附表一

Addendum 1

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| 外國人生活照顧服務計畫書（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、外展農務工作適用）Foreign Worker Life Care Service Plan (relating to 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 and outreach agricultural work) |
| ※事項及基準※Items and Standards | 雇主自評Employer self-assessment | 備註Remarks全文完 | 檢查結果Inspection result |
| 已符規定Compliant with regulations | ※計畫改善Planned improvement | 合格Compliant | 不合格NonCompliant |
| 壹、飲食：1) Food and drink |  |  |  |  |  |
| 一、飲用水之供應：1. Provision of drinking water |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| (二)不得設置共用杯具。(2) No sharing of cups. |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| 二、如設置餐廳、廚房，應合乎下列規定：2) Standards to be observed if a restaurant or kitchen is set up: |  |  |  |  |  |
| 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。

(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. |  |  |  |  |  |
| (二)應備清潔衛生餐具及桌椅設施。(2) Clean and hygienic cutlery, tables and chairs should be provided. |  |  |  |  |  |
| (三)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。(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. |  |  |  |  |  |
| (四)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。(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. |  |  |  |  |  |
| (五)經常維持整潔，由專人巡檢，並作成紀錄。(5) Maintain cleanliness, employ designated inspectors and keep records. |  |  |  |  |  |
| 三、伙食：3. Food: |  |  |  |  |  |
| (一)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。(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. |  |  |  |  |  |
| (二)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。(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. |  |  |  |  |  |
| 貳、住宿：2) Accommodation: |  |  |  |  |  |
| 一、宿舍通道：1. Dormitory passageways: |  |  |  |  |  |
| (一)宿舍區應設置寬敞暢通之通道，且不得堆積物品。(1) The dormitory area should have spacious passageways where piling items is strictly forbidden. |  |  |  |  |  |
| (二)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。(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. |  |  |  |  |  |
| 二、宿舍不得設置之工作場所：2. Workplaces where dormitories cannot be established: |  |  |  |  |  |
| (一)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。(1) Areas where explosive, flammable, oxidizing, ignitable materials, combustible gasses or large quantities of flammable materials are placed or stored. |  |  |  |  |  |
| (二)使用窯、鍋爐之作業場所。(2) Workplaces with kilns or boilers. |  |  |  |  |  |
| (三)發散安全衛生上有害氣體、蒸汽或粉塵之作業場所。(3) Workplaces where gases, steam or dust harmful to human health are emitted. |  |  |  |  |  |
| (四)產生強烈振動及噪音之機械設備附近場所。(4) Places close to equipment which generates strong vibrations or noise. |  |  |  |  |  |
| 三、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，並應提供衣物櫃(計入居住面積)。3. The living area of a foreign worker refers to 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 wardrobe (counted as part of the living area). |  |  |  |  |  |
| 四、宿舍應設置合乎規定之廁所、盥洗設備：4. Dormitories should include toilets and washing facilities that meet regulation standards: |  |  |  |  |  |
| (一)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。(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. |  |  |  |  |  |
| (二)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。(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. |  |  |  |  |  |
| (三)浴室應設置合乎安全規定之冷、熱水供應設施。(3) Bathrooms should provide hot and cold water in accordance with safety regulations. |  |  |  |  |  |
| (四)經常維持整潔，依性別妥為分界，並注重其隱私。(4) Facilities should be regularly cleaned and segregated based on gender, with a focus on privacy. |  |  |  |  |  |
| 五、隔離措施5. Isolation measures |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| 六、訂定外國人住宿管理規則，並以外國人易懂文字公告之。6. Establish regulations for the management of foreign worker accommodation and announce those rules in written language easily understood by the workers.  |  |  |  |  |  |
| 七、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。7. 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. |  |  |  |  |  |
| 參、管理：3. Management |  |  |  |  |  |
| 一、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。1. 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.) should be placed in highly visible and accessible locations and explained in easy-to-understand language before the foreign workers are placed in the accommodation. |  |  |  |  |  |
| 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，基準如下：(一)聘僱人數達十人以上未滿五十人者，至少設置一人。(二)聘僱人數達五十人以上未滿一百人者，至少設置二人。(三)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。2. Employers or a private employment service agency commissioned by them should appoint personnel in charge of foreign worker life care services based on the following standards:(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 additional person should be appointed. |  |  |  |  |  |
| 三、依以下規定於所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：(一)聘僱人數達三十人以上未滿一百人者，至少配置一人。(二)聘僱人數達一百人以上未滿二百人者，至少配置二人。(三)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。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 1 extra person should be appointed. |  |  |  |  |  |
| 四、辦理外國人「職前講習」，介紹下列規定及資訊：4. Hold pre-job training and introduce laws in Taiwan: |  |  |  |  |  |
| (一)外國人應遵守之法令：(1) Laws foreign workers are required to obey when in Taiwan: |  |  |  |  |  |
| 1、健康檢查及傳染病防治等衛生健康之法令。1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases. |  |  |  |  |  |
| 2、菸害防制之法令。2. Tobacco hazard prevention laws |  |  |  |  |  |
| 3、動物保護之法令。3. Animal protection laws |  |  |  |  |  |
| 4、禁止酒後駕車之法令。4. Laws forbidding drunk driving |  |  |  |  |  |
| 5、禁止交付或提供人頭帳戶（號）之法令。5. Laws forbidding handing over or providing dummy accounts |  |  |  |  |  |
| 6、 其他勞動相關法令規定。6. Other labor related laws |  |  |  |  |  |
| (二) 我國風俗節慶等資訊。(2) Information on customs and festivals in Taiwan. |  |  |  |  |  |
| 五、休閒設施及宗教信仰場所之設置：5. Establish leisure facilities and places of religious observance: |  |  |  |  |  |
| (一)聘僱外國人數達十人以上者，應提供適當休閒設施。(1) When hiring 10 or more foreign workers, employers are required to provide appropriate leisure facilities. |  |  |  |  |  |
| (二)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。(2) When hiring 50 or more foreign workers, employers are required to provide a venue for religious observance or related information. |  |  |  |  |  |
| 六、設置及公告申訴處理機制：6. Establish and announce the introduction of complaint handling mechanisms: |  |  |  |  |  |
| (一)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。(1) Employers should establish an internal complaints mechanism to deal with foreign worker related management, food and accommodation issues. |  |  |  |  |  |
| (二)雇主應公告外國人各直轄市、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。(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. |  |  |  |  |  |
| (三)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。(3) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline). |  |  |  |  |  |
| (四)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)。(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). |  |  |  |  |  |
| 七、雇主聲明事項[(一)至(五)應逐項勾選]：7. Employer declaration items 1-5 must all be checked: (一)廠住未分離：指外國人宿舍與廠房為上下樓層、同一樓層或相鄰(如緊鄰、設有連通道或緊鄰防火巷等)。 □是 □否(1) Factory and accommodation are not separate: this indicates that the foreign worker dormitory and factory are on different floors, the same floor or adjacent (with a connecting corridor or next to a fire escape alley)  □ Yes □ No (二)住宿地點位於危險性工作場所：(2) The accommodation is located in a hazardous workplace □甲類危險性工作場所：□ Category A hazardous work places: 1.從事石油產品之列解反應，以製造石化基本原料之工作場所。1. Workplaces that engage in petroleum product pyrolysis reactions to manufacture basic petroleum raw materials 2.製造、處置、使用危險物、有害物之數量達勞動檢查法施行細則附表一及附表二規定數量之工作場所。2. Workplaces where the quantity of hazardous substances or harmful materials produced, disposed of or used reaches the quantities specified in Addendum I and Addendum II of the Enforcement Rules of the Labor Inspection Act.□乙類危險性工作場所：□ Category B hazardous work places: 1.使用異氰酸甲酯、氯化氫、氨、甲醛、過氧化氫或啶，從事農藥原體合成之工作場所。1. Workplaces engaged in the synthesis of pesticide technical concentrate, using methyl isocyanate, hydrogen chloride, ammonia, formaldehyde, hydrogen peroxide, or pyridine. 2..利用氯酸鹽類、過氯酸鹽類、硝酸鹽類、硫、硫化物、磷化物、木炭粉、金屬粉末及其他原料製造爆竹煙火類物品之爆竹煙火工廠。2. Firecracker and fireworks factories that use chlorates, perchlorates, nitrates, sulfur, sulfides, phosphides, charcoal powder, metal powder, and other raw materials to manufacture firecrackers and fireworks. 3.從事以化學物質製造爆炸性物品之火藥類製造工作場所。3. Workplaces engaged in the manufacture of explosive materials using chemical substances, such as gunpowder manufacturing.□丙類危險性工作場所：蒸氣鍋爐之傳熱面積在五百平方公尺以上，或高壓氣體類壓力容器一日之冷凍能力在一百五十公噸以上或處理能力符合下列規定之ㄧ者：□Category C hazardous work places: Where there is a steam boiler with a heat transfer area of 500 square meters or more, or pressure vessels for high-pressure gases with a daily refrigeration capacity of 150 tons or more, or a processing capacity that meets one of the following regulations:　1.一千立方公尺以上之氧氣、有毒性及可燃性高壓氣體。1. 1,000 cubic meters or more of oxygen or toxic and flammable high-pressure gases 2.五千立方公尺以上之前款以外之高壓氣體。2, 5,000 cubic meters or more of high-pressure gases not mentioned in the previous item.□外國人住宿地點非位於甲、乙、丙類危險性工作場所。□Accommodation for foreign workers is not located in category A, B, or C hazardous workplaces. (三)已辦理建築物公共安全檢查申報：(3) The building has been subject to a public safety inspection declaration: □是□Yes □否 □No □免辦 □Not applicable □不確定□Uncertain (四)已辦理消防安全設備檢修申報或設置住宅用火災警報器(擇一勾選)：(4) A fire safety equipment inspection declaration has been completed or a residential fire alarm has been installed (check one)□1.住宿地點為集合住宅、住宅(原H-2類組建築物供特定人住宿之場所)任一住宅單位(戶)之任一樓層分間為六個以上使用單元（不含客廳及餐廳）或設置十個以上床位之居室者，應實施消防安全設備檢修申報。□1. If the accommodation location is a residential unit (or any floor of a residential unit in an H-2 category building for designated people) in a residential complex or residence, divided into six or more units (excluding living rooms and dining rooms), or has 10 or more beds in the room, a fire safety equipment inspection declaration is required.□是□Yes□否 □No□2.住宿地點非屬前開應依法辦理消防安全設備檢修申報之對象者，應設置住宅用火災警報器。□2. If the accommodation location is not subject to the legal fire safety equipment inspection declaration mentioned above, a residential fire alarm should be installed.□是□Yes □否 □No□(五)本外國人生活照顧服務計畫書所填寫資料及檢附文件等均屬實，如有虛偽，願負法律上之一切責任。並已知悉經地方主管機關訪查有不實勾選情事者，應依違反就業服務法(以下簡稱本法)第五條第二項第五款規定論處，相關處罰規定如下：(5) The information and attached documents provided in this Foreign Worker Care Service Plan are accurate. If any falsehoods are found, I take full legal responsibility. I am also aware that if an inspection by the local competent authority finds I falsely checked any item, I will be subject to penalties under Subparagraph 5, Paragraph 2, Article 5 of the Employment Service Act (hereinafter referred to as “the Act”). The related penalties are as follows: 1.依本法第六十五條規定裁處新臺幣三十萬元至一百五十萬元罰鍰。 2.依本法第七十二條規定廢止其招募許可及聘僱許可之一部或全部。 3.依本法第五十四條規定二年內不予核發招募許可（已核發者，得中止引進）、聘僱許可或展延聘僱許可。1. A fine of NT$300,000 to NT$1,500,000 can be imposed in accordance with the provisions of Article 65 of the Act.2. The recruitment permit and employment permit can be revoked in part or in total in accordance with the provisions of Article 72 of the Act.3. A recruitment permit (when a permit has already been issued the introduction of foreign workers can be suspended), employment permit or employment permit extension will not be issued for a period of two years, in accordance with the provisions of Article 54 of the Act. |
| ★註：雇主如委託他人代辦外國人住宿者，亦應符合本計畫書所列各項基準。Note: If an employer commissions a third party to handle accommodation for foreign workers, such work must be in full compliance with the standards detailed in this plan. |
| 備註：Remarks:1. 本計畫書依據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訂定。

1. This plan is established based on the provisions of Article 33 and Article 47 of the Regulations on the Permission and Administration of the Employment of Foreign Workers二、本計畫書所列項目，任何一項不合格者，除經地方主管機關認定屬情節輕微者，得先以書面通知限期改善外，將依違反本法第五十四條不予核發招募許可（已核發者，得中止引進）、聘僱許可或展延聘僱許可；依違反本法第五十七條規定，依本法第六十七條予以罰鍰，並依本法第七十二條規定廢止其招募許可及聘僱許可之一部或全部。2. If any item listed in this plan is found to be non-compliant, where the local competent authority deems the infraction to be minor the employer will be sent written notifications and given a deadline for improvements to be made. In more serious cases a recruitment permit (when a permit has already been issued the introduction of foreign workers can be suspended), employment permit or employment permit will not be issued, in accordance with Article 54 of the Act. Violations of Article 57 of the Employment Service Act will be fined in accordance with Article 67 of the Act, with the recruitment permit and employment permit revoked in part or in full, in accordance with Article 72 of the Act.三、雇主設置之外國人住宿地點，應符合建築及消防法規規定，倘經建築主管機關或消防主管機關檢查不合格，並限期停止使用者，本部將據以依違反本法相關規定，廢止雇主招募許可及聘僱許可之一部或全部。3. Accommodation for foreign workers provided by the employer must comply with building and fire safety regulations. If an inspection by the building or fire safety competent authorities finds the location to be non-compliant and its use is suspended for a fixed period of time, the ministry will revoke the employer’s recruitment permit and employment permit in part or total, in accordance with related provisions in the Act.四、外國人於工作場所內發生暴力衝突事件，雇主應隨即將發生事件緣由、時間、地點、人數、肇事者（或主事者）姓名及護照號碼等相關資料通報當地勞工主管機關及警察機關。4. In the event of a violent conflict involving foreign workers in the workplace, the employer must immediately report the details of the incident to the local labor authorities and the police, including the cause, time, location, number of people involved, as well as the name and passport No. of the perpetrator (or responsible party).外國人住宿地點Foreign worker accommodation location □ □□□ □□縣（市）市（區、鄉、鎮）路（街）巷弄 號 樓之County (City) City (District, Township, Town) Road (Street) Lane Alley No. Floor切結人簽章（請加蓋公司及負責人印鑑）：公司及負責人名稱：委任管理之私立就業服務機構（請加蓋機構及負責人印鑑，並隨附委任契約）：Signature and seal of the guarantor (affix the official seal of the company and responsible person):Name of company and responsible person:Private employment services agency commissioned to undertake management responsibilities (affix the official seal of the agency and responsible person, and attach the commissioning contract): | 總評:General assessment:□合格（不得有任何一項不合基準規定）□ Compliant (all items are in accordance with standard regulations)□不合格Non-compliant□不合格（限期改善未改善，移請勞動部認定處理）□ Non-compliant (if improvements are not made within a designated period, the case will be referred to the Ministry of Labor for a determination)雇主（或代表人）：（簽章）Employer (or representative): signature檢查員：（簽章）Inspector: signature檢查日期：Inspection date:年月日 |
| 填表說明Instructions for filling out the form | 一、本計畫書後附生活照顧服務人員或私立就業機構管理員名冊。※二、事項及基準欄所列項目未設者，請於備註欄說明，其有替代方式者亦請說明。※三、「計畫改善」指填表時尚不符規定或未實施，但外國人引進時即可改善或遵照實施者。四、雇主請填雇主自評（或備註）欄，並檢附本表一式二份，均經簽章切結後，一份與其他申請文件一併提出申請，另一份自行保存留供檢查使用。1. A list of life care service personnel or private employment service agency managers should be appended to this plan.※ 2. If any item is omitted from the “Items and Standards” column provide an explanation in the “Remarks” column. If there is an alternative solution, also provide an explanation.※ 3. “Planned Improvement” refers to items that do not meet the regulations or have not been implemented at the time the form is filled out, but can be improved or implemented when foreign workers are brought in.4. Employers should fill out the self-assessment (or remarks) column and attach two copies of this form, each signed and sealed. One copy should be submitted along with the other application documents, the other copy should be retained for inspection purposes. |  |

附表二

Addendum 2

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| 外國人生活照顧服務計畫書（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）適用）Foreign Worker Life Care Service Plan (relating to ocean fishing work (living on board the vessel) and intermediate skilled ocean fishing work (living on board the vessel)) |
| ※事項及基準※Items and Standards | 雇主自評Employer self-assessment | 備註Remarks全文完 | 檢查結果Inspection result |
| 已符規定Compliant with regulations | ※計畫改善Planned improvement | 合格Compliant | 不合格Noncompliant |
| 壹、飲食：1) Food and drink: |  |  |  |  |  |
| 一、飲用水之供應：1. Drinking water |  |  |  |  |  |
| (一)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。(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. |  |  |  |  |  |
| (二)不得設置共用杯具。(2) No sharing of cups. |  |  |  |  |  |
| 二、伙食：2.Food: |  |  |  |  |  |
| (一) 應備清潔衛生餐具。(1) Provide clean and sanitary cutlery. |  |  |  |  |  |
| (二)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。(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. |  |  |  |  |  |
| (三)依外國人人數配備適當之船用烹飪設施。(3) Provide suitable cooking facilities based on the number of foreign crew members. |  |  |  |  |  |
| 貳、住宿：2) Accommodation: |  |  |  |  |  |
| 一、船上居住：1. Living on board the vessel |  |  |  |  |  |
| (一)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。(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. |  |  |  |  |  |
| (二)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。(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. |  |  |  |  |  |
| (三)臥室床鋪應符合下列規定：(3) Beds should meet the following standards: |  |  |  |  |  |
| 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必要者，不在此限。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.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。2. Bed frames and bed boards should be made of solid, smooth materials that do not easily corrode or hide insects. |  |  |  |  |  |
| (四)船上衛生設備應保持乾淨清潔。(4) Bathroom facilities on board the vessel should be kept clean. |  |  |  |  |  |
| 二、臨時緊急安置：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，雇主應安置外國人：2. Temporary emergency placement: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, employers are required to make the following arrangements for foreign crew members: |  |  |  |  |  |
| (一)外國人配合前往直轄市、縣（市）政府規劃之安置處所。Foreign crew members should head to the placement location designated by the special municipality or county (city) government. |  |  |  |  |  |
| (二)由雇主準備臨時安置處所者，應於安置處所備有適當之休息空間及衛生設施，準備足夠飲食。(2) Temporary placement locations provided by an employers should have adequate resting space, bathroom facilities as well as sufficient food and drink. |  |  |  |  |  |
| 三、隔離措施：3. Isolation measures: |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| 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。4. Handling emergency situations:In dealing with emergency situations, employers should introduce emergency contingency measures, including the on-board environment, emergency phone, location of lifesaving equipment, and evacuation routes, in text or language foreign workers can easily understand. |  |  |  |  |  |
| 參、管理：3. Management: |  |  |  |  |  |
| 一、保護外國人人身安全：1. Protect the safety of foreign workers: |  |  |  |  |  |
| (一)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。 (1) Fishing vessels should be equipped with lifesaving and firefighting equipment in compliance with provisions in the Law of Ships and related regulations. |  |  |  |  |  |
| (二)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。(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. |  |  |  |  |  |
| 二、辦理外國人「職前講習」，介紹下列規定及資訊：2. Organize “pre-job training” for foreign workers that introduces the following regulations and information: |  |  |  |  |  |
| (一)外國人應遵守之法令：(1) Laws foreign workers are required to obey when in Taiwan |  |  |  |  |  |
| 1、健康檢查及傳染病防治等衛生健康之法令。1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases. |  |  |  |  |  |
| 2、菸害防制之法令。2. Tobacco hazard prevention laws |  |  |  |  |  |
| 3、動物保護之法令。3. Animal protection laws |  |  |  |  |  |
| 4、禁止酒後駕車之法令。4. Laws forbidding drunk driving |  |  |  |  |  |
| 5、禁止交付或提供人頭帳戶（號）之法令。5. Laws forbidding handing over or providing dummy accounts |  |  |  |  |  |
| 6、 其他勞動相關法令規定。6. Other labor related laws |  |  |  |  |  |
| (二) 我國風俗節慶等資訊。(2) Information on customs and festivals in Taiwan. |  |  |  |  |  |
| 三、公告申訴處理機制：3. Announce complaint handling mechanisms |  |  |  |  |  |
| (一)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。(1) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline). |  |  |  |  |  |
| (二)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)。(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). |  |  |  |  |  |
| 備註：Remarks:一、本計畫書依據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訂定。1. This plan is established based on the provisions of Article 33 and Article 47 of the Regulations on the Permission and Administration of the Employment of Foreign Workers二、本計畫書所列項目，任何一項不合格者，除經地方主管機關認定屬情節輕微者，得先以書面通知限期改善外，將依違反就業服務法（以下簡稱本法）第五十四條不予核發招募許可（已核發者，得中止引進）、聘僱許可或展延聘僱許可；依違反本法第五十七條規定，依本法第六十七條予以罰鍰，並依本法第七十二條規定廢止其招募許可及聘僱許可之一部或全部。2. If any item listed in this plan is found to be non-compliant, where the local competent authority deems the infraction to be minor the employer will be sent written notifications and a given a deadline for improvements to be made. In more serious cases, a recruitment permit (when a permit has already been issued the introduction of foreign workers can be suspended), employment permit or employment permit will not be issued, in accordance with Article 54 of the employment Service Act (hereinafter the Act). Violations of Article 57 of the Act will be fined in accordance with Article 67 of the Act, with the recruitment permit and employment permit revoked in part or in full, in accordance with Article 72 of the Act.三、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。3. 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.四、外國人於工作場所內發生暴力衝突事件，雇主應隨即將發生事件緣由、時間、地點、人數、肇事者（或主事者）姓名及護照號碼等相關資料通報當地勞工主管機關及警察機關。4. In the event of a violent conflict involving foreign workers in the workplace, the employer must immediately report the details of the incident to the local labor authorities and the police, including the cause, time, location, number of people involved, as well as the name and passport No. of the perpetrator (or responsible party).外國人住宿地點Foreign worker accommodation location□ □□□ □□縣（市）市（區、鄉、鎮）路（街）巷弄 號 樓之County (City) City (District, Township, Town) Road (Street) LaneAlley No. Floor切結人簽章（請加蓋公司及負責人印鑑）：公司及負責人名稱：委任管理之私立就業服務機構（請加蓋機構及負責人印鑑，並隨附委任契約）:Signature and seal of the guarantor (affix the official seal of the company and responsible person):Name of company and responsible person:Private employment services agency commissioned to undertake management responsibilities (affix the official seal of the agency and responsible person, and attach the commissioning contract): | 總評:General assessment:□合格（不得有任何一項不合基準規定）□ Compliant (all items are in accordance with standard regulations)□不合格Non-compliant□不合格（限期改善未改善，移請勞動部認定處理）□ Non-compliant (if improvements are not made within a designated period, the case will be referred to the Ministry of Labor for a determination)雇主（或代表人）：（簽章）Employer (or representative): signature檢查員：（簽章）Inspector: signature檢查日期：Inspection date:年月日 |
| 填表說明Instructions for filling out the form | ※一、事項及基準欄所列項目未設者，請於備註欄說明，其有替代方式者亦請說明。※二、「計畫改善」指填表時尚不符規定或未實施，但外國人引進時即可改善或遵照實施者。三、雇主請填雇主自評（或備註）欄，並檢附本表一式二份，均經簽章切結後，一份與其他申請文件一併提出申請，另一份自行保存留供檢查使用。※1. If any item is omitted from the “Items and Standards” column, provide an explanation in the “Remarks” column. If there is an alternative solution, also provide an explanation.※2. “Planned Improvement” refers to items that do not meet the regulations or have not been implemented at the time the form is filled out, but can be improved or implemented when foreign workers are brought in.3. Employers should fill out the self-assessment (or remarks) column and attach two copies of this form, each signed and sealed. One copy should be submitted along with the other application documents, the other copy should be retained for inspection purposes. |  |

附表三

Addendum 3

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| 外國人生活照顧服務計畫書（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、農業工作適用）Foreign Worker Life Care Service Plan (relating to 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) |
| ※事項及基準※Items and Standards | 雇主自評Employer self-assessment | 備註Remarks全文完 | 檢查結果Inspection result |
| 已符規定Compliant with regulations | ※計畫改善Planned improvement | 合格Compliant | 不合格Non-Compliant |
| 壹、飲食：1) Food and drink: |  |  |  |  |  |
| 一、飲用水之供應：1. Drinking water: |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| (二)不得設置共用杯具。(2) No sharing of cups. |  |  |  |  |  |
| 二、伙食：2. Food |  |  |  |  |  |
| (一)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。(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. |  |  |  |  |  |
| (二)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。(2) Employers who provide foreign crew members with food free of charge, should respect their preferences and religious taboos. |  |  |  |  |  |
| 貳、住宿：2. Accommodation: |  |  |  |  |  |
| 一、居住：1. Residence: |  |  |  |  |  |
|  (一)須保障外國人安全，注重整潔及衛生。(1) Employers are required to guarantee the safety of foreign workers, with a focus on a clean and hygienic environment. |  |  |  |  |  |
|  (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)。(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). |  |  |  |  |  |
| 二、隔離措施：2. Isolation measures: |  |  |  |  |  |
| (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。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. |  |  |  |  |  |
| (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。(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. |  |  |  |  |  |
| 三、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。3. 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. |  |  |  |  |  |
| 參、管理：3) Management |  |  |  |  |  |
| 1. 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。

1. 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. |  |  |  |  |  |
| 1. 雇主應介紹下列規定及資訊：

2. Employers should introduce the following regulations and information to foreign workers: |  |  |  |  |  |
| (一)外國人應遵守之法令：(1) Laws foreign workers are required to obey when in Taiwan: |  |  |  |  |  |
| 1、健康檢查及傳染病防治等衛生健康之法令。1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases. |  |  |  |  |  |
| 2、菸害防制之法令。2. Tobacco hazard prevention laws |  |  |  |  |  |
| 3、動物保護之法令。3. Animal protection laws |  |  |  |  |  |
| 4、禁止酒後駕車之法令。4. Laws forbidding drunk driving |  |  |  |  |  |
| 5、禁止交付或提供人頭帳戶（號）之法令。5. Laws forbidding handing over or providing dummy accounts |  |  |  |  |  |
| 6、其他勞動相關法令規定。6. Other labor related laws |  |  |  |  |  |
| (二)我國風俗節慶等資訊。(2) Information on customs and festivals in Taiwan. |  |  |  |  |  |
| 三、公告申訴處理機制：3. Introduction of complaint handling mechanisms: |  |  |  |  |  |
| (一)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。(1) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline). |  |  |  |  |  |
| (二)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)。(2) Employers are required to announce the 110 National Police Agency Reporting Line (including sexual assault and physical injury) and the 113 Women and Children Protection Hotline (including sexual assault, sexual harassment prevention consultation). |  |  |  |  |  |
| 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。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. |  |  |  |  |  |
| 備註：Remarks:一、本計畫書依據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訂定。1. This plan is established based on the provisions of Article 33 and Article 47 of the Regulations on the Permission and Administration of the Employment of Foreign Workers二、本計畫書所列項目，任何一項不合格者，除經地方主管機關認定屬情節輕微者，得先以書面通知限期改善外，將依違反就業服務法（以下簡稱本法）第五十四條不予核發招募許可（已核發者，得中止引進）、聘僱許可或展延聘僱許可；依違反本法第五十七條規定，依本法第六十七條予以罰鍰，並依本法第七十二條規定廢止其招募許可及聘僱許可之一部或全部。2. If any item listed in this plan is found to be non-compliant, where the local competent authority deems the infraction to be minor the employer will be sent written notifications and a given a deadline for improvements to be made. In more serious cases a recruitment permit (when a permit has already been issued the introduction of foreign workers can be suspended), employment permit or employment permit will not be issued, in accordance with Article 54 of the Employment Service Act (hereinafter the Act). Violations of Article 57 of the Act will be fined in accordance with Article 67 of the Act, with the recruitment permit and employment permit revoked in part or in full, in accordance with Article 72 of the Act.三、雇主設置之外國人住宿地點，應符合建築及消防法規規定，倘經建築主管機關或消防主管機關檢查不合格，並限期停止使用者，本部將據以依違反本法相關規定，廢止雇主招募許可及聘僱許可之一部或全部。3. Accommodation for foreign workers provided by the employer must comply with building and fire safety regulations. If an inspection by the building or fire safety competent authorities finds the location to be non-compliant and its use is suspended for a fixed period of time, the ministry will revoke the employer’s recruitment permit and employment permit in part or total, in accordance with related provisions in the Act.外國人住宿地點Foreign worker accommodation location□ □□□ □□縣（市）市（區、鄉、鎮）路（街）巷弄 號 樓之雇主簽章：County (City) City (District, Township, Town) Road (Street) LaneAlley No. FloorEmployer’s signature | 總評:General assessment:□合格（不得有任何一項不合基準規定）□ Compliant (all items are in accordance with standard regulations)□不合格（限期改善未改善，移請勞動部認定處理）□不合格Non-compliant□ Non-compliant (if improvements are not made within a designated period, the case will be referred to the Ministry of Labor for a determination)雇主（或代表人）：（簽章）Employer (or representative): signature檢查員：（簽章）Inspector: signature檢查日期：Inspection date:年月日 |
| 填表說明Instructions for filling out the form | ※一、事項及基準欄所列項目未設者，請於備註欄說明，其有替代方式者亦請說明。※二、「計畫改善」指填表時尚不符規定或未實施，但外國人引進時即可改善或遵照實施者。三、雇主請填雇主自評（或備註）欄，並檢附本表一式二份，均經簽章切結後，一份與其他申請文件一併提出申請，另一份自行保存留供檢查使用。※ 1. If any item is omitted from the “Items and Standards” column, provide an explanation in the “Remarks” column. If there is an alternative solution, also provide an explanation.※ 2. “Planned Improvement” refers to items that do not meet the regulations or have not been implemented at the time the form is filled out, but can be improved or implemented when foreign workers are brought in.3. Employers should fill out the self-assessment (or remarks) column and attach two copies of this form, each signed and sealed. One copy should be submitted along with the other application documents, the other copy should be retained for inspection purposes. |  |