

# Tzu Chi University

## Safety and Health Rules in the Workplace

### Chapter 1

#### Principles of Health & Safety

- I. Safety is a core value at Tzu Chi University (TCU) and the University is committed to continued advancement of an institutional, safe culture with strong programs for accident and injury prevention, personal safety and protection, wellness promotion for faculty members, staff and students, and compliance with the *Occupational Safety and Health Act*. Thus, TCU has set up these rules and requires everyone to adhere to them.
- II. These rules are applicable to all workplaces, including laboratories, classrooms, University housing, et cetera, and to people who are listed in Item III.
- III. Definitions of the following terms are based on the *Occupational Safety and Health Act* and *Enforcement Rules of the Occupational Safety and Health Act*.
  1. “Workers” are employees, including faculty members and staff, students, self-employed persons, or other people who work under the supervision of their workplace supervisors.
  2. “Employees” are faculty members and staff employed to work for wages.
  3. The “employer” is the University or the University president.
  4. “Workplace supervisors” are those who actually manage, guide or supervise employees or students to perform their work.
  5. “Self-employed persons” are those who engage in independent work or art work for compensation, and who do not employ any paid staff to help with the work.
  6. “Other people who work under workplace supervisors” are visitors who have no employment relationship with the University, but engage

in work or for the purpose of acquiring skills or receiving occupational training at said workplace.

7. “Safety and health personnel” are those who engage in occupational safety and health management or healthcare services, including the following licensed personnel:
  - (1) Occupational safety management specialists;
  - (2) Occupational health management specialists;
  - (3) Occupational safety and health management personnel;
  - (4) Occupational safety and health affair managers.
8. “Occupational accidents” are any diseases, injuries, disabilities, or deaths of employees or students caused by buildings, machinery, equipment, raw materials, materials, chemicals, gases, vapors, dusts, etc., at the place of duty, or as a result of work activities, or due to other occupational causes.

## **Chapter 2**

### **Responsibilities**

Adherence to good health and safety practices and compliance with applicable health and safety laws and regulations are a responsibility of all faculty, staff, and students.

Responsibility for good health and safety practice begins with the supervisor in the workplace, laboratory or classroom, and proceeds upward through the levels of management.

- I. Final responsibility for health and safety policies, practices and programs rests with the President of the University. Academic areas of management are department chairpersons, college deans, and vice presidents. Administrative areas of management include supervisors, directors, and vice presidents.

II. The University Committee on Health and Safety counsels, studies, coordinates and suggests in matters pertaining to occupational safety and health.

III. The Center for Environmental Protection and Occupational Health (EPOH Center) is responsible for establishing, planning, implementing and monitoring institutional compliances with health and safety laws and regulations and adherence to University health and safety policies, practices and programs.

IV. Responsibilities:

1. The University Committee on Safety and Health:

- (1) Recommends university-wide safety and health policies to the president.
- (2) Coordinates and recommends occupational safety and health practices and programs.
- (3) Reviews education and training programs related to occupational health and safety.
- (4) Reviews the working environment monitor program, evaluating results, and going over the corrective actions.
- (5) Reviews university-wide health management, occupational diseases, illness prevention, and health promotion.
- (6) Reviews suggestions on safety and health.
- (7) Reviews regular and periodic inspections carried out by each department and going over inspection results.
- (8) Reviews hazard specific prevention policies and requirements that apply to different machinery, equipment, materials or substances.
- (9) Reviews investigation reports on occupational accidents.
- (10) Evaluates the effectiveness of safety and health management in workplaces.
- (11) Reviews safety and health management relating to independent contractors.
- (12) Coordinates, suggests, reviews and improves policies, practices and

programs related to environmental protection workplace safety, and the wellness of faculty members, staff and students.

(13) Any other matters associated with managing the workplace in a safe and healthy manner.

2. Those who are in charge of academic departments or administrative offices:

(1) Establish departmental programs to prevent occupational accidents from happening.

(2) Set up workplace safety and health guidelines, practices and programs.

(3) Inform employees and students through departmental safety and health education and training programs.

(4) Conduct regular and periodic inspections, key inspections, daily inspections, or other necessary inspections.

(5) Walk around workplaces, including laboratories, classrooms, periodically or on a necessary basis.

(6) Establish a departmental standard for safe and healthy practices.

(7) Ensure that employees and students have carried out safe and healthy practices based on the departmental standard.

(8) Investigate, analyze, and go over corrective action(s) related to occupational accidents.

(9) Implement departmental programs for preventing occupational injuries and diseases.

(10) Supervise and monitor departmental safety and health programs.

(11) Ensure that those who are assigned tasks actually do their work properly.

(12) The department chairperson tours workplaces periodically, and evaluates whether departmental safety and health practices and programs are being carried out properly.

(13) Implement other needed safety and health matters requested by the University.

3. Occupational safety and health personnel:

(1) Develop university-wide occupational safety and health management

policies and programs and assist each department with implementation.

- (2) Supervise and ensure that each department has developed its occupational safety and health practices, as well as programs.
  - (3) Supervise and ensure that department chairpersons, workplace supervisors and others have implemented occupational safety and health practices as well as programs.
  - (4) Plan, assist and sponsor occupational safety and health education and training sessions.
  - (5) Plan and monitor, through a program of medical surveillance, the health of faculty members, staff and students, who are exposed to certain hazardous materials or conditions.
  - (6) Supervise investigation, processing and statistical analysis related to illnesses, injuries, disabilities or deaths of faculty members, staff and students, resulting from occupational accidents.
  - (7) Provide guidance or services on occupational safety and health matters.
  - (8) Establish or amend *Safety and Health rules in the workplace* and draft annual action plans, etc.
  - (9) Promote and keep people informed about the University's policies, practices and programs on occupational safety and health in the workplace.
4. The laboratory supervisor:
- (1) Is up-to-date with and implements University safety and health practices and programs in laboratories under their supervision.
  - (2) Ensures that employees, students and visitors under their supervision or within their work areas, adhere to the University's *Safety and Health rules in the workplace*, other safety and health policies, practices and programs, and comply with relevant laws and regulations.
  - (3) Carries out regular, periodic or daily inspections of the work environment, machinery, equipment or instruments, ensuring they are safe and well-maintained; records inspection results in detail; in case

of any potentially unsafe practices or serious hazards, reports to the their supervisors right away.

- (4) Ensures that labs are organized, well-maintained and kept clean.
- (5) Implements necessary procedures to correct discovered hazards, or recommends ways to improve lab conditions for protecting faculty members', staffs' and students' safety and health.
- (6) Conducts work safety analyses and provides faculty members, staff and students with education and training relevant to their safety and health in the workplace.
- (7) Provides necessary personal protective equipment (PPE) to faculty members and staff, if needed, and ensures that PPEs are properly worn.
- (8) In case of an emergency, demands that everyone cease their work right away and evacuate to safe places.
- (9) Requires people to obtain permission before entering or exiting workplaces.
- (10) In case of an emergency, reports to supervisors right away and takes needed action(s) right away.
- (11) Pays regular attention to people regarding their ways of conducting lab work and corrects their unsafe practices.
- (12) Pays attention to the people's health and encourages them to undergo regular medical checkups.
- (13) Implements other practices or programs related to safety and health in the workplace.
- (14) Takes required education and training related to safety and health in the workplace.
- (15) Ensures that people and areas under their supervision comply with relevant laws and regulations, and adherence to the University's health and safety policies, practices and programs.
- (16) Ensures that there are no unsafe practices in the workplace.
- (17) Makes it very clear to machine operators that they can never touch the moving parts of machinery and equipment.
- (18) Prohibits removal of any machine's or equipment's protective

devices, labels or warning signs.

(19) Never conducts any maintenance, repairs, unloading or uploading before the machinery has come to a complete stop.

(20) Never uses unsafe tools, machinery or equipment.

(21) Is familiar with practices and procedures for providing first aid or immediate assistance, to injured person(s) resulting from an accident.

(22) Asks the department chairperson or occupational safety and health management personnel for help, if needed.

5. All faculty members, staff, and students:

(1) Are expected to perform all work safely, by adhering to health and safety practices in the workplace, classroom, laboratory and University housing.

(2) Participate in safety and health training programs required by the University, their supervisors, or instructors.

(3) Faculty members and staff are required to undergo health checkups, and those who are exposed to certain hazardous materials and situations are required to undergo mandated health checkups.

(4) Adhere to health and safety practices or programs requested by the University president or their supervisors.

(5) Comply with health and safety laws and regulations, and adhere to the University's safety and health rules, practices and programs.

(6) Ask their workplace supervisors or the University's occupational safety and health management personnel for help, regarding any occupational safety and health issues.

### **Chapter 3:**

#### **Maintenance and Inspection on Machinery, Equipment, and Tools**

I. Every workplace should have the following safety and health facilities:

1. Temperature and humidity: Maintain proper temperature and humidity for instruments, machinery, equipment, and tools in the workplace.

2. Ventilation: Ensure there is an adequate supply of fresh air, to prevent poisoning, fires or explosions from occurring, resulting from contaminants, heat, or microorganisms accumulated in the workplace, due to bad ventilation.
3. An adequate supply of fresh outdoor air gained through natural or mechanical ventilation:
  - (1) Use natural ventilation by opening all windows, which enable fresh outdoor air to flow in.
  - (2) Before using mechanical ventilation, ensure that exhaust fan(s), air extracting pump, extractor fan(s), and their functions are working well.
  - (3) Local exhaust is also available: Ensure that the exhaust fan is working, before using it.

II. The following are safety and health facilities that labs should have:

1. General protective facilities:

- (1) Emergency exit: Set up at least two emergency exits, ensuring the doors can be opened outward and windows can also be opened.
- (2) Lighting: Maintain adequate lighting and have an emergency power supply ready.
- (3) In case of a spill: Have shower equipment, eye irrigation devices and eye irrigation solution ready for emergencies.
- (4) Emergency phone numbers: Have numbers ready, such as for firefighters, police, the University Security Guard Office, the Emergency Response Center, or Health Clinic.
- (5) First aid equipment: Have a first-aid kit and emergency care equipment ready.
- (6) Smoke and hazardous air detector: To detect the leakage of poisonous substances or explosive materials.
- (7) Fire extinguisher and hydrant: Fire extinguishing equipment must be placed where people can see them easily and use them readily.
- (8) Liquid waste disposal: Prepare containers to store liquid waste temporarily, before giving it to professional waste management



companies.

- (9) Access control: Post signs prohibiting those who are not associated with labs from entering labs.
- (10) Pressure vessel: Attach the cylinder to a fixed place and conduct regular inspections to make sure the pressure is normal and there are no leaks.
- (11) Electricity safety: Set up proper grounding to protect people's safety and health.

## 2. Personal protective equipment (PPE):

- (1) Whole body: Wear lab suits; do not wear any suits that would interfere with work.
- (2) Face: Wear face shields for possible chemical or metal splashes.
- (3) Eyes: Wear safety spectacles or goggles to prevent poisonous substances, metal splashes, dust, projectiles, gases, vapors, or radiation from entering the eyes.
- (4) Hands and arms: Wear protective gloves, chemical protective gloves, or acid/alkali resistant gloves that cover part or all of the entire arm, and use skincare products to protect the skin, if needed.
- (5) Respiratory system: Choose the right kind of protective respiratory equipment, which must be used, as each is effective only for a limited range of substances, to prevent inhaling irritants or toxic gases.
- (6) Other PPE: Keep escape equipment ready, such as an escape sling, fall arrest harness, etc.

## III. In complying with *Occupational Safety and Health Management Guidelines*,

- (1) *Article 13 to 26*, the University is required to conduct self-inspections of its instruments, facilities, equipment, machinery and vehicles;
- (2) *Article 27 to 44-1*, the University is required to conduct periodic inspections;
- (3) *Article 45 to 49*, the University is required to conduct key

- inspections;
- (4) *Article 50 to 78*, the University is required to conduct daily inspections.

## **Chapter 4 Safety and Health Standards**

- I. General guidelines for institutional health and safety:
1. Safety tops the list in doing everything:
    - (1) Faculty members, staff and students should remind each other to pay attention to the work safety;
    - (2) The department chairperson or workplace supervisor should walk around workplaces, including laboratories, looking into operating conditions and taking corrective action for hazardous situations or unsafe practices.
  2. When faculty members, staff or students are working, workplace supervisors must ensure that at least two persons are working in the workplace.
  3. Drinking or taking of any substances, which are harmful to physical or mental health, is prohibited; supervisors should pay attention to the physical and mental conditions of employees or students from time-to-time.
  4. Faculty members, staff and students must wear personal protective equipment before entering their workplaces.
  5. It is forbidden to do anything which will endanger safety or health.
  6. Employees or students should notify their supervisors when they feel discomfort or have mood issues, which may hinder their work.
  7. Employees and students should never attempt anything they are incapable of doing. They should inform their supervisors if they are unable to perform their tasks capably.
  8. Keep the workplace clean.
  9. Never dismantle, repair or operate any machinery or equipment without getting approval beforehand.

10. Before doing anything:

- (1) Communicate with relevant departments, understand the operating procedures, know the machinery and equipment's working conditions, and be familiar with the connections between these and others;
- (2) Inform supervisors before implementing any safety procedures.
- (3) If necessary, supervisors should assign someone to the workplace for monitoring or coordinating the necessary safety practices and programs.

11. Safety covers, safeguards and grounding systems of hand tools, machinery and equipment, and other safety equipment should be kept in good operating condition. If there is any damage, employees or students should notify their supervisors right away.

12. Keep mindful of approaching vehicles, flying objects, falling or collapsing objects.

13. Keep people who are not workers away from areas where vehicles are in motion, lifting work is ongoing, or workers are working in high places or low oxygen environments.

14. While they are working:

- (1) Workers should adhere to safety and health rules in the workplace.
- (2) Depending on their workplace environment, they should wear proper helmets, safety belts, air respirators, gas masks, dust protection masks, earplugs, earmuffs, face shields, goggles, protective gloves, etc.
- (3) The PPE should be kept in a good working condition. If they are not, workers must stop their work right away and notify their supervisors.

15. While walking around workplaces, supervisors should correct those who don't follow the standard procedures or wear appropriate PPE, and teach them the proper ways.

II. Safety considerations when working in low oxygen environments:

1. Establish work practices and emergency response plans beforehand.
2. Before entering a workplace with insufficient ventilation, such as a confined space, basement or underground channel, workers should keep outdoor air flowing in, talk to their supervisors, and make sure the

workplace isn't oxygen-deficient or toxic.

3. Supervisors should monitor the working environment, paying attention to ventilation and workers' physical conditions, monitoring the levels of oxygen and toxic gases, providing assistance and taking corrective action.
4. Smoking or carrying lighters is prohibited. Supervisors should ensure that workers don't bring anything which is prohibited into the workplace.

### III. Preventing electrical injuries:

1. Never walk barefoot. Wear slippers or sandals to prevent electric shocks from occurring. Supervisors should stop those who don't adhere to this precaution.
2. While moving or lifting something, be sure to stay away from electrical equipment or high-voltage electric power transmission lines; if the workplace is close to the abovementioned sites.
  - (1) Workers should notify their supervisors, stop their work and wait for their supervisors' instruction(s); and
  - (2) Supervisors should discuss with electrical professionals, or ask Taiwan Power Company, to turn the power off, place necessary insulation, or take other proper measures, before allowing workers to do their work.
3. Certain types of work can only be carried out by professionals:
  - (1) The installation of electrical equipment;
  - (2) The dismantling of any earth-leakage circuit breaker, equipment grounding conductor, or electrical switch;
  - (3) Replacing electrical fuses.Supervisors should stop workers from doing any of these right away.
4. In case electrical equipment has any malfunctions, workers should inform their supervisors, who will ask professionals to do the repairs. Workers are prohibited from doing this.
5. Workers must pay attention to the wiring of electrical equipment, switch covers, insulation materials, and ensure they are not damaged. If there is any damage or power leakage, they should stop work right away and inform their supervisors.
6. Carrying out welding work

- (1) Before carrying out any welding tasks, workers should inform their supervisors; and
  - (2) Never do any cutting or welding near a solvent storage tank.
7. Good insulation and heat resistance are required for hand welders. If the insulation is damaged, workers must stop their work right away, and inform their supervisors.
  8. When working on a project related to the building, installation, inspection, repair, maintenance, paint, or others, involving energized electrical circuits or their support, or on nearby electrical circuits or their supports, workers must work with their supervisors to ensure that the electricity is cut off, and post a sign reading “Never turn on the electricity” or “No electricity is on now.”
  9. While workers are working on the projects listed in 7 & 8, supervisors or designated persons should be in the workplace to monitor how things are carried out and provide needed assistance.

#### IV. Managing fall hazards:

1. While working in high or open spaces, workers must adhere to safety practices and wear safety belts to prevent fall hazards.
2. While using stairs or ladders to do their work, workers must:
  - (1) Ensure that stairs or ladders are stable and in good working condition;
  - (2) Ask their supervisors to send another worker to stand below them, to hold the ladder or assist with the work.
3. While working in high places, workers must:
  - (1) Ensure that a protective fence, protective equipment and equipment for allowing workers to go up or come down are in good working condition;
  - (2) If there is any damage, they should stop the work right away and notify their supervisors.
4. While using any equipment to go up or come down from a high workplace, never do anything which is unsafe.

#### V. Managing lifting operations:

1. Before doing any lifting operations,
  - (1) Ensure that rope slings and cable clips are in fine working condition;
  - (2) If there is any wear, deformation, or the protective pads are not placed properly, stop the work right away and inform the supervisors.
2. Stop anyone from entering, staying or working in areas where lifting operations are ongoing, and prohibit anyone other than workers from entering the area.

#### VI. Managing to work safely in the laboratory:

1. Keep the laboratory clean, put chemicals and equipment in the right places, know what to do in case of laboratory accidents and be familiar with the locations of safety equipment.
2. Dress appropriately for the laboratory and adhere to laboratory SOPs.
3. Adhere to laboratory health and safety rules. Listen, pay attention, and be familiar with all laboratory safety steps, from start to finish, and never do anything which is prohibited.
4. Don't drink or eat in the lab.
5. Smoking is prohibited in the lab.
6. Ensure that water and electricity are turned off, and the door is closed, before leaving the laboratory.

#### VII: Safety in the laboratory:

1. Follow safe practices and programs to prevent any accidents from happening.
  - (1) Never play, argue or fight in the laboratory;
  - (2) Adhere to laboratory safety rules, following the supervisor's instructions and carrying out steps from start to finish.
2. Manage gas cylinders safely:
  - (1) Only use cylinders that are properly labeled with their contents, and ensure that the gas cylinder is the right one to use.
  - (2) Every cylinder must have a GHS sign.
  - (3) Never change cylinders' colors.
  - (4) Store cylinders in an upright position, fasten each of them in a fixed

- place, and protect them in areas from external heat sources.
- (5) Prior to using it, ensure that the cylinder valve and the regulator connecting to the cylinder valve are secured.
  - (6) Manage cylinders properly; if there are any malfunctions, inform the supervisor right away.
3. Special attention: Closely monitor newly hired employees or students who are working.
  4. Moving tools, equipment or devices: Before moving them, teach the employees or students the right ways to do it.
  5. Preventing electrical accidents:
    - (1) Disallow anyone, other than professionals, to do installations, repairs or maintenance work related to electrical equipment.
    - (2) Never touch electrical switches with wet hands, and keep electrical equipment away from water.
    - (3) The grounding system must be installed for laboratory equipment.
    - (4) Only use non-conductive types of fire extinguishing equipment to put out a fire, when electrical equipment or a circuit catches fire.

## **Chapter 5 Education and Training**

- I. TCU's faculty members, staff and students are required to receive education and training relevant to safety and health in their workplaces.
- II. Those who are newly hired or given new assignments, are required to receive education and training relevant to safety and health in their workplace. However, if the working environment and job functions are similar to their previous ones, they aren't required to take them.
- III. Those who are providers of first aid and non-healthcare professionals, should receive safety and health education and training, related to providing first aid.

- IV. Workers who will work on special tasks, or supervise others doing them, should receive required education and training before taking their assignments.
- V. Supervisors should require employees or students to receive education and training, related to job-specific safety and health practices and hazards, before allowing them to work.
- VI. Supervisors should ensure that those, who haven't completed education and training related to their job-specific health and safety practices and hazards, can never do their work. Supervisors should monitor it at any time.
- VII. Supervisors of those who need to operate dangerous equipment or machinery should request that they receive education and training, related to safety and health practices, before they work with equipment or machinery.
- VIII. For equipment or machinery, which are specified by laws or regulations as dangerous, workers must attend the government approved education and training program, and pass required skill tests, before operating equipment or machinery.
- IX. Workers who are exposed to equipment or machinery, which are specified by laws or regulations as dangerous, and haven't completed required education and training, and passed required skill tests, should be stopped from operating them. The supervisor should monitor this situation at any time.
- X. Comply with the *Regulations for Occupational Safety and Health Education and Training* concerning certain types of work, which require licensed workers.

## **Chapter 6 Health Guidelines and Practices**



- I. Faculty members and staff are required to undergo health exams, before they are hired. They are also required to undergo periodic health exams while working for the University. Those who are exposed to certain hazardous materials and situations must undergo regular health checkups, according to their types of work.
- II. Those who are exposed to hazardous types of work, must take required follow-up exams and other necessary health management programs.
- III. Faculty members and staff are required to accept their new assignments, receive medical treatments, take off for a while, et cetera, respecting the University's decision, based on results of their health exams.
- IV. Faculty members and staff should accept the University's investigation of their work assignments, monitoring of their work environments, and their exposure to hazards.
- V. Faculty members and staff are required to attend training sessions related to their safety and health practices, such as working proper hours, taking needed time off, and preventing them from disease or injury, in order to enhance their physical and mental wellness.
- VI. The University should establish preventive and protective programs, to assist employees to cope with illness that may be caused by repetitive work, job rotation, working late at night, working long hours, or others' inappropriate acts.
- VII. Those who feel discomfort or have a bad physical condition, should inform their supervisors or the University Health Clinic right away.
- VIII. Faculty members, staff and students are encouraged to join University sports clubs or participate in health promotion activities, to enhance their

health related skills and knowledge.

## **Chapter 7 First Aid and Rescue**

- I. In case of an emergency, call the University Security Office (03)856-5301, ext. 1307, or 911 right away. Never take any risks!
- II. In case of an occupational accident, carry out the necessary first aid or rescue, and later initiate an investigation, analysis and recording.
- III. Report injuries to the supervisor, the University Security Office, or Emergency Response Center, never concealing any information.
- IV. In case of an electrical shock accident:
  1. Turn off the source of electricity; and
  2. After ensuring the injured person is no longer in contact with the electrical current, start the necessary first aid care right away.
- V. In case of an accident caused by hazardous materials, consider their nature and compatibility, and then take needed action right away.
- VI. The purpose of first aid is to minimize injury or keep the victim alive. In case many people are injured, they must be sent to a hospital right away.

## **Chapter 8**

### **Preparation, Maintenance and Usage of Personal Protective Equipment (PPE)**

- I. Perform a hazard assessment of the workplace to determine the nature of hazards, provide suitable personal protective equipment (PPE) for employees and students, and train them in the proper use and maintenance of

PPE.

II. Wear PPE while working in the following workplaces:

1. Those who work on moving, storing, or using items with spikes, protruding objects, corrosive substances, toxic chemicals or dangerous chemicals, must wear the proper gloves, apron, puttee, protective footwear, helmet, goggles, gas mask, face shield, etc.
2. Never wear loose clothing or long hair while working at a workplace which is near a prime mover, power transmission, power rolling machine, or power operating machine.
3. Wear a helmet, safety glasses, or other needed PPE, while working at a workplace, where there is a danger of falling or flying objects
4. While working in spaces two meters above ground, workers may fall, so they must put on safety belts, helmets and other needed PPE.
5. While working on underground pipelines, ditches or tunnels, where there is a hazard of falling objects, toxic substances, or inadequate oxygen, workers must wear helmets, and if needed, also put on respirators, oxygen breathing apparatus, gas masks, dust masks, etc.
6. While working in noisy workplaces, workers should wear earplugs, earmuffs, or other needed PPE.
7. While welding or cutting by using electricity or gas, workers should wear helmets, safety glasses, protective gloves and other necessary PPE.
8. While working in a high temperature environment, where there is risk of explosion or high heat objects flying-out of, protective devices should be installed in the workplace, and workers should wear proper PPE.
9. When exposed to environments with high temperature, low temperature, non-ionizing radiation, blood borne pathogens, toxic gas, vapor, dust or other hazardous substances, workers should wear proper PPE to insure their safety and health, such as helmets, dust masks, gas masks, safety glasses, protective clothing, etc.
10. While doing electrical work, workers should wear hard hats, which are designed to reduce their exposure to low voltage conductors, and also do their work by using insulated tools and other necessary PPE.

- III. While doing hazardous work mentioned above, workers should use the PPE provided and use them properly.
- IV. Workplace supervisors should train workers to use PPE properly, and ensure that they do it right.
- V. Workplace supervisors are responsible for keeping PPE or protective devices clean, carrying out necessary sanitization, and conducting periodic inspections, to maintain their fine operating condition. If they aren't in operating condition, replace them right away.

## **Chapter 9 Incident Reporting and Investigation**

- I. Faculty members, staff and students are required to report workplace incidents, including injuries, exposures, and illnesses, to their supervisors, the University Security Office, or the University Emergency Response Center, as soon as possible. Failing to report the incident will subject them to the University's administrative action.
- II. Right after receiving the report:
  - 1. Supervisors or the University Security Office must take needed actions right away;
  - 2. Afterwards, supervisors must investigate this incident and submit a written report to the Center for Environmental Protection and Occupational Safety.
- III. In case one of the following incidents happens, the supervisors, the University Security Office, or the University Emergency Response Center should inform the Center for Environmental Protection and Occupational Safety and the University President right away:
  - 1. If someone has died.
  - 2. If the affectees are three or more.
  - 3. If at least one affectee needs to be hospitalized.
  - 4. If the incident has been declared a major disaster by the Executive Yuan.

It's strictly prohibited to move anything from the site, except for the purpose of providing first aid or needed rescue, or with permission from the government's judiciary agency or inspection agency.

The Center for Environmental Protection and Occupational Safety should notify Labor Inspection Agency within 8 hours.

### **Other Safety and Health Practices**

- I. The Labor Inspection Agency may send labor inspectors to the University at any time, to carry out workplace inspections. After they present their identity documents, the University must not refuse, avoid or hinder them in carrying out their work.
  
- II. The labor inspectors should comply within the scope provided by laws or regulations and conduct the following. No one should refuse, avoid or interfere with their inspections, as they:
  1. Talk to relevant persons, and write down or record conversations;
  2. Ask for relevant reports, records, salary information or any other information, if needed, or request more detailed information;
  3. Review documentation, data, items, etc., which are requested by laws or regulations; make copies, take photos, videotape conversations, take measurements, and so forth, if necessary;
  4. Pick materials, samples, machinery, equipment, tools, etc. for inspection
  
- III. Safe performance must be a part of every individual's role and responsibility, as well as performance expectation and evaluation. If necessary, the University may reveal information of an individual's unsafe practices to the Labor Inspection Agency.
  
- IV. The University may acknowledge faculty members, staff and students who have carried out these safe practices effectively in the workplace, or

provided suggestions to prevent occupational accidents from happening.

- V. For anything not specified in these rules, look for relevant laws or regulations, or other University rules.
  
- VI. These rules have been promulgated, after being passed by the University Committee on Health and Safety, approved by the University president, and a copy sent to the Center of Northern Taiwan, Occupational Safety and Health Administration, Ministry of Labor. Any amendments will follow the same procedure.