

附件 4 危險化學物品運作與貯(儲)存管理自我檢核表

Hazardous Chemicals Operation and Storage Management Self-Checklist

第一部分:管理面建議每月至少自主檢查1次,作成紀錄並保存半年

The management recommends at least one self-inspection per month,
which should be documented and kept for half a year.

檢核項目 Validation Items	說明 Description	檢核結果 Results
運作與存放管理檢查Operation and Storage Management Inspection		
儲存量上限 Maximum reserve stock	符合貯(儲)存量上限規定。 Comply with the upper limit of storage capacity.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
不同類別分開儲存 Separate storage for each category	不同類別危險化學物品妥善間隔/分別存放。 Different categories of hazardous chemicals should be properly stored separately.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
容器包裝 Container Packaging	盛裝危險化學物品化學品之容器完整, 無破損、腐蝕或破裂情況。 Containers of Hazardous chemicals must be intact and not damaged, corroded or cracked.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
	固態危險化學物品容器處於封閉狀態;液體或氣體危險化學物品以完全封閉的狀態貯(儲)存。 Solid hazardous chemicals containers should be closed; liquid or gaseous hazardous chemicals should be stored in a completely closed state.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
	確定防止傾倒之固定措施牢固。 Make sure that the fixing measures to prevent tipping are secure.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
嚴禁火源 / 易燃 / 易爆物質	嚴禁火源及清除可能置危險之設備、機械器具或容器。 Prohibit sources of ignition and the removal of potentially hazardous equipment, machinery or containers.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)

No ignition sources

/ Flammable /

Explosive substances Explosive substances	經常整理及清掃, 未堆置雜物或其他易燃/易爆之物品。 Frequently organized and cleaned, with no accumulation of debris or other flammable/explosive materials.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
盤點清查 Inventory	定期盤點、清查危險化學物品種類及數量, 避免長期存放。 Inventory and check the types and quantities of hazardous chemicals on a regular basis to avoid prolonged storage.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
應變器材 Contingency Equipment	依危險化學物品特性, 備置緊急應變物資、器材、設施、設備, 及個人防護設備。 Depending on the characteristics of hazardous chemicals, emergency response materials, equipment, facilities, equipment, and personal protective equipment should be prepared.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
場所管理檢查Venue Management Inspection		
環境條件 Environmental conditions	依危險化學物品特性, 妥善調控貯(儲)場所之溫度、溼度及壓力條件。 According to the characteristics of hazardous chemicals, the temperature, humidity and pressure conditions of the storage site should be properly regulated.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
	符合「職業安全衛生設施規則」第12章第4節採光及照明相關規定。 Comply with the Occupational Safety and Health Facilities Code, Chapter 12, Section 4, Lighting and Lighting.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
	符合「職業安全衛生設施規則」第12章第3節通風及換氣相關規定。 Comply with Occupational Safety and Health Facilities Regulations, Chapter 12, Section 3, Ventilation and Air Changes.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
洩漏檢查 Leak checking	確保與危險化學物品運作或貯(儲)存有關之管道、接頭、閥門等安全, 無鬆脫或腐蝕致有洩漏疑慮。 Ensure that piping, joints, valves, etc., related to the operation or storage of hazardous chemicals are safe and not loose or corroded to the point where leakage is suspected.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)
	定期清理集液設施或油水分離裝置, 無積存危險化學物品。 Regularly clean liquid collection facilities or oil separation devices to avoid accumulation of hazardous chemicals.	☐ 是(Yes) ☐ 否(NO), 改善計畫 (Improvement Plan): ☐ 其他(Others)

監測及警報系統 Monitoring and Alarm Systems	運作氣態危險化學物品，依規定設置偵測及警報器等監控設備。 For the operation of gaseous hazardous chemicals, monitoring and control equipment such as detectors and alarms shall be installed in accordance with regulations.	☐ 是(Yes) ☐ 否(NO), 改善計畫(Improvement Plan): ☐ 其他(Others)
	設置監測、通信和警報系統，並維持其有效運作與應備功能。 To install monitoring, communication and alarm systems and maintain their effective operation and preparedness functions.	☐ 是(Yes) ☐ 否(NO), 改善計畫(Improvement Plan): ☐ 其他(Others)
場所標示及人員管控 Labeling of premises and control of staff	標示或設置公告板，及管控進出人員。 Signs or bulletin boards, and control of entry and exit.	☐ 是(Yes) ☐ 否(NO), 改善計畫(Improvement Plan): ☐ 其他(Others)
其他事項 Others		
定期申報 Periodic Declaration	依規定提報危險化學物品之種類及數量。 Report the types and quantities of hazardous chemicals in accordance with the regulations.	☐ 是(Yes) ☐ 否(NO), 改善計畫(Improvement Plan): ☐ 其他(Others)
標示／安全資料表 Labeling/Safety data Sheet	依規定進行危險化學物品標示及備具安全資料表。 Labeling of hazardous chemicals and preparation of safety data sheets in accordance with regulations.	☐ 是(Yes) ☐ 否(NO), 改善計畫(Improvement Plan): ☐ 其他(Others)

檢查人員簽名(Signature of inspector):

自主檢查日期(Self-check date):