外國人生活照顧服務計畫書裁量基準

**Discretionary Standards for Foreign Worker Life Care Service Plans**

一、勞動部（以下簡稱本部）為審查雇主申請聘僱或接續聘僱從事就業服務法第四十六條第一項第八款至第十款規定工作及第十一款規定中階技術工作之外國人，於法定期間內通知當地主管機關實施檢查時所檢附之「外國人生活照顧服務計畫書」，特訂定本裁量基準。

1. In order to review employer applications to hire or continue the employment of foreign workers engaged in work detailed in Subparagraphs 8 to 10 and intermediate skilled work detailed in Subparagraph 11, Paragraph 1, Article 46 of the Employment Service Act, the Ministry of Labor (hereinafter the Ministry) has drafted these discretionary standards for the “Foreign Worker Life Care Service Plan” that is part of inspections to be conducted by the local competent authority when notified within the statutory period.

二、雇主應依「雇主聘僱外國人許可及管理辦法」第三十三條及第四十七條規定，規劃外國人生活照顧服務計畫書，規定其事項及基準如下：

2. Employers are required to comply with the provisions of Article 33 and Article 47 of the “Regulations on the Permission and Administration of the Employment of Foreign Workers” and draft a Foreign Worker Life Care Service Plan with the following items and standards to be included:

（一）海洋漁撈工作（陸上居住）、機構看護工作、製造工作、營造工作、屠宰工作、外展製造工作、外展農務工作、多元陪伴照顧服務工作及中階技術之海洋漁撈工作(陸上居住)、機構看護工作、製造工作、營造工作、屠宰工作、外展農務工作部分

(1) Ocean fishing work (living on land), institutional care work, manufacturing work, construction work, slaughterhouse work, outreach manufacturing work, outreach agricultural work, diverse companionship care service work, and intermediate skilled ocean fishing work (living on land), institutional care work, manufacturing work, construction work, slaughterhouse work, outreach agricultural work.

(format as in Table 1):

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| 事項 | | 基準 |
| 壹、飲食 | 一、飲用水 | (一) 應充分供給飲用水，如須煮沸方能飲用時，應置備煮水設備，且須有外國人易懂之文字或標示，以資識別。  (二)不得設置共用杯具。  (三)非飲用水源（如工業用水、消防用水等），須有外國人易懂之文字或標示，以資識別。 |
| 二、餐廳、廚房（如設置應符合之標準） | 1. 餐廳、廚房應隔離，並應隨時清理，且應有充分照明、通風及防止蚊、蠅、蟑螂、老鼠等之設施。 2. 應備清潔衛生餐具及桌椅設施。 3. 經健康檢查不合格之外國人遣返前，其所使用之餐具應特別單獨處理，不得與其他外國人混合使用。 4. 餐廳、廚房及衛生、化糞處理設備間，應距離三十公尺以上。但衛生沖水式廁所不在此限。 5. 經常維持整潔，由專人巡檢，並作成紀錄。 |
| 三、伙食 | 1. 雇主免費提供外國人伙食者，應尊重外國人意願及宗教禁忌，確保伙食之衛生、足夠且等價。 2. 外國人自費由雇主提供伙食者，應尊重外國人意願及宗教禁忌，確保伙食之衛生、足夠且等價。外國人人數未滿三十人者，應斟酌外國人多數意見決定伙食樣式；在三十人以上者，應由雇主與外國人共組伙食委員會決定之，其中外國人不得少於伙食委員總人數三分之二。 |

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| Items | | Standards |
| 1. Food & drink | 1. Drinking water | (1) Sufficient drinking water must be provided and if it needs to be boiled before drinking the necessary equipment must also be made available, with written instructions or signs that can be easily understood by foreign workers.  (2) No sharing of cups.  (3) Non-drinking water sources (such as water used for industrial and fire- fighting purposes) must come with written instructions or signs that can be easily understood by foreign workers. |
| 2. Restaurant, kitchens (standards to be observed if set up) | (1) Restaurants and kitchens should be isolated and regularly cleaned, with adequate lighting, ventilation and measures taken to keep away mosquitoes, flies, cockroaches, and mice.  (2) Clean and hygienic cutlery, tables and chairs should be provided.  (3) Before the repatriation of foreign workers who fail a health-check-up, the cutlery they use should be handled separately and not be mixed with those used by other foreign workers.  (4) Restaurants and kitchens should be located a minimum of 30 meters from bathroom and sewage treatment facilities. However, this provision does not include flush toilets.  (5) Maintain cleanliness, employ designated inspectors and keep records. |

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| 3. Food | (1) Employers who provide foreign workers with food free of charge, should respect the preferences and religious taboos of those workers, and ensure the food is hygienic, sufficient and of equal quality.  (2) When foreign workers are required to pay for the food provided by employers, the latter should respect the preferences and religious taboos of those workers, and ensure the food is hygienic, sufficient and of equal quality. If there are fewer than 30 foreign workers, majority opinion should be taken into account when deciding on types of food. If there are 30 or more workers the employer and foreign workers should establish a food committee to make related decisions. Workers should constitute at least two thirds of the members of such a committee. |

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| 貳、住宿 | 一、宿舍通道 | 1. 宿舍區應設置寬敞暢通之通道，且不得堆積物品。 2. 通道及避難設施，均應以外國人易懂之文字標示，並標明緊急事故時之疏散方向。 |
| 二、宿舍不得設置之工作場所 | 1. 爆炸性物質、發火性物質、氧化性物質、引火性物質、可燃性氣體或大量易燃性物質之放置或儲存場所。 2. 使用窯、鍋爐之作業場所。 3. 發散安全衛生上有害氣體、蒸汽或粉塵之作業場所。 4. 產生強烈振動及噪音之機械設備附近場所。 |
| 三、居住面積 | 外國人之居住面積，指雇主提供外國人居住使用面積除以該使用面積範圍內之外國人人數，每人應在三點六平方公尺以上，每一外國人均應有其個人之床舖，並應提供衣物櫃(計入居住面積)。 |
| 四、宿舍應設置合乎規定之廁所、盥洗設備 | 1. 男廁所便坑數，以住宿男性外國人計算，每二十五人以內設置一個以上為原則；廁所便池數，以每十五人以內設置一個以上為原則。 2. 女廁所便坑數，以住宿女性外國人計算，每十五人以內設置一個以上為原則。 3. 浴室應設置合乎安全規定之冷、熱水供應設施。 4. 經常維持整潔，依性別妥為分界，並注重其隱私。 |
| 五、隔離措施 | (一)經衛生機關健康檢查有法定傳染病待遣返之外國人，應安排隔離措施。  (二)雇主及所聘僱外國人應遵守中央主管機關依中央流行疫情指揮中心指揮官指示或配合衛生機關依傳染病防治法防治傳染病之必要相關事項，實施應變處置或措施。 |
| 六、訂定外國人住宿管理規則 | 訂定外國人住宿管理規則，並以外國人易懂文字公告之。 |
| 七、保護外國人人身安全 | 雇主應負保護外國人人身安全之責，並依性侵害犯罪防治法及性騷擾防治法規定，妥善保護外國人隱私。外國人住宿地點確有設置監視設施之必要者，亦同。 |

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| 2. Accomm odation | 1. Dormitory passageways | (1) The dormitory area should have spacious passageways where piling items is strictly forbidden.  (2) Passageways and emergency evacuation measures should be marked with written signs foreign workers can easily understood and the evacuation route in the event of an emergency clearly indicated. |
| 2. Workplaces where dormitories cannot be established | (1) Areas where explosive, flammable, oxidizing, ignitable materials, combustible gasses or large quantities of flammable materials are placed or stored.  (2) Workplaces with kilns or boilers.  (3) Workplaces where gases, steam or dust harmful to human health are emitted.  (4) Places close to equipment which generates strong vibrations or noise. |

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| 3. Size of living area | The living area of a foreign worker is the size of the area provided by the employer for workers to live divided by the number of foreign workers using the area. Each individual should have more than 3.6 square meters of space, as well as a bed and a wardrobe (counted as part of the living area). |
| 4. Dormitories should include toiles and washing facilities that meet regulation standards | (1) The number of toilet bowls in a men’s restroom is calculated based on the number of male foreign workers in the accommodation. In principle there should be one (or more) for every 25 persons; In principle there should be one (or more) urinal for every 15 persons.  (2) The number of toilet bowls in a women’s restroom is calculated based on the number of female foreign workers in the accommodation. In principle there should be one (or more) for every 15 people.  (3) Bathrooms should provide hot and cold water in accordance with safety regulations.  (4) Facilities should be regularly cleaned and segregated based on gender, with a focus on privacy. |

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| 5. Isolation measures | (1) Foreign workers who, after a health check conducted by the health authorities, are found to have an infectious disease are required to be isolated in accordance with related measures.  (2) Employers and the foreign workers they hire are required to obey the instructions of the Central Competent Authority based on Central Epidemic Command Center rules, or cooperate with necessary related measures put in place by the health authorities to prevent the spread of infectious diseases in accordance with the Communicable Disease Control Act. |
| 6. Establish regulations for the management of foreign worker accommodation | Draft regulations for the management of foreign worker accommodation, and provide a written announcement in language workers can easily understand. |
| 7. Ensure the safety of foreign workers | Employers are responsible for ensuring the safety of foreign workers and protecting their privacy in accordance with the provisions of the Sexual Assault Crime Prevention Act and Sexual Harassment Prevention Act. This also applies when it is deemed necessary to install CCTV in places where foreign workers live. |

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| 參、管理 | 一、訂定外國人生活須知、環境介紹及設備使用說明 | 以外國人易懂文字訂定外國人生活須知（含環境介紹、設備使用說明及外語廣播電臺節目簡介等），在顯而易見之場所公告，且於外國人住宿前以其易懂語言說明之。 |
| 二、雇主或其委任之私立就業服務機構，應設置外國人生活照顧服務人員 | 1. 聘僱人數達十人以上未滿五十人者，至少設置一人。 2. 聘僱人數達五十人以上未滿一百人者，至少設置二人。 3. 聘僱人數達一百人以上者，至少設置三人；每增加聘僱一百人者，至少增置一人。 |
| 三、聘僱外國人中應配置具有雙語（即華語及該等外國人母國語）能力人員 | 1. 聘僱人數達三十人以上未滿一百人者，至少配置一人。 2. 聘僱人數達一百人以上未滿二百人者，至少配置二人。 3. 聘僱人數達二百人以上者，至少配置三人；每增加聘僱一百人者，至少增置一人。 |
| 四、辦理職前講習及法令宣導 | 辦理外國人「職前講習」，介紹下列規定及資訊：  (一)外國人應遵守之法令：  1、健康檢查及傳染病防治等衛生健康之法令。  2、菸害防制之法令。  3、動物保護之法令。  4、禁止酒後駕車之法令。  5、禁止交付或提供人頭帳戶（號）之法令。  6、其他勞動相關法令規定。  (二)我國風俗節慶資訊。 |
| 五、休閒設施及宗教信仰場所之設置 | 1. 聘僱外國人數達十人以上者，應提供適當休閒設施。 2. 聘僱外國人數達五十人以上者，應提供外國人宗教信仰場所或宗教信仰之資訊。 |
| 六、設置及公告申訴處理機制 | 1. 雇主應設置公告內部申訴機制，處理外國人管理、伙食及住宿問題，並專責處理。 2. 雇主應公告各直轄市、縣（市）政府諮詢服務中心及本部勞動力發展署機場諮詢服務站等申訴機制。 3. 雇主應公告一九五五勞工諮詢申訴專線（一九五五專線）資訊。 4. 雇主應公告警政署一一０全國報案專線（含性侵害及人身傷害）及一一三婦幼保護專線（含性侵害、性騷擾防治諮詢）。 |

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| 3.  Management | 1. Draft guidelines for foreign workers’ daily life, an environment introduction and instructions on how to use equipment | Draft guidelines for foreign workers’ daily life in easily understandable language (including an environment introduction, instructions on how to use equipment, and a brief introduction to foreign language radio programs etc.) to be placed in highly visible and accessible locations and explained in easy-to-understand language before the foreign workers are placed in the accommodation. |
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| 2. Employers or a private employment service agency commissioned by them should appoint personnel in charge of foreign worker life care services | (1) At least 1 person should be appointed if there are more than 10 and less than 50 employees.  (2) At least 2 persons should be appointed if there are more than 50 and less than 100 employees.  (3) At least 3 persons should be appointed if there are more than 100 employees. For each additional 100 employees, at least 1 extra person should be appointed. |
| 3. A certain number of the foreign workers employed should be bilingual (fluent in Chinese and the workers’ mother language) | (1) At least 1 person should be appointed if there are more than 30 and less than 100 employees.  (2) At least 2 persons should be appointed if there are more than 100 and less than 200 employees.  (3) At least 3 persons should be appointed if there are more than 200 employees. For each additional 100 employees, at least 1extra person should be appointed. |
| 4. Hold pre-job training and introduce laws in Taiwan | Organize pre-job training for foreign workers that introduces the following regulations and information  (1) Laws foreign workers are required to obey when in Taiwan  1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases.  2. Tobacco hazard prevention laws  3. Animal protection laws  4. Laws forbidding drunk driving  5. Laws forbidding handing over or providing dummy accounts  6. Other labor related laws  (2) Information on customs and  festivals in Taiwan. |
| 5. Establish leisure facilities and places of religious observance | (1) When hiring 10 or more foreign workers, employers are required to provide appropriate leisure facilities.  (2) When hiring 50 or more foreign workers, employers are required to provide a venue for religious observance or related information. |

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| 6. Establish and announce the introduction of complaint handling mechanisms | (1) Employers should establish an internal complaints mechanism to deal with foreign worker related management, food and accommodation issues.  (2) Employers are required to announce complaint mechanisms including Consultation Service Centers in Special Municipality and County (City) Governments, and Labor Development Agency Airport Consultation Service Stations.  (3) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline).  (4) Employers are required to announce the 110 National Police Agency Reporting Line (including sexual assault and personal injury), and the 113 Women and Children Protection Hotline (including sexual assault, sexual harassment prevention consultation). |

（二）海洋漁撈工作(船上居住)及中階技術之海洋漁撈工作(船上居住)部分（格式如附表二）:

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| 事項 | | 基準 |
| 壹、飲食 | 一、飲用水 | 1. 應充分供給飲用水，每人每日二千毫升以上，如須煮沸方能飲用時，應置備煮水設備，且須有外國人易懂之文字或標示，以資識別。 2. 不得設置共用杯具。 |
| 二、伙食 | 1. 應備清潔衛生餐具。 2. 雇主提供外國人伙食者，應尊重外國人意願及宗教禁忌，確保伙食之衛生、足夠且等價。 3. 依外國人人數配備適當之船用烹飪設施。 |
| 貳、住宿 | 一、船上居住 | 1. 位置儘可能考慮船舶之特性與需要，使外國人能獲致最大量之新鮮空氣及光線。 2. 須保障外國人安全，注重整潔及衛生，防止外國人暴露於有害健康水準或有危險之虞之環境中。 3. 臥室床鋪應符合下列規定：   1.每一外國人均應有其個人之床舖。但外國人無住宿於船上之必要者，不在此限。  2.床架及床板採用堅實、平滑、不易腐朽及潛藏昆蟲之材料為之。   1. 船上衛生設備應保持乾淨清潔。 |
| 二、臨時緊急安置 | 1. 各級政府依災害防救法相關規定實施災害應變措施，且漁船所在地之直轄市、縣(市)政府下達避難命令時，外國人應配合前往直轄市、縣(市)政府規劃之安置處所，或雇主準備之臨時安置處所。 2. 雇主準備之臨時安置處所，應有適當之休息空間及衛生設施，並準備足夠飲食。 |
| 三、隔離措施 | (一)經衛生機關健康檢查有法定傳染病待遣返之外國人，應安排隔離措施。  (二)雇主及所聘僱外國人應遵守中央主管機關依中央流行疫情指揮中心指揮官指示或配合衛生機關依傳染病防治法防治傳染病之必要相關事項，實施應變處置或措施。 |
| 四、緊急事故處置 | 為因應緊急事故發生時之處置，雇主應以外國人易懂文字或語言向外國人介紹船上環境、求救電話、救生設備放置地點及逃生路線等緊急應變措施。 |
| 參、  管理 | 一、保護外國人人身安全 | 1. 漁船上應配置符合船舶法及相關法令規定之救生及消防設備。 2. 雇主應負保護外國人人身安全之責，並依性侵害犯罪防治法及性騷擾防治法規定，妥善保護外國人隱私。 |
| 二、辦理職前講習及法令宣導 | 辦理外國人「職前講習」，介紹下列規定及資訊：  (一)外國人應遵守之法令：  1、健康檢查及傳染病防治等衛生健康之法令。  2、菸害防制之法令。  3、動物保護之法令。  4、禁止酒後駕車之法令。  5、禁止交付或提供人頭帳戶（號）之法令。  6、其他勞動相關法令規定。  (二)我國風俗節慶資訊。 |
| 三、公告申訴處理機制 | 1. 雇主應公告一九五五勞工諮詢申訴專線（一九五五專線）資訊。 2. 雇主應公告行政院海岸巡防署海上緊急救援電話一一八、警政署一一０全國報案專線及一一三婦幼保護專線（含性侵害、性騷擾防治諮詢）。 |

註：外國人從事海洋漁撈工作(船上居住)及中階技術海洋漁撈工作(船上居住)，而具備陸上住所或同時具備陸上住所及船上住所者，應同時檢查其陸上及船上之生活環境。

(2) Foreign workers engaged in ocean fishing work (living on board the vessel) and intermediate skilled ocean fishing work (living on board the vessel)

(format as in Table 2):

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| Items | | Standards |
| 1. Food and drink | 1. Drinking water | (1) Sufficient drinking water must be provided, with the standard set at more than 2,000ml per person per day. If the water needs to be boiled before it can be consumed related equipment must be made available, with instructions or signs that can be easily understood by foreign workers.  (2) No sharing of cups. |
| 2.Food | (1) Provide clean and sanitary cutlery.  (2) Employers who provide foreign crew members with food, should respect their preferences and religious taboos, and ensure the food is hygienic, sufficient and of equal quality.  (3) Provide suitable cooking facilities based on the number of foreign crew members. |
| 2. Accommodation | 1. Living on board the vessel | (1) Rest places should first take into consideration the needs and characteristics of the vessel as much as possible, so foreign crew members receive the maximum amount of fresh air and light.  (2) It is necessary to protect the  safety of foreign workers with a focus on cleanliness and hygiene to prevent them from being exposed to harmful standards or potentially dangerous environments.  (3) Beds should meet the following standards:  1. Each individual foreign crew member should have their own bed, though this does not include foreign workers who are not required to live on the vessel.  2. Bed frames and bed boards should be made of solid, smooth materials that do not easily corrode or hide insects.  (4) Bathroom facilities on board the vessel should be kept clean. |

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| 2. Temporary emergency placement | (1) In accordance with the relevant provisions of the Disaster Prevention and Protection Act, when governments at all levels implement disaster response measures and an evacuation order is issued by a special municipality or county (city) government in the area where the fishing vessel is located, foreign crew members should head to the placement location designated by the local authority or a temporary placement location provided by the employer.  (2) A temporary placement location provided by an employers should have adequate resting space, bathroom facilities as well as sufficient food and drink. |

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| 3. Isolation measures | (1) Foreign workers who, after a health check conducted by the health authorities, are found to have a notifiable infectious disease must be isolated in accordance with related measures.  (2) Employers and the foreign workers they hire are required to obey the instructions of the Central Competent Authority based on Central Epidemic Command Center rules, or cooperate with necessary related measures put in place by the health authorities to prevent the spread of infectious diseases in accordance with the Communicable Disease Control Act. |
| 4. Handling emergency situations | In dealing with emergency situations, employers should introduce emergency contingency measures, including the on-board environment, emergency phone, location of life saving equipment, and evacuation routes, in text or language foreign workers can easily understand. |
| 3. Management | 1. Protect the safety of foreign workers | (1) Fishing vessels should be equipped with lifesaving and firefighting equipment in compliance with provisions in the Law of Ships and related regulations.  (2) Employers are responsible for protecting the safety of foreign crew and their privacy in accordance with the provisions of the Sexual Assault Crime Prevention Act and Sexual Harassment Prevention Act. |

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| 2. Hold pre-job training and introduce laws in Taiwan | Organize “pre-job training” for foreign workers that introduces the following regulations and information:  (1) Laws foreign workers are required to obey when in Taiwan  1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases.  2. Tobacco hazard prevention laws  3. Animal protection laws  4. Laws forbidding drunk driving  5. Laws forbidding handing over or providing dummy accounts  6. Other labor related laws  (2) Information on customs and  festivals in Taiwan. |
| 3. Announce complaint handling mechanisms | (1) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline).  (2) Employers are required to announce the 118 Coast Guard Administration Marine Emergency Rescue Hotline, 110 National Police Agency Reporting Line, and the 113 Women and Children Protection Hotline (including sexual assault, sexual harassment prevention consultation). |

Note: When foreign crew members engaged in ocean fishing work (who live on board the vessel) and crew engaged in intermediate skilled ocean fishing work (who live on board the vessel) have land-based accommodation or both land-based and on-board accommodation, the living environments of both types of accommodation should be simultaneously inspected.

（三）家庭幫傭工作、家庭看護工作、農、林、牧或養殖漁業工作及中階技術之家庭看護工作、農業工作部分（格式如附表三）：

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| 事項 | | 基準 |
| 壹、飲食 | 一、飲用水 | 1. 應充分供給飲用水，如須煮沸方能飲用時，應置備煮水設備，且須有外國人易懂之文字或標示，以資識別。 2. 不得設置共用杯具。 |
| 二、伙食 | 1. 外國人自費由雇主提供伙食者，應確保伙食之衛生、足夠且等價。 2. 雇主免費提供外國人伙食者，應尊重外國人意願及宗教禁忌。 |
| 貳、住宿 | 一、居住 | (一)須保障外國人安全，注重整潔及衛生。  (二)私立就業服務機構受雇主委託辦理外國人生活照顧服務者，所提供外國人居住使用面積除以該使用面積範圍內之外國人人數，每人應在三點六平方公尺以上，每一外國人均應有其個人之床舖，並應提供衣物櫃(計入居住面積)。 |
| 二、隔離措施 | (一)經衛生機關健康檢查有法定傳染病待遣返之外國人，應安排隔離措施。  (二)雇主及所聘僱外國人應遵守中央主管機關依中央流行疫情指揮中心指揮官指示或配合衛生機關依傳染病防治法防治傳染病之必要相關事項，實施應變處置或措施。 |
| 三、緊急事故處置 | 為因應緊急事故發生時之處置，應以外國人易懂文字或語言說明求救電話、逃生路線等緊急應變措施。 |
| 參、管理 | 一、保護外國人人身安全 | 雇主應負保護外國人人身安全之責，並依性侵害犯罪防治法及性騷擾防治法規定，妥善保護外國人隱私。 |
| 二、法令宣導及風俗節慶介紹 | 雇主應介紹下列規定及資訊：  (一)外國人應遵守之法令：  1、健康檢查及傳染病防治等衛生健康之法令。  2、菸害防制之法令。  3、動物保護之法令。  4、禁止酒後駕車之法令。  5、禁止交付或提供人頭帳戶（號）之法令。  6、其他勞動相關法令規定。  (二)我國風俗節慶資訊。 |
| 三、公告申訴處理機制 | 1. 雇主應公告一九五五勞工諮詢申訴專線（一九五五專線）資訊。 2. 雇主應公告警政署一一０全國報案專線及一一三婦幼保護專線（含性侵害、性騷擾防治諮詢）。 |
| 四、保險 | 雇主聘僱外國人從事家庭幫傭工作、家庭看護工作或中階技術家庭看護工作，應依勞動契約規定為其辦理參加意外保險。 |

(3) Foreign workers engaged in live-in home help, live-in care work, agriculture, forestry, animal husbandry work or aquaculture fishing work and intermediate skilled live-in care work and agricultural work

(format as in Table 3):

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| Items | | Standards |
| 1. Food and drink | 1. Drinking water | (1) Sufficient drinking water must be provided and if it needs to be boiled before drinking the necessary equipment must also be made available, with written instructions or signs that can be easily understood by foreign workers.  (2) No sharing of cups. |
| 2. Food | (1) When foreign workers are required to pay for the food provided by employers, the latter should ensure the food is hygienic, sufficient and of equal quality.  (2) Employers who provide foreign crew members with food free of charge, should respect their preferences and religious taboos. |

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| 2. Accommodation | 1. Residence | (1) Employers are required to guarantee the safety of foreign workers, with a focus on a clean and hygienic environment.  (2) When a private employment services agency is commissioned to provide foreign worker life care services, the size of the area provided for workers to live in divided by the number of foreign workers using the area should be more than 3.6 square meters of space per individual, with a bed and a wardrobe (counted as part of the living area). |
| 2.Isolation measures | 1) Foreign workers who, after a health check conducted by the health authorities, are found to have a notifiable infectious disease must be isolated in accordance with related measures.  (2) Employers and the foreign workers they hire are required to obey the instructions of the Central Competent Authority based on Central Epidemic Command Center rules or cooperate with necessary related measures put in place by the health authorities to prevent the spread of infectious diseases in accordance with the Communicable Disease Control Act. |
| 3. Handling emergency situations | In dealing with emergency situations, employers should indicate the location of the emergency phone and evacuation routes in text or language foreign workers can easily understand. |
| 3. Management | 1. Protecting the safety of foreign workers | Employers are responsible for protecting the safety of foreign workers and their privacy in accordance with the provisions of the Sexual Assault Crime Prevention Act and Sexual Harassment Prevention Act. |
| 2. Introduction to laws, customs and festivals in Taiwan | Employers should introduce the following regulations and information to foreign workers:  (1) Laws foreign workers are required to obey when in Taiwan  1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases.  2. Tobacco hazard prevention laws  3. Animal protection laws  4. Laws forbidding drunk driving  5. Laws forbidding handing over or providing dummy accounts  6. Other labor related laws  (2) Information on customs and festivals in Taiwan. |

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| 3. Introduction of complaint handling mechanisms | (1) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline).  (2) Employers are required to announce the 110 National Police Agency Reporting Line and the 113 Women and Children Protection Hotline (including sexual assault, sexual harassment prevention consultation). |
|  | 4. Insurance | Employers who hire foreign workers to engage in live-in home help work, live-in care work or intermediate skilled live-in care work are required to take out accident insurance for them in accordance with the provisions of their individual labor contracts. |