國立暨南國際大學 107 學年度第 1 學期 自設道路 作業檢點紀錄表**(每日/作業前)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 負責單位 | | | OO系 | | | | | | 實驗場所名稱(編號) | | | | | | | | OOO實驗室(OOO) | | | | | | | 場所負責人 | | | | | | | | | | OOO | | | | | | |
| 項次 | 檢 點 項 目 | | | 檢查結果( 年 月) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 工作場所及通路 | 工作場所之通道、地板、階梯，是否保持不致使勞工跌倒、滑倒、踩傷等之安全狀態 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 2 | 工作場所出入口、樓梯、通道、安全門、安全梯等，是否設置適當之採光或照明，並設置緊急照明系統 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 3 | 室內工作場所，主要人行道是否大於一公尺 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 4 | 室內工作場所，各機械間或設備間通道是否大於八十公分 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 5 | 安全門安全梯是否有明顯之標示 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 6 | 對於不經常使用之緊急避難出口、通道或避難器具，是否標示其目的並隨時維持可用之狀態 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 7 | 出口或通道之門是否為外開式 | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 狀況及處理情形 | | | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 檢查人員(每日或作業前) | | | |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |
| 注意  事項 | | 1.依職業安全衛生管理辦法第七十七條實施，檢查週期：操作人員**每日或作業前進行檢點**。  2.檢點結果應詳實紀錄，檢點結果正常打()，異常打( )，無此項目打(＊或／) ；異常時，請**立即報修**；無異常時，於每月底送工作場所負責人簽章即可。  3. **紀錄由使用單位自行留存，以供備查**。 | | | | | | | | | | | | | | | | | | | | | | | 單位承辦人 | | | | | | |  | | | | | | | | |
| 工作場所負責人(單位主管) | | | | | | |  | | | | | | | | |