**國立政治大學特定化學物質作業檢點表**

**日期： 年 月 編號：**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 實驗室名稱 |  | | 特定化學物質作業名稱 | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 日 期  檢 查 項 目 | | | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1. 確認設置之密閉設備或局部排氣裝置正常運轉 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認特定化學物質之存放取用均依程序妥善作業 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認每一作業人員均依照作業程序妥善作業 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認每一作業機器均運作正常無異狀 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認管線接頭無腐蝕洩漏之痕跡 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認作業現場不可吸菸及飲食並公告 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認計測裝置、警報器具或裝置、緊急避難設備均正常且於可用之狀態 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認除卻危害之必要防護藥劑、器具已備妥。 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認洗眼、沐浴、漱口、更衣及洗衣或緊急沖淋等設備均已設置且保持隨時可用狀況。 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認發給每位特化作業勞工合格有效之呼吸防護具、防護眼鏡、不浸透性防護衣、防護手套、防護鞋及塗敷劑，並使勞工確實使用。 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 確認安全閥、緊急遮斷裝置與其他安全裝置之性能良好。 | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 其他： | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 實施檢點人員： | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 異常時採取之措施 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 實驗室管理人： | | | | | | 單位主管： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1. 本表應於從事特定化學作業前實施。
2. 檢查結果說明：○：正常 、 △：異常。
3. 檢查時如發現異常，應立即檢修及採取必要措施。
4. 各單位可自行根據實際狀況評估各種危害之可能性制訂檢點表實施檢點。