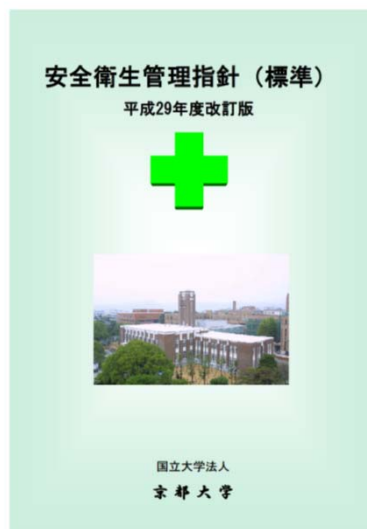


Safety and Health Control Guidelines (Standard/General Edition)



April 2017
Kyoto University

Application of these Guidelines

These Safety and Health Control Guidelines (Standard/General Edition) describe general matters at Kyoto University and serve as a textbook for safety education when office workers are hired.

Each business unit and division is requested to use these Guidelines to prepare its own safety and health manual containing additional provisions that reflect its actual situation.

For matters concerning specialized research activities, including experiments, see Chapter 5 of the Safety and Health Control Guidelines 2016 edition (issued on April 1st, 2016) for the time being.
(<http://kananzen.sisetu.kyoto-u.ac.jp/spfcweb/kyoudai/anzen/index.php>)

Table of Contents

Front page	Application of these Guidelines	Table of Contents	1
Chapter 1	Objective of the Kyoto University Safety and Health Control Guidelines		2
Chapter 2	Allocation of Responsibilities (1) and (2)		3・4
Chapter 3	Safety Education Procedure		5
Chapter 4	General Precautions		
4.1	General precautions		6
4.2	Room locking		6
4.3	Fire prevention supervisor		6
4.4	Actions in case of emergency, such as fires, earthquakes, and accidents		6・7
4.5	Waste		8
4.6	Using display screens		8
4.7	Mental health		8

Chapter 1 Objective of the Kyoto University Safety and Health Control Guidelines

These Safety and Health Control Guidelines present a code of conduct to be followed by all personnel, both university staff members and students, to ensure that all activities of Kyoto University are operated and managed in compliance with the Labor Standards Act, the Industrial Safety and Health Act, and other laws and regulations and, as a result, accidents, fires, etc. are prevented, daily health is maintained, and related operations are performed safely and smoothly. These Guidelines also clearly define the tasks of the persons who control these activities. (Any person who violates any of the provisions of the Industrial Safety and Health Act or any other law or regulation will be subject to penalties.)

The Industrial Safety and Health Act and other labor-related laws and regulations do not apply to students by definition because they are not workers as defined in Article 9 of the Labor Standards Act. However, students are required to cooperate to prevent accidents with the same awareness as university staff members as long as they conduct or are involved in research and experiments. Therefore, faculty members in charge and other university staff members must advise their students to pay close attention to safety. As an educational and research institution, the university is also obligated to provide students with safety and health training, including environmental protection and compliance.

Safety control is related closely to the safety of not only the university staff members and students but also local residents. Safety control is also crucial for the university as an organization and should take top priority for the smooth implementation of all activities. Ignoring safety could lead to an accident and hence the suspension of research and education and other operations, and even the collapse of the organization.

All members of the university must remember the following:

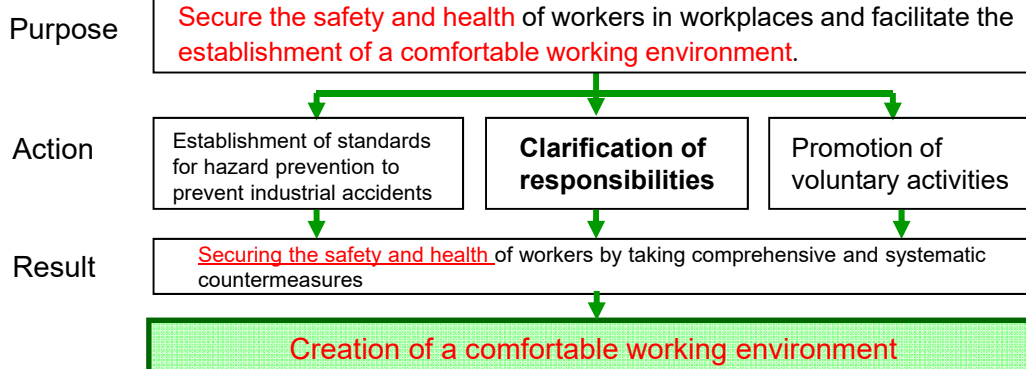
To ensure safety, information must be fully disclosed. To enable all university staff members and students to act swiftly and efficiently to minimize damage and provide appropriate explanations to society in case of an emergency, the allocation of responsibilities and the decision-making process concerning safety control must be informed to all university staff members and students in advance. The university staff members are required to fully understand not only their own assignments but also those of the persons in charge of safety control. These Safety and Health Control Guidelines are intended to clarify the overall picture of safety control from these perspectives.

These Safety and Health Control Guidelines form the basis of safety control presented by the Executive-Director in charge of finance, facilities, environment, safety and health to each campus, department, etc. The directors of departments, etc. are authorized to add detailed provisions as needed to suit their actual situations.

Reference

Industrial Safety and Health Act (overview)

Article 1 of the Industrial Safety and Health Act



Reference

Penalties for violations of provisions of the Industrial Safety and Health Act

(a)	Appointment of health officer Appointment of industrial physician Establishment of health committee Medical examinations (general, special)	Fine not exceeding 500,000 yen (Article 120 of the Industrial Safety and Health Act) Infringing person or corporation (penalty against employer and employee)
(b)	Actions to be taken by employers (maintenance of environment of buildings and workplaces) Measurement of working environment of workplaces Safety and health training (special training)	Penal servitude not exceeding six months or fine not exceeding 500,000 yen (Article 119 of the Industrial Safety and Health Act) Infringing person or corporation (penalty against employer and employee)

Chapter 2 Allocation of Responsibilities (1)

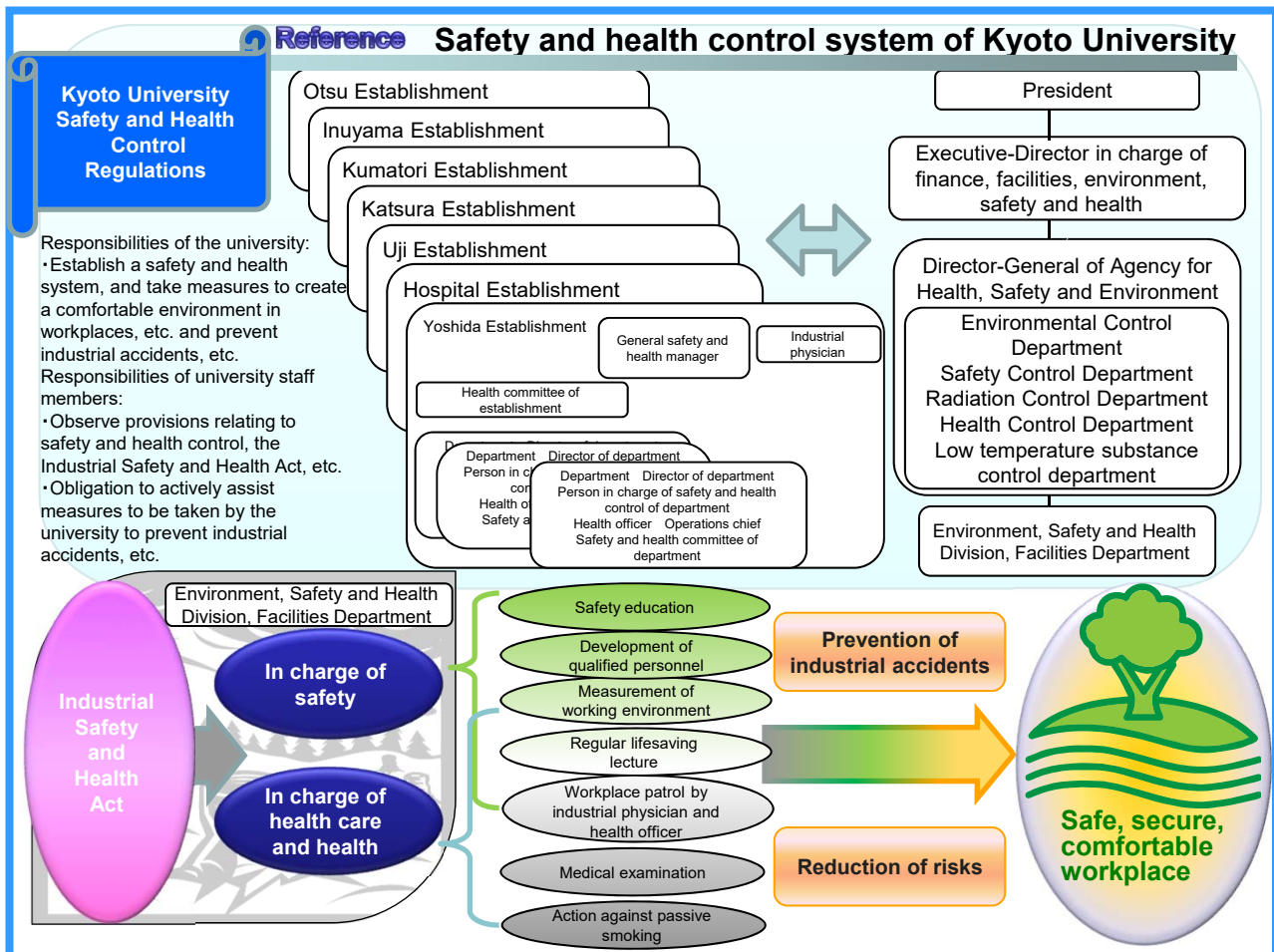
(1) The Executive-Director in charge of finance, facilities, environment, safety and health draws up basic policies for the safety control of Kyoto University, but each department undertakes to perform safety control operations, which shall be led by the director of each research division representing the department (hereinafter, "department manager"). On the other hand, Article 10, paragraph 2, of the Industrial Safety and Health Act stipulates that "The position of the general safety and health manager shall be filled with the person who exercises overall management over the execution of the undertaking at the said workplace." More specifically, each department manager, or the person responsible, must smoothly perform safety control operations together with and in accordance with the instructions of the general safety and health manager of the establishment to which the department belongs, and in collaboration with the health officer, etc. of the department.

(2) The department manager is the administrator of the department concerned who has all authority and responsibilities for the safety control operations of the department. The department manager is also authorized to appoint a person in charge of safety and health control to assist chiefs of the department in their duties relating to safety and health control of the department. In addition, when university staff members belonging to different departments work within the same building, the department manager has the authority to entrust part of his/her authority and responsibilities relating to safety and health control to the department chief in charge of the control of the building. The duties, etc. of the general safety and health manager, the health officer, etc. are stipulated in the "Kyoto University Safety and Health Control Regulations (Notification No. 118 of 2004)."

(3) To ensure that safety control operations of the department concerned are smoothly performed, the department manager must determine the authority and responsibilities of all university staff members having supervisory authority, including the department manager himself/herself, based on the relationship among these personnel, and must establish a system by which all instructions, reports, etc. relating to safety control operations can be implemented without fail.

(4) The general safety and health manager must hold a safety and health committee meeting, etc. at least once a month in accordance with the Industrial Safety and Health Act. When matters relating to the safety and health of the establishment are investigated and discussed and important discussions are conducted in such a meeting, the general safety and health manager must report them to the environment, safety and health committee, etc., also communicate them to the managers, health officers, etc. of the departments belonging to the establishment, and instruct them to take necessary actions.

The general safety and health manager must also discuss with each department about necessary matters relating to the safety and health control of the department and organize a safety and health committee within the department to provide advice, suggestions, etc. to the department chief. The department manager shall convey, as needed, opinions and matters discussed in the safety and health committee of the department to the safety and health committee, etc. of the establishment to which the department belongs.



Chapter 2 Allocation of Responsibilities (2)

- (5) The department manager shall represent the department and be responsible for applications for permission, approval, etc. under laws and regulations, and is authorized to organize a committee within the department as needed to perform its operations. However, the committees and other bodies stipulated by laws, regulations, etc. must be organized without fail.
- (a) The department manager shall appoint a fire prevention supervisor, etc. and organize a committee for fire prevention to ensure compliance with the Fire Service Act, formulate control regulations, examine application documents for permission and approval, and conduct regular inspections, disaster prevention drills, etc.
- (b) The department manager shall organize a committee for chemical substance control to ensure compliance with the Industrial Safety and Health Act, the Poisonous and Deleterious Substances Control Act, the Fire Service Act, etc., formulate control regulations, examine application documents for permission and approval, and conduct regular inspections, etc.
- (c) The department manager shall organize a committee for high pressure gases and special material gases to ensure compliance with the High Pressure Gas Safety Act, formulate control regulations, examine application documents for permission and approval, and conduct regular inspections, etc.
- (d) The department manager shall organize a committee for radiation control to ensure compliance with laws concerning radioisotopes, radiation generators, X-ray devices, and nuclear fuel materials (international controlled materials), formulate control regulations, review safety control and provide related education and training, examine application documents for permission and approval, and conduct regular inspections, etc.
- (e) The department manager shall organize appropriate committees for permission and approval stipulated by laws and regulations, such as the use and control of international controlled materials, the use of explosives, and a code of ethics in bioscience, and perform necessary operations.
- (6) The department manager must instruct the staff members of the department to undergo a “general regular medical examination” and “medical examination for workers engaged in specific operations” stipulated by the regulations of the university, in consultation with an industrial physician, etc.
- (7) In case of a fire, accident, or crime, the department manager shall take charge of countermeasures, investigation of the cause, etc. To this end, the department manager must be ready to organize a countermeasures headquarters in anticipation of various kinds of accidents. The countermeasures headquarters shall appoint a person in charge of rescue (hospital), a person in charge of media relations, a person in charge of communication with the competent authorities, etc., and shall conduct regular training. The department manager shall deal with small-scale accidents at his/her own discretion, but shall ask the president or the Executive-Director in charge of finance, facilities, environment, safety and health in case of a large-scale accident.
- (8) The department manager shall supervise the committees and countermeasures headquarters stated in (4) to (7) above and be authorized to organize a safety and health control unit or another section in charge of actual operations as needed to comprehensively promote safety and health control within the department.
- (9) The department manager shall be authorized to ask the president to consider disciplinary action against a staff member who does not comply with safety control.
- (10) The department manager shall secure comprehensive coordination among the laboratories belonging to the department to ensure safety control of the entire department. If there is a concern that the management of any laboratory, etc. places undue emphasis on streamlining or rationalization and neglects safety control, the department manager shall be authorized to instruct the person responsible for the laboratory to improve the way the laboratory is managed.

Reference Excerpted from National University Corporation Kyoto University Staff Members Working Rules

(Safety and health control) Article 53

The university shall **take necessary actions** to **improve the health** of university staff members and **prevent danger**.

(Safety and health training) Article 54

University staff members **must receive education and training in safety and health**.

(Matters to observe in relation to safety and health) Article 56

University staff members must observe the following matters:

(1) Safety and health

Orders, instructions, etc. of superiors shall be observed and implemented.

(2) Efforts shall be made to keep the workplace **in order, tidy, and clean** and to **prevent disasters** and **improve health**.

Reference Basic principles of safety and health measures

- ◇ **Securing the safety and health** of university staff members and students should be given **top priority**.
- ◇ Although the university currently lags 20 years behind companies, it must **develop safety and health measures that will serve as a model for companies**.
- ◇ The university should not rely on administrative guidance of the Labor Standards Supervision Office, etc. but should **spontaneously undertake** safety and health measures for students.
- ◇ To make research activities more effective and beneficial, **compatibility between research activities and safety must be established**.

Chapter 3 Safety Education Procedure

- (1) The staff members of the department must receive safety education before starting operations according to these Safety and Health Control Guidelines.
- (2) Safety education shall be performed by the immediate superior in the department in principle. The superior must present these Safety and Health Control Guidelines and explain the contents.
- (3) The immediate superior here shall mean the person responsible for the laboratory, etc. When the person responsible for a laboratory, etc. is a professor, the superior shall be the chief specialized in the subject concerned. The superior of students shall be an instructor in principle. In both cases, these superiors may ask another full-time staff member with strong supervisory authority to give the safety education instead.
- (4) New staff members assigned to the department must obtain the approval and signature of the department manager or the person responsible for education on the safety and health training record to prove that "safety education was properly conducted." Each person who received safety education shall submit the original of this safety and health training record and the statement of confirmation to the department manager and keep copies thereof.
- (5) The person responsible for safety control (only when the person belongs to the same department) shall be authorized to conduct safety control education on behalf of the department manager.
- (6) Operations may be commenced after the above procedure is completed. Experiments and other operations must not be performed without completing this procedure.
- (7) Safety education for students must be performed using a safety manual, etc. according to the characteristics of the department.
- (8) Safety education should be performed by the superior not only upon commencement of operations but also when changes are made to operation procedures, during regular inspections, etc. as appropriate. The safety education defined herein is the minimum required safety education.
- (9) Office workers are required to receive education on the sections up to general precautions (Chapter 4) of these Safety and Health Control Guidelines. Staff members engaged in specialized educations and research operations, including experiments, must receive explanations on all items concerned from Chapter 5 of these Guidelines.

Reference

To spread and raise awareness of appropriate knowledge (examples of implementing safety education)



A safety lecture for part-time staff members, etc.

○ Holding safety education, lectures, etc.

Main Educations under the Industrial Safety and Health Act:

- Safety education at the time of employment
- Lecture at the time of appointment of health officer
- Equipment self-inspection lecture

Main Educations in hygiene:

- PUSH lecture (simple cardiopulmonary resuscitation "chest compression + AED")
- Mental health lecture

○ Supporting participation in lectures for qualifications, improvement in knowledge, etc.

- Holding of liaison meeting for health officers
- Support for acquiring qualification as a class 1 health officer

○ Preparing guidelines and procedures

- Safety and Health Control Guidelines
- High Pressure Gas Handling Manual
- Clerical procedures (of Yoshida Establishment)

○ Other activities to develop awareness and knowledge

- Campaigns, such as safety weeks, health weeks, and zero disasters
- Prevention of recurrence of serious and frequent accidents, raising awareness
- Sharing of information about accidents and improvements



The PUSH course

An introductory lecture on risk prediction activities

Reference

Sources of information about industrial safety and health

Website of Agency for Health, Safety and Environment



Safety and health news, etc. of establishment

(Reference) Yoshida Establishment Example of Environment, Safety and Health News ⇒



<http://www.esho.kyoto-u.ac.jp/>

Chapter 4 General Precautions (1)

This chapter concerns all university staff members, guest researchers, and students. Precautions concerning specialized research operations, including experiments, are described from Chapter 5. Since the situation differs among departments, this chapter describes common matters, not detailed procedures. The department manager shall provide guidance and supervision to enable the department to smoothly carry out these procedures without fail.

4.1 General precautions

- (1) The superior shall keep the home contact or other emergency contact details of his/her subordinates in case of emergency such as sudden illness or accident.
- (2) If a person is going to be away from his/her regular workplace for a long time, the person shall inform his/her superior of the location in advance.
- (3) Carefully check the power consumption of electrical system wiring and the rating of wiring and taps, and take care to avoid overheating and electric leakage.
- (4) Before going home, turn off the power of equipment except that which must operate through the night.
- (5) Secure evacuation routes in two different directions, and keep them clear of obstacles, etc. The path way in room should have at least 80 cm wide.
- (6) Do not use heating equipment without an automatic stop or fire extinguishing function.

4.2 Room locking

- (1) Keep the door(s) of each laboratory closed in principle.
 - (2) When leaving a room and laboratory empty, lock it after checking that the inside of the room is safe.
 - (3) Store commonly used laboratory keys, etc. in a key box to prevent loss.
- (Note) If a department room is left unlocked and any asset, dangerous chemical, etc. is stolen, the person who failed to lock the room will be held liable.

4.3 Fire prevention supervisor

- (1) The fire prevention supervisor should perform a fire management etc. according to the fire prevention plan of the campus or departments which belongs.

4.4 Actions in case of emergency, such as fires, earthquakes, and accidents

In case of emergency, such as a fire or earthquake, all personnel must take actions according to the "Kyoto University Fire Prevention Regulations" of the university and the firefighting plan, etc. drawn up by the department. The basic principles of actions are (1) personal security, (2) reporting, and (3) firefighting and rescue. However, it may be impossible to observe these principles depending on whether other persons are nearby, the distance to the fire alarm or telephone, the speed of spreading and the scale of the fire or accident, the seriousness of injury, etc. In case of a large-scale accident, all personnel must observe the instructions of the department manager. Comprehensive actions against risks and the prevention of risks shall comply with the "Kyoto University Risk Management Regulations" and the risk management plan of each department.

4.4.1 General

- (1) Check points
 - (a) Check the evacuation route, emergency exit, and area for evacuation.
 - (b) Check the locations of fire extinguishers, fire alarms, and fire hydrants.
 - (c) Check the locations of safety equipment such as first-aid boxes, helmets, and flashlights.
 - (d) Check the emergency communication network.
- (2) Precautions
 - (a) Do not place things in front of emergency exits, fire doors, and fire shutters.
 - (b) Do not place things around fire extinguishers, fire alarms, and fire hydrants.
 - (c) Do not move fire extinguishers from the specified locations.
 - (d) To secure an evacuation route, do not place obstacles in the windows and passages of rooms, around doors, and in corridors.
 - (e) Do not park vehicles in the emergency route for emergency vehicles specified by the department.
- (3) Reporting
 - (a) In case of a fire, accident, etc., it shall be immediately reported to the department manager with the accident reporting form.
 - (b) The department manager shall report the fire or accident to the president according to the Industrial Safety and Health Act, the Ordinance on Industrial Safety and Health, and the "National University Corporation Kyoto University Accounting Regulations" established by Kyoto University.

Chapter 4 General Precautions (2)

4.4.2 Fires

(1) Reporting

- (a) If a person finds a fire, first shout out to inform nearby personnel.
- (b) Activate the fire alarm (the fire will be reported to the disaster prevention section or a location where a receiver is installed, and the location of the fire will be identified).
- (c) Call the fire station (0-119).
- (d) Report the location of the fire, the situation of damage, etc. through the communication network determined by the department.

(2) Fire extinguishing

- (a) The person who found the fire and staff members near the fire must check their own safety and then conduct initial firefighting using fire extinguishers as follows:
 - (i) pull out the yellow pin upward;
 - (ii) release and aim the hose at the fire; and
 - (iii) squeeze the hand lever.
- (b) If the fire might spread to dangerous materials or a facility where dangerous materials are stored, spraying water on the fire may cause a new fire or cause the fire to spread depending on the type of dangerous materials. In this case, report the fact to firefighting personnel.

(3) Evacuation

- (a) Turn off experimental equipment and gases.
- (b) Cover the mouth and nose with a wet handkerchief to avoid inhaling smoke, and evacuate keeping your head down.
- (c) Do not use elevators; go out of the building using emergency stairways, etc.
- (d) To stop the fire spreading, make sure that all staff members in the room have evacuated from the room, and then close the door(s) of the room.
- (e) After evacuation, take a roll call to check whether everyone is safe.

4.4.3 Accidents

(1) Rescue

- (a) If a person encounters or finds an accident, administer first-aid treatment such as rescue as needed.
- (b) If another person is nearby, ask them to assist in rescue activities.

(2) Reporting

- (a) Report the location of the accident, the situation of damage, etc. to the contact specified by the department.
- (b) In case of emergency, call the fire station (0-119) and the police (0-110).

4.4.4 Earthquakes

(1) Putting out fires, etc.

In case of an earthquake, first secure personal safety, and immediately cut off flame sources, power supply, and gases.

(2) Evacuation

- (a) Go out of the building using the emergency stairway according to the instructions of private firefighters, and gather in the designated evacuation area. Do not use elevators to evacuate.
- (b) After evacuation, take a roll call to check whether everyone is safe.

4.4.5 Theft

If any assets of the university or personal belongings are found to have been stolen, leave the scene of the theft as it is and immediately report the matter to the office in charge shown in the communication network determined by the department.

Reference

Damage caused by the Great East Japan Earthquake on March 11 (from Tohoku University)

Excerpted from material distributed at the 8th Liaison Meeting of Safety and Health Managers of the Seven National Universities (on April 20, 2011)

Situations of rooms, laboratories, library, etc.

All racks and cabinets not fixed with earthquake restraints collapsed.



Room where the passage was blocked by collapsed cabinets and books (residents hid under the desk).

Chapter 4 General Precautions (3)

4.5 Waste

- (1) For details of the method and location for disposing of waste and other matters concerning waste, observe the "Kyoto University Regulations for Control, etc. of Wastewater and Waste" and instructions specified by each department.
- (2) Industrial waste is regulated by the "Waste Management and Public Cleansing Act (Waste Cleansing Act)."
- (3) For experimental effluents, emission gases, etc. closely related to education and research, see Chapter 5 of the Safety and Health Control Guidelines (Standard).

4.6 Using VDTs

- (1) Do not operate a VDT (Visual Display Terminal) for more than one hour continuously. Take a break for 10 to 15 minutes before the next continuous session.
 - (2) Adjust the VDT so that its top is almost at eye level or slightly lower.
 - (3) Work under proper lighting while avoiding screen reflections of sunlight and lighting equipment, etc.
 - (4) Staff members who constantly use display screens must receive a regular medical examination relating to usage of display screens.
- (Note) In connection with the Industrial Safety and Health Act, the "Guidelines for Industrial Health Control in VDT Operations" (April 5, 2002, Labor Standards Bureau Notification No. 0405001) should be complied with according to the situation.

4.7 Mental health

- (1) Regular sleep and proper recreation and relaxation are required to keep good mental health.
- (2) Pay attention to your mental condition sometime, and be alert to any sudden changes. A major change in sleep or weight is a particularly important sign.
- (3) Human capacity is limited. It is also necessary to consult the supervisors, colleagues, family members, and friends.
- (4) When you become aware of the sustained unusual state of subordinates and colleagues, listen to the story earlier and consult your supervisor about it.
- (5) When you feel bad in mind, you may visit/call the University Health Service, the external EAP, and the off-campus medical institutions. If you are a student, Integrated Student Support Center(as well as the Counseling Room,the Career Support Room and the Disability Support Office) is also available.

First published at 2012
Revised at 2017

Agency for Health, Safety and Environment
Environment, Safety and Health Division, Facilities Department

TEL:075-753-2386
FAX:075-753-2355
e-mail: 81Oanzen1@mail2.adm.kyoto-u.ac.jp