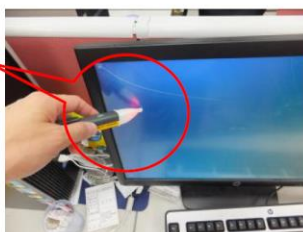
Workers who complete online safety and health courses provided or approved by the central authority may have up to two hours credited toward the required general safety and health training hours.

9



辦公室電腦設備

Office Safety and Health



主機螢幕都帶電
電腦未妥善接地

• Office computer equipment

10





辦公室常見肌肉骨骼傷害預防

Prevention of common musculoskeletal disorders in offices

保持良好的姿勢
避免長久維持同一姿勢
避免桌面過高或過低
有規律的運動或按摩



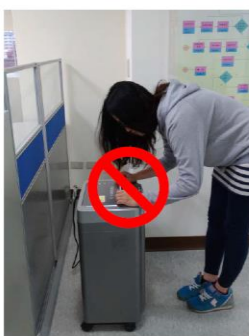
11



碎紙機操作應防紙夾

Avoid paper jams when operating shredders

- 服裝為寬鬆長衣袖或穿戴長圍巾、絲巾者，使用時應注意安全。
- 留有長髮之人員，使用碎紙機時應防範長髮遭捲入。
- 維修碎紙機前應關閉電源或拔起插頭，以保安全。



12





人力抬舉放置作業 Manual lifting and placement operations

正確的重物擺放姿勢
雙膝彎曲蹲下



13



勞工健康保護四大計畫 Four Major Labor Health Protection Programs

- 文藻學校財團法人文藻外語大學異常工作負荷促發疾病預防計畫
- Prevention Program for Diseases Induced by Abnormal Workloads
- 文藻學校財團法人文藻外語大學執行職務遭受不法侵害預防計畫
- Prevention Program for Unlawful Infringements during Job Execution
- 文藻學校財團法人文藻外語大學母性健康保護計畫
- Maternity Health Protection Program
- 文藻學校財團法人文藻外語大學人因性危害防止計畫
- Prevention Program for Ergonomic Hazards

14



- 「職場霸凌防治專章」 5 大重點 (Bilingual Summary of the Workplace Bullying):
- 法律明定「職場霸凌」構成要件
首度給出明確法律定義（利用職務權勢、逾越合理範圍、持續性不當言行、導致身心危害）。
- **Legal Definition and Core Elements of Workplace Bullying**
The law explicitly defines bullying as the abuse of power/position, exceeding reasonable work requirements, persistent misconduct, and causing physical or mental harm.

15



- 雇主知悉後具備「積極處理義務」
雇主只要知悉或受理申訴，就必須主動且立即採取防治與調查措施，不得消極冷處理。
- **Employer's Mandatory Obligation to Act Upon Knowledge**
Once aware of or receiving a complaint, employers must proactively and immediately launch prevention and investigation measures; passive neglect is no longer permitted.

16



- **首創「最高負責人」條款與外部調查**
若行為人為單位最高負責人，案件將直接由地方主管機關介入進行外部調查，確保公正。
- **The "Highest-Ranking Executive" Clause and External Investigations**
If the alleged perpetrator is the top leader/CEO, local government authorities will step in directly to conduct an external investigation, ensuring absolute objectivity.

17



- **調查程序引入「協調機制」**
在雙方同意的情況下，允許在正式調查中先引入協調與調解，降低雙方壓力並保留處理彈性。
- **Introduction of a "Mediation Mechanism" in Investigation Procedures**
With mutual consent, mediation or reconciliation can be introduced before or during formal investigations to reduce stress and offer flexibility.

18





- **強化裁罰金額與擴大公布名單**
企業若未依法落實，將面臨行政處罰，情節嚴重者將被公開企業名稱與負責人姓名，損及商譽。
- **Heavy Penalties and Public Disclosure of Non-Compliant Companies**
Failing to comply will result in administrative fines. Serious violators will have their company and representative names publicly disclosed, impacting corporate reputation.

19



報告完畢
感謝聆聽

End of Report
Thank You for Listening

