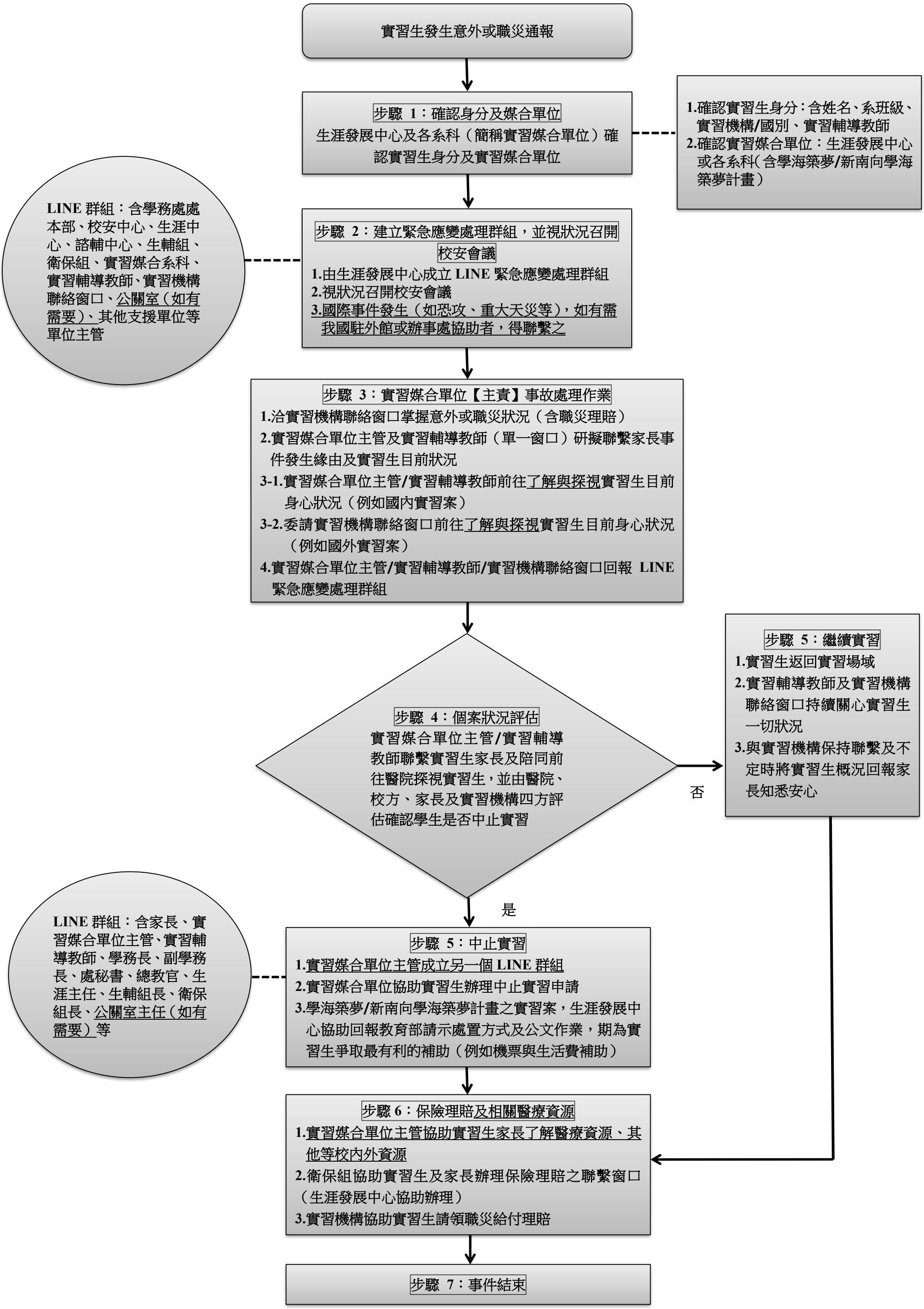文藻外語大學校外實習緊急意外事故或職災通報作業流程