**切割機（砂輪機、磨床、研磨機）每日/作業前作業檢點**

系/所/中心：　　　　　　　　　　　　　實驗室編號/名稱：　　　　　　　　　　　　　　　　　　　　　檢查年份：　　 年　　 月

保存年限：3年

實驗室管理人(簽名)：　　　　　　　　　(簽名)　檢查人員(簽名)：　　　　　　　(簽名)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 項次 | 檢　　查　　項　　目 | 檢　點　日　期 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 作業開始前運轉一分鐘 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | 告知或標示操作者不得使用手套 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | 切割片（砂輪或研磨輪）更換後試運轉三分鐘 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | 護罩擋板是否完整。 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | 切割片（砂輪或研磨輪）有無破裂 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | 電動機是否正常運轉 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | 機台及馬達是否接地 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | 緊急停止裝置 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | 工作人員應配戴安全眼鏡 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 檢查人員簽章 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 改善措施： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1. 檢查結果正常請打( ✓ )，異常請打( X )，當日無作業請畫( / )；若有異常狀況請註明擬採取之改善措施。

2. 實施檢查後，如發現對操作人員有危害之虞時，應立即報告上級主管（系、所及中心主任、實驗場所管理人），發現有異常時，應立即檢修及採取必要措施。

3. 以上所列項目及內容僅供參考，各單位得視現場情況自行增減或修訂其項目。

4. 本自動檢查表請自行留存於實驗場所中，並保存三年，以便供勞檢單位備查。