

# Advanced intelligent real-time production demonstration factory Manage rules

In order to ensure the safety and maintenance of the factory, strengthen practical skills, and improve the effectiveness of internship and practical teaching, these rules are hereby formulated.

## General Provisions

1. The person in charge of the plant is responsible for the custody and management of equipment assets, and performs automatic inspections, related safety and health, and fills in relevant forms and records of work.
2. Keep the passages, safety doors, safety ladders and entrances and exits clean and unobstructed at all times in the premises; Fire and safety equipment can be used normally.
3. Smoking, eating, drinking and giggling are strictly prohibited in the factory, and the use of fireworks without permission is prohibited.
4. Food, beverages, etc. should not be placed in the storage area with chemicals.
5. Safety and health equipment and protective equipment that can handle hazards should be placed in obvious and accessible places.
6. Factory machinery and equipment shall be equipped with machinery and equipment that meet the protection standards set by the competent authorities of the Taiwan authorities for the use of workers and students.
7. Dangerous machinery and equipment (such as: overhead cranes, pressure vessels, high-pressure gas containers, etc.) shall not be used or used in excess of them without inspection. If it is not re-inspected and qualified during the specified period, it shall not be used continuously, and the user must have a qualified license before it can be operated.
8. If there are dangerous or harmful substances in the factory, its storage containers (any bags, bottles, boxes, tanks, tanks, reactors, storage tanks, pipelines) should be added according to the regulations. Labelled and provided with a material safety data sheet for each item, placed in a place that is easily accessible in the workplace.
9. The premises should be kept tidy; Chemicals, instruments and equipment shall be placed in an appropriate position in accordance with regulations, and environmental cleaning work shall be carried out regularly.
10. Comply with the warning signs and work rules in the factory.
11. We will never bring people from outside the school into the factory or engage in things unrelated to teaching and research.

## **Factory regulations**

- 1. During the internship period, you should wear a safety helmet, protective mask, appropriate work clothes and work shoes, and do not wear hand accessories and long hair.**
- 2. Before using machinery, equipment and chemicals, read the relevant manuals and familiarize yourself with safety matters to obtain operating qualifications (factory manager certified) and licensed before it can be used in accordance with standard operating methods.**
- 3. During the internship period, students should pay attention to safety at all times, and shall not turn on or enable the power at will without the permission of the classroom teacher (or manager). Machinery or equipment that is not part of the teaching practice.**
- 4. During the internship, you should wear personal necessary safety and health protective equipment as needed, and abide by the safe working methods of each operation, and non-operators are prohibited from entering dangerous areas (injection molding machine, robotic arm operation area).**
- 5. All dangerous and harmful raw materials, semi-finished products and wastes in the factory shall not be placed at will, shall be stored in the specified place, and shall not be moved without the permission of the person in charge of the factory.**
- 6. The operation of volatile chemicals should be strictly required to be carried out in a ventilated place.**
- 7. During the internship, ventilation and lighting equipment should be kept in normal operation.**
- 8. Machinery and equipment tools that must be equipped with safety and health protection devices shall not be arbitrarily disassembled or made ineffective, and when it is found that they are dismantled or ineffective, they should be immediately reported to the person in charge of the factory or the classroom teacher.**
- 9. Waste, semi-finished products and debris generated by the internship should be placed in designated places.**
- 10. When leaving the internship site, water, electricity, air compressors, doors and windows should be checked and closed, and the person in charge of the factory should check after the internship.**

## **Matters specified in the event of an abnormal situation**

- 1. When the machine and instrument are repaired when it fails, or when the machine and power equipment are abnormal, it should be stopped immediately, and a warning sign should be hung and locked at the electrical switch to check and repair to avoid accidents.**
- 2. If an occupational accident or unsafe situation is found, all injuries and accidents should be immediately reported to the personnel of the Environmental Safety Room (ext. 4056) and emergency response measures should be taken.**
- 3. When there is an imminent danger of harm to the factory or workplace, the person in charge of the factory or the teacher in charge shall immediately order the work to be stopped and the workers and students shall be evacuated to a safe place.**