

ENSH STANDARDS 全球無菸健康照護服務網絡認證 標準	ENSH AUDIT QUESTIONNAIRE 全球無菸健康照護服務網絡認證 自我檢核表
<p>Standard 1 Commitment : The healthcare organisation engages decision-makers, appoints a tobacco free policy working group and is committed to rejecting all tobacco industry sponsorship</p> <p>標準 1 : 承諾 健康照護機構應使其決策者參與，成立無菸政策工作小組，並承諾拒絕一切菸商之贊助或委託。</p>	<p>Commitment ENSH Self Audit Questions</p> <p>承諾 ENSH 自我檢核題項</p>
<p>1.1 The healthcare organisation publicly adopts and demonstrates commitment to a policy towards the implementation of the ENSH Standards. 1.1 健康照護機構公開採納 ENSH 標準並展現實踐該標準的政策承諾。</p> <p>1.2 The healthcare organization's tobacco-free policy prohibits the acceptance of any sponsorship or funding from the tobacco industry. 1.2 健康照護機構的無菸政策包括禁止接受任何來自菸商的贊助或經費。</p> <p>1.3 The healthcare organisation establishes a working group or committee to develop and support the implementation and monitoring of the tobacco free policy. 1.3 成立一工作小組或委員會，以發展及支持無菸政策的實施與監測。</p>	<p><i>1.1 The healthcare organisation documents specify commitment to a policy towards the implementation of the ENSH Standards</i> 1.1 健康照護機構公開採納 ENSH 標準並展現實踐該標準的政策承諾。</p> <p><i>1.2 The healthcare organisation does not accept any sponsorship from the tobacco industry.</i> 1.2 健康照護機構的無菸政策包括禁止接受任何來自菸商的贊助或經費。</p> <p><i>1.3 A policy working group or committee is designated to coordinate the development, implementation and monitoring of the tobacco free policy.</i> 1.3 成立一工作小組或委員會，以發展及支持無菸政策的實施與監測。</p>

<p>1.4 A senior manager is appointed to oversee and take responsibility for the tobacco free policy and lead the working group/ committee.</p> <p>1.4 指派一位高階主管擔任工作小組或委員會之召集人，監督並負責無菸政策。</p> <p>1.5 The healthcare organisation's operational plan or contract identifies actions and allocates financial and human resources for the communication, implementation and monitoring of the policy.</p> <p>1.5 在該機構之營運計畫或合約中，有載明相關的行動並配置經費與人力，以進行政策之溝通、實施與監測。</p> <p>1.6 Divisional managers and supervisors have responsibility for policy implementation, compliance and provide instruction for all staff on their role in the implementation and monitoring of the policy.</p> <p>1.6 各部門之主管與監督者有落實及遵守政策之責，並應指導所有員工扮演其在政策實施與監測之角色。</p>	<p>1.4 <i>A senior manager has responsibility for the actions of the policy working group or committee.</i></p> <p>1.4 指派一位高階主管擔任工作小組或委員會之召集人，監督並負責無菸政策。</p> <p>1.5 <i>Financial and human resources are allocated in the healthcare organisation's operational plan and/or contract to implement and monitor the tobacco-free policy</i></p> <p>1.5 在該機構之營運計畫或合約中，有載明相關的行動並配置經費與人力，以進行政策之溝通、實施與監測。</p> <p>1.6 <i>All staff understand their responsibility to take action in the implementation and management of the tobacco-free policy.</i></p> <p>1.6 所有員工了解他們的責任，採取行動去執行及管理無菸政策。</p>
<p>Standard 2. Communication</p> <p>The healthcare organisation has a strategy and implementation plan for the tobacco free policy and informs all personnel, patients/ residents and the community.</p> <p>標準 2：溝通</p> <p>健康照護機構有一無菸政策的策略與實施計畫，並告知所有員工、病人及社區。</p>	<p>Communication</p> <p>ENSH Self Audit Questions</p> <p>溝通</p> <p>ENSH 自我檢核題項</p>

<p>2.1 The working group/committee is responsible for clearly defining systems of communication using a variety of specifically designed media to inform all personnel, patients/residents and the community of the organisation's tobacco-free policy and cessation support system.</p> <p>2.1 工作小組或委員會必須清楚界定溝通的系統，指出將透過哪些特別設計的媒介，使所有員工、病人及社區周知該機構的無菸政策與戒菸支持系統。</p> <p>2.1.1 Personnel communication systems should flow from senior management, to middle management / service heads and to all staff (i.e. Policy briefings, written notices and induction / orientation procedures).</p> <p>2.1.1 員工溝通系統的方向應是從高階主管到中階主管到所有員工（例如：透過政策佈達、書面通知、到職程序或新進人員介紹）。</p> <p>2.1.2. Contract agencies and outsourced services are required to endorse the healthcare organisation's tobacco free policy and inform their personnel of the policy.</p> <p>2.1.2 對於合約廠商或外包服務，亦要求其配合機構的無菸政策並使其員工周知。</p> <p>2.2 Patients/residents notification systems prior to admission or attendance at the healthcare organisation (including handbooks for guidance) should inform that the healthcare organisation operates "a strictly tobacco free policy that supports a tobacco-free environment" and offers tobacco cessation support.</p> <p>2.2 對於病人，應在入院前告知：本機構採行嚴格的無菸政策並提供戒菸支持。</p>	<p><i>2.1 All healthcare personnel (including teachers, students and transient staff) are informed of the organisation's tobacco-free policy.</i></p> <p>2.1 員工溝通系統的方向應是從高階主管到中階主管到所有員工（例如：透過政策佈達、書面通知、到職程序或新進人員介紹）。所有健康照護人員(包括教師、學生及短期工作人員)要被通知該組織的無菸政策。</p> <p><i>2.2 All contract and outsourced employees working within or in direct contact with the healthcare organisation are informed of the tobacco-free policy.</i></p> <p>2.2 對於合約廠商或外包服務，亦要求其配合機構的無菸政策並使其員工周知。</p> <p><i>2.3 All patients/residents (in and out-patients) are informed of the healthcare organisation's tobacco-free policy</i></p> <p>2.3 對於病人（包括門診、住院），應在入院前告知：本機構採行嚴格的無菸政策並提供戒菸支持。</p>
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<p>2.3 Community services are used to inform people that the healthcare organisation operates a comprehensive tobacco-free policy and offers tobacco cessation support.</p> <p>2.3 透過社區服務，告知民眾本機構採行嚴格的無菸政策並提供戒菸支持。</p>	<p>2.4 <i>Public is informed of the healthcare organisation's tobacco-free policy</i></p> <p>2.4 健康照護機構應公開告知醫院的無菸政策。</p>
<p>Standard 3. Education Training</p> <p>The healthcare organisation sets up a training plan to instruct all personnel on how best to approach tobacco users and support tobacco cessation.</p> <p>標準 3：教育訓練</p> <p>健康照護機構有一套訓練計畫，以指導所有員工如何以最佳方法接觸吸菸者及支持戒菸。</p>	<p>Education & Training ENSH Self Audit Questions</p> <p>教育訓練 ENSH 自我檢核題項</p>
<p>3.1 The organization ensures that all personnel receive instruction or briefings on the policy so that all personnel know how to approach tobacco users to inform them of the organisations tobacco-free policy.</p> <p>3.1 機構確認所有員工都有獲得關於政策的指導或說明，知道如何向吸菸者告知機構的無菸政策。</p> <p>3.2 Policy briefings/instruction is mandatory for managers and clinical personnel.</p> <p>3.2 主管與臨床人員一律須接受政策指導或說明。</p>	<p>3.1 <i>Policy briefing/instruction is provided for all personnel on how to approach tobacco users and inform them of the organisation's tobacco free policy.</i></p> <p>3.1 機構確認所有員工都有獲得關於政策的指導或說明，知道如何向吸菸者告知機構的無菸政策。</p> <p>3.2 <i>Managers and clinical personnel are provided with mandatory policy briefings/ instruction</i></p> <p>3.2 主管與臨床人員一律須接受政策指導或說明。</p>

<p>3.3 Brief intervention training is available and offered to all personnel. 3.3 提供所有員工有關戒菸簡短介入的訓練。</p> <p>3.4. Key clinical personnel are trained in motivational and tobacco cessation techniques. 3.4 提供相關臨床人員有關動機增強與戒菸技巧的訓練。</p>	<p><i>3.3 Brief intervention training is offered and available to all personnel.</i> 3.3 提供所有員工有關戒菸簡短介入的訓練。</p> <p><i>3.4. Key clinical personnel are trained in motivational and tobacco cessation techniques</i> 3.4 提供相關臨床人員有關動機增強與戒菸技巧的訓練。</p>
<p>Standard 4. Identification & Cessation Support The healthcare organisation identifies tobacco users and provides cessation support facilities and ensures continuity of support for patients/residents after discharge</p> <p>標準 4：吸菸辨識與戒菸支持 機構能辨識吸菸者及提供戒菸支持設施，並確保出院後的持續支持。</p>	<p>Identification & Cessation Support ENSH Self Audit Questions</p> <p>吸菸辨識與戒菸支持 ENSH 自我檢核題項</p>
<p>4.1 The healthcare organisation has a systematic procedure in place to identify and document the tobacco addiction status of patients/residents in order that appropriate help, support and treatment are offered. 4.1 機構有一套系統性的程序，能辨識及記錄病人的吸菸狀態（包括被動吸菸），以便提供適當的協助、支持與治療。</p> <p>4.2 The healthcare organisation's systematic procedure also includes the identification and recording of those patients/residents at risk from passive smoking (according to national definition including babies/children) in order that appropriate help and support is offered. 4.2 此套程序包括辨識及記錄有被動吸菸風險的病人（包括胎兒及兒童），以便提供適當的協助與支持。</p>	<p><i>4.1A systematic procedure is in place to identify and document the tobacco status of all patients/residents.</i> 4.1 機構有一套系統性的程序，能辨識及記錄所有病人的吸菸狀態（包括被動吸菸），以便提供適當的協助、支持與治療。</p> <p><i>4.2The systematic procedure includes and records the passive smoking status (according to national definition) of all patients/residents (including babies and children).</i> 4.2 此套程序包括辨識及記錄有被動吸菸風險的病人（包括胎兒及兒童），以便提供適當的協助與支持。</p>

<p>4.3 The healthcare organisation has a tobacco cessation service or direct access to a cessation service for the purpose of helping users to quit.</p> <p>4.3 機構有戒菸服務，或有使用戒菸服務的直接管道，可幫助病人戒菸（包括住院與門診病人）。</p> <p>4.4 The healthcare organisation uses researched best practice tobacco cessation and motivational techniques in the care plan of all that use tobacco.</p> <p>4.4 在所有吸菸者的照護計畫中，使用具最佳實證的戒菸方法與動機增強技巧。</p> <p>4.5 The healthcare organisation considers pharmacological therapy as an integral part of a researched best practice tobacco cessations service offered to all that use tobacco.</p> <p>4.5 將藥物治療納為戒菸服務中不可或缺的一環。</p> <p>4.6 The healthcare organisation has specific human and financial resources allocated for the implementation of a tobacco cessation service.</p> <p>4.6 配置特定人力與經費以落實戒菸服務。</p> <p>4.7 The healthcare organisation's tobacco cessation service or that used by the organisation has a systematic referral and monitoring system in place so that all users are followed up at one year.</p> <p>4.7 機構的戒菸服務或其所使用的戒菸服務，有系統性的轉介與監測系統，使所有吸菸者在一年時能獲得追蹤。</p>	<p><i>4.3 A tobacco cessation service or direct access to cessation service is available for patients/residents (in-patients and out-patients).</i></p> <p>4.3 機構有戒菸服務，或有使用戒菸服務的直接管道，可幫助病人戒菸（包括住院與門診病人）。</p> <p><i>4.4 Interventions to motivate tobacco users to quit during the healthcare stay are documented in the patients/residents care plans.</i></p> <p>4.4 在所有吸菸者的照護計畫中，使用具最佳實證的戒菸方法與動機增強技巧。</p> <p><i>4.5 NRT/Pharmacological therapy is available within the organisation.</i></p> <p>4.5 將藥物治療納為戒菸服務中不可或缺的一環。</p> <p><i>4.6 Specific resources are allocated for cessation support activities within the organisation.</i></p> <p>4.6 配置特定人力與經費以落實戒菸服務。</p> <p><i>4.7 The cessation service provided by or accessed by the healthcare organisation, has in place a systematic one year follow-up procedure.</i></p> <p>4.7 機構的戒菸服務或其所使用的戒菸服務，有系統性的轉介與監測系統，使所有吸菸者在一年時能獲得追蹤。</p>
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<p>4.8 Information on tobacco and tobacco cessation methods are widely available for staff, patients/residents and communiton.</p> <p>4.8 將菸害與戒菸方法的資訊，廣泛提供給員工、病人與社區。</p>	<p><i>4.8 Information on tobacco and tobacco cessation methods are widely available in the organisation.</i></p> <p>4.8 將菸害與戒菸方法的資訊，廣泛提供給員工、病人與社區。</p>
<p>Standard 5. Tobacco Control The healthcare organisation has developed and is maintaining a tobacco free campus (grounds).</p> <p>標準 5：菸害管制 整個機構已發展為無菸園區（包括室外空間），並持續維持中。</p>	<p>Tobacco Control</p> <p>ENSH Self Audit Questions</p> <p>菸害管制</p> <p>ENSH 自我檢核題項</p>
<p>5.1 The healthcare organisation has implemented and can demonstrate that a completely tobacco free campus (grounds) is maintained.</p> <p>5.1 機構已實現並持續維護為一個完全無菸的園區（包括室外空間）。</p> <p>5.2 Tobacco use is prohibited in all work, treatment areas, common areas and facilities used by personnel and visitors in the healthcare organisation.</p> <p>5.2 供員工與訪客使用的所有工作區域、治療區域、共同空間與設施，一律禁止吸菸。</p> <p>5.3 Tobacco is prohibited in all work, treatment areas, common areas and facilities used by patients/ residents in the healthcare organisation, including transport used by patients/ residents</p> <p>5.3 供病人使用的所有工作區域、治療區域、共同空間與設施，包括運輸工具，一律禁止吸菸。</p> <p>5.4 Tobacco use is prohibited on all terraces, balconies and transport owned and operated by the healthcare organization</p>	<p><i>5.1 The campus (grounds) and property owned by the healthcare organisation are completely tobacco-free</i></p> <p>5.1 機構已實現並持續維護為一個完全無菸的園區（包括室外空間）。</p> <p><i>5.2 All facilities used by personnel and visitors are tobacco free including all eating, work and common areas.</i></p> <p>5.2 供員工與訪客使用的所有飲食區域、工作區域、治療區域、共同空間與設施，一律禁止吸菸。</p> <p><i>5.3 All facilities used by patients/residents are tobacco-free including all treatment, eating and common areas.</i></p> <p>5.3 供病人使用的所有工作區域、治療區域、飲食區域、共同空間與設施，包括運輸工具，一律禁止吸菸。</p> <p><i>5.4 All transport, terrace and balconies operated and owned by the healthcare organisation are completely tobacco free</i></p>

<p>5.4 機構擁有或使用的所有屋頂陽台、露台與運輸工具，一律禁止吸菸。</p> <p>5.5 If exceptions are made tobacco use is only permitted in a designated area, which is completely separate from tobacco free areas and away from entrances and reception areas.</p> <p>5.5 如有例外，僅允許在一與無菸區域完全區隔並遠離入口與接待區的特定區域吸菸。</p>	<p>5.4 機構擁有或使用的所有屋頂陽台、露台與運輸工具，一律禁止吸菸。</p> <p>5.5 <i>If tobacco use takes place it is completely away and separate from designated tobacco free areas, windows and entrances.</i></p> <p>5.5 如有例外，僅允許在一與無菸區域完全區隔並遠離入口與接待區的特定區域吸菸。</p>
<p>Standard 6. Environment</p> <p>The healthcare organization displays clear tobacco free signage (where relevant) and bans all incentives to smoke (i.e. no advertising, no ashtrays, and no tobacco sales).</p> <p>標準 6：環境</p> <p>在適當位置張貼清楚的禁菸標示並禁止一切吸菸的誘因（亦即不得廣告、放置菸灰缸或販售菸品）。</p>	<p>Environment</p> <p>ENSH Self Audit Questions</p> <p>環境</p> <p>ENSH 自我檢核題項</p>
<p>6.1 The healthcare organization has explanatory signs displayed that indicate the organization tobacco free policy.</p> <p>6.1 有張貼解說標誌，表明機構的無菸立場。</p> <p>6.2 The healthcare organization, where smoking areas are still deemed necessary, designates them clearly and only permits ashtrays in these areas.</p> <p>6.2 若機構需要有吸菸區域，應加以清楚界定並僅允許在此區域有菸灰缸。</p>	<p>6.1 <i>Signage indicating the tobacco free policy is visible to personnel, patient/residents and visitors.</i></p> <p>6.1 有張貼解說標誌，表明機構的無菸立場。</p> <p>6.2 <i>Smoking areas are not allowed, but if some still remain ashtrays are only found in these clearly indicated areas.</i></p> <p>6.2 吸菸區是不被允許的，但是若機構需要有吸菸區域，應加以清楚界定並僅允許在此區域有菸灰缸。</p>

<p>6.3 The Organization is responsible and has procedures in place to ensure that:</p> <p>6.3 機構有責任與程序以確保：</p> <p>6.3.1 Personnel are never exposed to passive smoking and incidents of staff exposure is recorded. 6.3.1 員工絕不會暴露到被動吸菸，且若有此情況會加以記錄。</p> <p>6.3.2 Patients/residents are never exposed to tobacco use or passive smoking. Incidents of patient exposure are recorded. 6.3.2 病人絕不會暴露到被動吸菸，且若有此情況會加以記錄。</p> <p>6.3.3 Visitors are never exposed to passive smoking incidents of visitor exposure are recorded 6.3.3 訪客絕不會暴露到被動吸菸，且若有此情況會加以記錄。</p> <p>6.4 The Organization has a policy against the sale, distribution and advertising of tobacco products anywhere wit. 6.4 機構有一政策，禁止在機構內任何地方有菸品的販售、提供或廣告。</p>	<p><i>6.3.1 Staff are never exposed to passive smoking.</i> 6.3.1 員工絕不會暴露到被動吸菸，且若有此情況會加以記錄。</p> <p><i>6.3.2 Patients/residents are never exposed to tobacco use or passive smoking.</i> 6.3.2 病人絕不會暴露到被動吸菸，且若有此情況會加以記錄。</p> <p><i>6.3.3 Visitors are never exposed to passive smoking</i> 6.3.3 訪客絕不會暴露到被動吸菸，且若有此情況會加以記錄。</p> <p><i>6.4 Tobacco is not sold or available anywhere within the healthcare organisation.</i> 6.4 機構有一政策，禁止在機構內任何地方有菸品的販售、提供或廣告。</p>
<p>Standard 7. Healthy Workplace The healthcare organization has personnel management policies and support systems in place to protect and promote the health of all personnel that work in the organization</p> <p>標準 7：健康職場 有員工管理政策與支持系統，以保護及增進所有在機構工作人員的健康。</p>	<p>Healthy Workplace ENSH Self Audit Questions</p> <p>健康職場 ENSH 自我檢核題項</p>
<p>7.1 The healthcare organisation has a personnel management policy that requires employees to support and give commitment to the</p>	

<p>organisational tobacco-free environment and culture within organisation.</p> <p>7.1 機構有一員工管理政策，要求員工對機構的無菸環境與文化給予支持及許諾。</p> <p>7.1.1 Personnel are made aware of the healthcare organisations' tobacco- free policy and its implications prior to recruitment. 7.1.1 在招募員工時即使其知道機構的無菸政策及其連帶意涵。</p> <p>7.1.2 Personnel employment contracts (including subcontracts and contracts with other agencies that work within the healthcare organisation) require commitment by staff to the organizational tobacco-free environment and culture. 7.1.2 在員工僱用合約 (包括子合約以及外包廠商合約) 中，要求員工許諾遵行機構的無菸環境與文化。</p> <p>7.2 The healthcare organisation has a procedure in place to identify and record the health status of staff (incl. tobacco habit) in order that appropriate help, support and treatment are offered. 7.2 機構有一套程序以辨識及記錄員工的健康狀態 (包括吸菸習慣)，以便提供適當的協助、支持與治療。</p> <p>7.3 The healthcare organisation has a tobacco cessation service or direct access to a cessation service for the purpose of helping staff tobacco users to quit. 7.3 機構有戒菸服務，或有使用戒菸服務的直接管道，可幫助員工戒菸。</p> <p>7.4 The tobacco-free policy is incorporated into and managed in accordance with local disciplinary procedures, in line with current</p>	<p><i>7.1.1 All personnel are informed of the healthcare organisation's tobacco-free policy during the recruitment process.</i> 7.1.1 在招募員工時即使其知道機構的無菸政策及其連帶意涵。</p> <p><i>7.1.2 All personnel employment contracts requires a commitment by staff to the healthcare organisations tobacco-free policy.</i> 7.1.2 在員工僱用合約 (包括子合約以及外包廠商合約) 中，要求員工許諾遵行機構的無菸環境與文化。</p> <p><i>7.2 Staff tobacco use prevalence is monitored annually.</i> 7.2 機構有一套程序以辨識及記錄員工的健康狀態 (包括吸菸習慣)，每年進行員工的吸菸狀況之監測，以便提供適當的協助、支持與治療。</p> <p><i>7.3 A tobacco cessation service or direct access to a cessation service is available for all staff.</i> 7.3 機構有戒菸服務，或有使用戒菸服務的直接管道，可幫助員工戒菸。</p> <p><i>7.4 Personnel policy non-compliance is managed within existing local disciplinary procedures.</i></p>
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<p>employment frameworks /policy and legislative requirements. 7.4 將無菸政策納入懲戒程序中加以管理，並與僱用架構/政策或法令要求一致。</p>	<p>7.4 將無菸政策納入懲戒程序中加以管理，並與僱用架構政策或法令要求一致。</p>
<p>Standard 8. Health Promotion The healthcare organisation contributes to and promotes tobacco control activities in the community setting 標準 8：健康促進 在社區辦理及推廣菸害防制活動。</p>	<p>Health Promotion ENSH Self Audit Questions 健康促進 ENSH 自我檢核題項</p>
<p>8.1 The healthcare organisation works with local community or other partners to promote and contribute to local, national and international tobacco-free activities. 8.1 機構與當地社區或其他伙伴推廣及辦理地方性、全國性與國際性的無菸活動。</p>	<p><i>8.1 The healthcare organisation has participated in one or more local, national or international tobacco free activity in the last 12 months.</i> 8.1 在過去 12 個月機構與當地社區或其他伙伴推廣及辦理地方性、全國性與國際性的無菸活動。</p>
<p>Standard 9. Compliance Monitoring The healthcare organisation renews and broadens information regularly to maintain commitment to the smoke-free policy, cessation follow-up and quality assurance 標準 9：遵行度監測 健康照護機構應更新與增廣資訊，以維持其對無菸政策、戒菸追蹤與品質保證的承諾。</p>	<p>Compliance Monitoring ENSH Self Audit Questions 遵行度監測 ENSH 自我檢核題項</p>
<p>9.1 The healthcare organisation's policy working group or committee is responsible for ensuring that policy is monitored annually,</p>	<p><i>9.1 The tobacco-free policy is internally monitored and reviewed annually.</i> 9.1 機構的政策工作小組或委員會負責確保政策的年度監測，包括溝通、戒菸服務</p>

<p>including communication, cessation services and compliance systems.</p> <p>9.1 機構的政策工作小組或委員會負責確保政策的年度監測，包括溝通、戒菸服務與遵行度系統。</p> <p>9.2 The policy action plan is regularly reviewed and updated to address information, education and training needs to ensure quality.</p> <p>9.2 對無菸政策的行動計畫有定期回顧及更新，以滿足資訊、教育與訓練的需求，確保品質。</p>	<p>與遵行度系統。</p> <p><i>9.2 The quality of the tobacco free action plan has been reviewed and updated within a three year period.</i></p> <p>9.2 對無菸政策的行動計畫有近三年內的定期回顧及更新，以滿足資訊、教育與訓練的需求，確保品質。</p>
<p>Standard 10. Policy Implementation First convince, then constrain considering legislation if needed. Have patience!</p> <p>標準 10：政策落實</p> <p>先說服，必要時考慮立法限制，有耐心！</p>	<p>Policy Implementation ENSH Self Audit Questions</p> <p>政策落實</p> <p>ENSH 自我檢核題項</p>
<p>10.1 Successful implementation of the tobacco-free policy towards a tobacco-free organisation requires that the healthcare organisation gives full commitment to implement all the steps.</p> <p>10.1 欲成功落實無菸政策以成為無菸機構，需要該機構有完全的承諾，以落實所有步驟。</p>	<p><i>10.1 The healthcare organisation completes the ENSH self audit questionnaire annually.</i></p> <p>10.1 機構每年完成 ENSH 自我檢核表，以落實所有步驟。</p>