

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

**The University of Tokyo Regulations on Environment, Safety and Health Management
for
Academic and Administrative Staff**

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Chapter 1 General Provisions

Article 1 Purpose

1. The purpose of these Regulations is to provide for necessary matters to secure the environment, safety, and health of academic and administrative staff of the National University Corporation, the University of Tokyo (hereinafter referred to as the “University”) as stipulated in Article 42 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rule No. 11 of 2004).
2. In addition to what is provided for by the Industrial Safety and Health Act (Act No. 57 of 1972; hereinafter referred to as the “Industrial Safety Act”) and other laws and regulations, matters necessary for securing the environment, safety and health of academic and administrative staff of the University shall be as prescribed by these Regulations.

3. In the event that the University establishes another set of regulations concerning the environment, safety and health of academic and administrative staff, relevant matters shall be governed by said regulations in addition to the provisions of these Regulations.

Article 2 Definitions

1. The term, “securing the environment, safety and health,” here means environmental pollution prevention, safety and health improvement, accident and disaster prevention, emergency measures in relation to education and research at the University.
2. The term “employees” shall hereinafter refer to the academic and administrative staff members listed in Chapter 2 of the University of Tokyo Rules on Basic Organizations (Rule No. 1 of 2004; hereinafter referred to as the “Rules on Organizations”).
3. The term “laws and regulations” shall hereinafter refer to the Industrial Safety Act, other laws and regulations, as well as regulations prescribed by the University for securing the environment, safety and health of employees, and detailed rules mandated by those regulations.
4. The terms “workplace” and “workplace supervisor” shall hereinafter refer to the workplaces and workplace supervisors listed in Appended Table.
5. The term “academic organization” shall hereinafter refer to the organizations listed in Chapters 3 and 4 of the Rules on Organizations.
6. The term “director(s)” shall hereinafter refer to the heads of academic organizations defined in the preceding paragraph.

Article 3 General Overseer

1. The President shall oversee matters pertaining to the environment, safety and health management at the University, comply with standards for industrial accident prevention prescribed by these Regulations and laws and regulations, and otherwise try to secure the environment, safety and health of employees at their respective workplaces and create a pleasant working environment.
2. The President shall grant the Managing Director in charge of the environment, safety and health (hereinafter referred to as “Managing Director in charge”) the authority related to the preceding paragraph.
3. The Managing Director in charge may take necessary measures for overseeing the University’s environment, safety and health management activities.

Chapter 2 Organization for Environment, Safety and Health Management

Article 4 Workplace Supervisor

1. Workplace supervisors, as general safety and health managers, shall be responsible for the

overall environment, safety and health management activities at the workplaces, try to secure the environment, health and safety for employees in the workplace, and comply with laws and regulations, and depending on individual circumstance, take measures necessary to secure the environment, safety and health for employees in the workplace.

2. Workplace supervisors shall appoint a deputy to perform the duties on their behalf for when they are unable to discharge their duties as general safety and health managers due to travel, illness, accident, or other unavoidable reasons.
3. Workplace supervisors shall have the authority necessary for taking measures to secure the environment, safety and health at their workplace.

Article 5 Directors

1. Directors, as the overseers of matters related to the environment, safety and health of employees in their academic organizations, shall take necessary measures, as prescribed by laws and regulations, to secure the environment, safety and health for employees in the workplace.
2. Directors shall have the authority necessary for taking measures to secure the environment, safety and health at their academic organization.
3. Directors shall establish an academic organization committee if deemed necessary to secure the environment, safety and health of employees.

Article 6 Health Officers

1. Workplace supervisors at workplaces regularly staffed with 50 or more employees shall appoint health officers from among their employees who hold the required qualification to perform that function, in a number equal to or greater than the number prescribed by laws and regulations.
2. Workplace supervisors at workplaces regularly staffed with 10 to 49 employees shall appoint a health promoter from among their employees who have completed a health promoter training course.
3. Workplace supervisors who fall under the provision of Article 7, paragraph 1, item (6) of .
4. the Ordinance on Industrial Safety and Health (Ministry of Labour Ordinance No. 32 of 1972; as amended) shall appoint a health officer from among their employees who are qualified as an industrial hygiene health officer.
5. Health officers, health promoters, and qualified industrial hygiene health officers shall perform the relevant duties prescribed by laws and regulations and take necessary measures to secure the environment, safety and health for employees.

Article 7 Industrial Physicians

1. Workplace supervisors shall appoint occupational health physicians from among qualified physicians, in a number equal to or greater than the number prescribed by laws and

regulations.

2. Industrial physicians shall perform duties related to health management, and other relevant duties prescribed by laws and regulations.
3. Matters pertaining to the designation and delegation of occupational health physicians shall be determined separately.

Article 8 Operations Chiefs

1. Directors shall appoint an operations chief for each relevant workshop site listed in Article 6 of the Order for Enforcement of the Industrial Safety and Health Act (Cabinet Order No. 318 of 1972; hereinafter referred to as the “Industrial Safety Act Enforcement Order”).
2. Operations chiefs shall be appointed from among employees who hold the relevant licenses or qualifications prescribed by laws and regulations pertaining to the relevant operations, and who are deemed suited to perform that function.
3. Operations chiefs shall direct employees or other persons engaged in the relevant work, and perform other duties prescribed by laws and regulations.

Article 9 Deleted

Article 10 Deleted

Article 11 Workplace Safety and Health Committees

1. Workplace supervisors of workplaces staffed regularly with 50 or more employees shall establish a safety and health committee for the workplace.
2. Safety and health committees shall investigate and deliberate on basic measures for the environment, safety and health management for employees at the workplace, and state their opinions to the workplace supervisors.
3. Safety and health committees shall be composed of the following members designated by the workplace supervisors: those selected from among persons in charge of the environment, safety and health management at the workplace; those who are selected from among workplace employees with experience in the environment, safety and health and are recommended by a representative of a majority of workplace employees; and those selected from among occupational health physicians.
4. Workplace supervisors shall convene meetings of safety and health committees at least once a month.
5. Necessary matters pertaining to the safety and health committees shall be prescribed separately.

Article 12 Deleted

Article 13 Division for Environment, Health and Safety

1. The Division for Environment, Health and Safety (hereinafter referred to as the “DEHS”) shall oversee the University’s environment, safety and health management activities, and provide the specialized and technical support needed to smoothly implement environment, safety and health activities in the workplace and academic organizations.
2. The DEHS may offer guidance and advice on how to secure the environment, safety and health to workplaces, environment, safety and health management offices of academic organizations, and employees.

Article 13-2 DEHS Director

1. The Director of the DEHS shall assist the Managing Director in charge, and shall oversee the University’s environment, safety and health management affairs.
2. The Director of the DEHS shall have the authority to implement measures pertaining to the responsibilities prescribed in the preceding paragraph.

Article 14 Environment, Safety and Health Management Offices of Academic Organizations

1. Directors shall establish environment, safety and health management offices within their academic organizations. This shall not preclude two or more academic organizations from establishing a joint environment, safety and health management office where such action is deemed appropriate in view of the organizations’ circumstances.
2. Environment, safety and health management offices of the academic organizations shall oversee the environment, safety and health management activities and secure the environment, safety and health within their organization.
3. Environment, safety and health management offices of the academic organizations may offer employees of the academic organization guidance on the environment, safety and health.
4. Other necessary matters pertaining to environment, safety and health management offices of the academic organizations shall be prescribed separately.

Article 14-2 Heads of Environment, Safety and Health Management Offices

1. The heads of environment, safety and health management offices shall assist the director of the academic organization with regard to environment, safety and health management, and shall oversee the affairs.
2. Directors shall grant the heads of environment, safety and health management office the authority needed to implement measures pertaining to the responsibilities prescribed in the preceding paragraph.

Article 15 System for Field Education and Research

1. Directors shall appoint an environment, safety and health controller and a controller’s assistant to help handle the administrative work in cases where field education and research are to be conducted.
2. Necessary matters pertaining to field education and research shall be determined separately.

Article 16 Education for Health Officers

Workplace supervisors shall try to provide education and other capacity-building opportunities to employees engaged in health management and other environment, safety and health activities.

Article 17 Employees

1. Employees shall comply with laws and regulations related to securing of the environment, safety and health.
2. Employees shall follow guidance on securing of the environment, safety and health provided by the Director of the DEHS, heads of safety and health management offices of academic organizations, and other relevant officials.
3. Employees shall cooperate in the environment, safety and health management activities conducted by the University and academic organizations.

Chapter 3 Measures for Securing Environment, Safety and Health

Article 18 Preventative Measures against Dangerous Operations

Directors shall take necessary measures to prevent dangers that threaten the environment, safety and health, including measures that require corporation among employees.

Article 19 Measures Pertaining to Harmful Work Operations

1. Directors shall, with regard to employees engaging in harmful work operations listed in Article 22 of the Industrial Safety Act Enforcement Order (hereinafter referred to as the “specified harmful operations”) and other work operations that are likely to impair the health of employees, take measures to prevent impairment of the employees’ health as prescribed by laws and regulations.
2. Directors shall, as prescribed by laws and regulations, assess the working environment of sites where specified harmful operations take place.

Article 20 Measures Dealing with Emergencies

1. Directors shall take appropriate measures tailored to the dangerous site, the nature of employees’ duties and other relevant matters, including interrupting work operations, evacuating employees and rescuing employees, in situations that pose an imminent risk to

employee safety.

2. Directors shall maintain equipment and machines, provide education and training to employees, and take other necessary measures so that the measures prescribed in the preceding paragraph can be carried out accurately and smoothly.

Article 21 Restrictions on Use, Inspections and Notifications regarding Equipment and Machines

1. Directors shall fulfill the requirements prescribed by laws and regulations when installing the equipment or machines listed in Articles 12 and 13 of the Industrial Safety Act Enforcement Order or having employees use the equipment or machines.
2. Directors shall conduct inspections prescribed by laws and regulations, such as installation, post-alteration, performance and periodical self inspections, of the equipment and machines listed in Article 12 of the Industrial Safety Act Enforcement Order, and shall conduct periodical self inspections of the equipment and machines listed in Article 15 of the same Enforcement Order, in each case by designating or delegating inspectors to conduct such inspections.
3. Directors shall, prior to the installation, alteration, or disuse of the equipment or machines listed in Article 12 of the Industrial Safety Act Enforcement Order, report the relevant workplace supervisor of the planned action.

Article 22 Restrictions on the Use or Manufacture of Harmful Substances

1. Directors shall not force or allow employees to manufacture or use health-damaging substances listed in Article 16 of the Industrial Safety Act Enforcement Order, except for testing or research purposes approved by the relevant government agency.
2. Directors shall not force or allow employees to manufacture health-damaging substances listed in Article 17 of the Industrial Safety Act Enforcement Order, except where approved by the relevant government agency.

Article 23 Investigation of Toxicity

Directors shall investigate the toxicity of chemical substances and other substances considered likely to impair the health of employees and take necessary measures as prescribed by laws and regulations, and shall try to take other necessary measures to prevent impairment to the health of employees.

Article 24 Restriction on Working Hours

Directors shall not cause or allow employees who are engaged in specified harmful operations to work in excess of the working hours prescribed by laws and regulations, so as to prevent impairment of the employees' health.

Article 25 Medical Examinations

1. Directors shall offer employees medical examinations under laws and regulations.
2. Employee medical examinations shall include regular, special and occasional medical examinations.
3. Deleted

Article 26 Follow-up Measures

1. When the results of an employee’s medical examination reveals abnormalities in his/her condition, the director shall consult with an occupational health physician, or other physician if an occupational health physician is not appointed, and take necessary and appropriate follow-up measures to maintain and promote the employee’s health.
2. Directors shall notify employees of the results of their regular medical examinations.
3. When judged necessary based on the results of an employee’s medical examination, the director shall prohibit such employee from working, reduce his/her working hours, or take other measures necessary to maintain the employee’s health. In addition, directors shall try to provide employees with health guidance from physicians or public health nurses.
4. Employees should not refuse such measures as defined in the preceding paragraph without proper reasons.

Article 27 Prohibition of Work

1. Directors shall, pursuant to Article 68 of the Industrial Safety Act, prohibit employees from engaging in work whenever they fall under any of the categories listed in the items below (except when prevention is taken for those employees who fall under item (1) below):
 - (1) Employees infected with a virus or a communicable disease that poses a risk of spreading;
 - (2) Employees who have a disease of the heart, kidneys, lungs or another organ that could be significantly aggravated by the employee engaging in work; or
 - (3) Other employees contracted with diseases comparable to those stipulated in the preceding two items and thus considered unfit to work by an industrial physician
2. Directors may prohibit an employee suspected of being contracted with a disease stipulated in item 1 of the preceding paragraph from working.
3. Directors shall consult with an occupational health physician or other specialist before ordering an employee not to work pursuant to the provisions of the preceding two paragraphs.

Article 28 Maintenance of Privacy

Employees currently or previously engaged in affairs related to employee health shall not disclose any physical or mental impairment or other health issue of an employee that they have learned of in the course of their duties.

Article 29 Personal Health Record

Whenever an employee engaged in any of the work operations listed in Article 23 of the Industrial Safety Act Enforcement Order ceases to engage in such work operations, the relevant director shall promptly report that fact to the relevant workplace supervisor, except in cases where a personal health record has already been issued to the employee.

Chapter 4 Measures Pertaining to Staff Employment

Article 30 Environment, Safety and Health Education

Directors shall, as prescribed by laws and regulations, provide newly hired employees and employees assigned to dangerous or harmful operations with education on the necessary environment, safety and health matters pertaining to the employees' duties.

Article 31 Employees Engaged in Highly Hazardous Operations

1. When assigning any work operations listed in Article 20 of the Industrial Safety Act Enforcement Order, the relevant directors shall select employees who hold the licenses or qualifications under the Industrial Safety Act or other laws and regulations.
2. When assigning an employee to engage in hazardous operations other than those listed in Article 20 of the Industrial Safety Act Enforcement Order, the relevant directors shall select employees who have received special education for hazard prevention as prescribed by laws and regulations.

Article 32 Employees Requiring Special Consideration for Prevention of Health Impairments

In cases where an employee is found in a medical examination to require special consideration to prevent an impairment to its health, the relevant directors shall try to give sufficient consideration to the employee's physical and mental needs with regard to assignment and method of performance of duties, and other matters regarding the employee's duties.

Chapter 5 Records and Reports

Article 33 Preparation and Preservation of Records

1. Directors shall prepare records of each employee's medical examinations and preserve those records for five years following the employee's severance. Records of special medical examinations shall be preserved for the period prescribed by laws and regulations.

2. In cases where an employee is reassigned to another academic organization or institution, the relevant directors shall transfer the records of the employee's health management to the academic organization or institution to which the employee has been reassigned.
3. Directors shall prepare records of working environment assessments and equipment inspections pertaining to hazardous operations, and preserve those records for the period prescribed by laws and regulations after completion of the inspection.

Article 34 Report on Medical Examination Results

Directors shall, by the last day of April every year, submit a report to the relevant workplace supervisor summarizing employee medical examination results and health management guidance provided to employees, for the academic year starting on April 1 of the preceding calendar year.

Article 35 Report following Disasters and Emergencies

If a disaster or an accident occurs at the workplace, directors shall report it to the Managing Director in charge without delay, together with an account of the circumstances surrounding it..

Chapter 6 Miscellaneous Provisions

Article 36 Detailed Rules

1. Necessary matters for implementing these Regulations shall be prescribed separately.
2. If workplace supervisors establishes or revises rules on environment, safety and health based on these Regulations, they shall promptly report to the President.
3. If directors establishes or revises rules on environment, safety and health based on these Regulations, they shall promptly report to the workplace supervisor.

Article 37 Regulation Revision or Abolition

Revision or abolition of these Regulations shall be based on deliberation by the Board of Directors.

Supplementary Provisions

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

Supplementary Provisions

These Regulations shall come into force on April 1, 2005.

Supplementary Provisions

These Rules shall come into force on April 1, 2006.

Supplementary Provisions

These Rules shall come into force on April 1, 2010.

Supplementary Provisions

These Rules shall come into force on April 1, 2012

Supplementary Provisions

These Rules shall come into force on April 1, 2020

Supplementary Provisions

These Rules shall come into force on April 1, 2021

Appended Table (Re: Article 2)

Workplace	Workplace Supervisor
Hongo Campus	Managing Director (in charge of environment and safety)
Komaba Campus	Dean of the Graduate School of Arts and Sciences
Kashiwa Campus	Chair, Kashiwa Campus Joint Committee for Academic Administration
Kashiwa II Campus	Director, Information Technology Center
Kamioka Observatory Area	Director
The Institute of Medical Science	Dean
The University of Tokyo Hospital	Director
Secondary School attached to Faculty of Education the University of Tokyo	Principal
Botanical Gardens, Graduate School of Science	Director
Nuclear Professional School, Graduate School of Engineering	Head
Institute for Sustainable Agro-ecosystem Services, Graduate School of Agricultural and Life Sciences	Director
University Forest, Hokkaido, Graduate School of Agricultural and Life Sciences	Director
University Forest, Chiba, Graduate School of Agricultural and Life Sciences	Director
University Forest, Chichibu, Graduate School of Agricultural and Life Sciences	Director
Ecohydrology Research Institute, Graduate School of Agricultural and Life Sciences	Director
Animal Resource Science Center, Graduate School of Agricultural and Life Sciences	Director