

奈米科技中心實驗室管理懲處條例

Laboratory Safety Procedures and Rules of Center for Nano Science and Technology

民國 108 年 05 月 10 日修訂

Since 05/10/2019

第一條：儀器使用者應通過安全衛生教育訓練始得進入實驗室，並應每年接受安全衛生教育訓練之複訓，未進行年度工安複訓者，將取消磁卡權限待訓練後再復權。

1. Before being authorized to work in the laboratory, all users must pass the training course of laboratory safety and emergency procedures. The authorized user must be trained again every year. Otherwise, the user will be in the suspension list till passing the training course again.

第二條：進入實驗室及無塵室相關區域，應確實遵守實驗室安全衛生工作守則及儀器使用管理辦法，違反規定者停權二週。

2. As a condition of entry to a laboratory, all individuals must complete a laboratory safety orientation and receive specific training in local safety rules and laboratory procedures relating to their work (including relevant SOPs). The violation will result in a two-week suspension.

第三條：操作游離輻射之儀器設備操作人員，應取得認證文件後始得操作，違反規定者停權二週。

3. Operators of the equipment involving ionizing radiation must be qualified with a proper license before working in the laboratory. The violation will result in a two-week suspension.

第四條：進入本中心實驗室之所有人員皆有接受並配合奈米中心進行相關教育訓練(安全衛生、滅火器操作及逃生演練)之義務，違反規定者停權二週。

4. All users have obligations to participate all trainings, including practical exercises of safety, first aids, fire drill, and emergency essentials. The violation will result in a two-week suspension.

第五條：請確實填寫儀器設備申請相關文件或表單，並依規定辦理申請簽核，違反規定者停權二週。

5. Fill in application forms correctly and follow the applied regulations properly. The violation will result in a two-week suspension.

第六條：實驗室相關區域內禁止飲食(含放置)、嘻鬧及與實驗操作無關之事項，違反規定者停權二週。

6. Never eat, drink, smoke, or carry violated matters while working in the laboratory. The violation will result in a two-week suspension.

第七條：進出實驗室應隨身攜帶學生證以提供身分辨識，違反規定者停權二週。

7. Bring the ID card with you for regular identification checks. The violation will result in a two-week suspension.

第八條：個人磁卡/學生證不可借予他人使用，違反規定者停權二週。

8. Never borrow or be borrowed the entry card or student ID card. The violation will result in a two-week suspension.

第九條：儀器設備操作前應查閱相關公告事項，避免造成儀器設備損壞，違反規定者停權一個月。

9. Users must take personal responsibility for ensuring to operate equipments properly by complying with safety instructions, policies, and procedures, including manuals, SOPs, and announcements as posted on the Web or elsewhere and/or given orally. The violation will result in a one-month suspension.

第十條：操作儀器應於事前上網預約，違反規定者停權二週。

10. Users must book the equipment online in advance. The violation will result in a two-week suspension.

第十一條：接受儀器訓練者於學習過程中，須由合格人員陪同進出實驗室，違反規定者停權二週。

11. Trainees must be accompanied with an authorized user when entering and working in the laboratory. The violation will result in a two-week suspension.

第十二條：自行操作儀器設備使用者須經核可後方可單獨使用儀器設備，且須在被核可操作之時間內使用，違反規定者停權一個月。

12. Do not use any equipment alone unless you are a qualified user. The qualified user must use the equipment in the approved time slot. The violation will result in a one-month suspension.

第十三條：操作儀器需填寫機台之儀器設備使用紀錄簿(表)，依儀器使用規則確實記錄儀器工作之狀況，違反規定者停權二週。

13. Correctly fill in the access registration form of NFC and the record book of the equipment you use. Record the exact condition of the equipment under instruction. The violation will result in a two-week suspension.

第十四條：操作化學清洗槽，依奈米中心化學清洗槽管理規則之規定辦理，違反規定者停權二週。

14. Operators of the chemical wet bench must follow the wet bench regulation of NFC. The violation will result in a two-week suspension.

第十五條：使用者欲於夜間(17:00~08:00)或假日(及國定假日)等非上班時間操作儀器，應依儀器管理規則並取得儀器設備管理人同意得出入實驗室進行實驗，違反規定者停權二週。

15. Entry to the laboratory out of working hours is open to individuals who are authorized by the laboratory supervisor or equipment administrator. The violation will result in a two-week suspension.

第十六條：實驗所需攜入實驗室之高壓壓縮氣體或化學品，應遵守奈米中心攜入化學藥品及氣體鋼瓶之管理辦法，且化學品須符合 CNS15030 之規範，違反規定者停權一週。

16. To bring in chemicals and high pressure compressed gas, users must follow CNS15030 and chemical and high pressure compressed gas regulation of NFC. The violation will result in a one-week suspension.

第十七條：實驗室使用之延長線應有自動過載跳脫之功能性；實驗室中所存放之化學品應依危害通識規則辦理，違反規定者停權一週。

17. Only the extension cords with overload protection are allowed in the laboratory. Storages of chemical must be managed according to Hazardous Chemical Signs and General Rules. The violation will result in a one-week suspension.

第十八條：承攬商施工作業時，須依奈米中心承攬商安全衛生管理辦法之規定辦理，始得進出實驗室執行業務，違反規定者停權二週。

18. Contractors must apply the entry approval by regulations of safety and emergency before working in the laboratory. The violation will result in a two-week suspension.

第十九條：於無塵室區域違規事項將委由奈米中心依違規條例項目代為處理。

19. In the clean room, users must obey the regulations of NFC. Any violation will result in the suspension of NFC.

第二十條：其他未列入上述違規懲處條例項目，由中心主管核定懲處。

20. Suspensions will be determined by the director of CNST for violations not listed above.