

國立中山大學機械與機電工程學系實驗室衛生安全、清潔比賽辦法
Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University
Instructions for the Health, Safety, and Cleanliness Competition of the Department Laboratories

中華民國 115 年 3 月 2 日 114 學年度第 7 次系務會議通過

Approved at the 7th Department Council in the 2025 academic year on March 2, 2026

一、活動宗旨：為提昇實驗室環境安全、衛生與美化，特舉辦此活動。

1. Purpose: This competition is held to improve environmental safety, sanitation, and beauty of the laboratories.

二、活動對象：本系各研究實驗室。

2. Eligibility: All of the Department's research laboratories

三、活動日期：每學年上、下學期（開學後第四週星期五下午二點）。

3. Date: First and second semesters of every academic year (The 4th Friday after the start of school, at 2:00 p.m.)

四、評審委員：由系主任、各組召集人及相關職員組成評分小組參與評審。

4. Panel of judges: A judging panel is formed by the Department head, all division conveners, and related staff members to perform judging.

五、評分方式：由評分小組至每間實驗室評分，但對自己所屬實驗室勿需評分。評分表如附件一。

5. Judging criteria: Members of the judging panel visit the laboratories one by one for judging, but should recuse

oneself for the laboratory under his/her own supervision. The evaluation form is enclosed in Appendix 1

六、比賽項目及標準：

6. Items of competition and standards:

1. 工安衛負責人標示牌、緊急通報流程、空間配置圖等是否張貼

a. Verify the posting of the EHS representative plaque, emergency notification flowcharts, and spatial layout diagrams.

2. 滅火器是否過期、緊急照明燈功能是否失效。

b. Inspect fire extinguishers for expiration and verify the functionality of emergency lighting."

3. 緊急逃生路線標示、實驗室內走道是否通暢。

c. Inspect emergency evacuation route markings and ensure that lab aisles are clear and unobstructed.

4. 緊急斷電及斷水標示說明(含電氣箱標示及水閥位置)、插頭、延長線之安全負荷是否過量。

d. Check instructions for emergency power and water shut-off (including electrical panel labels and water valve locations), and ensure that plugs and extension cords are not overloaded.

5. 實驗室廢棄物處理是否合宜、櫃子上是否堆放雜物。

e. Check if laboratory waste is handled appropriately and ensure no clutter is stored on top of cabinets

6. 實驗室空間是否清潔。

f. Inspect the laboratory area for cleanliness

7. 實驗室外面走廊上為淨空狀態，不得放置實驗室物品。

g. Ensure corridors outside the lab are kept clear; storage of lab items is strictly prohibited

8.能資源管理環境系統是否完成每周與每日自動檢查。

h. Whether the Energy and Resource Management Environmental System has implemented daily and weekly automated inspections

9.相關化學品是否附上安全資料表及清楚標示濃度及成分。

i. Check if the chemicals are accompanied by Safety Data Sheets (SDS) and are clearly labeled with their concentrations and ingredients.

10.實驗室是否制訂一般安全衛生工作守則並張貼在明顯處

j. Check whether the laboratory has established General Occupational Safety and Health Codes of Practice and posted them in a conspicuous location.

七、獎勵辦法：取前三名，第一名獎狀及獎金 5,000 元、第二名獎狀及獎金 3,000 元、第三名獎狀及獎金 2,000 元（獎金以材料費報支，亦可扣抵電話費）。檢查結果將通知實驗室負責教師，並委請該教師進行覆檢。

7. Awards: Top three winners will be awarded, with a certificate and cash prize of \$5,000 for the champion, a certificate and cash prize of \$3,000 for the runner-up. And a certificate and cash prize of \$2000 will be awarded for third place. (The cash prize can be accounted for as reimbursement for material costs, or be used for offsetting telephone charges.) The inspection results will be communicated to the faculty member in charge of the laboratory, who will be requested to conduct a re-examination.

八、本辦法於系務會議通過後實施。

8. These Instructions are put into effect after approval at the Department Council; the same applies to any amendments thereof.