**（附表10）有機溶劑作業檢點紀錄表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 單位： | | | | 場所位置：( ) | | | | | | | | | | | | | | | | 檢查日期： 年 月 | | | | | | | | | | | | | | | |
| 檢點項目 | 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. 是否有直接接觸有機溶劑之現象。 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 是否有不適當之工作方法致使溶劑瀰漫。 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. （如果必要使用防毒口罩時）是否攜帶防毒口罩 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 是否隨手對溶劑容器加蓋 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 檢點本週有機溶劑消費量是否在規定（或原設計）範圍內 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 是否室內僅置放當天所需使用之溶劑 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 所有溶劑是否標示其種類及名稱 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 作業場所是否有置放安全資料表 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 作業場所是否有公告使用有機溶劑應注意事項 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. 作業人員是否正確戴用指定之帶安全眼鏡、口鼻呼吸防護具罩. |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 檢查人員簽章 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 備註 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 場所負責人： | | | | | | 單位主管： | | | | | | | | | | | | | | | 職業安全衛生管理單位： | | | | | | | | | | | | | | |

1. 依「有機溶劑中毒預防規則」第18條及「職業安全衛生管理辦法」第69條第1項辦理。
2. 檢查結果：正常打ˇ，異常打×，如無此項檢點項目請以”─”示之。
3. 表格保存三年。

4.每月檢查完後，請妥善留存或送影本一份至職業安全衛生管理單位或管理人員以供備查。