

## Safety and Health Management Regulations of the University of Osaka

**Note: The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that any and all official employment contracts are concluded solely on the basis of the Japanese version of the Work Regulations.**

### Chapter 1: General Provisions

#### (Purpose)

Article 1: The purpose of these regulations shall be to define the requirements pertaining to safety and health management for the purpose of preventing work accidents and threats to health at each workplace and to secure the safety and health of Employees of the University of Osaka (hereinafter referred to as "The University").

#### (Definitions of Terms)

Article 2: The definitions of terms in these regulations shall be as follows:

- (1) Work accident: Accident occurring in the course of work resulting in injury to or death of an Employee.
- (2) Threat to Health: Illness or death of an Employee during the course of work.
- (3) Employee(s): the University of Osaka Full-time and Part-time Employees.
- (4) Workplace: All workplaces where the University of Osaka Employees are engaged in work.
- (5) Department: Including University Libraries, Faculties, Schools, Graduate Schools, Research Institutes, University Hospitals, Joint-Use Facilities, National Joint-Use Facilities, Administration Bureau and other organizations equivalent to the foregoing.
- (6) Medical examinations: Medical examinations stipulated in Nos.1 to 4, Item 1 of Article 29
- (7) Medical Examinations, etc.: Medical examinations and examinations stipulated in No.5, Item 1 of Article 29

#### (The Scope of Application)

Article 3: Safety and health management in The University shall be in accordance with The Industrial Safety and Health Law (Law No. 57 of 1972, here in after referred to as "ISHL"), other relevant laws and ordinances, and the University of Osaka Work Regulations as well as the provisions of the regulations set out herein.

#### (Responsibilities of The University)

Article 4: The University shall implement measures to ensure the maintenance of the health and safety of Employees at workplaces in order to achieve a comfortable work environment and to prevent hazards.

#### (Responsibilities of Employees)

Article 5: Employees shall pursue active cooperation with safety and health maintenance measures implemented by The University and shall observe the laws and regulations pertaining to maintenance of safety, health and hygiene.

### Chapter 2: Safety and Health Management System

#### Section 1: Safety and Health Management Supervisor

##### (General Safety and Health Management Supervisor)

Article 6: A general safety and health management supervisor shall be appointed at each following workplace in The University.

- (1) Toyonaka Area Workplace.
  - (2) Suita Area Workplace.
  - (3) Minoh Area Workplace.
  - (4) the University of Osaka Hospital/ the University of Osaka Dental Hospital Area Workplace.
2. The president shall appoint a director or an Employee as a general safety and health management supervisor who shall administrate operations at the relevant workplace.
  3. The general safety and health management supervisor shall direct the safety supervisor and health management supervisor, and conduct administrative duties required pertaining to safety and health

management.

(Duties of General Safety and Health Management Supervisor)

Article 7: The duties of general safety and health management supervisor shall be as follows:

- (1) Duties related to measures for preventing risk or threats to the health of Employees.
- (2) Duties related to educational implementation for the purpose of safety or health of Employees.
- (3) Duties related to providing medical examination or other measures for promoting and maintaining the health of Employees.
- (4) Duties related to surveys for work accidents and preventative measures.
- (5) Duties related to safety and health of Employees other than those stated in the foregoing provisions.

(Safety Control Supervisor)

Article 8: A safety control supervisor shall be allocated at each of the workplaces specified in Item 1 of Article 6 in The University and within the duties stated in foregoing categories of Article 7 to manage the technical operations related to safety.

2. Safety control supervisors shall be appointed by the president from Employees who work at the relevant workplace.
3. The number of safety control supervisors to be appointed for each workplace shall be separately stipulated.

(Responsibilities of Safety Control Supervisor)

Article 9: The safety control supervisor shall patrol work places and, in cases where the possibility of occurrence of any risks in facility, working method or safety conditions is discovered, shall immediately take the emergency measures required for preventing said risk.

(Health Management Supervisor)

Article 10: Health management supervisors shall be allocated in accordance with Article 12 of the Industrial Safety and Health Law, at each workplace specified in Item 1 of Article 6 in The University to manage the technical operations pertaining to hygiene out of the duties stated in No. 1 to 5 of Article 7.

2. Health management supervisors shall be appointed by the president from Employees who work at the relevant workplace and holds a license from the Director-General of Prefectural Labor Bureau or is qualified under Article 10 of The Industrial Safety and Health Regulations (Labor Ministerial Ordinance No.32 of 1972, hereinafter referred to as the "ISHR").
3. The number of health management supervisors to be appointed for each workplace shall be separately stipulated based on No. 4, Item 1, Article 7 of the ISHR.

(Responsibilities of Health Management Supervisor)

Article 11: The health management supervisor shall patrol work places at least once a week and, in cases where the possibility of occurrence of any risks in facility, working method or safety condition is discovered, shall immediately take the emergency measures required for preventing threats to the health of Employees.

(Industrial Physician)

Article 12: An industrial physician shall be posted, under Article 13 of the ISHL, at each workplace specified in Item 1 of Article 6 in The University to perform the health management of Employees.

2. Industrial physicians shall be appointed by the president from among the physicians who belong to the Health and Counseling Center and who satisfy the requirements stipulated in Item 2, Article 14 of the ISHR.
3. The number of industrial physicians to be appointed for each workplace shall be separately stipulated based on Article 5 of the Industrial Safety and Health Act Enforcement Ordinance (Cabinet Ordinance No. 318 of 1972, hereinafter referred to as "ISHEO") and No. 4, Item 1, Article 13 of the ISHR.

(Duties of Industrial Physician)

Article 13: The duties of industrial physician shall be as follows:

- (1) Duties related to implementation of medical examinations, etc. and Face-to-face guidance etc. and measures for maintaining the health of Employees based on the results of said examination.
- (2) Duties related to maintenance and control of working environment.
- (3) Duties related to work management.
- (4) Duties related to health education, health consultation and other measures for maintaining and

promoting the health of Employees.

(5) Duties related to hygiene education.

(6) Duties related to survey for threats to the health of Employees and preventative measures.

(7) Duties related to health management of Employees other than those stated in the foregoing provisions.

2. The industrial physician may make a recommendation in respect of No. 1 to No. 7 of the previous item to the president or general safety and health management supervisor, or direct or advise the health management supervisor.
3. The president or general safety and health management supervisor shall respect the recommendation cited in the foregoing item if received.

(Responsibilities of Industrial Physician)

Article 14: The industrial physician shall patrol work places at least once a month, and if any potential risk in working method or health condition is discovered, shall immediately take the measures required for preventing the threats to the health of Employees.

(Chief Industrial Physician)

Article 14-2: The University shall appoint a chief industrial physician, who shall be responsible for communication and coordination between the industrial physicians of various business facilities and for the supervision of the duties of industrial physicians from an overall perspective.

2. The chief industrial physician shall be appointed by the President from among the physicians who belong to the Health and Counseling Center and who satisfy the requirements stipulated in Item 2, Article 14 of the ISHR.

(Chief Worker)

Article 15: A chief worker shall be posted in The University, under Article 14 of the Industrial Safety and Health Law, to manage prevention of work accidents to Employees according to the work level under Article 6 of the ISHEO.

2. The chief worker shall be appointed by the president from Employees who work at the relevant workplace and who are simultaneously qualified under Article 16 of the ISHR.
3. The number of chief workers to be appointed for each work level shall be separately stipulated.

(Duties of Chief Worker)

Article 16: The duties of chief worker shall be as follows.

- (1) Directing Employees engaged in work.
- (2) Duties related to safety inspection for facilities.
- (3) Duties related to measures required for safety control.
- (4) Matters stated in the ISHR.

## Section 2: Safety and Health Committee

(Establishment of Workplace Safety and Health Committee)

Article 17: A Workplace Safety and Health Committee (hereinafter referred to as "Workplace Committee") shall be established in The University, under Article 19 of the Industrial Safety and Health Law, at each workplace specified in Item 1 of Article 6.

2. The Workplace Committee shall comprehensively survey and discuss the following items related to safety and health of workplace and offer the opinions to the president.
  - (1) Basic measures for preventing risk and work accident of Employees.
  - (2) Survey for work accident and preventative measures.
  - (3) Basic measures for maintaining and promoting health of Employees.
  - (4) Important matters related to safety and health other than the above.

(Structure of Workplace Committee)

Article 18: The Workplace Committee shall consist of the following Employees who work at the relevant workplace.

- (1) General safety and health management supervisor.
- (2) Safety control supervisors appointed by the president: Few.

- (3) Health management supervisors appointed by the president: Few.
  - (4) Industrial physicians appointed by the president: Few.
  - (5) Persons who have knowledge and experience of safety and health appointed by the president: Few.
  - (6) Other persons accepted as necessary by the Workplace Committee.
2. The president shall delegate the members of the Workplace Committee.
  3. Half of the committee members excluding the members provided in No. 1 of Item 1 shall be assigned based on the recommendation from a labor union if a labor union consisting of a majority of Employees is established at the relevant workplace, or based on the recommendation from the representative of the majority of Employees if a labor union consisting of majority of Employees is not established at the relevant workplace, unless otherwise provided for in the labor agreement with the labor union consisting of the majority of Employees at the relevant workplace.

(Term of Committee Members)

- Article 19: The term of committee members stated in No. 2 to 6, Item 1 of the foregoing article shall be 1 year. If committee member's post becomes vacant, the term of replaced committee member shall be the remainder term of the predecessor.
2. Committee members may be reappointed.

(Selection of Chairman)

- Article 20: The Workplace Committee shall appoint as chairman a committee member stated in No. 1, Item 1, Article 18.
2. The chairman shall preside over the Workplace Committee.

(Management of Workplace Committee)

- Article 21: The Workplace Committee shall convene at least once a month.
2. The Workplace Committee shall not convene unless the majority of members attend.
  3. The proceeding items at the Workplace Committee shall be approved by a majority of the committee members present.
  4. Any person other than committee members may attend the Workplace Committee if accepted as necessary by the Workplace Committee.
  5. The administrative work relevant to the Workplace Committee shall be carried out in Safety and Hygiene Office of General Affairs Department.
  6. Other matters related to management of the Workplace Committee shall be separately stipulated by the Workplace Committee.

(Establishment of Safety and Health Committee of Departments)

- Article 22: A Safety and Health Committee of departments shall be established for each department under the Workplace Committee.
2. The requirements for the Safety and Health Committee of departments shall be separately stipulated by the relevant department director.

(Establishment of Safety and Health Control Committee)

- Article 23: A Safety and Health Control Committee shall be established in The University to adjust and manage safety and health throughout The University.
2. The requirements for the Safety and Health Control Committee shall be separately stipulated.

(Establishment of Safety and Health Control Department)

- Article 24: A Safety and Health Control Department shall be established in The University to promote the safety and health education, controlling safety and health totally.
2. The requirements for the Safety and Health Control Department shall be separately stipulated.

### Chapter 3: Safety Control

(Measures for Preventing Risks)

- Article 25: The general safety and health management supervisor shall take the measures required for preventing the following risks and protect Employees from work accidents.

- (1) Risk from machines, equipments or other facilities.
- (2) Risk from explosive, combustible or flammable materials.
- (3) Risk from electricity, heat or other energy.
- (4) Risk from working methods used in excavating or quarrying.
- (5) Risk from the places where fall or landslides may occur.
- (6) Risk from other working places where Employees may come to harm.

(Measures for Emergency)

Article 26: If any imminent risk of work accident to Employees occurs, the general safety and health management supervisor shall take the appropriate measures including interrupting work and evacuating Employees in consideration of the place of the relevant risk and the nature of said Employees' work.

#### Chapter 4: Health Management

(Measures for Preventing Threats to Health)

Article 27: The general safety and health management supervisor shall take the measures required for preventing the following threats to health.

- (1) Threats to health posed by raw material, gas, vapor, dust, oxygen deficient atmosphere or pathogen.
- (2) Threats to health posed by radiation, high temperature, low temperature, ultrasound, noise, oscillation or abnormal air pressure.
- (3) Threats to health posed by such work as gauge monitoring or precision machine operation.
- (4) Threats to health posed by exhaust, drainage or residual substances.
- (5) Threats to health posed by other work places where Employees may come to harm.

(Ensuring Health Environment)

Article 28: The general safety and health management supervisor shall take the measures required for maintenance, air ventilation, natural lighting, lighting, heat-retention, moisture prevention, recreation, evacuation and cleanliness of aisles, floors and stairs in the buildings and workplaces where Employees engage in work, and measures required for maintaining health, moral order and life of Employees.

#### Chapter 5: Healthcare

(Types of Medical Examinations, etc.)

Article 29: The general safety and health management supervisor shall provide the following medical examinations, etc. to manage the health of Employees.

- (1) Medical examination after being hired.
- (2) Regular medical examination.
- (3) Special medical examination.
- (4) Medical Examination for Workers Dispatched Overseas
- (5) Examination (Stress check test) to identify the level of mental stress that Employees are under.

2. The medical examination in No. 1 of the previous item shall be provided when Employee is hired.
3. The medical examination in No. 2, Item1 and the examination in No.5, Item 1 shall be regularly provided for all Employees within a year.
4. The medical examination in No. 3, Item 1 shall be provided, in cases where Employees engage in any work that poses a health risk, or in cases equivalent thereto.
5. The medical examination in No. 4, Item 1 shall be provided for Employees planning a business trip for more than 6 months or Employees returning home from living abroad for more than 6 month.
6. In addition to the medical examinations, etc. in Item 1, additional medical examination may be provided as needed for the entire Employees or parts thereof.

(Items of Medical Examinations, etc.)

Article 30: The Items of medical examinations, etc. shall be separately stipulated based on the ISHR.

(Obligation of Medical Examination)

Article 31: Employees shall undergo the medical examination at the specified date or within the specified period.

2. Employees not wishing to undergo the medical examination in the previous item may undergo medical examination in other medical institutions. In such cases, said Employees shall immediately submit the certificate of results to the general safety and health management supervisor.

(Prohibition of Work)

Article 32: The general safety and health management supervisor shall prohibit Employees falling under any of the categories hereunder under Article 68 of the ISHL, unless the preventative measures for infection are taken with regard to the Employees stated in No. 1.

- (1) Employees infected by infection disease that could cause viral outbreak.
  - (2) Employees suffering such ailments such as cardiac, renal or lung diseases that may be exacerbated by work.
  - (3) Employees disqualified from working by an industrial physician or other resident.
2. The general safety and health management supervisor shall hear the opinions of the industrial physician or other medical specialist before prohibiting Employees from working in accordance with the foregoing Item.

(Notification of medical examination Result)

Article 33: The general safety and health management supervisor shall notify Employees who have undergone medical examination of the results of said examination.

(Management of Health Records)

Article 34: The general safety and health management supervisor shall create a record for each Employee containing medical examination results, instruction levels, subsequent remedies and other contents required for health management, and shall maintain said record for 5 years.

Chapter 6: Safety and Health Educations

(Implementation of Safety and Health Education)

Article 35: The president shall create a basic plan for safety and health education and control by The University and shall ensure that Employees are fully apprised of said plan.

2. The general safety and health management supervisor shall provide the required safety and health education based on the basic plan stated in the previous item for Employees who work at the relevant workplaces, and shall create a management plan for implementation of the required program.
3. The requirements for the safety and health education and management plan shall be separately stipulated.

(Creation of Safety and Standard)

Article 36: The general safety and management supervisor shall create a safety and standard required for each occupation and category of work, ensure that Employees working at the relevant workplace are fully apprised of said standard and direct the safety control supervisor and management supervisor to conduct the required training.

2. The requirements for the safety and standards shall be separately stipulated.

Chapter 7: Miscellaneous Provisions

(Maintenance of Confidentiality)

Article 37: Employees who are or were engaged in administrative work related to safety and health shall not leak any information acquired by said Employees in course of employment.

(Others)

Article 38: In addition to the regulations provided herein, the requirements for safety and health of Employees shall be separately stipulated.

Supplementary Provision

The foregoing regulations shall be implemented from 1 April 2004.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 20 June 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1 October 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 21 May 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2012.

Supplementary Provision

The foregoing amendments shall be implemented from 17 December 2013.

Supplementary Provision

The foregoing amendments shall be implemented from 23 February 2015.

Supplementary Provision

The foregoing amendments shall be implemented from 1 June 2016.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2017.

Supplementary Provision

The foregoing amendments shall be implemented from 24 April 2017 and applied from 1 April 2017.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2020.