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Nara Institute of Science and Technology  
Safety and Health Management Regulations

April 1, 2004  
Regulations No. 1

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Supplementary provisions

I. General provisions

Article 1(Purpose)

1. The purpose of these Regulations is to specify matters concerning the health care and safety management for students and employees at the Nara Institute of Science and Technology (hereinafter referred to as “NAIST”).
2. The student and employee health management and the safety management shall be governed by these Regulations, as well as the provisions of applicable laws and regulations.

Article 2 (Application to persons other than students and employees)

The provisions of Articles 1 through 9 shall also apply to the following persons:

(1) Persons accepted by NAIST under any of the following regulations:

- a. Regulations on Handling Collaborative Research between the Nara Institute of Science and Technology and Private Organizations, etc. (Regulations No. 29, 2004)
- b. Nara Institute of Science and Technology Funded Research Handling Regulations (Regulations No. 30, 2004)
- c. Nara Institute of Science and Technology Trainee Acceptance Regulations (Regulations No. 31, 2004)

d. Nara Institute of Science and Technology Visiting Researcher Acceptance Regulations (Regulations No. 32, 2004)

- (2) Persons other than those specified in the preceding item, who are accepted by NAIST under any contract other than an employment contract and agree to the application of these Regulations.

#### Article 3 (Responsibility of the President)

1. The President must take the necessary measures for student and employee health care and safety management in accordance with the provisions of applicable laws and regulations, and these Regulations.
2. The President must, if there is risk of a disaster occurring, take the necessary measures, such as stopping duties immediately and evacuating students, employees, and workers from the site.
3. The President must take the necessary measures to hear opinions from students, employees, and external experts on health care and safety management for students and employees.

#### Article 4 (Responsibility of students and employees)

Students and employees must endeavor to maintain their own health and safety and follow the measures taken by the President, the General Safety and Health Manager, and other concerned parties under applicable laws and regulations, and these Regulations.

## II. Organization

### Section 1: General Safety and Health Manager

#### Article 5 (General Safety and Health Manager)

1. NAIST shall assign a General Safety and Health Manager.
2. The General Safety and Health Manager shall be appointed by the President from among Executive Directors.
3. The General Safety and Health Manager shall oversee student and employee health care and safety management.

#### Article 6 (Supervisory responsibility of the President)

The President must grant the General Safety and Health Manager the authority necessary to perform the duties thereof and supervise the performance of the duties thereof when deemed proper.

#### Article 7 (Substitute General Safety and Health Manager)

The President must appoint a substitute General Safety and Health Manager from among Executive Directors, if the General Safety and Health Manager is unable to perform assigned duties due to travel, illness, accident, or any other unavoidable reason.

#### Article 8 (Replacement of the General Safety and Health Manager)

The President must appoint a new General Safety and Health Manager from among Executive

Directors, within 14 days if the current manager is absent due to resignation or other reasons.

## Section 2: Director of Health Care Center

### Article 9 (Health Care Center Director)

The Health Care Center Director shall perform the following as a school and industrial physician:

- (1) Conduct medical examinations and implement precautions to maintain student and employee health based on the results thereof,
- (2) Conduct inspections throughout the campus once a month and implement emergency or preventive measures if there is a health risk in the facilities, etc.,
- (3) Maintain a healthy working environment,
- (4) Duties pertaining to work management,
- (5) In addition to the preceding items, other duties related to student and employee health care,
- (6) Duties to promote student and employee health education, counseling, maintenance and improvement,
- (7) Duties related to health education, and
- (8) Duties to investigate student and employee health impairment and to prevent reoccurrence.

### Article 10 (Recommendations to the President and measures)

1. The Health Care Center Director may, if he or she considers it necessary to ensure student and employee health, provide the necessary recommendations to the President for student and employee health care and safety management.
2. The President must immediately take the necessary precautions for student and employee health care and safety management upon receipt of recommendations under the preceding paragraph.

### Article 11 (Recommendations to General Safety and Health Manager/guidance and advice for health officers)

The Director of Health Care Center may provide recommendations to the General Safety and Health Manager on the matters listed in Article 9 hereof or guidance or advice for health officers.

## Section 3: Health officers

### Article 12 (Health officers)

1. NAIST shall assign health officers.
2. Health officers are appointed by the President from among those who have a license as provided for in Article 12 of the Industrial Safety and Health Act (Act No. 57, 1972).
3. Health officers perform the following under direction of the General Safety and Health Manager:
  - (1) Conduct inspections throughout the campus at least once a week, and take the necessary measures to prevent health impairment to students and employees immediately if there are harmful facilities, work methods, or health conditions,
  - (2) Attend safety and health committee meetings provided for in Article 16.1(1) hereof and give

- opinions on student and employee safety management and health care, and
- (3) Manage other technical matters related to health within the duties listed in Article 9 hereof.
  4. The term of office of the health officers shall be two years.

#### Article 13 (Substitute health officers)

The President must appoint substitute health officers from among those who are specified in Paragraph 2 of the preceding article, if the health officers are unable to perform their duties due to travel, illness, accident, or other unavoidable reason.

#### Article 14 (Health officer addition or removal)

The President must, if ordered by the Chief of the Labor Standards Office to add or remove health officers under Article 11.2, of the Industrial Safety and Health Act, immediately take the necessary actions.

### Section 4: General Safety and Health Management Committee

#### Article 15 (General Safety and Health Management Committee)

1. NAIST shall establish a General Safety and Health Management Committee.
2. A chairperson shall be assigned for the General Safety and Health Management Committee, and the General Safety and Health Manager shall serve as the chairperson.
3. The General Safety and Health Management Committee shall examine and discuss student and employee safety management and health care.
4. In addition to the provisions in the preceding three paragraphs, other requirements for the General Safety and Health Management Committee shall be specified separately.

### Section 5: Technical committees

#### Article 16 (Technical committee)

1. In order to discuss technical matters for student and employee safety, health management and health care, the following committees shall be established:
  - (1) Safety and Health Committee
  - (2) Radiation Safety Committee
  - (3) Genetically Modified Organisms Safety Management Committee
2. Requirements for each committee shall be specified separately.

### Section 6: General Safety and Health Management Office

#### Article 17 (General Safety and Health Management Office)

1. Clerical duties related to student and employee safety management and health care shall be handled by the General Safety and Health Management Office.
2. The General Safety and Health Management Office shall be composed of the following employees:

- (1) Director (faculty or staff)
  - (2) Faculty
  - (3) Technical staff
  - (4) Administrative staff
3. Requirements for the General Safety and Health Management Office shall be specified separately.

### III. Operation chiefs and duty restrictions

#### Article 18 (Operations chiefs)

1. The President must appoint an operation chief for each operation listed in Table 1 to direct students and employees involved in the relevant operation and taking other precautions necessary to ensure safety.
2. Operation chiefs must be appointed from among those listed in the right column of Table 1.

#### Article 19 (Duty restrictions)

1. The President shall not place any person other than those approved to have the ability equal to or better than that of persons listed in the right column of Table 2, for the respective duties listed in the left column of Table 2.
2. No person may perform the relevant duties, except for those who may engage in the relevant duties under the provisions of the preceding paragraph.

### IV. Safety education

#### Article 20 (Safety education upon employment and admission)

The General Safety and Health Manager must provide safety and health education to students who are admitted and employees who are newly employed upon admission or employment.

#### Article 21 (Special education)

1. The General Safety and Health Manager must provide special education on the duties listed in Table 3 to students and employees involved in the relevant duties.
2. The General Safety and Health Manager must endeavor to provide the education under the preceding paragraph by operation chiefs under Article 18 hereof or persons listed in the right column of Table 2 for the respective duty.

### V. Management of facilities and equipment

#### Article 22 (Periodic voluntary machinery inspections)

1. The General Safety and Health Manager must conduct periodic voluntary inspections of the machinery listed in the left column of Table 4 and record the results thereof.
2. The records mentioned in the preceding paragraph must be kept for the periods of time specified in the right column of Table 4.

3. The items and other requirements necessary for inspections shall be specified separately.

#### Article 23 (Fire and disaster prevention management)

1. The General Safety and Health Manager oversees fire and disaster prevention management at NAIST as the disaster prevention manager as provided for in Article 36.1 and 36.2 of the Fire Service Act (Act No. 186, 1948).
2. Requirements for fire and disaster prevention management shall be specified separately.

#### VI. VDT work management

##### Article 24 (VDT work)

The General Safety and Health Manager must take the necessary precautions to prevent student and employee health impairment caused by VDT work, in accordance with the provisions of the Guidelines for Occupational Health Management on VDT Work (Ministry of Health, Labour and Welfare, Labor Standards Director's Circular Notice, April 5, 2002).

#### VII. Chemical substance management

##### Article 25 (Definition of chemical substances)

As used in this chapter, the term "chemical substances" shall mean the elements and components (excluding radioactive substances) used in education and research.

##### Article 26 (General Safety and Health Manager management responsibilities)

1. The General Safety and Health Manager must take the necessary precautions for the safety management and pollution prevention in the surrounding environment, for the purchase, storage, and use of chemical substances at NAIST, under the following laws and regulations:
  - (1) Industrial Safety and Health Act,
  - (2) Poisonous and Deleterious Substances Control Act (Act No. 303, 1950),
  - (3) Fire Service Act,
  - (4) High Pressure Gas Safety Act (Act No. 204, 1951),
  - (5) Act on Confirmation, etc. of Release Amounts of Specific Chemical Substances in the Environment and Promotion of Improvements to the Management Thereof (PRTR Act) (Act No. 86, 1999), and
  - (6) Other applicable laws and regulations.
2. The General Safety and Health Manager must consistently confirm amounts of chemical substances purchased, stored, and used at NAIST, and released outside of NAIST and, if any abnormality is found, take the necessary precautions for the health care and safety management for employees and pollution prevention in the surrounding environment of NAIST.
3. Requirements for the management of chemical substances shall be specified separately.

##### Article 27 (Risk understanding and information dissemination)

1. The General Safety and Health Manager must endeavor to collect chemical substance risk information, and make the information well known to students and employees who use the relevant chemical substances.
2. The General Safety and Health Manager must obtain and keep Material Safety Data Sheets (MSDS) for chemical substances in the workplace where chemical substances are used, in a manner easily referenced by the students and employees.

#### VIII. Management of radiation and X-rays

##### Article 28 (Radiation hazards)

1. The General Safety and Health Manager must take the necessary measures to prevent radiation hazards for students and employees, in accordance with the provisions of the Radiation Hazards Prevention Act (Act No. 167 of June 10, 1957), and other laws and regulations.
2. Requirements for the prevention of radiation hazards shall be specified separately.

##### Article 29 (X-ray hazards)

1. The General Safety and Health Manager must take the necessary measures to prevent x-ray hazards for students and employees, in accordance with the provisions of the Industrial Safety and Health Act, and other laws and regulations.
2. Requirements for the prevention of x-ray hazards shall be specified separately.

#### IX. Management of genetically modified organisms

##### Article 30 (Genetically modified organism management)

1. The General Safety and Health Manager must take the necessary measures to prevent accidents and pollution in the surrounding environment caused by student and employee experiments, using genetically modified organisms, in accordance with the provisions of the Act on the Conservation and Sustainable Use of Biological Diversity through Regulations on the Use of Living Modified Organisms (Act No. 97, 2003), and other laws and regulations.
2. Requirements for the handling of genetically modified organisms shall be specified separately.

#### X. Health care

##### Article 31 (Comprehensive health care)

1. The General Safety and Health Manager must consistently and systematically endeavor to take the necessary measures to promote health education and health counseling for students and employees, and other health maintenance and improvement.
2. Requirements for the health care shall be specified separately.

##### Article 32 (Working environment measurements)

1. The General Safety and Health Manager must conduct working environment measurements and

record the results thereof, in accordance with the provisions of the Industrial Safety and Health Act, the Working Environment Measurement Act (Act No. 28, 1975), and Ordinances of the Ministry of Health, Labour and Welfare.

2. Records prepared under the preceding paragraph must be kept for periods specified separately.
3. The General Safety and Health Manager must take the necessary actions to improve the student and employee working environments based on measurement results of the preceding paragraphs.

#### Article 33 (Medical examinations)

1. The General Safety and Health Manager must conduct a medical examination of students who are admitted and employees who are newly employed upon their admission or employment.
2. The General Safety and Health Manager must conduct a medical examination of students and employees at least once a year.
3. The General Safety and Health Manager must conduct a special medical examination of the students and employees involved in the duties listed in the left column of Table 5, at intervals specified in the right column of the same Table.
4. The General Safety and Health Manager must take the necessary actions, if directions to conduct a non-periodic medical examination or other directions are given by the Director of the Prefectural Labor Bureau under the provisions of Article 66.4, of the Industrial Safety and Health Act.
5. Students and employees must undergo medical examinations conducted by NAIST under the provisions of Paragraphs 1 through 4 hereof; provided, however, that students and employees may, instead of such medical examinations, undergo medical examinations considered by the General Safety and Health Manager to be equivalent to such medical examinations and submit written certificates of the results thereof.

#### Article 34 (Handling of results of medical examinations)

Results of the medical examinations provided for in the preceding article must be given to the examinees and the records thereof must be kept for the periods specified separately.

#### Article 35 (Health guidance by the Director of Health Care Center)

1. The General Safety and Health Manager must provide health guidance by the Director of Health Care Center to students and employees that are deemed to require special efforts to maintain health, as a result of the medical examinations provided for in Article 33 hereof.
2. Students and employees shall make efforts to maintain their health, using the results of medical examinations in accordance with the provisions of the preceding article and the health guidance provided under the preceding paragraph.

#### Article 36 (Stress Check)

1. The General Safety and Health Manager must conduct a test to check the level of psychological stress (hereinafter referred to as the "Stress Check") by a physician, health nurse, or other person specified by an Ordinance of the Ministry of Health, Labour and Welfare.
2. Requirements for the Stress Check stipulated in the preceding paragraph shall be specified



separately.

Article 37 (Recreation)

The General Safety and Health Manager must endeavor to provide convenience for performing sports, recreation and other activities, etc., to promote health maintenance and improvement.

Supplementary provisions

These Regulations shall come into effect on April 1, 2004.

Supplementary provisions

These Regulations shall come into effect on September 15, 2009.

Supplementary provisions

These Regulations shall come into effect on August 1, 2016.

Table 1 (relating to Article 18; duties that require those listed in the right column to direct students and employees and to take other actions necessary to ensure safety)

Duties that require the placement of an operation chief	Operation chief name	Persons eligible to be a chief
Education and research using an X-ray generator not equipped with safety devices	X-ray Operation Chief	Licensed operation chief for X-ray operations
Other duties provided for in Article 14, Industrial Safety and Health Act	Respective Operation Chiefs	Persons licensed as provided for in Appended Table 1 of the Industrial Safety and Health Regulations or persons who completed training

Table 2 (relating to Article 19; duties that shall not be performed by persons other than those in the right column)

Description of the duties	Persons who may perform the duties
Radiation protection supervisor duties	Persons with a Type-I radiation protection supervisor license
Administrator of the chemical management system	Persons with a (Class A) hazardous materials specialist license
Working environment measurement duties	Persons with a (Class-1) Working Environment Measurement Expert license
Other duties provided for in Article 11, Industrial Safety and Health Act	Persons licensed as set forth in Appended Table 3, Industrial Safety and Health Regulations

Table 3 (relating to Article 21; duties that require special education)

Duties that require special education
Duties involving replacement of grinding wheels or their test runs at the time of replacement
Duties handling a small sized boiler
Operating a crane with lifting capacity less than 5 tons (NMR room, etc.)
Other duties described in Article 59 of Industrial Safety and Health Act

Table 4 (relating to Article 22; machinery that requires periodic voluntary inspections)

Machinery that requires periodic voluntary inspections	Intervals of inspection
Elevators with a loading capacity of 1 ton or more	At least once a month
Elevators with a loading capacity of 0.25 tons or more but less than 1 ton	At least once a year
Class-1 pressure vessels	At least once a month
Class-2 pressure vessels	At least once a year
Powered centrifugal machines (including centrifuge separators)	At least once a year
Local exhaust ventilation systems (including draft chambers)	At least once a year
Other machinery provided for in the Industrial Safety and Health Regulations	Once for each interval specified in the Regulations

Table 5 (relating to Article 33; duties that require a special medical examination)

Duties that require a special medical examination	Intervals of medical examination
Duties handling radioactive substances	At least once per 6 months
Duties handling specified chemical substances specified by the Ordinance on Prevention of Hazards due to Specified Chemical Substances	At least once per 6 months
Duties handling organic solvents specified by the Ordinance on the Prevention of Organic Solvent Poisoning	At least once per 6 months
Education and research duties using genetically modified organisms	At least once per 6 months