

\* 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 for the Management of Health and Safety during Educational and Research Activities Conducted in the Field**

Established: March 17, 2006

The University of Tokyo Rules No. 104

**Article 1: Purpose**

The purpose of the Regulations is to provide for necessary matters concerning safety and health considerations during activities in the field (hereinafter referred to as fieldwork activities), in addition to what is provided for by The University of Tokyo Regulations on Environment, Safety and Health Management for Academic and Administrative Staff (Rule No. 10 of 2004).

**Article 2: Definitions**

Definitions of terms in this Regulation shall be governed by the provisions in each of the following items:

- (1) The term, “fieldwork activities” here means educational and research activities conducted outdoors (excluding those specified by the Division for Environment, Health and Safety).
- (2) The term, “participants of fieldwork activities” here refers to the participants of educational and research activities conducted outdoors by the University of Tokyo (hereinafter referred to as the University), or faculty, students or researcher of the University participating in fieldwork activities conducted by institutions other than the University.
- (3) The term, “educational research group” here refers to a basic group formed to carry out fieldwork activities conducted by the University, or a basic group comprised of faculty, students, research students and other members partaking in fieldwork activities conducted by institutions other than the University.
- (4) The term, “department” here refers to the affiliated organizations, school and hospitals set forth in Chapter 3 and Chapter 4 of the University of Tokyo Rules on Basic Organizations.
- (5) The term, “head of department” here refers to in the head of the department, in which the definition is set forth in the previous item.

**Article 3: Obligations to Comply with Rules and Regulations**

The participants of fieldwork activities shall comply fully with the rules of the University as well as laws and regulations relating to safety and health.

2. For fieldwork activities that require qualifications or special credentials, the requirements of the law must be satisfied.

#### **Article 4: Obligations to Ensure Safety and Health**

Participants of field education and research activities shall endeavor to ensure their safety and health in accordance with measures taken to ensure safety and health by the University.

#### **Article 5: Safety and Health Management Planning and Notification**

The head of the educational research group shall develop management plans for the following health and safety matters in advance:

- (1) The location of the activity, date, and accommodation
  - (2) Names and contact information of the participants
  - (3) Means of transportation
  - (4) Responses to hazardous or dangerous work
  - (5) Responses to risks involved at the location of fieldwork activity and in its surrounding environment
  - (6) Responses to the requirements of the law
  - (7) Contact procedures to and between the head of the educational research group and the head of department during emergency
  - (8) Contact information of the Japanese diplomatic mission or its equivalent in the country of stay if fieldwork activities are conducted overseas
2. The head of the educational research group shall notify the head of his/her department of the health and safety management plans set forth in the preceding paragraph.

#### **Article 6: Obligations and Authority of the Head of Department**

The head of department, in accordance with the provisions of the second paragraph of the preceding article, shall confirm that the reported fieldwork activity follows laws and regulations of the University and that safety and health is ensured.

2. If the confirmation set forth in the preceding paragraph is not possible, the head of educational research group shall be required to re-evaluate and re-submit the safety and health management plan to the head of department.
3. If the document required in the preceding paragraph is not submitted or if the confirmation set forth in the first paragraph of this article is not possible even after the re-submission or if it is judged that the participants may be exposed to grave physical or mortal danger, the head of department has the authority to order the cancellation of the fieldwork activity.
4. The head of department shall be required to retain the safety and health management plans, set forth in paragraph 1 and 2 above, for one year from the date of receipt.

### **Article 7: Responsibility and Duty of the Head of the Educational Research Group**

The head of the educational research group must be a faculty member of the University.

2. The head of the educational research group shall be responsible for ensuring the safety and health of the participants of fieldwork activities and is obliged to enforce the laws and the University regulations concerning health and safety.
3. The head of the educational research group must notify the participants of the fieldwork activity of the health and safety management plan submitted to the head of department.
4. For fieldwork activities conducted by the University along with other institutions, the head of the educational research group shall in advance consult with the heads of other institutions and determine an integrated measure pertaining to the fieldwork activity to ensure health and safety and to comply with laws and regulations.
5. The head of the educational research group shall be required to retain a copy of the Safety and Health Management Plan that has been accepted by the head of the department for one year after submission.
6. The head of the educational research group shall appoint an assistant out of the fieldwork research participants in order to ensure safety and health of the participants. The head of the educational research group must be in close contact with the appointed assistant.

### **Article 8: Educational Research Activities at Institutions other than the University**

If the participants from the University take part in an field activity at an institution other than the University, the participants must obey the measures taken by that institution to ensure safety and health.

### **Article 9: Measures to be taken if an event occurs as a result of which safety or health cannot be maintained or is expected to deteriorate.**

If an event occurs as a result of which the safety and health of the participants cannot be maintained or is expected to deteriorate as a result of the event, the head of the educational research group must immediately take the most appropriate action.

2. In the case of the preceding paragraph, the head of the educational research group must inform the heads of the participants' relevant departments, or if the participant is from an institution other than the University, inform the head of the relevant institution.
3. On receiving the report as described in the preceding paragraph, the head of the relevant departments must immediately inform the Division for Environment, Health and Safety.

### **Article 10: Exceptions**

For activities taking place within the grounds of the University as well as activities decided separately by the Division for Environment, Health, and Safety, the provisions set forth in Article 5; Article 6, Paragraph 1, Paragraph 2 and Paragraph 4; and Article 7, Paragraph 3, Paragraph 5, and Paragraph 6 do not apply.

**Article 11: Miscellaneous Rules and Provisions**

In addition to what is prescribed in these regulations, necessary matters regarding safety and health in fieldwork activities shall be governed by the provisions set forth by the Division for Environment, Health, and Safety.

**Supplementary Provision**

These regulations shall be effective beginning on April 1, 2006

**Supplementary Provision**

These regulations shall be effective beginning on April 1, 2010