

Department of Chemistry, NTU
EHS Education and Training Record Sheet

適用對象：大學部專題生/研究生/計畫人員(助理/博士後)/教職員/助教/高中生等

Applicable to: undergraduate (seminar) students, graduate students, project personnel
(assistants or postdocs), faculty members, TAs, high school (seminar) students, etc.

(實驗場所)新進工作人員或在職人員於變更工作前：**(包括大學部專題生、碩博生、博士後、專任或兼任助理、教職員、助教/高中生等)**：應接受「一般安全衛生教育訓練」(系上辦理)、「一般安全衛生教育訓練」(各實驗場所辦理)及專業性教育訓練(依從事實驗性質，如危害通識、輻射防護、生物安全等，由環安衛中心辦理)並取得合格證書後，始得進行實驗。違反者將可處新台幣3,000元以下罰鍰(職業安全衛生法第46條)。

New lab staff/user or in-service staff changing their post to a lab (including undergraduate seminar students, graduate students, postdocs, full- or part-time assistants, faculty members, TAs, high school seminar students, etc.) should receive “general safety and health education and training” (held by the Dept.), “general safety and health education and training” (held by each lab), and “specialized education and training” (depending on the nature of the experiments, with topics including hazard knowledge, radiation protection, biosafety, etc., held by the EHS Center of the University). The personnel can only start conducting experiments after obtaining the certificate. Violators will be fined up to NT\$3,000 (in accordance with Article 46 of the Occupational Safety and Health Act).

1. 參加本系「一般安全衛生教育訓練」前**需簽到退，以作系上紀錄**。並於『安全衛生教育訓練紀錄』(以下表格)上蓋章；各實驗場所另應自行辦理「一般安全衛生教育訓練」。

Before and after participating in the “general safety and health education and training” held by the Dept., you must sign in and off for the sake of record keeping at the Dept. Office. The responsible officer will stamp the “EHS Training Record Sheet” (i.e. the form below). Each lab shall also organize their own “general safety and health education and training”.

2. 參加環安衛中心「專業性教育訓練」者，**請持合格證書至思亮館R102找趙益祥先生蓋章**。

Those who have completed the “specialized education and training” held by the EHS Center of the University shall bring the certificate to Mr. Yi-Hsiang Chao (at Rm. 102, Shih-Liang Hall) for verification by seal.

3. 上開兩種教育訓練**不得**以其他訓練抵免。

The two training sessions stipulated above **CANNOT** be waived with other forms of EHS training.

4. 依環安衛相關規定，實驗場所工作人員必須**每3年**重新參加專業性教育訓練。

In accordance with relevant EHS regulations, all lab staff/users must renew their certificate by participating in the “specialized education and training” **every three years**.

此外，實驗場所在職工作人員必須符合以下規定：

In addition, the current lab staff or user must comply with the following regulations:

- 1 在職期間：每3年至少實施3小時職業安全衛生在職教育訓練。

During their service or studies, all lab staff or users shall receive at least three hours of occupational safety and health training every three years.

- 2 每學年參與職業安全衛生在職教育訓練或講習(至少1小時，不限本系舉辦)，作為提請畢業口試之必要條件(展覽性之訓練不算)。

All lab staff or users shall participate in occupational safety and health training or lecture (at least one hour, not limited to events organized by the Dept.) every academic year. This is a requirement for applying for oral defense upon graduation (exhibition-related training is not included).

- 3 當年度有參與本校環安衛中心所舉辦之專業性教育訓練者，請持合格證書至趙益祥先生，於『安全衛生教育訓練紀錄』上蓋章。

Those who have completed the “specialized education and training” held by the EHS Center of the University shall bring the certificate to Mr. Yi-Hsiang Chao (at Rm. 102, Shih-Liang Hall) for verification by seal on the EHS Training Record Sheet.

下表為參與訓練之蓋章紀錄，請妥善保存，並於提請畢業口試時與學位考申請表一併提交。

The following is the stamp record of training participation. Please keep it safe and submit it together with the degree examination application form when you wish to schedule your oral defense.

☐碩士班☐博士班☐大學部專題生：姓名Name：_____學號Student No.：_____

☐Master's ☐Ph.D. ☐Undergraduate Seminar Student

☐助教☐博士後研究☐專任助理☐其他：姓名Name：_____員工編號Staff No.：_____

☐TA ☐Postdoc ☐Full-Time Assistant ☐None of the Above

到任/年級 Year of Study/Work	期間 Duration	上學期 Fall Semester	下學期 Spring Semester	備註 Notes
<u>第一年</u> 一年級 1st Year	入學(到任)： Date of Admission or Taking Office 年 月 (YYYY/MM)	臺灣大學「一般安全衛生教育訓練」及「專業性教育訓練」核章處 (請攜證書洽趙益祥核章) *		進入研究室第一年(*1) 需接受臺灣大學化學系「一般安全衛生教育訓練」(以簽到退紀錄)及環安衛中心專業性教育訓練(取得合格證書)
<u>第二年</u> 二年級 2nd Year	____年 8 月~ ____年 7 月 (YYYY/MM)			職業安全衛生在職教育訓練 Occupational Safety & Health Training (每年至少 1 小時at least 1 hour/year)
<u>第三年</u> 三年級 3rd Year	____年 8 月~ ____年 7 月 (YYYY/MM)			職業安全衛生在職教育訓練 Occupational Safety & Health Training (每年至少 1 小時at least 1 hour/year)
<u>第四年</u> 四年級 4th Year	____年 8 月~ ____年 7 月 (YYYY/MM)	臺灣大學____學年度專業性教育訓練核章處(請攜證書洽趙益祥核章) **		每 3 年重新訓練(*2) 需接受臺灣大學環安衛中心專業性教育訓練，並取得合格證書
<u>第五年</u> 五年級 5th Year	____年 8 月~ ____年 7 月 (YYYY/MM)			職業安全衛生在職教育訓練 Occupational Safety & Health Training (每年至少 1 小時at least 1 hour/year)
<u>第六年</u> 六年級 6th Year	____年 8 月~ ____年 7 月 (YYYY/MM)			職業安全衛生在職教育訓練 Occupational Safety & Health Training (每年至少 1 小時at least 1 hour/year)
<u>第七年</u> 七年級 7th Year	____年 8 月~ ____年 7 月 (YYYY/MM)	臺灣大學____學年度專業性教育訓練核章處(請攜證書洽趙益祥核章) **		每 3 年重新訓練(*2) 需接受臺灣大學環安衛中心專業性衛生教育訓練，並取得合格證書

*Stamps for 1) General Training & 2) Specialized Training

Please contact Mr. Yi-Hsiang Chao (at Rm. 102, Shih-Liang Hall) with the certificate for verification process by seal.

**Specialized Training in Academic Year _____; Please contact Mr. Yi-Hsiang Chao (at Rm. 102, Shih-Liang Hall) with the certificate for verification process by seal.

***1: First year entering the lab**

All lab staff or users are required to receive “general safety and health education and training” held by the Dept. of Chemistry, NTU (stamped with sign-in and sign-off records) and “specialized education and training” held by the EHS Center (stamped with the presence of a certificate).

***2: Certificate renewal every three years**

All lab staff or users are required to receive “specialized education and training” held by the EHS Center of NTU and obtain a certificate every three years.

1. 實驗場所人員應依環安衛規定參加學校環安衛中心所舉辦實驗場所教育訓練，未依規定者一經發現於實驗場所工作，得處罰鍰。此項訓練有效期為3年故第4年起需重新參訓。參加通過人員可持「合格證書」洽趙益祥先生於本表上核章。

The lab staff and users shall participate in the lab EHS training organized by the EHS Center of NTU in accordance with relevant regulations. Those who fail to comply with the regulations may be fined if they are found working at any experiment site. The training is valid for only three years; hence, all staff members and users must renew their certificate in the fourth year. Those who have completed the training can contact Mr. Yi-Hsiang Chao at Rm. 102(Shih-Liang Hall), who will stamp the sheet above in the presence of a certificate.

2. 本系大學部或研究所碩博士畢業之學生，繼續攻讀研究所（含碩士選攻博士班）或留任為助理或博士後者，均視為新進人員。

Students who have graduated with a bachelor's, master's, or Ph.D. degree from NTU CHEM are regarded as new lab staff or user if they choose to continue their studies (including students entering Ph.D. program straight from a master's program) or serve as an assistant/postdoc at the Dept.

3. 化學系安衛網頁：<https://www.ch.ntu.edu.tw/safety.html>，化學系安全訓練負責同仁：趙益祥先生（思源館102室，TEL：33664195，joechao@ntu.edu.tw）。

The EHS website of NTU CHEM: <https://www.ch.ntu.edu.tw/safety.html>, **contact person in charge of EHS training at the Dept. Office:** Mr. Yi-Hsiang Chao (Rm. 102, Shih-Liang Hall, TEL: 33664195, joechao@ntu.edu.tw).