

Draft Occupational Health and Safety Management Regulations of National Yang Ming Chiao Tung University

Adopted in the 6th administration meeting of the University in the 2021 school year on
March 16, 2022

Chapter I General

- Article 1. The Draft Occupational Health and Safety Management Regulations of the University (the "Regulations") is hereby enacted in accordance with the provisions of the Occupational Health and Safety Regulations for the purposes of effectively preventing the occurrence of occupational accidents in the workplaces of faculty members of the University, and ensuring the health and safety of all faculty members. Heads of all levels and relevant personnel in charge of management and supervision are required to execute the matters stipulated herein.
- Article 2. Engineering construction of the University shall be handled in accordance with the Occupational Health and Safety Act, the Key Points for Strengthening Occupational Health and Safety Management in Public Works, and other relevant laws and provisions of the University.
- Article 3. Heads of all levels as mentioned herein refer to heads of all levels of the University in charge of management and supervision of work in workplaces for and on behalf of the employer, as well as heads of centers, colleagues, departments, institutes, sections, and persons in charge of laboratory (internship) sites.

Chapter II Authorities and Responsibilities of the Organization

- Article 4. The University has established the following health and safety organizations in accordance with the provisions of the Occupational Health and Safety Act:
1. The Environmental Protection & Health and Safety Committee (the "Environmental Safety Committee")
 2. The Environmental Protection & Health and Safety Center (the "Environmental Safety Center")
 3. The Health Center of the Office of Student Affairs (the "Health Center").
- Article 5. The Environmental Safety Center is a health and safety administrative unit established by the University according to the provisions of the

Occupational Health and Safety Regulations; several health and safety management personnel have been assigned to the center, and the qualifications of such personnel shall comply with the provisions of the Occupational Health and Safety Regulations.

Article 6. The Health Center shall employ or engage physicians who specialize in occupational health services, and nursing staff who engage in occupational health services in accordance with the provisions of the Occupational Health Protection Rules. The frequency of on-site health services shall comply with the provisions of these rules.

Article 7. Authority and responsibilities of the President in relation to environmental protection and safety:

1. Verifying and approving the environmental protection and health and safety policy of the University.
2. Serving as the Commissioner of the Environmental Safety Committee.
3. Instructing each unit to execute relevant environmental protection and health and safety related activities.
4. Instructing each unit to use necessary preventive equipment and measures to protect individuals from occupational accidents and ensure their physical and mental health in accordance with the provisions of the relevant laws and regulations.

Article 8. The main tasks of the Environmental Safety Committee of the University shall be handled in accordance with the organizational rules of the committee.

Article 9. Responsibilities of the Environmental Safety Center:

1. Establishing relevant provisions in relation to environmental protection and safety management of the University, including rules, criteria, regulations, key points for implementation, and codes.
2. Drafting relevant occupational hazard prevention plans, and guiding relevant units to implement such plans.
3. Assisting with the planning and coaching of each unit's environmental protection and safety activities.
4. Assisting with the planning and coaching of checks and inspections of each unit's environmental protection and safety facilities.
5. Assisting with the planning and coaching of each unit's implementation of monitoring duties, regular and key inspections, and the work environment.

6. Planning and implementing the environmental protection and health and safety education and training of the University.
7. Assisting with the planning and coaching of the operation, management, verification, approval, filing, and recording of hazardous chemical substances, biological materials, and radioactive substances in the laboratory sites of each unit.
8. Planning the classification, storage, and contract processing of hazardous industrial waste.
9. Drafting emergency response plans, and annual work plans, and similar documents.
10. Implementing investigations and analyses of, and gathering statistics on, occupational accidents that occur in the workplace.
11. Handling other matters in relation to environmental protection and health and safety management.

Article 10. Responsibilities of the Health Center: To provide faculty members with health management services, and handle health examinations, health guidance, health promotion and management, occupational disease prevention, other on-site services, and other relevant occupational health protection tasks in accordance with the provisions of the Occupational Health Protection Rules.

Article 11. Authority and responsibilities of unit heads at college level (including research directors) in relation to environmental protection and safety:

1. Comprehensively handling the environmental protection and safety matters in the unit.
2. Instructing heads of all levels in the unit to manage and supervise relevant personnel, and coordinate the handling or execution of relevant environmental protection and safety related matters.
3. Supervising and guiding the unit in handling accident investigations and gathering statistics.
4. Coordinating relevant units to handle and solve occupational hazards in the workplace.
5. Handling other environmental protection and safety matters in the unit.

Article 12. Authority and responsibilities of the unit heads of centers, departments, sections, and institutes in relation to environmental protection and safety:

1. Executing administrative matters in relation to environmental protection and safety, and occupational accident prevention plans,

and assigning dedicated health and safety personnel to assist with the processing of relevant matters.

2. Carrying out regular and key inspections, checks, and other relevant assessments in accordance with the automatic inspection plan of the University.
3. Implementing regular or irregular monitoring.
4. Drafting occupational safety standards for laboratory sites.
5. Instructing, supervising, and guiding subordinates to conduct work according to the occupational standard.
6. Coordinating the handling of environmental protection and safety education and training, and emergency response drills.
7. Handling the unit's occupational accident investigations, and gathering statistics.
8. Assisting with the handling and investigation of the causes of accidents as needed.
9. Handling relevant environmental protection and safety tasks assigned by the Dean.
10. Handling other matters as stipulated in environmental protection regulations.

Article 13. Authority and responsibilities of dedicated health and safety personnel of each center, department, section, and institution in relation to environmental protection and safety:

1. Handling the environmental protection and safety work assigned by the heads of each college, center, department, section, and institution, as well as the Environmental Safety Center.
2. Assisting the persons in charge of workplaces of the college, center, department, section, and institute in executing environmental protection and safety work.
3. Promoting and advocating relevant environmental protection and safety matters of the college, center, department, section, and institute when executing environmental protection and safety work.

Article 14. Authority and responsibilities of persons in charge of each workplace in relation to environmental protection and safety:

1. Supervising and guiding personnel to abide by the Health and Safety Code of Practice.
2. Executing administrative matters in relation to environmental protection and safety in the workplace.

3. Analyzing and evaluating potential hazards in the workplace, establishing a code for work safety, and providing subordinates with lectures, study, and practice in relation to environmental protection and safety.
4. Immediately eliminating or reducing the risk of potential hazards in the workplace.
5. Determining and recording necessary maintenance and inspection of machinery, instruments, and equipment. Dangerous machinery or equipment may be used only after inspection by the relevant inspection body, and shall be operated by personnel with required licenses. When any machinery or equipment is made available for students as part of their learning, qualified operators shall operate such machinery or equipment in person, and provide relevant guidance.
6. Continuous monitoring of the workplace, and correcting, supervising, guiding, or preventing hazardous actions.
7. Providing appropriate environmental protection and safety protection equipment, and supervising and guiding subordinates to wear such equipment in the correct way.
8. Executing the declaration records for the operation of toxic chemical substances, as well as classification, marketing, and safe storage of waste liquid.
9. Executing emergency response measures in case of an accident, and drafting countermeasures for improvement.
10. Executing other relevant environmental protection and safety matters.

Article 15. Responsibilities and obligations of heads at all levels, and faculty members in workplaces:

1. Observing the Health and Safety Code of Practice of the University, as well as laws, regulations, and rules in relation to environmental protection and safety.
2. Wearing appropriate personal protective equipment, such as laboratory clothing and shoe coverings, when entering workplaces and conducting experiments (slip-on shoes are strictly prohibited), and wearing the specific personal protective equipment required for each workplace.
3. Observing standard operating procedures for each experiment (test).

4. Accepting general and special physical examinations and health checkups, and following the suggestions offered in such examinations.
5. Accepting relevant environmental protection and health and safety education and training, as well as participating in emergency response drills.
6. Each unit shall conduct checks and inspections according to the automatic inspection plan of the University, check the work environment and equipment before work, make immediate adjustments in case of any abnormalities, and report the same to the relevant teacher or person in charge.
7. Regularly inspecting, maintaining, and updating personal protective equipment, and ensuring the maintenance, organization, and cleanliness of the relevant workplace.
8. Assisting new personnel in understanding operating procedures and the correct usage of health and safety equipment and facilities.
9. Understanding the response system, notification, and on-site processing of emergencies, and assisting in investigations into occupational accidents.
10. Handling of other matters not mentioned herein in accordance with the relevant provisions in relation to environmental protection and health and safety.

Chapter III Chapter 3 Automatic Inspections

Article 16. Automatic inspections can be classified into the following three categories:

1. Regular inspections: Inspections of various kinds of machinery and equipment in the workplace, with the inspection period stipulated separately based on the nature of such equipment.
2. Key inspections: Focused inspections of important components of machinery and equipment after the equipment is properly installed, enabled, disassembled, refitted, or repaired.
3. Checks: Checks of machinery and equipment in operation before, during, or after daily work.

Article 17. Persons in charge of each workplace shall conduct regular inspections of the machinery and equipment in the workplaces of the University in accordance with the provisions and items stipulated in the Occupational Health and Safety Regulations.

Article 18. Persons in charge of each workplace shall conduct key inspections of the machinery and equipment in the workplaces of the University in accordance with the provisions and items stipulated in the Occupational Health and Safety Regulations.

Article 19. Persons in charge of each workplace shall implement checks of the machinery and equipment in the workplaces of the University in accordance with the provisions and items stipulated in the Occupational Health and Safety Regulations.

Article 20. Persons in charge of each workplace shall draw up the automatic inspection plan in accordance with the automatic inspection stipulated in Article 17-Article 19 of the Regulations.

The Environmental Safety Center may assist with the planning and coaching of the execution of automatic inspections in each workplace as required.

Chapter IV Accident Reporting

Article 21. Any emergency occurring in the workplace shall be handled using the following methods:

1. If any of the following occupational accidents occur, it shall be reported through the emergency notification system of the University. The University shall report such accident to the local labor inspection body within eight hours:
 - (1) Death as a result of an accident.
 - (2) An accident wherein there are three or more casualties.
 - (3) An accident wherein there is at least one casualty who requires hospitalization.
 - (4) Any other accident designated and announced by the central competent authority.
2. The person in charge of the workplace where the accident occurs shall submit an accident report within three days regardless of the scale of the accident (including false-alarms), or if the accident was managed in time.
3. In the event any occupational accident listed in Paragraph I above occurs in a workplace, the Environmental Safety Center and the person in charge of the workplace shall conduct an investigation into, and analysis of, the cause of the accident, record the incident as required, and draft appropriate response measures for practical implementation following the President's verification and approval based on the administrative operating procedure.

Article 22. In the event any occupational accident listed in Paragraph I above occurs, the scene of the accident must remain intact and uncontaminated until the relevant judicial authority or labor inspection body releases the scene, except as necessary for first aid and rescue measures.

Chapter V Chapter 5 Reward and Penalty

Article 23. Persons in charge of workplaces shall faithfully execute their duty of care as a manager, and are liable, jointly with the head of the relevant center, department, section, institution, or college due to failure to execute the obligations of management and supervision, in the event of any accident or violation of the relevant rules, regulations, and laws in the workplace. The University may issue an appropriate penalty, or take over the workplace depending on the severity of the situation and in accordance with the relevant provisions.

Article 24. If the relevant provisions on environmental protection and safety are violated in a workplace and the competent authority consequently imposes a fine, the Environmental Safety Committee shall be responsible for payment.

Article 25. If any of the following circumstances occurs, the relevant personnel shall be reported to the labor inspection body by letter and a penalty of not more than NT\$3,000 shall be imposed:

1. A person fails to observe the Health and Safety Code of Practice of the University.
2. A person who does not undergo necessary health checkups or physical examinations without due cause.
3. A person does not attend necessary environmental protection and health and safety education or training without due cause.

Article 26. To further encourage faculty members of the University to observe the relevant provisions of the University in relation to environmental protection and health and safety, those with a strong performance in promoting the workplace health and safety culture, and environmental protection and health and safety management shall be reported to the Environmental Safety Committee for recognition and reward.

Chapter VI Supplementary Provisions

Article 27. Matters not stipulated herein shall be handled in accordance with the

provisions of other relevant laws and regulations.

The Regulations have been deliberated and passed by the Environmental Safety Committee and the administration meeting.