

## Safety Declaration for Off-Campus Internships

- I. General Safety Requirements
  - A. Do not run and play in the workplace of internship.
  - B. Accidents shall be immediately reported to the internship teacher-counselor of the department/institute or the supervisor of the internship provider. Do not take actions solely on the basis of your judgment.
  - C. Familiarize yourself with the evacuation routes and the positions of emergency escape equipment in the workplace.
  - D. Familiarize yourself with the positions of fire equipment.
  - E. Familiarize yourself with the position of the aid kit in the workplace.
  - F. Stay away from the storage area of fuel and combustibles, and do not generate any spark near the area.
  - G. Keep the floor of the workplace dry, and clean any grease or water found on the floor immediately.
  - H. Do not eat or drink in the workplace.
  
- II. Dress code and Safety Protection
  - A. Dress neatly during internship.
  - B. Wear safety clothing, safety glasses, or other protectors according to safety and protection requirements when operating machines and equipment.
  
- III. Requirements on Machine Operation and Equipment Safety
  - A. Do not operate machines or equipment without the permission of the counselor or supervisor of the internship provider.
  - B. Know the operation methods, procedures, and safety and protection particulars before operating machines and equipment.
  - C. Check the appearance of machines and relevant safety and protection equipment before operating and using them. Should any obvious malfunction occurs, stop the operation and report the malfunction immediately to the counselor or supervisor of the internship provider.
  - D. Be attentive when operating machines and equipment. Do not talk or chat with others during operation.
  - E. Turn off the power of machines or equipment after use. Do not leave before machines or equipment stop completely.
  
- IV. Requirements on the Safety of Using Electric Equipment
  - A. Never place food, drink, or objects on wires and electric equipment.
  - B. Keep the inside and the outside of circuit wiring boards clean and dry. Never operate the internal switches without the instruction of the counselor or supervisor of the internship provider.

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### Declaration to the National Taipei University of Technology

I, \_\_\_\_\_, as a student in the \_\_\_ class of the \_\_\_ year of studies at the Department/Graduate Institute of \_\_\_\_\_, have completely understood the aforementioned work regulations on health and safety, and hereby declare my consent to complying with all the regulations to prevent any accidents from happening. In case of violating the regulations or vandalism, I shall be liable to the damages thus incurred and to the punishment as specified in the University regulations.

Student signature: \_\_\_\_\_

\* The purpose of this declaration is to remind and protect students of their safety.